

# 2015 Budget

Proposed September 26, 2014



**City of Fitchburg**  
*A Better Connected Community*





## Office of the Mayor

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September 26, 2014

TO: City Council

FROM: Mayor Shawn Pfaff

SUBJECT: 2015 Budget

Submitted for your review and consideration is the Mayor's Recommended 2015 Budget. Details of my budget recommendations are included in the document. The 2015 budget allocates needed resources for continued reinvestment in our community's infrastructure, service delivery capabilities and quality of life, while holding the line on operating expenses. This year marks the fourth year we have delivered the working budget document in paperless format. I hope you find it easy to locate specific sections of interest by using the bookmark feature. We have saved a significant number of staff hours and paper by using a paperless format.

Due to requirements mandated by the State, a continued sluggish national and slowly recovering local economy, and the two year lag between new construction and taxable valuation, I instructed Department Heads to submit 2015 budget proposals based on the following guidelines:

- Evaluate all fines, fees and permits to provide a 3% increase
- Stay within levy limits. Net new construction growth estimate = 3.0%
- Pre-approval and justification forms for all out of state travel
- New proposals funded by non-property tax sources

After reviewing Departmental proposals, it was evident that staff took these guidelines seriously and submitted responsible budget proposals. City Administrator, Tony Roach, Finance Director Misty Dodge and I reviewed their submittals and made additional cuts in excess of \$920,000.

The 2015 Mayor's Recommended Budget complies with all requirements set by 2011 Wisconsin Acts 10 and 32, and the levy limit. As you will recall, we have been developing budgets over the past nine years under various versions of the state-wide levy limit mandate which currently limits the increase in general purpose tax dollars by the amount of net new construction from the previous year. Net new construction this year totaled slightly more than \$75 million, compared to \$60 million last year. Total equalized value increased for the second year in a row, this time by 4.8 percent to \$2.624 billion after four consecutive years of

decreases in 2009-2012. We have now fully recovered from these losses during the great recession and have exceeded our previous highest value in 2008 by over \$41 million.

This budget fully complies with other legislative directives in the wages and benefit areas. In 2015, all employees not classified as public safety employees - as directed by Act 10, are required to pay 6.8 percent to the retirement system. This same group of employees will continue to pay 12 percent of the average cost of health insurance premiums. All employees classified as public safety employees will pay a minimum of 5 percent of the health insurance premium, depending on plan selected, and will now pay the same as all other employees (6.8 percent) to Wisconsin Retirement.

A key component to the 2015 budget is the implementation of a comprehensive pay plan for all non-represented employees, completed in 2014. This plan, as recommended by the Personnel Committee and approved by the Council in September, integrates all non-public safety employees formerly covered by collective bargaining agreements into the plan. One of the major features of the new plan is the introduction of a pay for performance component. Employees will be evaluated annually by their supervisor and a determination will be made if the employee is eligible for additional compensation based on performance. In order to phase this new program in, my budget contains a 1.0 percent wage increase for all employees prior to placing them in the new plan, then funds an additional 1.5 percent pay for performance amount for eligible employees. This phased in approach will provide an important transition from the historical cost of living adjustments, which are no longer provided in the new plan. A 2.5 percent wage increase is included for public safety employees, in accordance with the collective bargaining agreements.

This budget continues to maintain my commitment to funding existing levels of service, with an emphasis on public safety and infrastructure. I have included an additional Sergeant in the Police Department budget, a pay increase for our Paid on Call Fire Fighters, and funding to assure that the Fire Department Officer in Charge car is adequately staffed. By adding the Sergeant in 2015, our Police Department will, for the first time, have 24/7 on-duty supervisory coverage.

Our efforts to continue streamlining the organization continue in 2015 with the consolidation of the Building Inspection Department into the Public Works Department, and the establishment of a Building and Grounds Division under the Public Works Department. The budget also fully funds our commitment to projected increases in insurance, fuel and utility charges. In addition, this budget provides funding for a limited number of new proposals detailed in the budget document. We are also funding charges related to the DaneCom system, which is planned to be fully operational sometime in 2015. I have again this year, included funding for the Boys and Girls Club in the amount of \$50,000 (an increase of \$2,500 from the previous year). New this year, I have included a \$625 membership with Dane Buy Local.

We continue to monitor library usage as reported by Dane County Library System and continue to maintain a conservative approach to the 2015 budget. I would like to thank the Library Board for their dedication to the library and have made only minor adjustments to their recommended budget, based on updated wage and benefit information that became available only after they passed their budget earlier this month.



We are confident that the 2015 budget complies with all state mandates including levy limits, however we have yet to receive final figures for determining if we will qualify for the expenditure restraint program. This information will not be available from the State until early November. If our 2015 budget exceeds expenditure restraint limits by any amount, we will not qualify for the program which amounted to over \$456,000 in 2014. Based on our estimates, we currently have a cushion of approximately \$28,400 in the 2015 Budget to qualify for expenditure restraint funds.

General Fund budget spending is proposed to increase 2.83 percent next year (which is within expected CPI) due primarily to personnel related costs including a 7.6 percent increase in health insurance premiums and a slight decrease in the rate for contributions to the Wisconsin Retirement System.

As is the case with most municipal budgets, our investment in personnel is the most significant component of the budget and represents 75 percent of total General Fund spending. Tax levies needed to support debt service (12.58 percent increase) and capital projects (63.51 percent increase) are all included in the budget and comply with our levy limitation goal.

Because of a change in the way we are now required to fill out the levy limit worksheet, we are in the enviable position of being under the levy limit by approximately \$2.9 million for 2015. If we were to levy to the maximum allowed, we should not qualify for expenditure restraint, and our General Fund levy would increase by over 21%. My recommended 2015 Budget provides for a General Fund levy increase of only .30% and a total levy increase of 5.01% (TID out). If the City were to pass a budget in excess of the levy limit, the amount of shared revenue received next year will be reduced by the same amount. Because of the robust growth in our valuation, the tax rate for the General Fund drops by 2.90% and the total tax (TID out) increases by only 1.2 percent

In keeping with our commitment to the capital needs of our growing community, I am not proposing to reduce or eliminate any projects approved the 2015 Capital Improvement Plan. I am however proposing to delay the \$487 thousand transfer from fund balance for project 2249 (Future Fire Station Land and Buildings) from 2015 to 2016 in order to plan for this transfer more comprehensively. In addition, I am changing the funding from TID to debt for project 3103 (Intersection Signalization) in 2015 to install new traffic signals at 2920 Fish Hatchery Road. Also added to the CIP is \$30,000 to complete the road project on M/MM in cooperation with the County.

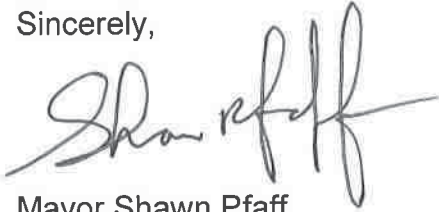
The Water Utility budget contains a provision to file for a rate review by the PSC. The last time we submitted for a full review was in 2008. There are no user fee increases projected in the Storm Water Utility. The annual Refuse and Recycling fee will decrease by \$10 to \$142, as approved by the Council at the September 23 meeting. Even though we are not proposing any increase in rates for Sewer Utility customers at this time, any MMSD rate adjustments will be passed through to the users as provided in our ordinances.

I would like to thank all department heads for rising to the challenge of developing this extremely difficult budget by making tough and creative recommendations. I would also like to particularly thank Finance Director Misty Dodge, City Administrator Tony Roach, Utility Accounting Supervisor (and Acting Finance Director) Kari Peterson and all city staff involved

in preparation of this budget document. Additionally, I would also like to thank all city employees who continue to deliver first class service while facing difficult budgetary constraints year after year. I am extremely grateful for their committed service to the City.

I look forward to working with you on the upcoming budget and encourage all council members to review the budget in detail and to attend the departmental presentations of the Mayor's Recommended Budget at the Finance Committee budget work sessions to be held on Monday, September 29 and Tuesday, September 30, 2014.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn Pfaff". The signature is fluid and cursive, with the first name "Shawn" written in a larger, more prominent script than the last name "Pfaff".

Mayor Shawn Pfaff

# NOTICE OF PUBLIC HEARING - 2015 CITY OF FITCHBURG BUDGET - OCTOBER 14, 2014

Public notice is hereby given that on October 14, 2014, the City Council of the City of Fitchburg will meet in the City Council Chambers, 5520 Lacy Rd., at 7:30 p.m. for the purpose of hearing any citizen or taxpayer on the Proposed Budget for 2015. A summary of the Proposed Budget is published herewith, and a copy of the complete budget is available for public inspection at the Fitchburg City Hall.

## CITY OF FITCHBURG 2015 BUDGET SUMMARY

| GENERAL FUND                        | AMENDED<br>BUDGET<br>2014 | PROPOSED<br>2015     | Expenditure<br>Percent<br>Change | Levy<br>Percent<br>Change | 2014<br>Rate per<br>1,000*** | Rate<br>Percent<br>Change |
|-------------------------------------|---------------------------|----------------------|----------------------------------|---------------------------|------------------------------|---------------------------|
| <b>REVENUES</b>                     |                           |                      |                                  |                           |                              |                           |
| Property Taxes                      | \$ 12,832,476             | \$ 12,890,741        |                                  | 0.45%                     | 4.962                        | -2.76%                    |
| Other Taxes                         | 632,144                   | 650,883              |                                  |                           |                              |                           |
| Intergovernmental Revenues          | 1,935,375                 | 2,145,968            |                                  |                           |                              |                           |
| Regulation & Compliance             | 809,061                   | 982,067              |                                  |                           |                              |                           |
| Intergovernmental Chgs for Services | 265,816                   | 280,244              |                                  |                           |                              |                           |
| Public Charges for Service          | 215,967                   | 228,050              |                                  |                           |                              |                           |
| Commercial Revenues                 | 244,226                   | 238,250              |                                  |                           |                              |                           |
| Miscellaneous Revenues              | 82,721                    | 72,650               |                                  |                           |                              |                           |
| Other Financing Sources             | 98,823                    | 118,141              |                                  |                           |                              |                           |
| <b>TOTAL REVENUES</b>               | <b>\$ 17,116,609</b>      | <b>\$ 17,606,994</b> |                                  |                           |                              |                           |
| <b>EXPENDITURES</b>                 |                           |                      |                                  |                           |                              |                           |
| General Government                  | \$ 3,433,044              | \$ 3,543,569         |                                  |                           |                              |                           |
| Public Safety                       | 9,587,806                 | 9,791,691            |                                  |                           |                              |                           |
| Public Works                        | 2,036,197                 | 2,139,245            |                                  |                           |                              |                           |
| Senior Services                     | 421,867                   | 433,172              |                                  |                           |                              |                           |
| Culture, Rec & Education            | 1,130,181                 | 1,161,508            |                                  |                           |                              |                           |
| Planning & Development              | 507,514                   | 537,809              |                                  |                           |                              |                           |
| <b>TOTAL EXPENDITURES</b>           | <b>\$ 17,116,609</b>      | <b>\$ 17,606,994</b> | 2.86%                            |                           |                              |                           |

| ALL FUNDS COMBINED                           | Fund Bal<br>Jan. 1, 2014 | Revenues            | Expenditures        | Est Fund Bal<br>Jan. 1, 2015 | 2014                         | 2014<br>(TID OUT)   | Rate<br>% Change | Total Levy<br>% Change |
|----------------------------------------------|--------------------------|---------------------|---------------------|------------------------------|------------------------------|---------------------|------------------|------------------------|
|                                              |                          |                     |                     |                              | Property Tax<br>Contribution | Rate Per<br>\$1,000 |                  |                        |
| General Fund                                 |                          |                     |                     |                              | \$12,890,741                 | 4.962               | -2.76%           | 0.45%                  |
| Non Spendable                                | \$329,353                |                     |                     | \$329,353                    |                              |                     |                  |                        |
| Assigned                                     | 694,840                  |                     |                     | 694,840                      |                              |                     |                  |                        |
| Unassigned                                   | 4,880,303                | \$17,606,994        | \$17,606,994        | 4,880,303                    |                              |                     |                  |                        |
| Special Revenue Funds<br>(Including Library) | 2,282,343                | 3,637,006           | 4,060,338           | 1,859,011                    | 1,604,133                    | 0.618               | -0.24%           | 3.00%                  |
| Debt Service Funds                           | 154,954                  | 5,087,652           | 5,087,652           | 154,954                      | 3,618,232                    | 1.393               | 8.99%            | 12.58%                 |
| Capital Projects Funds                       | 4,106,900                | 1,095,386           | 1,095,386           | 4,106,900                    | 1,087,386                    | 0.419               | 57.36%           | 62.32%                 |
| Enterprise Funds                             | 52,562,469               | 6,166,032           | 5,817,619           | 52,910,882                   |                              |                     |                  |                        |
| <b>TOTAL *</b>                               | <b>\$65,011,162</b>      | <b>\$33,593,070</b> | <b>\$33,667,989</b> | <b>\$64,936,243</b>          | <b>\$19,200,492</b>          | <b>7.391</b>        | <b>1.26%</b>     | <b>5.07%</b>           |

\* Tax Incremental District information related to Property Tax Contribution not available at the time of this report.

\*\*\*At the time this report was prepared, the City did not have a final assessed value. The estimated total assessed value is

**\$2,597,741,000**

**CITY OF FITCHBURG**  
**SUMMARY OF BUDGET AND TAX LEVY**

| PURPOSE                         | ACTUAL<br>2013    | BUDGET<br>2014    | PROJECTED<br>2014 | PROPOSED<br>2015  |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>EXPENDITURES:</b>            |                   |                   |                   |                   |
| GENERAL GOVERNMENT              | 3,621,334         | 3,504,065         | 3,559,733         | 3,610,006         |
| PUBLIC SAFETY                   | 8,854,222         | 9,587,806         | 9,564,280         | 9,791,691         |
| PUBLIC WORKS                    | 1,980,865         | 2,036,197         | 2,049,788         | 2,139,245         |
| HEALTH & HUMAN SERVICE          | 383,173           | 421,867           | 417,659           | 433,172           |
| CULTURE, REC. & EDUCATION       | 1,021,924         | 1,059,160         | 1,059,793         | 1,089,713         |
| CONSERVATION & DEVELOPMENT      | 470,765           | 507,515           | 506,425           | 537,809           |
| OTHER FINANCING USES            | 230,400           | 0                 | 0                 | 0                 |
| TOTAL GENERAL FUND              | 16,562,683        | 17,116,610        | 17,157,678        | 17,601,636        |
| TOTAL LIBRARY FUND              | 1,909,297         | 2,052,480         | 2,068,139         | 2,183,329         |
| TOTAL DEBT SERVICE FUND         | <u>4,561,099</u>  | <u>4,599,276</u>  | <u>4,609,526</u>  | <u>5,087,652</u>  |
| <b>TOTAL CITY EXPENDITURES</b>  | <u>23,033,079</u> | <u>23,768,366</u> | <u>23,835,343</u> | <u>24,872,617</u> |
| <b>REVENUES:</b>                |                   |                   |                   |                   |
| GENERAL FUND TAX LEVY           | 12,508,311        | 12,832,476        | 12,832,476        | 12,871,383        |
| GENERAL FUND OTHER REVENUE      | <u>4,341,711</u>  | <u>4,284,133</u>  | <u>4,576,563</u>  | <u>4,730,253</u>  |
| TOTAL GENERAL FUND              | 16,850,022        | 17,116,609        | 17,409,039        | 17,601,636        |
| LIBRARY TAX LEVY                | 1,524,769         | 1,557,433         | 1,557,433         | 1,604,133         |
| LIBRARY OTHER REVENUE           | <u>424,237</u>    | <u>495,047</u>    | <u>554,263</u>    | <u>579,196</u>    |
| TOTAL LIBRARY                   | 1,949,006         | 2,052,480         | 2,111,696         | 2,183,329         |
| DEBT SERVICE TAX LEVY           | 2,819,689         | 3,214,036         | 3,214,036         | 3,618,232         |
| DEBT SERVICE OTHER REVENUE      | <u>1,350,720</u>  | <u>1,385,240</u>  | <u>1,384,629</u>  | <u>1,469,420</u>  |
| TOTAL DEBT SERVICE FUND         | 4,170,409         | 4,599,276         | 4,598,665         | 5,087,652         |
| <b>TOTAL CITY REVENUES</b>      | <u>22,969,437</u> | <u>23,768,365</u> | <u>24,119,400</u> | <u>24,872,617</u> |
| CAPITAL PROJECTS FUND LEVY      | 620,500           | 669,900           | 669,900           | 1,095,386         |
| TOTAL CITY LEVY                 | 17,473,269        | 18,273,845        | 18,273,845        | 19,189,134        |
| CITY PORTION OF TID LEVY        | <u>1,051,411</u>  | <u>1,441,399</u>  | <u>1,441,399</u>  | <u>1,218,364</u>  |
| TOTAL TAX LEVY INCLUDING TID    | 18,524,680        | 19,715,244        | 19,715,244        | 20,407,498        |
| <b>ASSESSED VALUE</b>           | 2,450,235,700     | 2,514,568,400     | Est----->         | 2,597,741,000     |
| TAX RATE - CITY                 | 5.105             | 5.103             |                   | 4.955             |
| TAX RATE - LIBRARY              | 0.622             | 0.619             |                   | 0.618             |
| TAX RATE - DEBT                 | 1.151             | 1.278             |                   | 1.393             |
| TAX RATE - CAPITAL PROJECT      | 0.253             | 0.266             |                   | 0.422             |
| TAX RATE - OTHER (TID)          | <u>0.429</u>      | <u>0.573</u>      |                   | <u>0.469</u>      |
| TAX RATE - TOTAL CITY           | 7.560             | 7.839             |                   | 7.857             |
| <b>EQUALIZED VALUE</b>          | 2,447,132,400     | 2,503,773,000     |                   | 2,623,964,200     |
| TAX RATE - CITY                 | 5.111             | 5.125             |                   | 4.905             |
| TAX RATE - LIBRARY              | 0.623             | 0.622             |                   | 0.611             |
| TAX RATE - DEBT                 | 1.152             | 1.284             |                   | 1.379             |
| TAX RATE - CAPITAL PROJECT      | 0.254             | 0.268             |                   | 0.417             |
| TAX RATE - OTHER (TID)          | <u>0.430</u>      | <u>0.576</u>      |                   | <u>0.464</u>      |
| EQUALIZED TAX RATE - TOTAL CITY | 7.570             | 7.875             |                   | 7.776             |

Preliminary as of  
9/26/2014

**CITY OF FITCHBURG**  
**LEVY LIMIT WORKSHEET**

|                                                         | TAX YEAR<br>BUDGET YEAR | 2013<br>2014         | 2014<br>2015             |
|---------------------------------------------------------|-------------------------|----------------------|--------------------------|
| Municipal Levy - prior year                             | \$                      | 17,473,266 ACTUAL    | \$ 18,273,843            |
| Less: TID                                               |                         |                      |                          |
| Less: PY levy for GO Debt post 07/01/05                 | \$                      | (1,313,372)          | \$ (1,712,701)           |
| NET Mun Levy                                            | \$                      | 16,159,894           | \$ 16,561,142            |
| CPI Growth                                              |                         | 0.00%                | 0.000%                   |
|                                                         | \$                      | 16,159,894           | \$ 16,561,142            |
| Net New Construction                                    |                         | 2.483%               | 3.025%                   |
|                                                         | \$                      | 16,561,144           | \$ 17,062,117            |
| <i>Larger of CPI/New Construct</i>                      | \$                      | 16,561,144           | \$ 17,062,117            |
| Incr (Decr) in DS over PY DS for pre-05                 |                         | \$0                  | \$0                      |
| Debt Service - GO post 05                               |                         | \$4,597,576          | \$5,075,652              |
| ADJUSTMENTS                                             |                         | \$0                  | \$0                      |
|                                                         |                         | MAX LEVY<br>INCREASE |                          |
| Allowable Levy                                          |                         | \$21,158,720         | \$3,685,454 \$22,137,769 |
| TID Increment -City Portion                             |                         |                      |                          |
| Actual Levy                                             |                         | \$18,273,843 Adopted | \$19,189,134             |
| <b>Levy Limit underage</b>                              |                         | \$2,884,877          | <b>\$2,948,635</b>       |
| .5% of prior year actual levy                           |                         | \$87,366             | \$91,369                 |
| Carry over Allowed (lessor of underage or .5% act levy) |                         | \$1                  | \$2                      |
| Carry over allowed                                      |                         |                      |                          |



Preliminary as of  
9/26/2014

**EXPENDITURE RESTRAINT**

|                                      |               |               |
|--------------------------------------|---------------|---------------|
| Total adjustment allowed             | 3.1%          | 3.0%          |
| Prior year general fund expenditures | \$ 16,760,166 | \$ 17,116,609 |
| Allowable increase under ERP         | \$ 519,565    | \$ 513,498    |
| Proposed general fund expenditures   | \$ 17,116,609 | \$ 17,601,636 |
| Actual increase                      | \$ 356,443    | \$ 485,027    |
| Excess capacity/(overage)            | \$ 163,122    | \$ 28,471     |

Payment is contingent upon the funding available for the program, and the total eligible municipalities which will be obtaining a share of the funding.

Richard Bloomquist, Finance Chair  
Introduced by

Staff  
Drafted by

Finance, Committee of the Whole  
Committees

September 23, 2014  
Date

**RESOLUTION R-98-14**  
**ADOPTING THE 2015 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 2015; and

**WHEREAS**, a Summary of the Budget and Notice of Public Hearing was published on September 26, 2014; and

**WHEREAS**, a public hearing was held on the budget on the 14th day of October, 2014 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. 2015 Budget Adopted.**

There is hereby adopted the 2015 Budget for the City of Fitchburg and appropriated out of the receipts of the City of Fitchburg for the year 2015, 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 2014 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 2014.

Approved this 11th day of November, 2014

APPROVED: \_\_\_\_\_  
Shawn Pfaff, Mayor

DATE: November 11, 2014

ATTEST: \_\_\_\_\_  
Patti Anderson, City Clerk

**City of Fitchburg  
2015 New Proposals  
PROPOSED**

| Ref<br># Dept | Description                                                                   | Account<br>Number         | Annual<br>Expense | One Time<br>Expense | Proposed<br>Personnel | Mayoral<br>Revisions<br>Increases<br>(Decreases) | Other<br>Source | FUND<br>BALANCE | Levy<br>Required | Memo or<br>Other Source |
|---------------|-------------------------------------------------------------------------------|---------------------------|-------------------|---------------------|-----------------------|--------------------------------------------------|-----------------|-----------------|------------------|-------------------------|
|               | <b>Total Proposal</b>                                                         |                           |                   |                     |                       |                                                  |                 |                 |                  |                         |
| 1 HR          | <b>Online Performance Management tracking system with employee onboarding</b> |                           |                   |                     |                       |                                                  |                 |                 |                  |                         |
|               | Performance Management Software                                               | 100-5511-290              | \$8,200           | \$4,000             |                       |                                                  |                 |                 | \$12,200         |                         |
|               | On-boarding Software                                                          | 100-5511-290              | \$5,852           | \$4,000             |                       | -\$9,852                                         |                 |                 | \$0              |                         |
|               | <b>Total Proposal - Year 1</b>                                                | \$ 22,052                 |                   |                     |                       |                                                  |                 |                 |                  |                         |
| 2 Fire        | <b>Paid on Call Wage Increase</b>                                             |                           |                   |                     |                       |                                                  |                 |                 |                  |                         |
|               | POC Services                                                                  | 100-5220-150              |                   |                     | \$84,443              |                                                  |                 |                 |                  |                         |
|               | Direct Fringe Benefits                                                        | 100-5220-130              |                   |                     | \$12,202              |                                                  |                 |                 |                  |                         |
|               | <b>Total Proposal - Year 1</b>                                                | \$ 96,644                 |                   |                     |                       |                                                  |                 |                 | \$96,644         |                         |
| 3 Fire        | <b>Full Time Fire Chief</b>                                                   | 100-5220-110              |                   |                     | \$86,528              |                                                  |                 |                 |                  |                         |
|               | - Direct Fringe Benefits                                                      | 100-5220-130              |                   |                     | \$14,952              |                                                  |                 |                 |                  |                         |
|               | - Health                                                                      | 100-5220-591              |                   |                     | \$14,991              |                                                  |                 |                 |                  |                         |
|               | - Life                                                                        | 100-5220-592              |                   |                     | \$200                 |                                                  |                 |                 |                  |                         |
|               | - Disability                                                                  | 100-5220-593              |                   |                     | \$400                 |                                                  |                 |                 |                  |                         |
|               | - Dental                                                                      | 100-5220-594              |                   |                     | \$1,116               |                                                  |                 |                 |                  |                         |
|               | - Uniform                                                                     | 100-5220-323              |                   |                     | \$1,025               |                                                  |                 |                 |                  |                         |
|               | - Protective gear                                                             | 100-5220-324              |                   |                     | \$3,400               |                                                  |                 |                 |                  |                         |
|               | - Equipment Exp (Telephone)                                                   | 100-5220-355              |                   |                     | \$1,250               |                                                  |                 |                 |                  |                         |
|               | Less current stipend for POC Chief                                            | 100-5220-110              |                   |                     | -\$24,000             |                                                  |                 |                 |                  |                         |
|               | <b>Total Proposal - Year 1</b>                                                | \$ 99,862                 |                   |                     |                       | -\$99,862                                        |                 |                 | \$0              |                         |
| 4 Fire        | <b>2 Add'l Firefighter/Inspectors</b>                                         | 100-5220-110              |                   |                     | \$105,848             |                                                  |                 |                 |                  |                         |
|               | - Overtime                                                                    | 100-5220-115              |                   |                     | \$14,050              |                                                  |                 |                 |                  |                         |
|               | - Direct Fringe Benefits                                                      | 100-5220-130              |                   |                     | \$20,718              |                                                  |                 |                 |                  |                         |
|               | - Health                                                                      | 100-5220-591              |                   |                     | \$29,982              |                                                  |                 |                 |                  |                         |
|               | - Life                                                                        | 100-5220-592              |                   |                     | \$398                 |                                                  |                 |                 |                  |                         |
|               | - Disability                                                                  | 100-5220-593              |                   |                     | \$800                 |                                                  |                 |                 |                  |                         |
|               | - Dental                                                                      | 100-5220-594              |                   |                     | \$2,232               |                                                  |                 |                 |                  |                         |
|               | - Uniform                                                                     | 100-5220-323              |                   |                     | \$2,050               |                                                  |                 |                 |                  |                         |
|               | - Protective gear                                                             | 100-5220-324              |                   |                     | \$13,600              |                                                  |                 |                 |                  |                         |
|               | - Equipment Exp (Telephone)                                                   | 100-5220-355              |                   |                     | \$500                 |                                                  |                 |                 |                  |                         |
|               | <b>Total Proposal - Year 1</b>                                                | \$ 190,178                |                   |                     |                       | -\$190,178                                       |                 |                 | \$0              |                         |
| 5 Fire        | <b>Continue Part Time Officer In Charge Hourly Pay</b>                        |                           |                   |                     |                       |                                                  |                 |                 |                  |                         |
|               | POC Services                                                                  | 100-5220-110              |                   |                     | \$100,740             |                                                  |                 |                 |                  |                         |
|               | Direct Fringe Benefits                                                        | 100-5220-130              |                   |                     | \$14,557              |                                                  |                 |                 |                  |                         |
|               | Less current stipend for OIC                                                  | 100-5220-120              |                   |                     | -\$10,950             |                                                  |                 |                 |                  |                         |
|               | <b>Total Proposal - Year 1</b>                                                | \$ 104,347                |                   |                     |                       |                                                  |                 |                 | \$104,347        |                         |
| 6 Fire        | <b>Blue Card Incident Command Training &amp; Certification Program</b>        |                           |                   |                     |                       |                                                  |                 |                 |                  |                         |
|               | Training & Staff Development                                                  | year 1 100-5220-325       | \$9,080           |                     |                       |                                                  |                 |                 |                  |                         |
|               | Training & Staff Development                                                  | future years 100-5220-325 | \$10,000          |                     |                       |                                                  |                 |                 |                  |                         |
|               | <b>Total Proposal - Year 1</b>                                                | \$ 9,080                  |                   |                     |                       | -\$9,080                                         |                 |                 | \$0              |                         |
| 7 Fire        | <b>Firefighter Respiratory Protection Medical Evaluation Program</b>          |                           |                   |                     |                       |                                                  |                 |                 |                  |                         |
|               | - training & staff development                                                | year 1 100-5220-290       |                   | \$6,950             |                       |                                                  |                 |                 |                  |                         |
|               | - training & staff development                                                | future years 100-5220-290 | \$2,175           |                     |                       |                                                  |                 |                 |                  |                         |
|               | <b>Total Proposal - Year 1</b>                                                | \$ 6,950                  |                   |                     |                       |                                                  |                 |                 | \$6,950          |                         |
| 8 Assessing   | <b>5 Drawer Lateral File Cabinet</b>                                          |                           |                   |                     |                       |                                                  |                 |                 |                  |                         |
|               | file cabinet                                                                  | 100-5153-310              |                   | \$870               |                       |                                                  |                 |                 | \$870            |                         |
|               | <b>Total Proposal - Year 1</b>                                                | \$ 870                    |                   |                     |                       |                                                  |                 |                 |                  |                         |
| 9 PD          | <b>Sergeant</b>                                                               | 100-5210-110              |                   |                     | \$60,099              |                                                  |                 |                 |                  |                         |
|               | - Direct Fringe Benefits                                                      | 100-5210-130              |                   |                     | \$10,385              |                                                  |                 |                 |                  |                         |
|               | - Health                                                                      | 100-5210-591              |                   |                     | \$14,991              |                                                  |                 |                 |                  |                         |
|               | - Life                                                                        | 100-5210-592              |                   |                     | \$200                 |                                                  |                 |                 |                  |                         |
|               | - Disability                                                                  | 100-5210-593              |                   |                     | \$400                 |                                                  |                 |                 |                  |                         |
|               | - Dental                                                                      | 100-5210-594              |                   |                     | \$1,116               |                                                  |                 |                 |                  |                         |
|               | - Uniform Allowance                                                           | 100-5210-323              |                   |                     | \$500                 |                                                  |                 |                 |                  |                         |
|               | - Protective Gear                                                             | 100-5210-323              |                   |                     | \$750                 |                                                  |                 |                 |                  |                         |
|               | - Equipment Exp (Telephone & Computer)                                        | 100-5210-355              |                   |                     | \$500                 |                                                  |                 |                 |                  |                         |
|               | <b>Total Proposal - Year 1</b>                                                | \$ 88,941                 |                   |                     |                       |                                                  |                 |                 | \$88,941         |                         |
| 10 Planning   | <b>Anton Drive Planning Study</b>                                             |                           |                   |                     |                       |                                                  |                 |                 |                  |                         |
|               | Professional Services                                                         | 100-5630-210              |                   | \$165,000           |                       | -\$165,000                                       |                 |                 | \$0              |                         |
|               | <b>Total Proposal - Year 1</b>                                                | \$ 165,000                |                   |                     |                       |                                                  |                 |                 |                  |                         |
| 11 Planning   | <b>Smartcode Workshop</b>                                                     |                           |                   |                     |                       |                                                  |                 |                 |                  |                         |
|               | Professional Services                                                         | 100-5630-210              |                   | \$8,000             |                       |                                                  |                 |                 | \$8,000          |                         |
|               | <b>Total Proposal - Year 1</b>                                                | \$ 8,000                  |                   |                     |                       |                                                  |                 |                 |                  |                         |
| 12 IT         | <b>Backup Data Center - Cloud Hosted</b>                                      |                           | \$50,000          |                     |                       | -\$50,000                                        |                 |                 | \$0              |                         |
|               | Computer Related Repairs & Maint                                              | 100-5145-245              |                   |                     |                       |                                                  |                 |                 |                  |                         |
|               | <b>Total Proposal - Year 1</b>                                                | \$ 50,000                 |                   |                     |                       |                                                  |                 |                 |                  |                         |

City of Fitchburg  
2015 New Proposals  
PROPOSED

| Ref<br># Dept         | Description                    | Account<br>Number | Annual<br>Expense | One Time<br>Expense | Proposed<br>Personnel | Mayoral<br>Revisions<br>Increases<br>(Decreases) | Other<br>Source | FUND<br>BALANCE | Levy<br>Required | Memo or<br>Other Source |
|-----------------------|--------------------------------|-------------------|-------------------|---------------------|-----------------------|--------------------------------------------------|-----------------|-----------------|------------------|-------------------------|
| <b>Total Proposal</b> |                                |                   |                   |                     |                       |                                                  |                 |                 |                  |                         |
| 13 EMS                | <b>Captain</b>                 |                   |                   |                     |                       |                                                  |                 |                 |                  |                         |
|                       | 53.82% Fitchburg Share         |                   |                   |                     |                       |                                                  |                 |                 |                  |                         |
|                       | <b>Total Proposal - Year 1</b> | \$ 38,000 approx  |                   |                     |                       | -\$38,000                                        |                 |                 | \$0              |                         |
| <b>General Fund</b>   |                                |                   |                   |                     |                       |                                                  |                 |                 |                  |                         |
|                       | <b>Total New Proposals</b>     | \$ 879,924        | \$ 85,307         | \$188,820           | \$ 579,972            | \$ (561,972)                                     | \$ -            | \$ -            | \$ 317,952       |                         |

City of Fitchburg  
2015 New Proposals  
PROPOSED

| Ref<br># Dept       | Description                                         | Account<br>Number | Annual<br>Expense | One Time<br>Expense | Proposed<br>Personnel | Mayoral<br>Revisions<br>Increases<br>(Decreases) | Other<br>Source | FUND<br>BALANCE | Levy<br>Required | Memo or<br>Other Source |
|---------------------|-----------------------------------------------------|-------------------|-------------------|---------------------|-----------------------|--------------------------------------------------|-----------------|-----------------|------------------|-------------------------|
| Total Proposal      |                                                     |                   |                   |                     |                       |                                                  |                 |                 |                  |                         |
| Other Funds         |                                                     |                   |                   |                     |                       |                                                  |                 |                 |                  |                         |
| 14 Library          | Library Asst III - Outreach & Volunteer Coordinator |                   |                   |                     |                       |                                                  |                 |                 |                  |                         |
|                     | Salaries & Wages                                    | 250-5511-110      |                   |                     | \$37,918              |                                                  |                 |                 |                  |                         |
|                     | - Direct Fringe Benefits                            | 250-5511-130      |                   |                     | \$5,479               |                                                  |                 |                 |                  |                         |
|                     | - Health                                            | 250-5511-591      |                   |                     | \$16,920              |                                                  |                 |                 |                  |                         |
|                     | - Life                                              | 250-5511-592      |                   |                     | \$43                  |                                                  |                 |                 |                  |                         |
|                     | - Disability                                        | 250-5511-593      |                   |                     | \$312                 |                                                  |                 |                 |                  |                         |
|                     | - Dental                                            | 250-5511-594      |                   |                     | \$1,116               |                                                  |                 |                 |                  |                         |
|                     | Total Proposal                                      | \$61,789          |                   |                     |                       | -\$61,789                                        |                 |                 | \$ -             | Library Levy            |
| Total New Proposals |                                                     | \$ 941,713        | \$ -              | \$ 85,307           | \$188,820             | \$ 641,761                                       | \$ (623,761)    | \$ -            | \$ -             | \$ 317,952              |



## **AGENDA**

FINANCE COMMITTEE  
September 29, 2014 AND September 30, 2014  
**6:00 p.m. and 6:00 p.m.**  
FITCHBURG CITY HALL  
**BUDGET PRESENTATIONS**

NOTICE IS HEREBY GIVEN that the Fitchburg Finance Committee will hold meetings at 6:00 P.M., Monday, September 29, 2014, then adjourn to 6:00 P.M., Tuesday, September 30, 2014 in the Council Chambers at Fitchburg City Hall, 5520 Lacy Road, Fitchburg, WI 53711 for the purpose of:

***\*\*\* All times are approximate and will vary based on the length of the presentations \*\*\****

- 1. Call to order**
- 2. Departmental Presentations**

### **2015 BUDGET PRESENTATION SCHEDULE**

**Monday, September 29, 2014**

**6:00 p.m.** Introduction and Overview by Mayor Shawn Pfaff, City Administrator Tony Roach, and Finance Director Misty Dodge

**6:15 p.m. Parks**  
Parks Budget  
Recreation Budget

**6:45 p.m. Legal**  
City Attorney Budget

**7:10 p.m. Clerk**  
City Clerk Budget

**7:30 p.m. EMS**  
EMS Budget

**7:50 p.m. Assessing**  
Assessing Budget

**8:10 p.m. Public Works**  
Public Works Budget  
Mass Transit Budget  
Refuse & Recycling Budget  
Utility Budget  
Stormwater Budget

**9:05 p.m. Economic Development**  
Economic Development Budget  
CEDA Budget

RECESS TO TUESDAY, SEPTEMBER 30, 2014 AT 6:00 P.M.

FINANCE COMMITTEE AGENDA, September 29 & September 30, 2014 (Continued)

**Tuesday, September 30, 2014**

**6:00 p.m.** Reconvene meeting of September 29, 2014

**6:00 p.m. Building Inspection**

Building Inspection Budget  
Building & Grounds Budget:  
New City Hall  
Community Center  
Fire Safety Building  
Fire Station #2  
Maintenance Building  
Police Evidence Facility

**6:20 p.m. Planning & Zoning**

Planning & Zoning Budget  
TID Budget

**6:40 p.m. Senior Center**

Senior Center Budget

**7:00 p.m. IT**

IT Budget

**7:20 p.m. Police**

Police Budget  
MPSISC Budget  
Police Training & Drug Enforcement

**7:40 p.m. Cable**

Cable Budget

**8:20 p.m. Library**

Library Budget

**8:40 p.m. Fire**

Fire Budget

**9:00 p.m. Finance**

Revenues  
Finance Budget  
Debt Service  
Capital Projects  
Insurance Budget  
Interdepartmental, Other Public Safety, Transfers

**9:15 p.m. Administration**

Mayor/Council  
Administration/HR Operating Budget  
Municipal Court

**3. Such other matters**

**4. Adjourn**

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

# 2015 PROPOSED MAYORAL BUDGET:

## PARKS

PARKS OPERATING BUDGET

RECREATION OPERATING BUDGET

**PARK DEDICATION**

FUND NUMBER: 202

**ACCOUNT NUMBER                      ACCOUNT DESCRIPTION****REVENUES**

|              |                                       |
|--------------|---------------------------------------|
| 202-4357-000 | DNR GRANTS - PARK IMPROVEMENT         |
| 202-4613-100 | FEES IN LIEU - PARK DEDICATION        |
| 202-4613-200 | FEES IN LIEU - STREET FRONTAGE        |
| 202-4672-000 | PI FEES - AREA COMMUNITY PARKS        |
| 202-4672-020 | PI FEES - SWAN CREEK                  |
| 202-4672-021 | PI FEES - FITCHBURG TECHNOLOGY CAMPUS |
| 202-4672-027 | PI FEES-UPTOWN VILLAGE                |
| 202-4672-028 | PI FEES-NORTH PARK                    |
| 202-4672-029 | PI FEES - QUARRY VISTA                |
| 202-4672-100 | PI-TECH LANDS                         |
| 202-4810-000 | INTEREST REVENUES                     |
| 202-4930-202 | FUND BALANCE APPLIED                  |

**TOTAL REVENUE & SOURCES****EXPENSES****Transfers to Capital Projects Fund:**

|              |                                     |
|--------------|-------------------------------------|
| 202-5520-000 | PARK DEDICATION IMPROVEMENTS        |
| 202-5762-023 | PARK IMPROVE - MCGAW PARK           |
| 202-5762-024 | PARK IMPROVE - ORCHARD POINTE       |
| 202-5921-400 | OTHER TRANSFER TO CAPITAL PROJ FUND |

Fund Balance Added (Budget Account)

**TOTAL EXPENDITURES & TRANSFERS**

Estimated Fund Balance Added (Used)

| 2013<br>ACTUAL   | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/14 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>ADOPTED<br>BUDGET |
|------------------|---------------------------|---------------------------|-----------------------------|---------------------------|
| \$0              | \$0                       | \$0                       | \$0                         | \$0                       |
| \$51,662         | \$0                       | \$4,330                   | \$495,785                   | \$0                       |
| \$6,259          | \$0                       | \$1,500                   | \$1,500                     | \$0                       |
| \$1,176          | \$0                       | \$610                     | \$610                       | \$0                       |
| \$12,445         | \$0                       | \$0                       | \$0                         | \$0                       |
| \$0              | \$0                       | \$2,660                   | \$2,660                     | \$0                       |
| \$38,277         | \$0                       | \$0                       | \$0                         | \$0                       |
| \$0              | \$0                       | \$0                       | \$47,600                    | \$0                       |
| \$0              | \$0                       | \$0                       | \$42,090                    | \$0                       |
| \$0              | \$0                       | \$0                       | \$10,370                    | \$0                       |
| \$24             | \$0                       | \$0                       | \$25                        | \$0                       |
| \$0              | \$250,000                 | \$0                       | \$0                         | \$250,000                 |
| <b>\$109,843</b> | <b>\$250,000</b>          | <b>\$9,100</b>            | <b>\$600,640</b>            | <b>\$250,000</b>          |
| \$5,874          | \$0                       | \$0                       | \$0                         | \$0                       |
| \$134,750        | \$250,000                 | \$0                       | \$0                         | \$250,000                 |
| \$0              | \$0                       | \$0                       | \$0                         | \$0                       |
| \$0              | \$0                       | \$0                       | \$0                         | \$0                       |
|                  |                           |                           |                             |                           |
| <b>\$140,624</b> | <b>\$250,000</b>          | <b>\$0</b>                | <b>\$0</b>                  | <b>\$250,000</b>          |
| (\$30,781)       | \$0                       | \$9,100                   | \$600,640                   | \$0                       |

## GENERAL FUND

## 5520- Parks

| Account Number          | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|-------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5520-110            | SALARIES & WAGES - PARKS DEPT  | 284,219                      | 324,607                        | 155,711                             | 324,607                          | 335,698                    | 11,091                                  |
| 100-5520-115            | OVERTIME                       | 11,094                       | 10,240                         | 6,508                               | 10,240                           | 11,088                     | 848                                     |
| 100-5520-120            | PT/LTE/SEASONAL WAGES          | 96,536                       | 63,808                         | 22,883                              | 63,808                           | 62,557                     | (1,251)                                 |
| 100-5520-130            | DIRECT FRINGE BENEFITS         | 52,299                       | 53,316                         | 26,172                              | 53,316                           | 57,528                     | 4,212                                   |
| 100-5520-135            | LONGEVITY                      | 1,881                        | 2,088                          | 2,088                               | 2,088                            | 2,295                      | 207                                     |
| 100-5520-146            | PER DIEMS - PARKS COMMISSION   | 1,475                        | 1,304                          | 725                                 | 1,400                            | 1,304                      | -                                       |
| 100-5520-185            | BOND PROGRAM/FLEX MED FEES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5520-210            | PROFESSIONAL SERVICES          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5520-240            | REPAIRS & MAINT - BY OTHERS    | -                            | -                              | 384                                 | 400                              | -                          | -                                       |
| 100-5520-245            | COMPUTER RELATED REP & MAINT   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5520-250            | PUBLIC NOTICES/ADS             | 54                           | -                              | 65                                  | 200                              | -                          | -                                       |
| 100-5520-289            | GOLF COURSE MAINTENANCE        | 20,000                       | 20,000                         | 10,000                              | 20,000                           | 20,000                     | -                                       |
| 100-5520-290            | OTHER CONTRACTUAL              | 52,111                       | 72,500                         | 17,967                              | 71,000                           | 84,500                     | 12,000                                  |
| 100-5520-310            | OFFICE SUPPLIES & POSTAGE      | 1,192                        | 500                            | 412                                 | 500                              | 500                        | -                                       |
| 100-5520-320            | PUBLICATIONS, DUES & SUBSCRIPT | 495                          | 400                            | 720                                 | 720                              | 650                        | 250                                     |
| 100-5520-323            | UNIFORMS & PROTECTIVE GEAR     | 2,021                        | 2,550                          | 1,173                               | 2,550                            | 2,550                      | -                                       |
| 100-5520-325            | TRAINING & STAFF DEVELOPMENT   | 2,403                        | 3,500                          | 317                                 | 1,800                            | 2,000                      | (1,500)                                 |
| 100-5520-330            | VEHICLE USE REIMBURSEMENT      | -                            | 50                             | -                                   | -                                | 50                         | -                                       |
| 100-5520-335            | VEHICLE EXPENSE (G&O, REPAIRS) | 45,294                       | 34,415                         | 9,513                               | 38,000                           | 42,000                     | 7,585                                   |
| 100-5520-340            | OPERATING MATERIALS & SUPPLIES | 13,429                       | 20,000                         | 11,475                              | 20,000                           | 20,000                     | -                                       |
| 100-5520-345            | PUBLIC INFORMATION & EDUCATION | 150                          | -                              | -                                   | -                                | -                          | -                                       |
| 100-5520-350            | REPAIR & MAINT SUPPLIES        | 25,967                       | 21,700                         | 8,316                               | 23,000                           | 23,000                     | 1,300                                   |
| 100-5520-355            | EQUIPMENT EXPENSE              | 8,145                        | 10,700                         | 8,542                               | 10,700                           | 10,700                     | -                                       |
| 100-5520-360            | BUILDING REPAIRS & MAINTENANCE | 8,583                        | 11,850                         | 5,105                               | 11,850                           | 12,800                     | 950                                     |
| 100-5520-363            | COMMUNICATION EXPENSE          | 1,387                        | 1,100                          | 454                                 | 1,100                            | 1,100                      | -                                       |
| 100-5520-365            | UTIL (SHELTERS) & TELEPHONE    | 35,475                       | 28,805                         | 14,129                              | 28,000                           | 32,000                     | 3,195                                   |
| 100-5520-390            | OTHER OPERATING EXPENSE        | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5520-395            | EQUIPMENT REPLACEMENT RESERV   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5520-591            | ALLOCATED BENEFIT-HEALTH INS   | 66,500                       | 72,786                         | 36,364                              | 72,786                           | 76,196                     | 3,410                                   |
| 100-5520-592            | ALLOCATED BENEFIT-LIFE INS     | 1,035                        | 1,050                          | 524                                 | 1,050                            | 1,059                      | 9                                       |
| 100-5520-593            | ALLOCATED BENEFIT-DISABILITY   | -                            | 1,975                          | -                                   | -                                | 2,019                      | 44                                      |
| 100-5520-594            | ALLOCATED BENEFIT-DENTAL INS   | 4,877                        | 4,826                          | 2,446                               | 4,826                            | 4,824                      | (2)                                     |
| Total PARKS DEPARTMENT: |                                | 736,622                      | 764,070                        | 341,995                             | 763,941                          | 806,418                    | 42,348                                  |

-

**Department: Parks****2015 Budget Expenditure Detail**

Prepared By: Endl

Date Prepared: August 2014

Review by Mayor:

**SIGNIFICANT ACCOMPLISHMENTS IN 2014:**

- Planted 113 new and replacement trees in street terraces, boulevards and parks.
- 76<sup>th</sup> Year Tree City USA and earned 10<sup>th</sup> Growth Award and Bird City recognition for second year.
- Obtained a matching DNR urban forestry grant to treat selected Public ash trees, offer public EAB workshops, continue street tree inventory, revise the 5-yr plan, work on revising the Tree and Shrub ordinance, fund attendance at the WAA and the City's Arbor Day Event : \$19,578.50.
- Continued implementation of the Save-an-Ash program.
- Treated >200 ashes in public parks and ROWs.
- Held two EAB Informational Meetings for homeowners.
- Continued updating tree inventory on Arcview/GIS.
- Maintained an Ice Rink on City of Madison's land, in Jamestown Park.
- Maintained McKee Farms Park ice rink
- Pruned ROW trees in the Western Hills, Jamestown, Belmar, Briarwood, Tarpolywick, Schneider, Seminole Hills, Greenway Cross, and Woods Edge neighborhoods.
- Involved over 100 volunteers in community projects including tree planting, invasives removal and woods restoration.
- Completed prescribed burns at Harlan Hills, Dawley Conservancy, Briarwood, Gorman Wayside, Swan Creek, and the entrance to McGraw Park.
- Hosted Fitchburg Days, Fiesta Italia, and McKee concerts
- Mowed and maintained parkland over 57 different locations
- Kept clear from snow approximately 11 miles of trails along with 2 miles of sidewalk.
- Operated Splashpad at McKee Farms Park
- Completed a playground retrofit at Hawk Ridge Park
- Completed a playground retrofit at Wildwood South Park
- Installed recycled rubber tire mulch at Bellmar Hills playground
- Installed 360 cubic yards of certified playground mulch in 8 playgrounds.
- Added two parking lot lights at Greenfield Park
- Moved all McGaw softball field lighting out of the shelter into new outdoor cabinet's
- Painted the basketball court at McGaw
- Resurfaced the McGaw tennis courts
- Repaved over 3600 feet of bike path
- Continued work on Huegel-Jamestown Park Master Plan
- Approved Park alternatives for NSGC.
- Received a grant of \$1250 to plant a community orchard at the Community Center with 4-H volunteers and to train volunteers to maintain it and to harvest and distribute the fruit.
- Volunteers planted 236 prairie plants as an initial phase of restoration at Harlan Hills Park.
- Created job description for LTE Parks and Forestry Assistant.
- Volunteers planted native understory shrubs as a phase of forest restoration at Seminole Glen and Quarry Hill Parks.

- Held Arbor Day, Earth Day and International Migratory Bird Day Event at McKee Farms Park, approximately 100 attended.
- Initiated Tower Hill Greenway restoration project.
- Completed 2013 DNR Urban Forestry Grant Project.
- Opened new bike hub at Dawley Park
- Began work on McKee Farms and McGaw Park shelters

|                                  |
|----------------------------------|
| <b>NEW INITIATIVES FOR 2015:</b> |
|----------------------------------|

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <ul style="list-style-type: none"> <li>• Reseal and paint Swan Creek tennis courts</li> <li>• Complete work on McKee and McGaw Parks shelters</li> <li>• Seal and paint McKee basketball court</li> <li>• Paint Pine Ridge Gazebo</li> <li>• Paint and stain Swan Creek shelter</li> <li>• Continue with ROW pruning and train pruning throughout the City</li> <li>• Continue implementation of 5-year Emerald Ash Bore Readiness Plan, including the treatment of remaining public ash trees.</li> <li>• Submit Tree Preservation Ordinance for Approval</li> <li>• Continuing neighborhood Park improvements with an emphasis on playground resilient surfacing.</li> <li>• Prepare RFP for contract tree planting for spring of 2015.</li> <li>• Complete 5 year (2014 – 2018) Urban Forestry Management Plan.</li> <li>• Complete and begin implementation of McGaw Park woodlot management plan.</li> <li>• Continue to develop private/public relationships in maintaining and developing new and existing parklands</li> <li>• Continue collecting data for urban tree inventory.</li> <li>• Apply for a matching DNR grant to continue implementation of EAB Readiness and Response Plan.</li> <li>• Complete prescribed burns at McGaw, Briarwood, Swan Creek, and Harlan Hills Parks, and at Dawley Conservancy and Gorman Wayside.</li> <li>• Continue prairie restoration efforts in Gorman Wayside and Briarwood Park.</li> <li>• Make improvements to McKee Farms Park shelter</li> <li>• Continue work to update the Huegel/Jamestown Park Master Plan and begin implementation of that updated plan.</li> <li>• Continue forest and savanna restoration projects in Tower Hill Greenway and south end of Quarry Hill Park.</li> <li>• Continue with second phase of volunteer prairie restoration at Harlan Hills Park.</li> </ul> |
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## Parks & Forestry Performance Standards

| Standard                               | 2010                                                     | 2011                                   | 2012                                                                         | 2013                                                                                                                                     | 2014                                                                         |
|----------------------------------------|----------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Ball diamond prep                      | 212<br>24 FFB Preps<br>64 Soccer Preps                   | 254<br>29 FFB Preps<br>67 Soccer Preps | 217<br>FFB 3 fields – 9<br>Weeks (27)<br>Soccer 9 fields –<br>16 weeks (166) | 289<br>FFB 3 fields – 9<br>Weeks (27)<br>Soccer 9 fields –<br>16 weeks (166)                                                             | 322<br>FFB 3 fields – 9<br>Weeks (27)<br>Soccer 9 fields – 16<br>weeks (166) |
| Shelter rentals/uses                   | 319                                                      | 341                                    | 330                                                                          | 308                                                                                                                                      | 297                                                                          |
| New Shelters                           |                                                          |                                        |                                                                              |                                                                                                                                          | McKee Farms Park<br>open air &<br>Dawley Bike Hub                            |
| New Playgrounds                        |                                                          |                                        | Oak Meadow<br>(0-5 yr olds)<br>Poured in place<br>surfacing                  |                                                                                                                                          | Splashpad at McKee<br>Updated Wildwood<br>South & Hawks<br>Ridge             |
| New Basketball<br>courts               | Painted McKee<br>tennis courts                           |                                        |                                                                              |                                                                                                                                          | ½ to full court at<br>McGaw                                                  |
| Tree Plantings                         | 431                                                      | 191                                    | 160                                                                          | 338                                                                                                                                      | 113                                                                          |
| Tree Removals                          |                                                          | 27 to date<br>16 additional            | 35 to date<br>17 additional                                                  | 46                                                                                                                                       | 50+                                                                          |
| Trees Pruned                           |                                                          | 500+                                   | 2,326                                                                        | 1300                                                                                                                                     | 9 neighborhoods                                                              |
| EAB Trees Treated                      |                                                          |                                        |                                                                              | 172                                                                                                                                      | 200 plus                                                                     |
| New Public Areas to<br>maintain        |                                                          |                                        | Fish Hatchery<br>BLVD's<br><br>City Hall Campus<br>Library addition          | Nine Springs<br>Development<br>medians and 2<br>roundabouts                                                                              |                                                                              |
| New bike trail or<br>maintained trails | New path from<br>Tower Hill<br>shelter to<br>playground. |                                        |                                                                              | McGaw Park<br>Lacy road to north<br>parking lot<br><br>Seminole Glen<br>Park<br><br>McKee Farms Park<br>East                             | McKee Farms Park<br>South and West<br><br>Seminole Glen<br>Hwy West to trail |
| New sidewalk to<br>maintain            |                                                          |                                        |                                                                              |                                                                                                                                          |                                                                              |
| New Parks                              |                                                          |                                        |                                                                              | -Pinnacle – 2.69<br>acres<br>-Gold Addition –<br>18 acres<br>-Uptown adjacent<br>to Syene - .96 acres<br>-Jamestown<br>Neighborhood Park |                                                                              |
| Earth Day Volunteer<br>groups          | 7                                                        | 7                                      | 7                                                                            | 7                                                                                                                                        | 7                                                                            |

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                 |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for ___7___ (includes Chair) ___members; estimated ___12___ meetings                                                                                                                        | <b>Total \$1,304</b>            |
| ___                                               | Per Diem for                                                     | Includes Per Diem for ___members; estimated ___meetings                                                                                                                                                       |                                 |
| ___                                               | Per Diem for                                                     | Includes Per Diem for ___members; estimated ___meetings                                                                                                                                                       |                                 |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                 |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                 |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             |                                 |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      |                                 |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             |                                 |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles |                                 |
| 289                                               | Golf course maintenance                                          |                                                                                                                                                                                                               | 20,000                          |

|                                         |                                                      |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -290                                    | Other<br><b>Contractual<br/>Services -<br/>LIST:</b> | Includes services purchased for department not more accurately described elsewhere. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | <p>This account includes replacement, pruning and removal of street trees. It also includes resurfacing of asphalt paths and parking lots along with contracted mowing of selected highway medians.</p> <ul style="list-style-type: none"> <li>&gt; Replacement of dead street trees \$4,000</li> <li>&gt; Median mowing and maintenance \$35,000</li> <li>&gt; Shelter Repair <ul style="list-style-type: none"> <li>- Pine Ridge, Quarry Ridge, Swan Creek \$12,000</li> </ul> </li> <li>&gt; Maintenance and removal of <ul style="list-style-type: none"> <li>Larger street trees \$ 3,500</li> </ul> </li> <li>&gt; Prairie/Long grass burns \$ 9,000</li> <li>&gt; Bike Path maintenance \$8,000</li> <li>&gt;Tennis Court maintenance – Swan Creek \$ 8,000</li> <li>&gt; Basketball court maintenance - <ul style="list-style-type: none"> <li>- Crackfill/Paint lines on various courts \$ 1,000</li> <li>- McKee \$ 4,000</li> </ul> </li> </ul> <p><b>Total \$8,500</b></p> |
| <b>OPERATING SUPPLIES &amp; EXPENSE</b> |                                                      |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| -310                                    | Office Supplies<br>& Postage                         | General office supplies, postage, film, project binders, copies, and misc.                                                                                     | <p>Miscellaneous office supplies for Parks Director, Landscape Architect, and Horticulturalist interns. There is also an increase in the number of mailing that has been going to neighborhoods related to park projects.</p> <ul style="list-style-type: none"> <li>&gt; Office supplies \$200</li> <li>&gt; Postage \$300</li> </ul> <p style="text-align: right;">Total \$500</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| -320                                    | Publications,<br>Subscriptions &<br>Dues             | Professional Organization dues, reference materials or publications                                                                                            | <p>WPRA (Wisconsin Parks &amp; Recreation Association) membership \$250</p> <p>WAA (Wisconsin Arborist Association) annual memberships. \$400</p> <p style="text-align: right;">Total \$650</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|      |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                |
|------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -323 | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     | Protective gear for maintenance workers. <ul style="list-style-type: none"> <li>➤ Uniforms \$1500</li> <li>➤ Safety Gear \$850</li> <li>➤ T-shirts for seasonal employees \$200</li> </ul> Total \$2,550                                                                                                                                                       |
| -325 | <b>Training &amp; Staff Development</b> - Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | Includes Wisconsin Parks and Recreation training and Urban Forestry training which maintains necessary professional certifications as well as worker safety and tuition reimbursement for ArcGIS courses.<br><br>WAA Conference \$ 1,000<br>WPRA Conference \$ 500<br>Forestry Training \$ 500<br><br>Total \$2,000                                            |
| -330 | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.445 per mile.                                                                                                                               | #miles 175 x 55.5 = \$100<br><br>Cover mileage expense for Landscape Architect, Urban Forester and Naturalist use of personal vehicles.<br><br>Total \$50                                                                                                                                                                                                      |
| -335 | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              | Based on previous years projections for repair of trucks/vehicles.<br><br>Fuel 3,500 gallons unleaded \$4.00/gallon \$14,000<br>Fuel 4,800 gallons diesel \$4.25/gallon \$20,400<br>Fuel Forestry \$2,600<br>Repairs \$5,000<br><br>Total \$42,000                                                                                                             |
| -340 | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | Ball Field Material \$6,000<br>Sports Field Maintenance Supplies \$5,000<br><br>Event Volunteer Activities \$ 2,000<br><br>Weed Control – Fish Hatchery and PD boulevards, Cemetery and City Hall \$ 3,000<br>Forestry Supplies \$ 1,000<br>Control of invasive weeds \$ 1,200<br>Miscellaneous Supplies \$ 800<br>Porta Potties \$1,000<br><br>Total \$20,000 |
| -345 | Public Information & Education                                                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  | N/A                                                                                                                                                                                                                                                                                                                                                            |

|      |                                |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -350 | Repair & Maintenance Supplies  | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles. | <p>Repairs or maintenance on Parks maintenance items performed by parks personnel such as weed trimmers, mowers, chain saws, etc.</p> <p>Signs Repair \$ 500</p> <p>Survey Supplies \$ 500</p> <p>Chain saw and small engine repair \$ 1,000</p> <p>Mower Supplies \$ 4,000</p> <p>Equipment Repair \$ 3,000</p> <p>Landscape equipment repair \$ 500</p> <p>Play equipment repair \$ 3,000</p> <p>Shop Supplies \$1,500</p> <p>Volleyball court maintenance \$ 500</p><br><p>General Park maintenance \$8,500</p> <p>&gt; Playground mulch (6,000)</p> <p>&gt; Various Maintenance/Supplies (2,500)</p><br><p>Total \$23,000</p> |
| -355 | <b>Equipment Expense</b>       | Lease costs, replacements of minor equipment not included in the capital budget. <i><b>Detail of this account to be submitted with budget proposal.</b></i>    | <p>Chain saws for forestry operations, shop tools, hand mowers, weed eaters, shovels, and rakes along with miscellaneous tools for staff and volunteers.</p> <p>Hand tools \$ 250</p> <p>Plow Blades \$1,800</p> <p>Shop tools \$ 500</p> <p>Replace small engines \$ 500</p> <p>Volunteer tools \$ 250</p> <p>Chain Saws \$900</p> <p>75' bucket truck inspection &amp; maintenance \$ 6,500</p><br><p>Total \$10,700</p>                                                                                                                                                                                                        |
| -360 | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.              | <p>This area includes the maintenance and repair of park shelters and restrooms. This includes hiring of electricians, plumbers, and septic specialists when necessary.</p> <p>Plumbing \$ 1,000</p> <p>Electric \$ 1,750</p> <p>Well and Septic \$ 250</p> <p>Paper products for shelters \$ 4,500</p> <p>Chemicals Splash Pad \$ 1,000</p> <p>Shelter repair (painting etc.) \$ 3,750</p> <p>Splashpad license \$ 550</p><br><p>Total \$ 12,800</p>                                                                                                                                                                             |
| -363 | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                       | <p>Based on previous repairs needed for communication equipment.</p><br><p>Total \$1,100</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                                          |                       |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
|------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|---------------|----------|-------------------------------------|----------|----------------------------|--|------------|--------|-----------------------------|---------|-------------------------------------|---------|-----------------------|--------|------------------------------------------|----------|-------|----------|
| -365                                     | Utilities & Telephone | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & stormwater charges                 | <div>Based on previous years history. This includes the following utilities:</div> <table><tr><td>Electric</td><td>\$ 12,000</td></tr><tr><td>Water &amp; sewer</td><td>\$ 2,695</td></tr><tr><td>Storm water utility district charge</td><td>\$ 9,000</td></tr><tr><td>Power for aerator at McKee</td><td></td></tr><tr><td>South pond</td><td>\$ 180</td></tr><tr><td>Fish Hatchery &amp; Irish House</td><td>\$1,000</td></tr><tr><td>Ice rink water (McKee and Jamestown</td><td>\$4,000</td></tr><tr><td>Dawley Park Utilities</td><td>\$ 500</td></tr><tr><td>Splash Pad Unities' (water and electric)</td><td>\$ 2,625</td></tr><tr><td>Total</td><td>\$32,000</td></tr></table> | Electric | \$ 12,000 | Water & sewer | \$ 2,695 | Storm water utility district charge | \$ 9,000 | Power for aerator at McKee |  | South pond | \$ 180 | Fish Hatchery & Irish House | \$1,000 | Ice rink water (McKee and Jamestown | \$4,000 | Dawley Park Utilities | \$ 500 | Splash Pad Unities' (water and electric) | \$ 2,625 | Total | \$32,000 |
| Electric                                 | \$ 12,000             |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
| Water & sewer                            | \$ 2,695              |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
| Storm water utility district charge      | \$ 9,000              |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
| Power for aerator at McKee               |                       |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
| South pond                               | \$ 180                |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
| Fish Hatchery & Irish House              | \$1,000               |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
| Ice rink water (McKee and Jamestown      | \$4,000               |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
| Dawley Park Utilities                    | \$ 500                |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
| Splash Pad Unities' (water and electric) | \$ 2,625              |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
| Total                                    | \$32,000              |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
| -370                                     | Roadway Supplies      | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
| Other: Departmental Specific Items       |                       |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
|                                          |                       |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
|                                          |                       |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |
|                                          |                       |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |           |               |          |                                     |          |                            |  |            |        |                             |         |                                     |         |                       |        |                                          |          |       |          |

**2015- PERSONNEL SUMMARY Parks**

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**E= Existing Position****N = New Position** - Please indicate new proposal (NP) number**Please list all existing first, followed by new proposals for personnel**DEPARTMENT: Parks, Recreation & ForestryPrepared by: Endl

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position                                    | Date of Hire                  | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|---------------------------------------------|-------------------------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Scott Endl                                                     | Parks Director                              | 11/27/06                      | 2080                         |                                |                                |                                |
|             | E           | Johren Frydenlund                                              | Parks/Forestry<br>Maintenance<br>Supervisor | 8/16/10<br>Streets<br>12/1/03 | 2080                         | 60                             |                                |                                |
|             | E           | Norbert Staizak                                                | Parks<br>Maintenance<br>Worker              | 5/1/01                        | 2080                         | 72                             |                                |                                |
|             | E           | Mike Mahal                                                     | Parks<br>Maintenance<br>Worker              | 5/1/01                        | 2080                         | 72                             |                                |                                |
|             | E           | Andy Shackleton                                                | Parks<br>Maintenance<br>Worker              | 3/30/09                       | 2080                         | 72                             |                                |                                |
|             | E           | Ed Bartell                                                     | Urban<br>Forester/<br>Naturalist            | 3/1/04                        | 1248                         |                                |                                |                                |
|             | E           | LTE Parks<br>3 month seasonal                                  | Parks<br>Maintenance<br>Worker              |                               |                              |                                | 600                            |                                |
|             | E           | LTE Parks<br>3 month seasonal                                  | Parks<br>Maintenance<br>Worker              |                               |                              |                                | 600                            |                                |
|             | E           | LTE Parks<br>3 month seasonal                                  | Parks<br>Maintenance<br>Worker              |                               |                              |                                | 600                            |                                |
|             |             | Total This Page                                                | 9                                           |                               | 11,648                       | 276                            | 1,800                          |                                |

**2015- PERSONNEL SUMMARY Parks**

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position                                                                                 | Date of Hire   | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             |             |                                                                |                                                                                          |                |                              |                                |                                |                                |
|             | E           | LTE Landscape<br>Architect                                     | LTE landscape<br>Architect                                                               |                |                              |                                | 500                            |                                |
|             | E           | LTE Horticulturist                                             | LTE<br>Horticulturist                                                                    |                |                              |                                | 500                            |                                |
|             | E           | Bill Hust                                                      | City Hall Campus<br>Maintenance                                                          | June 2012      |                              |                                | 720<br>30 weeks<br>@ 24 hrs    |                                |
|             | E           | Mark Jones                                                     | LTE<br>Forestry/Parks<br>9 month seasonal<br><br>Forestry/Parks<br>Maintenance<br>Worker | August<br>2013 |                              | 30                             | 1,524                          |                                |
|             | E           | Weekend Park<br>Attendant                                      | Weekend Park<br>Attendant                                                                |                |                              |                                | 180                            |                                |
|             |             | Total This Page                                                | 1                                                                                        |                | 0                            | 30                             | 3,424                          |                                |
|             |             | Total from Previous<br>Pages                                   | 9                                                                                        |                | 11,648                       | 276                            | 1,800                          |                                |
|             |             | TOTAL ALL<br>PAGES                                             | 10                                                                                       |                | 11,648                       | 306                            | 5,224                          |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**



## GENERAL FUND

## 5530- Recreation

| Account Number              | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|-----------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5530-110                | SALARIES & WAGES - RECREATION  | 101,927                      | 102,540                        | 48,515                              | 102,540                          | 105,213                    | 2,673                                   |
| 100-5530-115                | OVERTIME                       | 434                          | 1,682                          | 318                                 | 1,682                            | 1,752                      | 70                                      |
| 100-5530-120                | PT/LTE/SEASONAL WAGES          | 26,203                       | 35,764                         | 6,502                               | 28,000                           | 30,000                     | (5,764)                                 |
| 100-5530-130                | DIRECT FRINGE BENEFITS         | 16,600                       | 18,070                         | 7,682                               | 18,070                           | 17,829                     | (241)                                   |
| 100-5530-135                | LONGEVITY                      | 240                          | 450                            | 450                                 | 450                              | 540                        | 90                                      |
| 100-5530-150                | VOLUNTEER SERVICES             | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5530-185                | BOND PROGRAM/FLEX MED FEES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5530-210                | PROFESSIONAL SERVICES          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5530-240                | REPAIRS & MAINT - BY OTHERS    | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5530-245                | COMPUTER RELATED REP & MAINT   | 4,851                        | 3,700                          | 2,790                               | 3,700                            | 3,700                      | -                                       |
| 100-5530-250                | PUBLIC NOTICES/ADS             | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5530-290                | OTHER CONTRACTUAL SERVICES     | 74,701                       | 61,000                         | 35,285                              | 70,000                           | 61,000                     | -                                       |
| 100-5530-310                | OFFICE SUPPLIES & POSTAGE      | 264                          | 250                            | 160                                 | 250                              | 250                        | -                                       |
| 100-5530-320                | PUBLICATIONS, DUES & SUBSCRIPT | 454                          | 500                            | 1,080                               | 1,100                            | 500                        | -                                       |
| 100-5530-325                | TRAINING & STAFF DEVELOPMENT   | -                            | 1,300                          | -                                   | 1,300                            | 1,300                      | -                                       |
| 100-5530-330                | VEHICLE USE REIMBURSEMENT      | -                            | 50                             | -                                   | 50                               | 50                         | -                                       |
| 100-5530-335                | VEHICLE OPERATING EXPENSE      | -                            | 500                            | 288                                 | 500                              | 500                        | -                                       |
| 100-5530-340                | OPERATING MATERIALS & SUPPLIES | -                            | -                              | 307                                 | 307                              | 322                        | 322                                     |
| 100-5530-345                | PUBLIC INFORMATION & EDUCATION | 7,411                        | 17,737                         | 690                                 | 17,000                           | 8,400                      | (9,337)                                 |
| 100-5530-350                | REPAIR & MAINT SUPPLIES        | 88                           | -                              | -                                   | -                                | -                          | -                                       |
| 100-5530-355                | EQUIPMENT EXPENSE              | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5530-363                | COMMUNICATIONS EXPENSE         | 1,310                        | 750                            | 297                                 | 750                              | 750                        | -                                       |
| 100-5530-365                | TELEPHONE                      | 173                          | 200                            | 83                                  | 200                              | 200                        | -                                       |
| 100-5530-387                | RECREATION PROGRAMS EXPENSE    | 33,963                       | 31,750                         | 16,069                              | 31,750                           | 31,750                     | -                                       |
| 100-5530-388                | WPRA TICKET SAFETY PROGRAM     | 8                            | 50                             | -                                   | 50                               | 50                         | -                                       |
| 100-5530-395                | EQUIPMENT REPLACEMENT RESERV   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5530-591                | ALLOCATED BENEFIT-HEALTH INS   | 15,066                       | 16,535                         | 8,249                               | 16,535                           | 16,920                     | 385                                     |
| 100-5530-592                | ALLOCATED BENEFIT-LIFE INS     | 89                           | 98                             | 49                                  | 98                               | 99                         | 1                                       |
| 100-5530-593                | ALLOCATED BENEFIT-DISABILITY   | -                            | 644                            | -                                   | -                                | 650                        | 6                                       |
| 100-5530-594                | ALLOCATED BENEFIT-DENTAL INS   | 1,520                        | 1,520                          | 760                                 | 1,520                            | 1,520                      | -                                       |
| Total RECREATION & LEISURE: |                                | 285,302                      | 295,090                        | 129,572                             | 295,852                          | 283,295                    | (11,795)                                |

-

## 2015 Budget Expenditure Detail

### Department: Recreation

Prepared By: Chad Sigl

Date Prepared: August 2014

Review by Mayor:

#### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

- Offered comprehensive year-round youth and adult recreational opportunities.
- Held annual special events including; Pack N Park, Children's Holiday Party, Daddy Daughter Winter Formal, Bike Rodeo, & NFL Punt Pass & Kick Competition.
- Included concussion awareness information as part of youth sports programs
- Partnered with Oregon School District to offer ski trips.
- Held Community Day @ Nine Springs Golf Course.
- Added credit card readers through our online registration software, Activenet.
- Worked with local communities to offer the Greater Dane Recreational Softball League
- Began using social media in marketing efforts.
- Included online reservations as part of new website integration.
- Partnered with local Rec Departments to run a 2<sup>nd</sup>/3<sup>rd</sup> grade flag tournament.
- Developed traveling flag football leagues for 4<sup>th</sup>/5<sup>th</sup> grade & 6<sup>th</sup>-8<sup>th</sup> grade.
- Received a grant for youth lacrosse equipment.
- Held coaches meetings for each league of youth sports programming.
- Continued with the replacement of outdated or broken equipment.
- Partnered with local Recreation Depts to offer 5<sup>th</sup>/6<sup>th</sup> grade traveling basketball leagues.
- Developed 3<sup>rd</sup>/4<sup>th</sup> grade girls traveling basketball league with Verona & Mt Horeb Rec.
- Increased the number of programs offered through independent contractors.
- Held Quick & Blitz Chess tournaments for both youth & adults at the Community Center.

#### NEW INITIATIVES FOR 2015:

- Continue to look for new & exciting youth and adult program opportunities through independent contractors.
- Develop program/special event sponsorship opportunities.
- Develop training manual for summer program staff.
- Develop a document that details the full listing of programs offered throughout the year including a brief description, registration timeline.



## Recreation Department Performance Standards 2014

### 2014 Fitchburg Rec Participation (as of 8/13)

| Youth | Adult | Total |
|-------|-------|-------|
| 2,047 | 543   | 2,590 |

### 2013 Fitchburg Rec Participation

| Youth | Adult | Total |
|-------|-------|-------|
| 2,638 | 762   | 3,400 |

### 2012 Fitchburg Rec Participation

| Youth | Adult | Total |
|-------|-------|-------|
| 2,650 | 740   | 3,390 |

### 2011 Fitchburg Rec Participation

| Youth | Adult | Total |
|-------|-------|-------|
| 2,510 | 867   | 3,377 |

### 2010 Fitchburg Rec Participation

| Youth | Adult | Total |
|-------|-------|-------|
| 1,996 | 942   | 2,938 |

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                 |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                 |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; _____ estimated meetings                                                                                                                                                 |                                                                                                                                 |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                 |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                 |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                                                                 |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                                                 |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             |                                                                                                                                 |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      |                                                                                                                                 |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | \$3,200 Service Contract for Active Network. (online registration software.<br>\$500 Upgrade for software<br><br><b>\$3,700</b> |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles |                                                                                                                                 |
|                                                   |                                                                  |                                                                                                                                                                                                               |                                                                                                                                 |

|                              |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -290                         | Other<br><b>Contractual Services - LIST:</b>                                                                              | Includes services purchased for department not more accurately described elsewhere. <i><b>Detail of this account to be submitted with budget proposal.</b></i>                                                                                | Payment for youth and adults sports officials. Program fees pay for these expenses. Payment for independent contractors, including instructors of enrichment programs. These programs use an 80/20 split and generate income.<br><br>Basketball Officials/Scorekeepers \$4,500<br>Volleyball Officials \$5,500<br>Soccer Officials \$2,000<br>Flag Football Officials \$2,500<br>Umpires \$1,500<br>Contractual Employees \$45,000<br><b>\$61,000</b> |
| OPERATING SUPPLIES & EXPENSE |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| -310                         | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | Printing & mailing of materials for coaches, instructors, staff & businesses.<br><br><b>\$250</b>                                                                                                                                                                                                                                                                                                                                                     |
| -320                         | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           | Professional Organization Dues \$250 WPRA<br><br>\$250 Music License BMI<br><br><b>\$500</b>                                                                                                                                                                                                                                                                                                                                                          |
| -323                         | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| -325                         | <b>Training &amp; Staff Development -</b> Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <i><b>Detail of this account to be submitted with budget proposal.</b></i> | \$1150 WPRA Conference (Rec Director & Assistant)<br>\$150 Staff Training<br><br><b>\$1300</b>                                                                                                                                                                                                                                                                                                                                                        |
| -330                         | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.585 per mile.                                                                                                                               | 100 miles x .51 = 50.Vehicle reimbursement<br><br><b>\$50</b>                                                                                                                                                                                                                                                                                                                                                                                         |
| -335                         | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              | Maintenance on 2 Rec. Dept. Vehicles<br><br><b>\$500</b>                                                                                                                                                                                                                                                                                                                                                                                              |

|                                                                                              |                                |                                                                                                                                                                                                                        |                                                                                                                                                        |
|----------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| -340                                                                                         | Operating Materials & Supplies | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere. |                                                                                                                                                        |
| -345                                                                                         | Public Information & Education | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                           | 1 page ad in Fitchburg Star each month \$1,400/month<br><b>\$8,400</b> (Recycling & Utilities pay other 1/2)                                           |
| -350                                                                                         | Repair & Maintenance Supplies  | Supplies required performing repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                         |                                                                                                                                                        |
| -355                                                                                         | <b>Equipment Expense</b>       | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                            |                                                                                                                                                        |
| -360                                                                                         | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.                                                                      |                                                                                                                                                        |
| -363                                                                                         | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                                                                               | Cell Phones for Rec. Dept. Use<br><b>\$750</b>                                                                                                         |
| -365                                                                                         | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                                                                                                 | Telephone fees<br><b>\$200</b>                                                                                                                         |
| -370                                                                                         | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                                                                                                  |                                                                                                                                                        |
| Other: Departmental Specific Items                                                           |                                |                                                                                                                                                                                                                        |                                                                                                                                                        |
| 387 Recreation Program Expense<br><br>Pack N Park Inflatable's from Rec Donations (\$20,414) |                                |                                                                                                                                                                                                                        | Expenses for youth & adult recreation programs (Equipment). This expense is offset by registration fees collected for programs.<br><br><b>\$31,750</b> |
| 388 WPRA Ticket Program                                                                      |                                |                                                                                                                                                                                                                        | Sales Tax on ticket sales<br><b>\$50</b>                                                                                                               |

**2015 PERSONNEL SUMMARY** Recreation Department**E= Existing Position Or Employee****N = New Position** - Please indicate new proposal (NP) number**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: Recreation &amp; Community Center

Prepared by: \_\_\_\_\_

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position                | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|-------------------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Chad Sigl                                                      | Recreation<br>Director  | 11/3/08      | 2080                         |                                |                                |                                |
|             | E           | Tony King                                                      | Recreation<br>Assistant | 9/8/08       | 2080                         | 60                             |                                |                                |
|             |             |                                                                |                         |              |                              |                                |                                |                                |
|             | E           | (2) LTE Recreation<br>Seasonal                                 | Program<br>Coordinator  |              |                              |                                | 600                            |                                |
|             | E           | (3) LTE Recreation<br>Seasonal                                 | Playground<br>Leader    |              |                              |                                | 677                            |                                |
|             | E           | (3) LTE Recreation<br>Seasonal                                 | Tennis<br>Instructor    |              |                              |                                | 849                            |                                |
|             | E           | (2) LTE Recreation<br>Seasonal                                 | School Gym<br>Attendant |              |                              |                                | 311                            |                                |
|             | E           | (1) LTE Recreation                                             | Office Assistant        |              |                              |                                | 465                            |                                |
|             |             |                                                                |                         |              |                              |                                |                                |                                |
|             |             |                                                                |                         |              |                              |                                |                                |                                |
|             |             | Total This Page                                                |                         |              | 4,160                        | 60                             | 2,902                          |                                |
|             |             | Total from Previous<br>Pages                                   |                         |              |                              |                                |                                |                                |
|             |             | TOTAL ALL<br>PAGES                                             |                         |              | 4,160                        | 60                             | 2,902                          |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**



Memo  
 To: Kari Peterson – Finance Director  
 From: Endl – Parks, Recreation & Forestry  
 Ref: Revenue projection 2014  
       Revenue budgeted 2015  
 Date: August 15<sup>th</sup>, 2014

All revenues are collected through the Recreation Department. There are 3 areas in which revenues are collected. These areas include: Recreation Program Fees, Park Shelter/Ball Field Rentals, and Community Center Rentals.

| Year                  | Parks<br>Shelters/ Ball<br>Field Rentals | Community<br>Center | Recreation<br>Fees | Total             |
|-----------------------|------------------------------------------|---------------------|--------------------|-------------------|
| 2009 actual           | \$ 16,481                                | \$ 26,535           | \$ 117,955         | Total: \$ 160,971 |
| 2010 actual           | \$ 19,576                                | \$ 3,928            | \$ 124,039         | Total: \$ 147,543 |
| 2011 actual           | \$ 21,768                                | \$3,988             | \$ 124,321         | Total: \$ 150,077 |
| 2012 Actual           | \$ 21,264                                | \$ 11,722           | \$ 150,724         | Total \$183,710   |
| 2013 Actual           | \$ 28,030                                | \$ 8,502            | \$ 146,546         | Total \$ 183,078  |
| 2014 Budget           | \$ 21,000                                | \$ 7,500            | \$ 140,000         | \$ 168,500        |
| 2014 as of<br>8/13/14 | \$ 22,155                                | \$ 8,591            | \$115,718          | \$146,464         |
| 2014 projected        | \$25,000                                 | \$9,000             | \$140,000          | \$174,000         |
| 2015<br>Budgeted      | \$25,000                                 | \$10,000            | \$145,000          | \$175,000         |



# 2015 PROPOSED MAYORAL BUDGET:

## LEGAL

GENERAL FUND  
5130- Legal

| Account Number        | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|-----------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5130-110          | SALARIES & WAGES - LEGAL DEPT  | -                            | 105,443                        | 52,725                              | 105,443                          | 106,496                    | 1,053                                   |
| 100-5130-120          | PT/LTE/SEAS - LEGAL DEPT       | 104,936                      | -                              | (3,043)                             | -                                | -                          | -                                       |
| 100-5130-130          | DIRECT FRINGE BENEFITS         | 14,730                       | 15,447                         | 7,098                               | 15,447                           | 15,389                     | (58)                                    |
| 100-5130-135          | LONGEVITY BENEFIT              | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5130-185          | FLEX MED FEES                  | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5130-201          | OLD ACCT PRIOR TO 2012         | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5130-202          | OUTSIDE LEGAL - ORD VIOLATIONS | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5130-203          | OUTSIDE LEGAL                  | 22,032                       | -                              | 11,779                              | 35,000                           | 40,000                     | 40,000                                  |
| 100-5130-210          | OTHER PROFESSIONAL SERVICES    | 10,567                       | 50,000                         | 5,038                               | 6,000                            | 10,000                     | (40,000)                                |
| 100-5130-245          | COMPUTER RELATED REP & MAINT   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5130-250          | PUBLIC NOTICES & ADVERTISEMENT | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5130-290          | OTHER CONTRACTUAL SERVICES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5130-310          | OFFICE SUPPLIES & POSTAGE      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5130-320          | PUBLICATIONS, DUES & SUBSCRIPT | 851                          | 1,500                          | 150                                 | 1,500                            | 1,500                      | -                                       |
| 100-5130-325          | TRAINING & STAFF DEVELOPMENT   | 285                          | 1,200                          | -                                   | 1,200                            | 1,200                      | -                                       |
| 100-5130-330          | VEHICLE USE REIMBURSEMENT      | 36                           | 200                            | -                                   | 200                              | 200                        | -                                       |
| 100-5130-340          | OPERATING MATERIALS & SUPPLIES | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5130-345          | PUBLIC INFORMATION & EDUCATION | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5130-355          | EQUIPMENT OPERATING EXPENSE    | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5130-365          | TELEPHONE                      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5130-591          | ALLOCATED BENEFIT-HEALTH INS   | 14,453                       | 13,221                         | 7,940                               | 13,221                           | 14,206                     | 985                                     |
| 100-5130-592          | ALLOCATED BENEFIT-LIFE INS     | 449                          | 584                            | 292                                 | 584                              | 590                        | 6                                       |
| 100-5130-593          | ALLOCATED BENEFIT-DISABILITY   | -                            | 400                            | -                                   | -                                | 400                        | -                                       |
| 100-5130-594          | ALLOCATED BENEFIT-DENTAL INS   | 992                          | 893                            | 496                                 | 893                              | 893                        | -                                       |
| Total LEGAL SERVICES: |                                | 169,331                      | 188,888                        | 82,475                              | 179,488                          | 190,874                    | 1,986                                   |

## 2015 Budget Expenditure Detail

### Department:

Prepared By: Mark R. Sewell

Date Prepared: September 16, 2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

Defense of several civil suits  
Defense of property tax suits  
Ordinance Drafting  
Municipal court operation.  
Post road/Fiduciary Development issues.  
Prosecution of blighted properties.  
Fire Department/PFC Issues.  
Town of Madison TID issues.  
DaneCom issues.  
Liquor license issues.  
Numerous Open Record Requests  
Acquisition and construction of Spoke & Sprocket  
Transfer of Rail Line  
Vue real estate issues.  
Fitchburg Tech Campus/Promega/Nobel and Mica  
Novel termination issue.  
Town of Verona water main issue.  
Quarry Vista development issues.  
North Park development issues.  
Bike Path issues.  
Fire Station issues.  
Adams Outdoor issues.  
Jamestown Park issues.  
General assistance to public works.

|                                 |
|---------------------------------|
| <b>NEW INITIATIVES FOR 2015</b> |
|---------------------------------|

Continued improvements to Municipal court docket

Continuation of civil and property tax cases

Continue work on multiple large developments in the City.

Potential expansion of Pike Drive

Fire Station Issues.

Continue work on problem properties.

Work on Stoner Prairie and North East neighborhood development.

Work on continued development in TID 6 extension.

Town of Madison TID issues.

DaneCom issues.

Rail line issues.

Begin discussion on future configuration of City Attorney office.

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures   |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                   |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                   |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                   |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                   |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                   |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                   |
| -210                                              | Professional Services                                            | Engineering, Auditing Services, or other Professional Service not provided by staff (excludes legal)                                                                                                          | \$10,000 deductibles for lawsuits |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      |                                   |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             |                                   |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles |                                   |
| -290                                              | Other <b>Contractual Services - LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       |                                   |

| OPERATING SUPPLIES & EXPENSE |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                                |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| -310                         | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    |                                                                                                                |
| -320                         | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           | \$1,500.00 State an Local Bar dues, Additional State Bar Publications.                                         |
| -323                         | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     |                                                                                                                |
| -325                         | <b>Training &amp; Staff Development</b> - Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | \$1,200.00 Annual League of WI Municipalities Atty seminar, Annual DOT prosecutors seminar, one Misc. seminar. |
| -330                         | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.50 per mile.                                                                                                                                | #miles 400 x rate = \$200.00 Travel to and from seminars.                                                      |
| -335                         | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              |                                                                                                                |
| -340                         | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        |                                                                                                                |
| -345                         | Public Information & Education                                                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  |                                                                                                                |
| -350                         | Repair & Maintenance Supplies                                                                                             | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                |                                                                                                                |
| -355                         | <b>Equipment Expense</b>                                                                                                  | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                                                   |                                                                                                                |

|                                    |                                |                                                                                                                                                   |                                 |
|------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| -360                               | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility. |                                 |
| -363                               | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                          |                                 |
| -365                               | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                            |                                 |
| -370                               | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                             |                                 |
| Other: Departmental Specific Items |                                |                                                                                                                                                   |                                 |
| -203 Outside Legal                 |                                |                                                                                                                                                   | \$40,000 outside legal services |
|                                    |                                |                                                                                                                                                   |                                 |
|                                    |                                |                                                                                                                                                   |                                 |

# 2015 PROPOSED MAYORAL BUDGET:

## CITY CLERK



**GENERAL FUND**  
**5142- Clerk**

| <b>Account Number</b> | <b>Account Title</b>           | <b>2013<br/>Prior Year<br/>Actual</b> | <b>2014<br/>Current Year<br/>Budget</b> | <b>6/30/2014<br/>Current Year<br/>Actual</b> | <b>2014<br/>Current Year<br/>Estimate</b> | <b>2015<br/>Proposed<br/>Budget</b> | <b>Increase/<br/>(Decrease)<br/>14 - '15 Bud</b> |
|-----------------------|--------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------------|-------------------------------------------|-------------------------------------|--------------------------------------------------|
| 100-5142-110          | SALARIES & WAGES - CLERKS OFFC | 199,568                               | 202,144                                 | 95,298                                       | 202,144                                   | 189,538                             | (12,606)                                         |
| 100-5142-115          | OVERTIME WAGES                 | -                                     | 1,618                                   | 9                                            | 1,618                                     | 1,624                               | 6                                                |
| 100-5142-120          | PT/LTE/SEASONAL WAGES          | 9,110                                 | 27,936                                  | 7,957                                        | 27,936                                    | 9,240                               | (18,696)                                         |
| 100-5142-130          | DIRECT FRINGE BENEFITS         | 27,993                                | 32,127                                  | 13,773                                       | 32,127                                    | 27,733                              | (4,394)                                          |
| 100-5142-135          | LONGEVITY BENEFIT              | 750                                   | 945                                     | 945                                          | 945                                       | 765                                 | (180)                                            |
| 100-5142-185          | BOND PROGRAM/FLEX MED FEES     | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5142-210          | PROFESSIONAL SERVICES          | 7,554                                 | 8,250                                   | 5,433                                        | 9,000                                     | 9,575                               | 1,325                                            |
| 100-5142-230          | POLLING PLACE RENTAL           | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5142-240          | REPAIR & MAINT - BY OTHERS     | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5142-245          | COMPUTER RELATED REP & MAINT   | 606                                   | 675                                     | 603                                          | 675                                       | 1,275                               | 600                                              |
| 100-5142-250          | PUBLIC NOTICES & ADVERTISEMENT | 13,353                                | 13,000                                  | 7,790                                        | 13,000                                    | 13,000                              | -                                                |
| 100-5142-290          | OTHER CONTRACTUAL              | 405                                   | 360                                     | 120                                          | 360                                       | 360                                 | -                                                |
| 100-5142-310          | OFFICE SUPPLIES & POSTAGE      | 2,262                                 | 6,000                                   | 1,532                                        | 4,000                                     | 4,000                               | (2,000)                                          |
| 100-5142-320          | PUBLICATIONS, DUES & SUBSCRIPT | 156                                   | 420                                     | 196                                          | 196                                       | 470                                 | 50                                               |
| 100-5142-325          | TRAINING & STAFF DEVELOPMENT   | 2,934                                 | 4,188                                   | 138                                          | 1,500                                     | 3,850                               | (338)                                            |
| 100-5142-330          | VEHICLE USE REIMBURSEMENT      | 166                                   | 280                                     | 64                                           | 280                                       | 336                                 | 56                                               |
| 100-5142-335          | VEHICLE OPERATING EXPENSE      | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5142-340          | OPERATING MATERIALS & SUPPLIES | 14                                    | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5142-345          | PUBLIC INFORMATION & EDUCATION | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5142-355          | EQUIPMENT OPERATING EXPENSE    | 12,806                                | 12,634                                  | 7,860                                        | 12,634                                    | 12,996                              | 362                                              |
| 100-5142-365          | TELEPHONE                      | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5142-390          | ELECTION COSTS                 | 8,625                                 | 8,140                                   | 4,928                                        | 8,140                                     | 6,000                               | (2,140)                                          |
| 100-5142-395          | EQUIPMENT REPLACEMENT RESERV   | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5142-591          | ALLOCATED BENEFIT-HEALTH       | 60,264                                | 66,140                                  | 32,995                                       | 66,140                                    | 67,680                              | 1,540                                            |
| 100-5142-592          | ALLOCATED BENEFIT-LIFE INS     | 351                                   | 358                                     | 179                                          | 358                                       | 162                                 | (196)                                            |
| 100-5142-593          | ALLOCATED BENEFIT-DISABILITY   | -                                     | 1,219                                   | -                                            | -                                         | 1,038                               | (181)                                            |
| 100-5142-594          | ALLOCATED BENEFIT-DENTAL INS   | 4,463                                 | 4,464                                   | 2,231                                        | 4,464                                     | 4,463                               | (1)                                              |
| Total CLERK'S OFFICE: |                                | 351,380                               | 390,898                                 | 182,051                                      | 385,517                                   | 354,105                             | (36,793)                                         |

-

**Department:**

**2015 Budget Expenditure Detail**

Prepared By: Patti Anderson, City Clerk

Date Prepared: August 15, 2014

Review by Mayor:

**SIGNIFICANT ACCOMPLISHMENTS IN 2014:**

- Clerk's Department fully implemented the PSN debit/credit card payment option within City Hall. The costs associated with this service are paid by the cardholder. Customers appreciate this service we have available.
- New election equipment has been utilized for the 2014 elections. Election workers and voters are becoming more comfortable using this equipment.
- Five new election workers were trained in March with an additional 20 showing interest in receiving training for preparation of the Governor's race in November.
- Candidate filings will take place in December for local Mayoral, Alder and Municipal Judge races for the Spring of 2015.  
Turnover in staff in the latter part of 2014 created vacancies in the department, requiring additional training hours.

**NEW INITIATIVES FOR 2015:**

- Continuous training of new employees within the department
- Streamline the process for Alcohol/Operator license renewal
- Develop a process/procedure for submission of online pet license applications.
- Analysis of processing absentees through central count.
- With the Council minutes being so readily available on our website, look into cost saving efforts with publication costs for Council minutes. Analyze the possibility of posting a set of summarized minutes rather than the entire set of complete minutes. This has the potential of cutting the publication costs for Council minutes in half.

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                                                                             |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                             |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; _____ meetings estimated                                                                                                                                                 |                                                                                                                                                                                                                             |
| ___                                               | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                                                                             |
| ___                                               | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                                                                             |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                                                                                                                                                             |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                             |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | Codification Municipal Code Corporation \$750.00. Web hosting NOW Service 35 x \$25.00= \$875.00 CD Updates 2 @ \$75 = \$150 225 Supplement Pages @\$18 ea = \$4,050 125 Smart Code Pages @\$ 30 ea = \$3,750 Total \$9,575 |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      |                                                                                                                                                                                                                             |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | Business License Program Annual Maintenance =\$600<br>Pet License Program Annual Maintenance = \$600<br>PSN Network ATM Equipment = \$75.00 (5.95 monthly) \$1,275                                                          |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles | Ordinances \$2,500 PSHS \$1,000, Alcohol \$1,500, Minutes \$7,800 BOR \$200<br><br>\$13,000                                                                                                                                 |
| -290                                              | Other <b>Contractual Services - LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       | Shred It \$360.00 12 months @15.00 per container 2 @ 15.00 = \$30 month \$360.00 annual<br><br>Total \$360                                                                                                                  |

**OPERATING SUPPLIES & EXPENSE**

|      |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                              |
|------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -310 | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | Postage .50 -.52 per item \$215.00 per month = annual \$2,600 (does not include election/absentee mailing see account #390). Supplies \$1,400 = \$4,000                                                                                                                      |
| -320 | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           | Clerks Association 4 @ 50 = \$200<br>IIMC= \$270.00 (clerk/deputy) total \$470                                                                                                                                                                                               |
| -323 | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     |                                                                                                                                                                                                                                                                              |
| -325 | <b>Training &amp; Staff Development</b> - Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | District Meetings – 4 mtgs year x 2 staff @ \$25 = \$200.00<br>Clerk’s Institute – 2 staff @ \$1,000 ea. = \$2,000<br>UWGB-Master Academy - 1 staff @ \$775<br>WMCA Clerks Conference – 2 staff @ \$400 ea = \$800<br>BOR Training=\$50.00 ( online series)<br>Total \$3,850 |
| -330 | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.56 per mile.                                                                                                                                | 600 miles@ x .56 =\$336                                                                                                                                                                                                                                                      |
| -335 | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              |                                                                                                                                                                                                                                                                              |
| -340 | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        |                                                                                                                                                                                                                                                                              |
| -345 | Public Information & Education                                                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  |                                                                                                                                                                                                                                                                              |
| -350 | Repair & Maintenance Supplies                                                                                             | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                |                                                                                                                                                                                                                                                                              |
| -355 | <b>Equipment Expense</b>                                                                                                  | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                                                   | Copier Lease - \$845 x 12 = \$10,140<br>Copy Charge Maintenance \$100 x 12 \$1,200<br>Postage Machine \$138/month \$1,656<br>\$12.996                                                                                                                                        |

|                                    |                                |                                                                                                                                                   |                                                                                                                                                                                                                                                                                |
|------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -360                               | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility. |                                                                                                                                                                                                                                                                                |
| -363                               | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                          |                                                                                                                                                                                                                                                                                |
| -365                               | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                            |                                                                                                                                                                                                                                                                                |
| -390                               | Election Supplies              | Other: Departmental Specific Election Related Costs other than Personnel (see acct 120 for those costs)                                           | Maintenance New DS200 Equipment \$600<br>HAVA Equipment Maintenance 4 @\$210= \$840<br>Absentee Mailing 2 elections = \$1,000<br>Election Notices 2 @ 150.00 = \$300<br>Supplies envelopes \$1,360, Voter Stickers \$200, HAVA Ribbons \$500, Voter numbers \$1,200<br>\$6,000 |
| Other: Departmental Specific Items |                                |                                                                                                                                                   |                                                                                                                                                                                                                                                                                |
|                                    |                                |                                                                                                                                                   |                                                                                                                                                                                                                                                                                |
|                                    |                                |                                                                                                                                                   |                                                                                                                                                                                                                                                                                |
|                                    |                                |                                                                                                                                                   |                                                                                                                                                                                                                                                                                |

## 2015 PERSONNEL SUMMARY

**E**= Existing Position or Employee

**N** = **New Position** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: Clerks

Prepared by: Patti Anderson

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position               | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|------------------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             |             | Anderson, Patti                                                | Clerk                  | 11/07/2003   | 2080                         | Exempt                         | n/a                            | n/a                            |
|             |             | Oldenburg, Tracy                                               | Deputy Clerk           | 9/2014       | 2080                         | Exempt                         | n/a                            | n/a                            |
|             |             | Schuchardt, Rylee                                              | Receptionist           | 09/03/2014   | 2080                         | 30                             | n/a                            | n/a                            |
|             |             | Martinez, Vanessa                                              | Receptionist           | 07/23/2012   | 2080                         | 30                             | n/a                            | n/a                            |
|             |             | Election Workers                                               | Chief Inspectors       | Various      | 200                          |                                |                                |                                |
|             |             | Election Workers                                               | Election<br>Inspectors | Various      | 905                          |                                |                                |                                |
|             |             |                                                                |                        |              |                              |                                |                                |                                |
|             |             |                                                                |                        |              |                              |                                |                                |                                |
|             |             |                                                                |                        |              |                              |                                |                                |                                |
|             |             |                                                                |                        |              |                              |                                |                                |                                |
|             |             |                                                                |                        |              |                              |                                |                                |                                |
|             |             |                                                                |                        |              |                              |                                |                                |                                |
|             |             |                                                                |                        |              |                              |                                |                                |                                |
|             |             |                                                                |                        |              |                              |                                |                                |                                |
|             |             |                                                                |                        |              |                              |                                |                                |                                |
|             |             |                                                                |                        |              |                              |                                |                                |                                |
|             |             |                                                                |                        |              |                              |                                |                                |                                |
|             |             | Total This Page                                                |                        |              |                              |                                |                                |                                |
|             |             | Total from Previous<br>Pages                                   |                        |              |                              |                                |                                |                                |
|             |             | TOTAL ALL<br>PAGES                                             |                        |              |                              |                                |                                |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**

## Estimated Wages for Election Workers for 2015

[illegible]

| Qty  | <b>100-4410-000 Business &amp; Occupational Licenses</b>                              | <b>Fee</b> | <b>2014 YTD</b> | <b>Proposed Fee</b> | <b>ESTIMATED REVENUE FOR 2015</b> |                  |
|------|---------------------------------------------------------------------------------------|------------|-----------------|---------------------|-----------------------------------|------------------|
|      | <b>Alcohol Licenses (varies)</b>                                                      |            |                 |                     |                                   |                  |
| 25   | Class "B"/"Class B" @ \$500                                                           | \$500      | \$12,500        | \$500               | \$12,500                          |                  |
| 34   | Class "B" Beer @ \$100                                                                | \$100      | \$3,400         | \$100               | \$3,400                           |                  |
| 8    | Class C Wine @ \$100                                                                  | \$100      | \$800           | \$100               | \$800                             |                  |
| 11   | Class "A"/"Class A" @ \$500                                                           | \$500      | \$5,500         | \$500               | \$5,500                           |                  |
| 17   | Class "A" Beer @ \$200                                                                | \$250      | \$4,250         | \$250               | \$4,250                           |                  |
|      |                                                                                       |            | \$26,450        |                     | <b>\$26,450</b>                   |                  |
|      | <b>Street Vendor Permits</b>                                                          |            |                 |                     |                                   |                  |
| 2    | Full Year Permit - April to March @ \$150                                             | \$150      | \$300           | \$150               | \$300                             | <b>\$37,270</b>  |
| 0    | Monthly Permit - @ \$50                                                               | \$50       | \$0             | \$50                | \$0                               |                  |
|      |                                                                                       |            | \$300           |                     | <b>\$300</b>                      |                  |
|      | <b>Misc. Licenses</b>                                                                 |            |                 |                     |                                   |                  |
| 1    | Mobile Home Park                                                                      | \$250      | \$250           | \$250               | \$250                             |                  |
| 230  | Operator's License @ \$35 ea                                                          | \$35       | \$8,050         | \$35                | \$8,050                           |                  |
| 17   | Temporary Operator's License @ \$10                                                   | \$10       | \$170           | \$10                | \$170                             |                  |
| 19   | Cigarette Licenses @ \$100                                                            | \$100      | \$1,900         | \$100               | \$1,900                           |                  |
| 15   | Provisional Operator's Licenses                                                       | \$10       | \$150           | \$10                | \$150                             |                  |
|      |                                                                                       |            | \$10,520        |                     | <b>\$10,520</b>                   |                  |
|      | <b>100-4610-100</b>                                                                   |            |                 |                     |                                   |                  |
|      | <b>Publication Fees</b>                                                               |            |                 |                     |                                   |                  |
| 49   | Alcohol License Publications - Renewal @ \$55                                         | \$55       | \$2,695         | \$55                | \$2,695                           |                  |
| 2    | Alcohol License Publications - New @ \$100                                            | \$100      | \$200           | \$100               | \$200                             |                  |
| 8    | Alcohol License Publications - Renewal Late, Additional \$45                          | \$45       | \$360           | \$45                | \$360                             |                  |
| 300  | Copies @ \$.25                                                                        | \$0.25     | \$75            | \$0.25              | \$75                              |                  |
|      |                                                                                       |            | \$3,330         |                     | \$3,330                           | <b>\$3,330</b>   |
|      | <b>100-4490-000 Other Permits</b>                                                     |            |                 |                     |                                   |                  |
| 25   | Sound Permits @ \$50                                                                  | \$50       | \$1,250         | \$50                | \$1,250                           |                  |
| 9    | Street Use Permit - Large Scale @ \$60                                                | \$60       | \$540           | \$60                | \$540                             |                  |
| 1    | Street Use Permit - Neighborhood @ \$25                                               | \$20       | \$20            | \$25                | \$25                              |                  |
| 3    | Basketball Hoops @ \$30                                                               | \$30       | \$90            | \$30                | \$90                              |                  |
| 8    | Temporary Class B Picnic License @ \$10                                               | \$10       | \$80            | \$10                | \$80                              |                  |
| 3    | Fireworks Permits @ \$25                                                              | \$25       | \$75            | \$25                | \$75                              |                  |
|      |                                                                                       |            | \$2,055         |                     | \$2,060                           | <b>\$10,857</b>  |
|      | <b>100-4420-000 Non Business Licenses</b>                                             |            |                 |                     |                                   |                  |
| 1235 | Dog License @ \$6.25                                                                  | \$6.25     | \$7,719         | \$6.25              | \$7,719                           |                  |
| 191  | Cat License @ \$5                                                                     | \$5        | \$955           | \$5                 | \$955                             |                  |
| 5    | Multiple Dog License - (\$55 - Co share \$38.25 City @ 16.75)                         |            |                 | \$16.75             | \$83.75                           |                  |
| 12   | Multiple Dogs - additional dogs over 12 - (\$12 each - Co. \$8.75 ea, City \$3.25 ea) |            |                 | \$3.25              | \$39.00                           |                  |
|      |                                                                                       |            | \$8,674         |                     | \$8,797                           |                  |
|      |                                                                                       |            |                 |                     |                                   | <b>51,456.50</b> |
|      |                                                                                       |            | \$51,329        |                     | \$51,457                          |                  |



# 2015 PROPOSED MAYORAL BUDGET:

## EMERGENCY MEDICAL SERVICES

## GENERAL FUND

## 5290- Other Public Safety

| Account Number             | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|----------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5290-110               | SALARIES & WAGES-CODE ENFORCE  | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5290-115               | OVERTIME                       | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5290-130               | DIRECT FRINGE BENEFITS         | 101                          | 173                            | 34                                  | 173                              | 173                        | -                                       |
| 100-5290-142               | PER DIEMS - POLICE & FIRE COMM | 875                          | 1,755                          | 340                                 | 1,755                            | 1,755                      | -                                       |
| 100-5290-143               | PER DIEMS-EMS COMMISSION       | 400                          | 500                            | 100                                 | 500                              | 500                        | -                                       |
| 100-5290-245               | COMPUTER REPL & MAINT          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5290-250               | PUBLIC NOTICES/ADS-RECRUITMENT | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5290-265               | WEIGHTS & MEASURES             | 3,600                        | 3,600                          | 3,600                               | 3,600                            | 3,600                      | -                                       |
| 100-5290-269               | DANE CO CAD                    | 18,681                       | 65,156                         | 4,291                               | 65,156                           | 82,467                     | 17,311                                  |
| 100-5290-270               | FITCHRONA EMS CONTRIBUTION     | 450,984                      | 460,769                        | 230,385                             | 460,769                          | 445,293                    | (15,476)                                |
| Total OTHER PUBLIC SAFETY: |                                | 474,641                      | 531,953                        | 238,750                             | 531,953                          | 533,788                    | 1,835                                   |

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|    |                                     | 2014 Forecast<br>as of 6/30/14 | 2014 Approved<br>Budget | Working 2015<br>Budget | Difference 2014<br>Budget vs.<br>2015 Budget | Percent<br>Change |
|----|-------------------------------------|--------------------------------|-------------------------|------------------------|----------------------------------------------|-------------------|
| 1  | <b>Revenues</b>                     |                                |                         |                        |                                              |                   |
| 2  | Run Income                          | \$ 1,089,194                   | \$ 1,101,886            | \$ 1,156,035           | \$ 54,149                                    | 4.9%              |
| 3  | Services Sub-Total                  | \$ 1,089,194                   | \$ 1,101,886            | \$ 1,156,035           | \$ 54,149                                    | 4.9%              |
| 4  |                                     |                                |                         |                        |                                              |                   |
| 5  | City of Fitchburg                   | \$ 460,769                     | \$ 460,769              | \$ 464,355             | \$ 3,586                                     | 0.78%             |
| 6  | City of Verona                      | \$ 310,021                     | \$ 310,021              | \$ 348,125             | \$ 38,104                                    | 12.29%            |
| 7  | Town of Verona                      | \$ 50,806                      | \$ 50,806               | \$ 50,347              | \$ (459)                                     | -0.90%            |
| 8  | Municipalities Sub-Total            | \$ 821,596                     | \$ 821,596              | \$ 862,827             | \$ 41,231                                    | 5.02%             |
| 9  |                                     |                                |                         |                        |                                              |                   |
| 10 | Project Donations                   | \$ 50                          | \$ -                    |                        | \$ -                                         |                   |
| 11 | Interest Income                     | \$ 1,009                       | \$ 1,009                | \$ 1,131               | \$ 122                                       | 12.1%             |
| 12 | Misc. Income                        | \$ 2,250                       | \$ 1,900                | \$ 1,900               | \$ -                                         | 0.0%              |
| 13 | Funds Applied from Assigned Account | \$ 7,010                       | \$ 7,010                | \$ 6,060               | \$ (950)                                     | -13.6%            |
| 14 | Misc. Sub-Total                     | \$ 10,319                      | \$ 9,919                | \$ 9,091               | \$ (828)                                     | -8.3%             |
| 15 |                                     |                                |                         |                        |                                              |                   |
| 16 | <b>Total Revenues</b>               | \$ 1,921,109                   | \$ 1,933,400            | \$ 2,027,952           | \$ 94,552                                    | 4.9%              |
| 17 |                                     |                                |                         |                        |                                              |                   |
| 18 | <b>Expenses</b>                     |                                |                         |                        |                                              |                   |
| 19 | Salaries & Wages                    | \$ 873,037                     | \$ 841,602              | \$ 902,283             | \$ 60,681                                    | 7.2%              |
| 20 | Scheduled Overtime                  | \$ 183,122                     | \$ 212,923              | \$ 218,167             | \$ 5,244                                     | 2.5%              |
| 21 | Unscheduled Overtime                | \$ 38,811                      | \$ 55,502               | \$ 62,273              | \$ 6,771                                     | 12.2%             |
| 22 | Soc.Sec.&Medicare Taxes             | \$ 83,242                      | \$ 84,917               | \$ 90,478              | \$ 5,561                                     | 6.5%              |
| 23 | Retirement Plan                     | \$ 145,740                     | \$ 158,527              | \$ 138,422             | \$ (20,105)                                  | -12.7%            |
| 24 | Miscellaneous Benefits              | \$ 2,789                       | \$ 3,590                | \$ 3,650               | \$ 60                                        | 1.7%              |
| 25 | Health & Dental Ins.                | \$ 183,261                     | \$ 206,104              | \$ 233,653             | \$ 27,549                                    | 13.4%             |
| 26 | Worker's Comp. Ins.                 | \$ 54,590                      | \$ 54,590               | \$ 64,277              | \$ 9,687                                     | 17.7%             |
| 27 | Income Continuation                 | \$ -                           | \$ 2,220                | \$ 2,340               | \$ 120                                       | 5.4%              |
| 28 | Assigned Fund - Sick Time/Insurance | \$ -                           | \$ -                    | \$ -                   | \$ -                                         |                   |
| 29 | Medical Director Annual Fee         | \$ 33,000                      | \$ 35,010               | \$ 36,060              | \$ 1,050                                     | 3.0%              |
| 30 | Salary Sub-Total                    | \$ 1,597,592                   | \$ 1,654,985            | \$ 1,751,603           | \$ 96,618                                    | 5.8%              |
| 31 |                                     |                                |                         |                        |                                              |                   |
| 32 | Oil, Gas & Lube                     | \$ 25,355                      | \$ 24,450               | \$ 24,450              | \$ -                                         | 0.0%              |
| 33 | Tune-up & Repair                    | \$ 20,639                      | \$ 24,000               | \$ 21,470              | \$ (2,530)                                   | -10.5%            |
| 34 | Medical Supplies                    | \$ 49,343                      | \$ 48,000               | \$ 49,400              | \$ 1,400                                     | 2.9%              |
| 35 | Office Supplies                     | \$ 870                         | \$ 1,750                | \$ 2,000               | \$ 250                                       | 14.3%             |
| 36 | Postage                             | \$ 375                         | \$ 450                  | \$ 500                 | \$ 50                                        | 11.1%             |
| 37 | Public Education                    | \$ 492                         | \$ 1,000                | \$ 650                 | \$ (350)                                     | -35.0%            |
| 38 | Staff Training                      | \$ 3,826                       | \$ 6,500                | \$ 5,500               | \$ (1,000)                                   | -15.4%            |
| 39 | Staff Support                       | \$ 4,110                       | \$ 6,500                | \$ 6,000               | \$ (500)                                     | -7.7%             |
| 40 | Uniforms                            | \$ 5,200                       | \$ 5,200                | \$ 5,700               | \$ 500                                       | 9.6%              |
| 41 | Personnel Recruitment               | \$ 3,630                       | \$ 3,630                | \$ 3,630               | \$ -                                         | 0.0%              |
| 42 | Subscriptions & Dues                | \$ 950                         | \$ 1,000                | \$ 950                 | \$ (50)                                      | -5.0%             |
| 43 | Admin Space Lease                   | \$ 3,724                       | \$ 3,724                | \$ 5,462               | \$ 1,738                                     | 46.7%             |
| 44 | Facilities Furnishings              | \$ 656                         | \$ 1,200                | \$ 750                 | \$ (450)                                     | -37.5%            |
| 45 | Utilities                           | \$ 4,204                       | \$ 4,500                | \$ 4,000               | \$ (500)                                     | -11.1%            |
| 46 | Telephone                           | \$ 7,150                       | \$ 7,500                | \$ 6,850               | \$ (650)                                     | -8.7%             |
| 47 | Radio Equipment                     | \$ 3,930                       | \$ 3,800                | \$ 4,000               | \$ 200                                       | 5.3%              |
| 48 | Radio Maintenance                   | \$ 1,932                       | \$ 3,000                | \$ 2,000               | \$ (1,000)                                   | -33.3%            |
| 49 | Medical Equipment                   | \$ 4,528                       | \$ 5,000                | \$ 4,750               | \$ (250)                                     | -5.0%             |
| 50 | Medical Equipment Maint.            | \$ 2,790                       | \$ 2,750                | \$ 2,750               | \$ -                                         | 0.0%              |
| 51 | EMT Safety Equipment                | \$ 1,400                       | \$ 2,000                | \$ 1,200               | \$ (800)                                     | -40.0%            |
| 52 | Training Equipment                  | \$ 875                         | \$ 1,750                | \$ 1,500               | \$ (250)                                     | -14.3%            |
| 53 | Office Equipment                    | \$ 890                         | \$ 2,750                | \$ 1,600               | \$ (1,150)                                   | -41.8%            |
| 54 | Office Equipment Maint.             | \$ 587                         | \$ 348                  | \$ 825                 | \$ 477                                       | 137.1%            |
| 55 | Computer Support                    | \$ 11,500                      | \$ 11,500               | \$ 12,000              | \$ 500                                       | 4.3%              |
| 56 | FAP Project Expenses                | \$ -                           | \$ -                    |                        | \$ -                                         |                   |
| 57 | Accounting Fees                     | \$ 8,384                       | \$ 9,500                | \$ 9,000               | \$ (500)                                     | -5.3%             |
| 58 | Legal Fees General                  | \$ 8,000                       | \$ 8,000                | \$ 4,000               | \$ (4,000)                                   | -50.0%            |
| 59 | Legal Fees-Labor Contract           | \$ -                           | \$ -                    | \$ -                   | \$ -                                         | #DIV/0!           |
| 60 | Assigned Funds - Labor Contract     | \$ 8,000                       | \$ 8,000                | \$ 8,000               | \$ -                                         | 0.0%              |
| 61 | Property Insurance                  | \$ 9,804                       | \$ 11,500               | \$ 11,800              | \$ 300                                       | 2.6%              |
| 62 | Billing Service                     | \$ 65,352                      | \$ 66,113               | \$ 69,362              | \$ 3,249                                     | 4.9%              |
| 63 | Paramedic Intern Program            | \$ 6,000                       | \$ 3,000                | \$ 6,250               | \$ 3,250                                     | 108.3%            |
| 64 | Misc. Expense Sub-Total             | \$ 264,496                     | \$ 278,415              | \$ 276,349             | \$ (2,066)                                   | -0.7%             |
| 65 |                                     |                                |                         |                        |                                              |                   |
| 66 | <b>TOTAL EXPENSES</b>               | \$ 1,862,088                   | \$ 1,933,400            | \$ 2,027,952           | \$ 94,552                                    | 4.9%              |
| 67 |                                     |                                |                         |                        |                                              |                   |
| 68 | <b>Net Gain (or Loss)</b>           | \$ 59,021                      | \$ -                    | \$ -                   | \$ -                                         |                   |

## Net Operating Cost And Apportionments

| 2015 EMS District Budget              |                   | 2013 Actual    | 2014 Approved  | 2015 Draft    |
|---------------------------------------|-------------------|----------------|----------------|---------------|
| Operating Budget                      |                   | 1,817,979      | 1,933,400      | \$ 2,027,952  |
| Service Income Estimate               |                   | \$1,024,954    | \$1,111,804    | \$1,165,126   |
| Net Operating Cost                    |                   | 793,025        | 821,596        | 862,827       |
|                                       |                   |                | 56.4%          | 57.5%         |
|                                       |                   |                | 43.6%          | 42.5%         |
| 2014 Apportionments to Municipalities |                   |                |                |               |
|                                       | City of Fitchburg | City of Verona | Town of Verona | Total         |
| 2014 Equalized Valuations             | 2,623,964,200     | 1,967,177,000  | 284,498,900    | 4,875,640,100 |
| Percentage of Total Valuation         | 53.8178%          | 40.3471%       | 5.8351%        | 100.0000%     |
| 2015 Municipal Costs                  | 464,355           | 348,125        | 50,347         | 862,827       |
| 2014 Budget Apportionment Comparisons |                   |                |                |               |
| 2013 Equalized Valuations             | 2,503,773,000     | 1,684,626,200  | 276,075,000    | 4,464,474,200 |
| Percentage of Total Valuations        | 56.0821%          | 37.7340%       | 6.1838%        | 100.0000%     |
| 2014 Apportionments                   | 460,769           | 310,021        | 50,806         | 821,596       |
| \$ Change from last year              | 3,586             | 38,104         | (459)          | 41,231        |
| % Change from last year               | 0.78%             | 12.29%         | -0.90%         | 5.02%         |

## 2015 Dane Com

| Description                  | 100-5210-363<br>Police | 100-5220-363<br>Fire | 100-5290-269<br>Other Pub Safety | TOTAL            |
|------------------------------|------------------------|----------------------|----------------------------------|------------------|
| Dispatch Console Maintenance | \$ 2,160               | \$ 225               |                                  | \$ 2,385         |
| Dane County DaneCom          |                        |                      | \$ 55,933                        | \$ 55,933        |
| Fitchburg DaneCom            |                        |                      | \$ 15,140                        | \$ 15,140        |
| Fitchburg Analog Tactical    |                        |                      | \$ 11,394                        | \$ 11,394        |
|                              | <u>\$ 2,160</u>        | <u>\$ 225</u>        | <u>\$ 82,467</u>                 | <u>\$ 84,852</u> |

|                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                     |  |                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------|
| <b>REQUEST FOR NEW EMPLOYEE</b><br><b>OR increase to existing position</b><br><b>Only complete areas which are not shaded</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Supplement to Proposal #</b>                                                                                                     |  |                                                                       |
| Position Title                                                                                                                | <b>Paramedic Captain</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                     |  |                                                                       |
| Reason or Need                                                                                                                | With the expected growth of Fitch-Rona EMS in the near future, this position will be in place to assist in managing department needs. The person in this position will be expected to cover short notice sick calls reducing our need for mandating staff. This will provide a savings to the department overtime. Additionally this person will be responsible for assisting with supply management/ordering, vehicle maintenance, station management and staff training. |                                                                                                                                     |  |                                                                       |
| Existing Classification                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>New Classification</b> - (position creation)<br>include draft position description<br>& complete comparable pay section (page 2) |  | <b>Paramedic Captain</b><br><br><b>Hire date</b><br><b>07/01/2015</b> |

|                                                                                                                   |                                                                          |                         |                 |                                                                                                    |                                                            |                  |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------|-----------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------|
| <b>FULL TIME EQUIVALENT:</b><br>Annual Hours                                                                      |                                                                          | <b>1040 (2080)</b>      |                 | Expected<br>Overtime hours                                                                         | 0                                                          |                  |
| Estimated Hourly Wage                                                                                             |                                                                          | \$31.93                 |                 | Source: Union Contract, Pay Plan, Comparable Community Average                                     | 10% above the "After 168 month" rate in the Union Contract |                  |
| <b>Benefit Information</b><br> | Retirement Classification                                                | General                 | Protective      | Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution) | Single                                                     | Family           |
|                                                                                                                   |                                                                          |                         | \$4,128 (8,256) |                                                                                                    |                                                            | \$9,890 (19,780) |
|                                                                                                                   | Work Comp Insurance Rate Class                                           | Streets                 | Water Worker    | Municipal Operations                                                                               | Clerical/ Mgmt                                             | Police EMT-P     |
|                                                                                                                   |                                                                          |                         |                 |                                                                                                    |                                                            | \$1,993 (3,986)  |
| <b>Uniforms, Equipment &amp; Space Costs</b>                                                                      | Uniforms & Protective Gear Needed<br>(Account -323 and/or Account - 324) | Uniform - Initial Issue |                 | Uniform Allowance                                                                                  | Protective Gear / Personal Equipment                       |                  |
|                                                                                                                   |                                                                          | <b>\$871</b>            |                 | <b>\$300</b>                                                                                       | <b>\$1,667</b>                                             |                  |
|                                                                                                                   | Office Equipment Needed (Account - 355)                                  | Furniture               | Computer        | Telephone, Calculator, etc.                                                                        | Misc Supplies (Acct -310)                                  |                  |
| <b>\$0</b>                                                                                                        |                                                                          | <b>\$</b>               | <b>\$</b>       | <b>\$0</b>                                                                                         |                                                            |                  |

|                 |                                                    |                                            |                   |
|-----------------|----------------------------------------------------|--------------------------------------------|-------------------|
|                 | Other Related Expense                              | Description: Training<br>Account #(s) -325 | \$                |
| <b>Vehicles</b> | Will a city vehicle be required for this position? |                                            | Car 15            |
|                 | If so, will this be a new proposal or existing?    |                                            | <b>Existing -</b> |

**Request for New Employee - Page 2**

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

| Community                                           | Position Title<br>(if different) | Hiring Wage | Maximum Wage | Why is this community Comparable? |
|-----------------------------------------------------|----------------------------------|-------------|--------------|-----------------------------------|
|                                                     |                                  |             |              |                                   |
| SEE <b>See attached spreadsheet for comparables</b> |                                  |             |              |                                   |
|                                                     |                                  |             |              |                                   |
|                                                     |                                  |             |              |                                   |

Other information:

X Pay was determined by



# Paramedic Captain

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## DRAFT JOB DESCRIPTION

### SUMMARY

Serves as Captain for the EMS District. Reports to Chief or Deputy Chief of EMS. Assists in daily operations of district, community liaison and provides daily training for Paramedic staff. Oversees vehicle and building maintenance, medical supplies and equipment, and communication supplies and equipment.

### CONDITIONS OF EMPLOYMENT

This is a non-supervisory position that is under Local 311 Contract. Work hours will be 7:00am – 3pm Monday through Friday or as assigned by Chief of EMS. Maintain Paramedic licensure as required by the State of Wisconsin and our Service Medical Director. One-year probationary period, with periodic performance reviews prior to probation completion. Annual performance evaluation thereafter.

### DUTIES AND RESPONSIBILITIES

1. Oversees ordering and maintenance of ambulances, ordering and repair of communications equipment, ordering and repair of medical equipment, and maintenance of building and grounds. Maintains computerized database of all equipment and repairs.
2. Oversees ordering/inventory and computerized database of medical supplies. Works with Chief of EMS to develop annual budget and medical supply charges annually or as needed.
3. Recommends policy and procedural changes regarding ambulance purchase and repair, maintenance of building and grounds, medical supplies and equipment, and communications supplies and equipment.
4. Establishes and maintains the role of Liaison to the communities. Duties include scheduling CPR classes, meeting with District Senior Center staff, developing Community Paramedic role, development of Automatic External Defibrillator program for district business and other community requests as needed.
5. Responds to high level calls throughout district when frontline ambulances are on other calls or will be delayed. Responds with on duty crews to monitor performance.
6. Covers ambulance duties when short notice sick calls come in and covers short term absences do to other staffing issues.



## Paramedic Captain

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6. In daily operation of the service, perform various tasks as delegated or assigned by the Chief or Deputy Chief of EMS. These include:
  - a. Oversees maintenance of the ambulance and assures they are in mechanically sound and sanitary condition, including a computerized vehicle log listing all maintenance, routine checks, and repair work.
  - b. Oversees ordering adequate inventory of medical supplies, utilizing an ongoing written inventory/computer database.
  - c. Purchase supplies and services
  - d. Oversees maintenance of medical equipment to assure readiness and sanitary condition
  - e. Oversees maintenance of the station to assure a safe and sanitary environment.
  - f. Assist in scheduling full-time, part-time and volunteer EMTs when needed.
  - g. Prepare reports as directed by the Chief of EMS and assist in computerized record keeping.
  - h. Assist in public education programs.
  - i. Attend Fitch-Rona EMS training meetings
  - j. Carries out other EMS related duties as needed, including attending EMS Committee and EMS Commission meetings when requested by the Chief of EMS.
  - k. Establishes and maintains effective working relationships with public and staff.
  - l. Assist in providing continuing education.
  - m. Oversees maintenance of training records when needed.

### Minimum Qualifications

Associate Degree in Paramedicine or equivalent  
State of Wisconsin licensed EMT-Paramedic  
Five years field experience as an EMT-Paramedic provider  
Valid Wisconsin driver's license, Dane County CEVO/EVOC certified  
Meet Dane County EMS standards of insurability  
Physical assessment that meets minimum Department of Transportation standards.

Draft Developed 09/16/2014

# 2015 PROPOSED MAYORAL BUDGET:

## ASSESSING

## GENERAL FUND

## 5153- Assessing

| Account Number   | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5153-110     | SALARIES & WAGES-ASSESSORS OF  | 258,551                      | 261,738                        | 124,277                             | 261,738                          | 260,998                    | (740)                                   |
| 100-5153-115     | OVERTIME WAGES                 | 209                          | 564                            | 344                                 | 564                              | 854                        | 290                                     |
| 100-5153-120     | PT/LTE/SEASONAL                | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5153-130     | DIRECT FRINGE BENEFITS         | 37,206                       | 38,596                         | 18,404                              | 38,596                           | 38,046                     | (550)                                   |
| 100-5153-135     | LONGEVITY BENEFIT              | 1,035                        | 1,155                          | 1,155                               | 1,155                            | 1,440                      | 285                                     |
| 100-5153-140     | PER DIEMS - AGRIC & RURAL AFF  | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5153-141     | PER DIEMS - BOARD OF REVIEW    | 355                          | 210                            | 120                                 | 120                              | 210                        | -                                       |
| 100-5153-185     | BOND PROGRAM/FLEX MED FEES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5153-210     | PROFESSIONAL SERVICES          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5153-240     | REP & MAINT - BY OTHERS        | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5153-245     | COMPUTER RELATED - REP & MAINT | 3,945                        | 2,500                          | 2,961                               | 3,000                            | 3,000                      | 500                                     |
| 100-5153-250     | PUBLIC NOTICES & ADVERTISEMENT | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5153-290     | OTHER CONTRACTUAL              | 917                          | 15,600                         | 15,244                              | 15,600                           | 15,600                     | -                                       |
| 100-5153-310     | OFFICE SUPPLIES & POSTAGE      | 6,386                        | 5,412                          | 1,460                               | 4,000                            | 4,677                      | (735)                                   |
| 100-5153-320     | PUBLICATIONS, DUES & SUBSCRIPT | 375                          | 1,000                          | 944                                 | 944                              | 1,025                      | 25                                      |
| 100-5153-323     | UNIFORMS & PROTECTIVE GEAR     | 145                          | 160                            | -                                   | 160                              | 160                        | -                                       |
| 100-5153-325     | TRAINING & STAFF DEVELOPMENT   | 2,321                        | 2,100                          | 376                                 | 1,800                            | 3,000                      | 900                                     |
| 100-5153-330     | VEHICLE USE REIMBURSEMENT      | 3,701                        | 4,165                          | 1,766                               | 4,165                            | 4,480                      | 315                                     |
| 100-5153-340     | OPERATING MATERIALS & SUPPLIES | 28                           | 50                             | -                                   | 50                               | 50                         | -                                       |
| 100-5153-341     | AG & RURAL AFFAIRS PROMO EXP   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5153-345     | PUBLIC INFORMATION & EDUCATION | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5153-355     | EQUIPMENT OPERATING EXPENSE    | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5153-363     | COMMUNICATIONS EXPENSE         | 5                            | 24                             | 2                                   | 24                               | 24                         | -                                       |
| 100-5153-395     | EQUIPMENT REPLACEMENT RESERV   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5153-591     | ALLOCATED BENEFIT-HEALTH INS   | 60,500                       | 66,131                         | 32,995                              | 66,131                           | 68,518                     | 2,387                                   |
| 100-5153-592     | ALLOCATED BENEFIT-LIFE INS     | 527                          | 532                            | 266                                 | 532                              | 573                        | 41                                      |
| 100-5153-593     | ALLOCATED BENEFIT-DISABILITY   | -                            | 1,444                          | -                                   | -                                | 1,469                      | 25                                      |
| 100-5153-594     | ALLOCATED BENEFIT-DENTAL INS   | 4,463                        | 4,464                          | 2,231                               | 4,464                            | 4,463                      | (1)                                     |
| Total ASSESSING: |                                | 380,669                      | 405,845                        | 202,543                             | 403,043                          | 408,587                    | 2,742                                   |

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## 2015 Budget Expenditure Detail

### Department:

Prepared By: **M. Procknow**

Date Prepared: August 11, 2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

2014 Revaluation/Open Book/Board of Review  
2114 Municipal Assessor's Report/TID Assessor's Report/Exempt Computer Report  
TIF Dev. Agreements for Distribution  
WAAO/Past President Duties/Personal Property Chair/PP Exemption Committee  
League of Municipalities/Chair, Assessor's Institute  
SLF Liaison  
Continued SSM Litigation  
Continued AMC Litigation  
Continued Walgreen's Litigation  
Continued Target Litigation  
2014 Annual Assessor's Report

### NEW INITIATIVES FOR 2015:

2015 Revaluation  
Staff Development  
Continued Digitized Sketching  
2014 New Construction  
Continued Litigation  
Sales Inspection/Report to DOR/New Reporting

|                                                      |                                                                                                     |                   |   |                                 |   |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------|---|---------------------------------|---|
| <b>City of Fitchburg</b>                             | <b>FISCAL ESTIMATE FOR<br/>NEW PROPOSAL</b>                                                         |                   |   | Proposal #                      |   |
| Sponsor/Department:                                  | Michael Procknow/Assessing                                                                          |                   |   | Original (x)                    | X |
| Title/subject:                                       | 5 Drawer Lateral File Cabinet                                                                       |                   |   | Supplemental (x)                |   |
| Mandatory -<br>Required by                           |                                                                                                     | Permissive<br>(x) | X | <b>NO FISCAL<br/>IMPACT (x)</b> |   |
| Brief Justification:<br>(Area will expand as needed) | All available space is filled and all available/useable file cabinets from basement have been used. |                   |   |                                 |   |

| Projected<br>Costs                                                                              | Account #<br>(new**)                                                                | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |        |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------|--------------------|----------------|--------|--------|
|                                                                                                 |                                                                                     |                                      |                    | Tax Levy       | Grants | Other  |
| Personnel<br>Costs<br><small>Employee requests<br/>must include<br/>supplemental detail</small> | To be completed by Finance Director<br>based on the supplemental detail<br>provided |                                      |                    |                |        |        |
| Contractual -<br>Engineering,<br>Consultants                                                    |                                                                                     |                                      |                    |                |        |        |
| Operating Costs:                                                                                |                                                                                     |                                      |                    |                |        |        |
| NON CAP Equipment<br>Detail                                                                     | Submit                                                                              | \$870.00                             | \$0                |                |        |        |
| TOTAL ESTIMATED<br>Amounts will total automatically - use<br>Table Toolbar, Calculate           |                                                                                     | \$0.00                               | \$0.00             | \$0.00         | \$0.00 | \$0.00 |

### LONG RANGE FINANCIAL IMPLICATIONS:

|                                                                                                                  |             |      |          |  |
|------------------------------------------------------------------------------------------------------------------|-------------|------|----------|--|
| If <b>funded</b> , will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)                        |             |      | NO       |  |
| If not, please detail any factors which<br>should be considered (other than<br>inflationary or wage increases) : |             |      |          |  |
| If <b>not funded</b> this year, should this be considered for Future Budget? (YES/NO)                            |             |      | YES      |  |
| Prepared by                                                                                                      | M. Procknow | Date | 8/7/2014 |  |
| Approved by                                                                                                      |             | Date |          |  |



WELCOME, PLEASE SIGN IN  
YOUR ACCOUNT

0

Furniture File Cabinets



view larger



HON Brigade 600 Series  
5-Drawer Lateral File  
Cabinet, Putty, 36" W

Item: 794941 Model: H685LL

[Read 2 Reviews](#)

SHARE:

Putty  
Two-sided lock mechanism resists tampering  
67.0" H x 36.0" W x 19.25" D

[See more details](#)

**FREE SHIPPING, Plus Up To 5% Back For  
Rewards Members**

[Special Financing Available](#) [Learn More](#)

In Stock Online

Expected Delivery: 2 Business Days

Online Only

**\$869.99**  
File Cabinet

5-Drawer, Putty

**SquareTrade Protection Plan**

- ☒ 3 Year Protection Plan **\$75.00**
- ☒ Onsite Assembly - 1 Furniture Item **\$200.00**

QTY.  [ADD TO CART](#)  
[Add to Favorites](#)

CUSTOMERS WHO VIEWED  
THIS ALSO VIEWED:

|              |         |                        |
|--------------|---------|------------------------|
| Product Info | Reviews | Supplies & Accessories |
|--------------|---------|------------------------|

Product Details | Specifications

## PRODUCT DETAILS

The best selling lateral files from HON-America's filing and storage leader

- Putty
- Two-sided lock mechanism resists tampering
- 67.0" H x 36.0" W x 19.25" D
- One of the best-built lateral files available-at any price
- Double-walled base keeps the cabinet frame perfectly aligned for years of reliable service
- Clean, straightforward design complements panel-based workstations and metal desking
- Heavy-duty Steel ball-bearing drawer suspensions operate easily and quietly
- Mechanical interlock prevents more than one drawer from being opened at a time, for stability
- Polished Aluminum Pull
- Finish color is Putty
- Backed by the HON Full Lifetime Warranty

Compare with similar items

## SPECIFICATIONS

|                        |                                                 |
|------------------------|-------------------------------------------------|
| # of Drawers Details   | 4 + 1 Rolling & 1-Roll Out Shelf                |
| # of Drawers           | 5                                               |
| Construction Material  | Metal                                           |
| Frequency of use       | Intensive                                       |
| Mfr. Warranty          | Mfr. limited lifetime warranty                  |
| File Follower Included | Not Applicable                                  |
| File Frame Needed      | No                                              |
| File Cabinet Color     | Putty                                           |
| Assembly               | Partial Assembly Required - (install hangrails) |
| File Cabinet Width     | 36"                                             |

## RELATED PRODUCTS



Staples® HL8000  
Commercial 30" Wide

Staples® HL8000 Commercial 30" lateral file cabinet in putty color can accommodate letter/legal size files and has four adaptable ...



Staples® HL8000  
Commercial 42" Wide 5

Large capacity units designed for intense use. Five drawer. 67.625"H x 42"W x 18.625"D. Putty. Accepts letter and legal size ...



Staples® HL8000  
Commercial 30" Wide

Four drawer.52 1/2"H x 30"W x 18 5/8"D.Putty.Accepts letter and legal size files.Designed for intense use.<b><span>

| Account #                                         | Account Title                             | Usual Expenditures for this Account                                                                                                                            | Detail of Proposed Expenditures                                                                                                                                                                                         |
|---------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                           |                                                                                                                                                                |                                                                                                                                                                                                                         |
| 141                                               | Per Diem for Commission & Committees      | Includes Per Diem for Board of Review members; estimated 2 meetings                                                                                            | \$210. BOR – 4 Members + Chairperson                                                                                                                                                                                    |
| <b>CONTRACTUAL SERVICES</b>                       |                                           |                                                                                                                                                                |                                                                                                                                                                                                                         |
| -245                                              | Computer Related Repairs & Maintenance    | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                              | \$3000. Annual Fee MarketDrive                                                                                                                                                                                          |
| -290                                              | Other <b>Contractual Services - LIST:</b> | Includes services purchased for department not more accurately described elsewhere. <i><b>Detail of this account to be submitted with budget proposal.</b></i> | \$15,000. DOR MFG Fee/2014 Billing Paid 2015<br>600. Laredo (DANE CO.) Program<br>\$15,600. Total                                                                                                                       |
| <b>OPERATING SUPPLIES &amp; EXPENSE</b>           |                                           |                                                                                                                                                                |                                                                                                                                                                                                                         |
| -310                                              | Office Supplies & Postage                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                     | \$1,440. Assessment Notices RE (3000@\$.48)<br>432. Personal Property Statement (900@\$.48)<br>1,635. Certified Mail (250@\$6.54)<br>300. Office Supplies<br>870. Lateral File Cabinet (New Proposal)<br>\$4,677. Total |
| -320                                              | Publications, Subscriptions & Dues        | Professional Organization dues, reference materials or publications                                                                                            | \$ 175. IAAO Membership Dues (1)<br>200. WAAO Membership Dues (4@\$50)<br>650. Marshall Swift Commercial Valuation Renewal<br>\$1,025 Total                                                                             |
| -323                                              | Uniforms & Protective Gear                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.      | \$160. Replacement Boots (2 Field Positions @\$80/each)                                                                                                                                                                 |



|      |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -325 | <b>Training &amp; Staff Development -</b><br>Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <i><b>Detail of this account to be submitted with budget proposal.</b></i> | \$1,800. Municipal Assessor' Institute Elkhart Lake<br>600. Esser Training at WCTC in Appraisal<br>200. WAAO Quarterly Meetings<br>400. USPAP Update Training<br>\$3,000. Total |
| -330 | Vehicle Use Reimbursements                                                                                                   | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.56 per mile.                                                                                                                                | \$4,480. 8000 Miles (Field Review/Conference Meetings)                                                                                                                          |
| -340 | Operating Materials & Supplies                                                                                               | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | \$50. Maps/Forms/Printing                                                                                                                                                       |
| -363 | Communications Expense                                                                                                       | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                                                                                                      | \$24. (12 Months @\$2.00/Month)                                                                                                                                                 |

## 2015 PERSONNEL SUMMARY

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**E**= Existing Position or Employee

**N** = **New Position** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: \_\_\_\_\_

Prepared by: \_\_\_\_\_

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position                 | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|--------------------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | PROCKNOW                                                       | CITY<br>ASSESSOR         | 2/1999       | 2080                         |                                |                                |                                |
|             | E           | ESSER                                                          | ASSESSMENT<br>TECHNICIAN | 7/2004       | 2080                         | 24                             |                                |                                |
|             | E           | GRUDZINSKI                                                     | RESIDENTIAL<br>ASSESSOR  | 2/2009       | 2080                         |                                |                                |                                |
|             | E           | ZWIEG                                                          | COMMERCIAL<br>ASSESSOR   | 10/2011      | 2080                         |                                |                                |                                |
|             |             |                                                                |                          |              |                              |                                |                                |                                |
|             |             |                                                                |                          |              |                              |                                |                                |                                |
|             |             |                                                                |                          |              |                              |                                |                                |                                |
|             |             |                                                                |                          |              |                              |                                |                                |                                |
|             |             |                                                                |                          |              |                              |                                |                                |                                |
|             |             |                                                                |                          |              |                              |                                |                                |                                |
|             |             |                                                                |                          |              |                              |                                |                                |                                |
|             |             |                                                                |                          |              |                              |                                |                                |                                |
|             |             |                                                                |                          |              |                              |                                |                                |                                |
|             |             |                                                                |                          |              |                              |                                |                                |                                |
|             |             | Total This Page                                                |                          |              |                              |                                |                                |                                |
|             |             | Total from Previous<br>Pages                                   |                          |              |                              |                                |                                |                                |
|             |             | TOTAL ALL<br>PAGES                                             |                          |              | 8320                         | 24                             |                                |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**

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# **M E M O R A N D U M**

**TO:** Mayor Pfaff  
Administrator Roach  
Finance Director Dodge  
Commercial Assessor Zwieg  
Elected Officials

**FROM:** Assessor Procknow

**DATE:** September 25, 2014

**RE:** TID 06

Due to a reporting error (Tax Incremental Report/TAR) between my office and the Department of Revenue, the Increment for Tid 06 has been under-reported. As this is correctable, but only in subsequent years, I will lay out the steps involved.

## **Budget Year 2015**

Increment Value Decrease of \$41,648,600.

## **Budget Year 2016**

S70.57 Adjustment Correction Increase of \$83,297,200. (A permanent addition of \$41,648,600 to correct the Base and a “one-time” adjustment increase of \$41,648,600 to recoup prior year loss)

## **Budget Year 2017**

S70.57 Adjustment Correction Decrease of \$41,648,600. (Removal of the “one-time” adjustment)

Should you have any questions, please let me know.

# 2015 PROPOSED MAYORAL BUDGET:

## PUBLIC WORKS

PUBLIC WORKS OPERATING

MASS TRANSIT

REFUSE & RECYCLING (213)

WATER & SEWER UTILITY

STORMWATER UTILITY

## GENERAL FUND

## 5300- Public Works

| Account Number      | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |    |
|---------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|----|
| 100-5300-110        | SALARIES & WAGES - PUBLIC WKS  | 586,899                      | 633,463                        | 307,877                             | 633,463                          | 645,619                    | 12,156                                  | 2% |
| 100-5300-115        | OVERTIME                       | 27,825                       | 24,584                         | 22,929                              | 24,584                           | 25,563                     | 979                                     |    |
| 100-5300-120        | PT/LTE/SEASONAL WAGES          | 71,715                       | 21,720                         | 7,536                               | 21,720                           | 21,720                     | -                                       |    |
| 100-5300-130        | DIRECT FRINGE BENEFITS         | 95,427                       | 99,659                         | 48,891                              | 99,659                           | 100,158                    | 499                                     |    |
| 100-5300-135        | LONGEVITY                      | 4,093                        | 4,727                          | 4,367                               | 4,727                            | 4,395                      | (332)                                   |    |
| 100-5300-143        | PER DIEMS - BD OF PUBLIC WKS   | 213                          | 300                            | 150                                 | 300                              | 300                        | -                                       |    |
| 100-5300-144        | TRANSPORTATION                 | 1,005                        | 1,280                          | 405                                 | 960                              | 1,280                      | -                                       |    |
| 100-5300-185        | BOND PROGRAM/FLEX MED FEES     | -                            | -                              | -                                   | -                                | -                          | -                                       |    |
| 100-5300-210        | PROFESSIONAL SERVICES          | -                            | 8,000                          | 175                                 | 7,100                            | 500                        | (7,500)                                 |    |
| 100-5300-220        | STREET LIGHT SERVICE - MG&E    | 132,655                      | 145,000                        | 5,815                               | 145,000                          | 160,000                    | 15,000                                  |    |
| 100-5300-225        | STREET LIGHT MAINTENANCE       | 566                          | 4,000                          | 5,700                               | 6,800                            | 4,000                      | -                                       |    |
| 100-5300-230        | TRAFFIC SIGNAL MAINTENANCE     | 12,404                       | 14,000                         | -                                   | 14,000                           | 16,000                     | 2,000                                   |    |
| 100-5300-240        | REPAIRS & MAINT - BY OTHERS    | -                            | -                              | -                                   | -                                | -                          | -                                       |    |
| 100-5300-245        | COMPUTER RELATED REP & MAINT   | 1,496                        | 9,500                          | 1,373                               | 9,500                            | 9,700                      | 200                                     |    |
| 100-5300-250        | PUBLIC NOTICES/ADS             | 104                          | 50                             | -                                   | 50                               | 50                         | -                                       |    |
| 100-5300-290        | OTHER CONTRACTUAL - CDL TESTS  | 27,710                       | -                              | 76,521                              | -                                | -                          | -                                       |    |
| 100-5300-310        | OFFICE SUPPLIES & POSTAGE      | 1,166                        | 1,500                          | 1,070                               | 5,300                            | 1,500                      | -                                       |    |
| 100-5300-320        | PUBLICATIONS, DUES & SUBSCRIPT | 9,237                        | 9,750                          | 995                                 | 9,750                            | 9,400                      | (350)                                   |    |
| 100-5300-323        | UNIFORMS & PROTECTIVE GEAR     | 2,366                        | 4,500                          | 2,218                               | 4,800                            | 4,500                      | -                                       |    |
| 100-5300-325        | TRAINING & STAFF DEVELOPMENT   | 4,342                        | 3,000                          | 2,042                               | 3,000                            | 3,500                      | 500                                     |    |
| 100-5300-330        | VEHICLE USE REIMBURSEMENT      | 14                           | -                              | -                                   | -                                | -                          | -                                       |    |
| 100-5300-335        | VEHICLE EXPENSE (G&O, REPAIRS) | 112,971                      | 100,000                        | 81,728                              | 100,000                          | 108,000                    | 8,000                                   |    |
| 100-5300-340        | OPERATING MATERIALS & SUPPLIES | 1,622                        | 1,500                          | 165                                 | 1,500                            | 1,500                      | -                                       |    |
| 100-5300-345        | PUBLIC INFORMATION & EDUCATION | 401                          | 500                            | -                                   | 100                              | 500                        | -                                       |    |
| 100-5300-350        | REPAIR & MAINT SUPPLIES        | 33,241                       | 30,000                         | 15,242                              | 30,000                           | 30,000                     | -                                       |    |
| 100-5300-355        | EQUIPMENT EXPENSE              | 11,149                       | 10,500                         | 5,508                               | 10,500                           | 10,500                     | -                                       |    |
| 100-5300-363        | COMMUNICATIONS EXPENSE         | 3,354                        | 6,000                          | 1,970                               | 4,000                            | 4,600                      | (1,400)                                 |    |
| 100-5300-365        | TELEPHONE EXPENSE              | 606                          | 1,000                          | 291                                 | 1,000                            | 1,000                      | -                                       |    |
| 100-5300-370        | ROADWAY SUPPLIES               | 125,717                      | 113,500                        | 99,163                              | 113,500                          | 140,000                    | 26,500                                  |    |
| 100-5300-371        | POLES & LIGHTS REPLACE STOCK   | 3,308                        | 7,000                          | 10,750                              | 21,000                           | 21,000                     | 14,000                                  |    |
| 100-5300-373        | ROAD RESURFACING               | -                            | -                              | -                                   | -                                | -                          | -                                       |    |
| 100-5300-375        | ROAD MAINTENANCE               | 180,896                      | 190,000                        | 14,498                              | 190,000                          | 190,000                    | -                                       |    |
| 100-5300-376        | STORMWATER MNGMNT MAINTENAN    | -                            | -                              | -                                   | -                                | -                          | -                                       |    |
| 100-5300-377        | CURB & SIDEWALK REPAIR - MINOR | 4,303                        | 6,000                          | -                                   | 6,000                            | 10,000                     | 4,000                                   |    |
| 100-5300-380        | TRAFFIC CONTROL DEVICES        | -                            | -                              | -                                   | -                                | -                          | -                                       |    |
| 100-5300-395        | EQUIPMENT REPLACEMENT RESERV   | -                            | -                              | -                                   | -                                | -                          | -                                       |    |
| 100-5300-591        | ALLOCATED BENEFIT-HEALTH INS   | 128,326                      | 149,268                        | 74,042                              | 149,268                          | 173,530                    | 24,262                                  |    |
| 100-5300-592        | ALLOCATED BENEFIT-LIFE INS     | 1,241                        | 1,288                          | 651                                 | 1,288                            | 1,549                      | 261                                     |    |
| 100-5300-593        | ALLOCATED BENEFIT-DISABILITY   | -                            | 3,689                          | -                                   | -                                | 3,964                      | 275                                     |    |
| 100-5300-594        | ALLOCATED BENEFIT-DENTAL       | 10,493                       | 9,919                          | 5,295                               | 9,919                            | 9,917                      | (2)                                     |    |
| Total PUBLIC WORKS: |                                | 1,596,865                    | 1,615,197                      | 797,368                             | 1,628,788                        | 1,714,245                  | 99,048                                  |    |

-

| ACCOUNT TITLE                                          | 2013<br>Actual     | 2014<br>Budget     | Actual to<br>6/30/14 | 2014<br>Est Year End | 2015<br>Budget     |
|--------------------------------------------------------|--------------------|--------------------|----------------------|----------------------|--------------------|
| <b>WATER SALES REVENUES</b>                            |                    |                    |                      |                      |                    |
| 600-4460-100 UN-METERED SALES                          | 9,784              | 8,000              | 2,527                | 9,500                | 9,600              |
| 600-4461-100 METERED - RESIDENTIAL                     | 769,617            | 815,000            | 329,231              | 728,000              | 730,000            |
| 600-4461-101 METERED - COMMERCIAL                      | 503,284            | 660,000            | 55,131               | 300,000              | 425,000            |
| 600-4461-102 METERED - INDUSTRIAL                      | 63,087             | 58,000             | 26,599               | 55,000               | 65,000             |
| 600-4461-103 METERED - RES IRR                         | 56,907             | 60,000             | 11,023               | 57,000               | 58,000             |
| 600-4461-104 METERED - COMM IRR                        | 55,461             | 17,000             | 6,458                | 56,000               | 56,000             |
| 600-4461-105 METERED - IND IRR                         | 4,554              | 1,000              | 848                  | 4,000                | 4,600              |
| 600-4461-106 METERED - MULT FAM RESIDENTIAL            | 85,280             | 0                  | 193,204              | 385,000              | 390,000            |
| 600-4461-107 METERED - MULT FAM RES IRR                | 1,332              | 0                  | 895                  | 1,400                | 1,400              |
| 600-4464-100 SALES TO PUBLIC AUTHORITY                 | 7,960              | 7,500              | 3,464                | 8,000                | 8,000              |
| 600-4464-101 SALES TO PA IRR                           | 325                | 500                | 93                   | 500                  | 500                |
| 600-4462-100 PRIVATE FIRE PROTECTION                   | 81,607             | 81,000             | 41,595               | 81,000               | 82,000             |
| 600-4463-100 PUBLIC FIRE PROTECTION                    | 473,337            | 471,000            | 239,253              | 480,000              | 485,000            |
| <b>TOTAL WATER SERVICE SERVICES</b>                    | <b>\$2,112,535</b> | <b>\$2,179,000</b> | <b>\$910,320</b>     | <b>\$2,165,400</b>   | <b>\$2,315,100</b> |
| <b>OTHER REVENUES</b>                                  |                    |                    |                      |                      |                    |
| 600-4470-100 FORFEITED DISCOUNTS                       | 3,209              | 3,000              | 1,431                | 3,000                | 3,000              |
| 600-4419-100 INTEREST INCOME                           | 12,258             | 12,000             | 3,171                | 12,000               | 12,000             |
| 600-4421-100 CIAC - WATER                              | 422,246            | 0                  | 3,658                | 0                    | 0                  |
| 600-4421-101 CIAC - IMPACT FEES                        | 326,137            | 0                  | 49,641               | 170,000              | 10,000             |
| 600-4471-100 MISCELLANEOUS SERVICE REVENUE             | 2,112              | 2,400              | 898                  | 2,400                | 2,400              |
| 600-4472-100 RENTS FROM WATER PROPERTY                 | 85,490             | 83,000             | 88,909               | 88,909               | 89,000             |
| 600-4474-100 OTHER REVENUES (JOINT METERING)           | 12,307             | 14,000             | 0                    | 13,000               | 13,000             |
| <b>TOTAL OTHER REVENUES</b>                            | <b>\$863,758</b>   | <b>\$114,400</b>   | <b>\$147,709</b>     | <b>\$289,309</b>     | <b>\$129,400</b>   |
| <b>TOTAL WATER REVENUES</b>                            | <b>\$2,976,293</b> | <b>\$2,293,400</b> | <b>\$1,058,029</b>   | <b>\$2,454,709</b>   | <b>\$2,444,500</b> |
| <b>SOURCE OF SUPPLY EXPENSES</b>                       |                    |                    |                      |                      |                    |
| 600-5600-100 OPERATING SUPERVISION                     | 674                | 700                | 474                  | 700                  | 700                |
| 600-5601-100 LABOR EXPENSE (INC. TRANS EXP - LABOR)    | 22,593             | 20,000             | 13,703               | 23,000               | 23,000             |
| 600-5602-100 PURCHASED WATER - RIMROCK                 | 6,990              | 20,000             | 2,321                | 7,000                | 7,000              |
| 600-5603-100 MISCELLANEOUS EXPENSES                    | 159                | 400                | 218                  | 400                  | 400                |
| 600-5610-100 MAINTENANCE SUPERVISION & ENGINEERING     | 434                | 400                | 242                  | 425                  | 425                |
| 600-5614-100 MAINTENANCE OF WELLS (BELOW GRD)          | 2,359              | 25,000             | 486                  | 5,000                | 30,000             |
| <b>TOTAL SOURCE OF SUPPLY EXPENSES</b>                 | <b>\$33,209</b>    | <b>\$66,500</b>    | <b>\$17,444</b>      | <b>\$36,525</b>      | <b>\$61,525</b>    |
| <b>PUMPING EXPENSES</b>                                |                    |                    |                      |                      |                    |
| 600-5620-100 OPERATING SUPERVISION - PUMPING           | 1,445              | 1,300              | 600                  | 1,300                | 1,300              |
| 600-5623-100 FUEL & POWER PURCHASED FOR PUMPING        | 241,966            | 200,000            | 92,653               | 260,000              | 260,000            |
| 600-5624-100 LABOR FOR PUMPING                         | 13,241             | 15,500             | 3,447                | 7,000                | 7,000              |
| 600-5626-100 MISCELLANEOUS MAINTENANCE EXPENSES        | 6,288              | 8,000              | 3,365                | 7,000                | 7,000              |
| 600-5627-100 SHOP & GARAGE RENTS                       | 10,000             | 10,000             | 5,000                | 10,000               | 10,000             |
| 600-5630-100 MAINTENANCE SUPERVISION - PUMPING         | 1,558              | 1,300              | 827                  | 1,800                | 1,800              |
| 600-5631-100 MAINT. OF PUMPING STRUCTURES              | 15,947             | 15,000             | 3,748                | 12,000               | 12,000             |
| 600-5633-100 MAINT. OF PUMPING EQUIPMENT               | 17,751             | 10,000             | 1,665                | 15,000               | 15,000             |
| <b>TOTAL PUMPING EXPENSES</b>                          | <b>\$308,196</b>   | <b>\$261,100</b>   | <b>\$111,304</b>     | <b>\$314,100</b>     | <b>\$314,100</b>   |
| <b>WATER TREATMENT EXPENSES</b>                        |                    |                    |                      |                      |                    |
| 600-5640-100 OPERATING SUPERVISOR                      | 440                | 250                | 0                    | 250                  | 500                |
| 600-5641-100 CHEMICALS                                 | 53,507             | 62,000             | 23,619               | 62,000               | 62,000             |
| 600-5642-100 WATER TESTING, FILL, CHEMICAL PUMPS       | 16,010             | 15,000             | 5,907                | 16,000               | 16,000             |
| 600-5643-100 MISCELLANEOUS WATER TREATMENT EXP.        | 52                 | 100                | 0                    | 100                  | 100                |
| 600-5651-100 MAINT. OF WATER TREATMENT STRUCTURE       | 0                  | 100                | 0                    | 100                  | 100                |
| 600-5652-100 MAINT. OF WATER TREATMENT PLANT           | 4,379              | 6,500              | 4,161                | 6,000                | 6,500              |
| <b>TOTAL WATER TREATMENT EXPENSES</b>                  | <b>\$74,388</b>    | <b>\$83,950</b>    | <b>\$33,687</b>      | <b>\$84,450</b>      | <b>\$85,200</b>    |
| <b>TRANSMISSION &amp; DISTRIBUTION SYSTEM EXPENSES</b> |                    |                    |                      |                      |                    |
| 600-5660-100 OPERATING SUPERVISOR                      | 1,368              | 1,100              | 731                  | 1,200                | 1,200              |
| 600-5661-100 RESERVOIRS LABOR & EXPENSES               | 458                | 800                | 262                  | 500                  | 800                |
| 600-5662-100 MAINS OPERATING LABOR & EXPENSE           | 10,581             | 8,000              | 2,711                | 8,000                | 8,000              |
| 600-5663-100 METER OPERATING LABOR & EXPENSE           | 9,384              | 7,500              | 8,726                | 12,000               | 12,000             |
| 600-5664-100 SERVICES OPERATING LABOR & EXPENSE        | 3,561              | 3,700              | 2,374                | 3,700                | 3,700              |
| 600-5665-100 MISCELLANEOUS LABOR - GIS Map             | 52,959             | 45,000             | 23,175               | 53,000               | 53,000             |
| 600-5666-100 SHOP & GARAGE RENTS                       | 10,000             | 10,000             | 5,000                | 10,000               | 10,000             |
| 600-5667-100 MAINT. SUPERVISION & ENGINEERING          | 2,982              | 2,500              | 2,883                | 4,500                | 4,500              |
| 600-5671-100 MAINT. STRUCTURES & IMPROVEMENTS          | 3,130              | 2,600              | 1,315                | 2,800                | 3,000              |
| 600-5672-100 MAINT. & LABOR OF RESERVOIRS & TOWERS     | 6,115              | 15,000             | 4,278                | 10,000               | 15,000             |
| 600-5673-100 MAINT. & LABOR OF MAINS                   | 37,200             | 45,000             | 10,910               | 30,000               | 45,000             |
| 600-5675-100 MAINT. & LABOR OF SERVICES                | 17,887             | 17,000             | 20,845               | 26,000               | 20,000             |
| 600-5676-100 MAINT. & LABOR OF METERS                  | 18,139             | 5,000              | 9,361                | 15,000               | 19,000             |
| 600-5677-100 MAINT. & LABOR OF HYDRANTS                | 23,335             | 30,000             | 4,074                | 10,000               | 30,000             |
| 600-5678-100 MAINT. & LABOR OF OTHER PLANT             | 2,143              | 2,500              | 1,933                | 2,500                | 2,500              |
| 600-5678-101 CROSS CONNECTION CONTROL PRGM             | 11,177             | 30,000             | 8,947                | 18,000               | 30,000             |
| <b>TOTAL TRANS &amp; DIST SYSTEM EXPENSES</b>          | <b>\$210,419</b>   | <b>\$225,700</b>   | <b>\$107,524</b>     | <b>\$207,200</b>     | <b>\$257,700</b>   |
| <b>CUSTOMER ACCOUNT EXPENSES</b>                       |                    |                    |                      |                      |                    |
| 600-5901-100 OPERATING SUPERVISOR                      | 568                | 700                | 42                   | 300                  | 600                |
| 600-5902-100 METER READING LABOR                       | 7,750              | 7,000              | 1,608                | 7,800                | 7,500              |
| 600-5903-100 ACCOUNTING & COLLECTION LABOR             | 44,329             | 40,000             | 19,477               | 40,000               | 40,000             |
| 600-5905-100 SUPPLIES & EXPENSES - CUSTOMER ACC'TG     | 3,569              | 4,000              | 2,786                | 4,300                | 4,000              |
| 600-5906-100 CUSTOMER SVC & INFORMATION EXPENSES       | 778                | 2,000              | 1,213                | 1,500                | 2,000              |
| <b>TOTAL CUSTOMER ACCOUNT EXPENSES</b>                 | <b>\$56,994</b>    | <b>\$53,700</b>    | <b>\$25,126</b>      | <b>\$53,900</b>      | <b>\$54,100</b>    |
| <b>ADMINISTRATIVE &amp; GENERAL EXPENSE</b>            |                    |                    |                      |                      |                    |
| 600-5920-100 ADMINISTRATIVE & GENERAL LABOR            | 71,968             | 70,000             | 38,263               | 72,000               | 72,000             |
| 600-5921-100 OFFICE SUPPLIES & EXPENSE                 | 6,238              | 5,000              | 3,035                | 5,000                | 5,000              |
| 600-5921-101 COMPUTER RELATED EXPENSES                 | 10,125             | 10,000             | 2,095                | 10,000               | 10,000             |
| 600-5923-100 OUTSIDE SERVICES EMPLOYED                 | 18,664             | 21,000             | 6,708                | 20,000               | 70,000             |
| 600-5924-100 PROPERTY INSURANCE                        | 13,040             | 12,600             | 3,052                | 13,000               | 13,000             |
| 600-5925-100 INJURIES & DAMAGES                        | 10,240             | 6,600              | 10,713               | 22,600               | 23,000             |
| 600-5926-100 EMPLOYEE PENSION & BENEFITS               | 84,073             | 98,000             | 45,140               | 85,000               | 85,000             |
| 600-5928-100 REGULATORY COMMISSION & EXPENSES          | 0                  | 0                  | 0                    | 0                    | 20,000             |
| 600-5930-100 MISC. GENERAL EXPENSE                     | 47,269             | 45,000             | 21,400               | 47,000               | 48,000             |
| 600-5931-100 OFFICE RENTS                              | 11,667             | 11,700             | 5,834                | 11,667               | 11,700             |
| 600-5932-100 MAINT. GENERAL PLANT                      | 5,087              | 9,000              | 2,986                | 9,000                | 9,000              |
| <b>TOTAL ADMINISTRATION &amp; GENERAL EXPENSE</b>      | <b>\$278,371</b>   | <b>\$288,900</b>   | <b>\$139,225</b>     | <b>\$295,267</b>     | <b>\$366,700</b>   |
| <b>DEPRECIATION AND TAXES</b>                          |                    |                    |                      |                      |                    |
| 600-5403-100 DEPRECIATION EXPENSE                      | 336,149            | 325,000            | 170,000              | 340,000              | 340,000            |
| 600-5403-101 DEPRECIATION EXPENSE - CONTRIBUTED PLANT  | 283,794            | 275,000            | 145,000              | 290,000              | 290,000            |
| 600-5408-100 TAXES                                     | 617,105            | 600,000            | 300,000              | 615,000              | 615,000            |
| 600-5430-100 INTEREST ON DEBT TO MUNI                  | 0                  | 0                  | 0                    | 0                    | 0                  |
| <b>TOTAL DEPRECIATION &amp; TAXES</b>                  | <b>\$1,237,049</b> | <b>\$1,200,000</b> | <b>\$615,000</b>     | <b>\$1,245,000</b>   | <b>\$1,245,000</b> |
| <b>TOTAL WATER O &amp; M EXPENSES</b>                  | <b>\$2,198,626</b> | <b>\$2,179,850</b> | <b>\$1,049,310</b>   | <b>\$2,236,442</b>   | <b>\$2,384,325</b> |
| <b>NET INCOME (REVENUES - EXPENSES)</b>                | <b>\$777,667</b>   | <b>\$113,550</b>   | <b>\$8,719</b>       | <b>\$218,267</b>     | <b>\$60,175</b>    |

| ACCOUNT TITLE                                   | 2013<br>Actual | 2014<br>Budget | Actual to<br>6/30/14 | 2014<br>Est Year End | 2015<br>Budget |
|-------------------------------------------------|----------------|----------------|----------------------|----------------------|----------------|
| 600-4421-200 OTHER SEWER REVENUES-CIAC          | 241,301        | 0              | 5,185                | 0                    | 0              |
| 600-4621-201 UN-METERED - RESIDENTIAL           | 8,722          | 8,350          | 4,739                | 8,800                | 8,800          |
| 600-4621-202 UN-METERED - COMMERCIAL            | 948            | 950            | 515                  | 1,000                | 1,000          |
| 600-4621-203 UN-METERED - INDUSTRIAL            | 190            | 190            | 103                  | 190                  | 190            |
| 600-4621-204 UN-METERED - PUBLIC AUTHORITY      | 190            | 190            | 103                  | 190                  | 190            |
| 600-4622-200 METERED - RESIDENTIAL              | 1,089,790      | 1,040,000      | 493,955              | 1,090,000            | 1,100,000      |
| 600-4622-201 METERED - COMMERCIAL               | 654,421        | 725,000        | 84,902               | 700,000              | 700,000        |
| 600-4622-202 METERED - INDUSTRIAL               | 274,078        | 210,000        | 96,080               | 298,000              | 298,000        |
| 600-4622-203 METERED - PUBLIC AUTHORITY         | 9,875          | 7,500          | 4,371                | 9,900                | 9,900          |
| 600-4622-204 METERED MULTI FAM - RESIDENTIAL    | 106,553        | 0              | 246,505              | 492,000              | 492,000        |
| TOTAL SEWER SERVICE REVENUES                    | \$2,386,067    | \$1,992,180    | \$936,457            | \$2,600,080          | \$2,610,080    |
| OPERATING REVENUES                              |                |                |                      |                      |                |
| 600-4631-200 CUSTOMERS FORFEITED DISCOUNTS      | 3,139          | 2,800          | 1,451                | 3,000                | 3,000          |
| 600-4635-200 MISCELLANEOUS OPERATING REVENUES   | 1,052          | 1,000          | 488                  | 1,000                | 1,000          |
| TOTAL OTHER REVENUES                            | \$4,191        | \$3,800        | \$1,939              | \$4,000              | \$4,000        |
| TOTAL SANITARY SEWER REVENUES                   | \$2,390,258    | \$1,995,980    | \$938,395            | \$2,604,080          | \$2,614,080    |
| OPERATING EXPENSES                              |                |                |                      |                      |                |
| 600-5827-200 OPERATING SUPPLIES & EXPENSE: MMSD | 1,565,461      | 1,395,000      | 392,626              | 1,600,000            | 1,700,000      |
| 600-5828-200 TRANSPORTATION EXPENSE             | 7,708          | 10,000         | 2,810                | 9,000                | 10,000         |
| 600-5830-200 METER EXPENSES                     | 63,408         | 67,000         | 2,938                | 64,000               | 65,000         |
| 600-5834-200 GENERAL PLANT STRUCTURE & EQUIP    | 10,585         | 5,000          | 3,505                | 4,500                | 4,500          |
| TOTAL OPERATING EXPENSES                        | \$1,647,163    | \$1,477,000    | \$401,879            | \$1,677,500          | \$1,779,500    |
| MAINTENANCE EXPENSES                            |                |                |                      |                      |                |
| 600-5831-200 MAINT OF COLLECTION SYSTEM         | 56,823         | 40,000         | 4,818                | 58,000               | 60,000         |
| TOTAL MAINTENANCE EXPENSES                      | \$56,823       | \$40,000       | \$4,818              | \$58,000             | \$60,000       |
| CUSTOMER ACCOUNT EXPENSES                       |                |                |                      |                      |                |
| 600-5840-200 ACCOUNTING & COLLECTION EXPENSE    | 47,898         | 46,000         | 21,182               | 46,000               | 46,000         |
| 600-5840-201 MERCHANT/ PSN FEES                 | 6,807          | 6,500          | 5,073                | 7,500                | 8,000          |
| 600-5842-200 METER READING LABOR                | 7,256          | 6,500          | 1,608                | 7,000                | 7,000          |
| TOTAL CUSTOMER ACCOUNT EXPENSES                 | \$61,961       | \$59,000       | \$27,863             | \$60,500             | \$61,000       |
| 600-5850-200 ADMINISTRATIVE & GENERAL SALARIES  | 71,968         | 62,000         | 38,263               | 68,000               | 68,000         |
| 600-5851-200 OFFICE SUPPLIES & EXPENSE          | 4,603          | 4,000          | 2,398                | 3,500                | 4,500          |
| 600-5851-201 COMPUTER RELATED EXPENSES          | 5,964          | 6,700          | 2,089                | 5,000                | 6,700          |
| 600-5852-200 OUTSIDE SERVICES EMPLOYED          | 7,902          | 11,000         | 7,457                | 11,000               | 12,000         |
| 600-5853-200 INSURANCE EXPENSE                  | 9,763          | 15,000         | 10,217               | 20,000               | 20,000         |
| 600-5854-200 EMPLOYEE PENSION & BENEFITS        | 43,569         | 52,000         | 23,058               | 52,000               | 52,000         |
| 600-5856-200 MISCELLANEOUS GENERAL EXPENSES     | 34,685         | 40,000         | 15,573               | 35,000               | 35,000         |
| 600-5857-200 RENTS                              | 20,000         | 20,000         | 10,000               | 20,000               | 20,000         |
| TOTAL AMINISTRATION & GENERAL EXPENSES          | \$198,454      | \$210,700      | \$109,055            | \$214,500            | \$218,200      |
| DEPRECIATION & TAXES                            |                |                |                      |                      |                |
| 600-5403-200 DEPRECIATION EXPENSE               | 197,680        | 195,000        | 98,000               | 200,000              | 200,000        |
| 600-5408-200 TAXES                              | 10,877         | 10,000         | 4,927                | 10,500               | 10,500         |
| TOTAL DEPRECIATION & TAXES                      | \$208,557      | \$205,000      | \$102,927            | \$210,500            | \$210,500      |
| TOTAL SANITARY SEWER O & M EXPENSES             | \$2,172,957    | \$1,991,700    | \$646,542            | \$2,221,000          | \$2,329,200    |
| NET INCOME (REVENUES - EXPENSES)                | \$217,300      | \$4,280        | \$291,853            | \$383,080            | \$284,880      |

# FITCHBURG UTILITIES

## ANNUAL BUDGET FOR THE YEAR: 2015

| ACCOUNT TITLE                      |                                                | ACTUAL<br>June 30, 2014 | 2014<br>EST. YR END | 2015<br>Proposed<br>BUDGET |
|------------------------------------|------------------------------------------------|-------------------------|---------------------|----------------------------|
| <b><u>CAPITAL IMPROVEMENTS</u></b> |                                                |                         |                     |                            |
| <b>WATER SYSTEM</b>                |                                                |                         |                     |                            |
|                                    | Scada System Upgrade (# 3104)                  |                         |                     | 50,000                     |
|                                    | NE Neighborhood Wtr Main Ext (# 4614)          |                         |                     | 150,000                    |
|                                    | Verona Rd Utility Relocations (# 4630)         | 10,000                  | 5,000               | 90,000                     |
|                                    | Water Main Oversizing (# 4632)                 |                         |                     | 15,000                     |
|                                    | Wells No 5, 7, and 8 Maintenance (# 4633)      |                         |                     | 120,000                    |
| <b>2013 CARRY OVER</b>             | Tower F Land Acquisition                       |                         |                     | 150,000                    |
| <b>2013 CARRY OVER</b>             | Future Well Land Acquisition                   |                         |                     | 100,000                    |
| <b>600-10718</b>                   | Glacier Valley Utilities (# 4531)              | 10,922                  | 10,922              | 0                          |
| <b>600-10721</b>                   | King James Booster Station Improvements        | 7,623                   | 10,000              | 120,000                    |
| <b>600-10722</b>                   | AMI (# 4629)                                   | 355,313                 | 600,000             | 300,000                    |
| <b>600-10728</b>                   | Syene Sub Interceptor (hydrant relocate)       | 0                       | 5,000               | 0                          |
| <b>600-10726</b>                   | Glacier Valley Water Main                      | 192,701                 | 206,000             | 0                          |
| <b>600-10725</b>                   | Syene Water Main (# 4530)                      | 2,408                   | 0                   | 100,000                    |
|                                    | Well 12 & Pumphouse (# 4518)                   |                         | 10,000              | 665,000                    |
|                                    | Fitchrona road water main                      |                         |                     | 450,000                    |
| <b>TOTAL CAPITAL IMPROVEMENTS</b>  |                                                | <b>\$578,967</b>        | <b>\$846,922</b>    | <b>\$2,310,000</b>         |
| <b>600-10706</b>                   | Rolfsmeyer Rd                                  | 14,067                  | 14,067              | 0                          |
| <b>600-10728</b>                   | Syene Sub Interceptor                          | 5,890                   | 35,000              | 0                          |
|                                    | Verona Road Sanitary Sewer Relocations         | 2,001                   | 5,000               | 55,000                     |
| <b>TOTAL CAPITAL IMPROVEMENTS</b>  |                                                | <b>\$21,958</b>         | <b>\$54,067</b>     | <b>\$55,000</b>            |
| <b>CAPITAL EQUIPMENT</b>           |                                                |                         |                     |                            |
|                                    | SCAG MOWER (Move Up from 2016 CIP)             |                         | 0                   | 8,000                      |
|                                    | PIPE AND CABLE LOCATOR                         |                         |                     | 4,000                      |
|                                    | BALL MARKER LOCATOR                            |                         |                     | 1,000                      |
|                                    | 2004 FORD F350                                 |                         |                     | 30,000                     |
|                                    | 2000 SEWER VAC CLEANER (Move Up from 2016 CIP) |                         |                     | 310,000                    |
|                                    | EMERGENCY CONTROL CENTER SCADA                 |                         |                     | 15000                      |
| <b>TOTAL CAPITAL EQUIPMENT</b>     |                                                |                         | <b>\$0</b>          | <b>\$368,000</b>           |



GENERAL FUND

5352- Mass Transit

| Account Number                       | Account Title          | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|--------------------------------------|------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5352-200                         | Metro Transit Services | 384,000                      | 421,000                        | 106,600                             | 421,000                          | 425,000                    | 4,000                                   |
| 100-5352-355                         | Transit Equipment      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| Total MASS TRANSIT - MM BUS SUBSIDY: |                        | 384,000                      | 421,000                        | 106,600                             | 421,000                          | 425,000                    | 4,000                                   |
|                                      |                        |                              |                                |                                     |                                  |                            | -                                       |

# 2015 BUDGET

## REFUSE & RECYCLE COLLECTION FUND 213

| ACCOUNT<br>NUMBER                         | ACCOUNT DESCRIPTION                      | 2013<br>ACTUAL    | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/14 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET | Increase<br>(Decrease)<br>Budget to<br>Budget |
|-------------------------------------------|------------------------------------------|-------------------|---------------------------|---------------------------|-----------------------------|----------------------------|-----------------------------------------------|
| <b>REVENUES</b>                           |                                          |                   |                           |                           |                             |                            |                                               |
| 213-4354-213                              | RECYCLING GRANT - ST OF WISC             | \$103,365         | \$103,365                 | \$103,355                 | \$103,355                   | <b>\$103,355</b>           | (\$10)                                        |
| 213-4642-000                              | REFUSE & RECYCLE COLLECTION              | \$764,147         | \$809,562                 | \$820,893                 | \$820,893                   | <b>\$771,442</b>           | (\$38,120)                                    |
| 213-4800-000                              | MISCELLANEOUS REVENUES                   | \$2,232           | \$2,000                   | \$1,278                   | \$2,000                     | <b>\$2,000</b>             | \$0                                           |
| 213-4800-001                              | C&D REUSE/RECYCLE DEPOSIT FEES           | \$0               | \$5,750                   | \$0                       | \$0                         | <b>\$0</b>                 | (\$5,750)                                     |
| 213-4830-100                              | RECYCLE CONTAINER SALES                  | \$96              | \$0                       | \$24                      | \$24                        | <b>\$0</b>                 | \$0                                           |
| 213-4830-200                              | SALE OF RECYCLED MATERIALS               | \$3,828           | \$3,000                   | \$1,958                   | \$3,000                     | <b>\$3,000</b>             | \$0                                           |
| 213-4850-000                              | EDUCATION FUND                           | \$0               | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 213-4930-213                              | FUND BALANCE APPLIED                     | \$0               | \$44,428                  | \$0                       | \$0                         | <b>\$4,334</b>             | (\$40,094)                                    |
| <b>TOTAL REVENUES AND SOURCES</b>         |                                          | <b>\$873,668</b>  | <b>\$968,105</b>          | <b>\$927,507</b>          | <b>\$929,272</b>            | <b>\$884,131</b>           | (\$83,974)                                    |
| <b>EXPENSES</b>                           |                                          |                   |                           |                           |                             |                            |                                               |
| 213-5362-110                              | SALARIES & WAGES - RECYCLING             | \$53,717          | \$54,048                  | \$25,568                  | \$54,048                    | <b>\$54,740</b>            | \$692                                         |
| 213-5362-115                              | OVERTIME                                 | \$168             | \$37                      | \$61                      | \$37                        | <b>\$38</b>                | \$1                                           |
| 213-5362-120                              | PT/LTE/SEASONAL WAGES                    | \$0               | \$3,084                   | \$0                       | \$3,084                     | <b>\$5,190</b>             | \$2,106                                       |
| 213-5362-130                              | DIRECT FRINGE BENEFITS                   | \$7,625           | \$7,412                   | \$3,735                   | \$7,412                     | <b>\$8,700</b>             | \$1,288                                       |
| 213-5362-135                              | LONGEVITY                                | \$216             | \$270                     | \$270                     | \$270                       | <b>\$241</b>               | (\$29)                                        |
| 213-5362-140                              | PER DIEMS - RECYCLE COMMITTEE            | \$1,015           | \$1,480                   | \$375                     | \$1,115                     | <b>\$1,480</b>             | \$0                                           |
| 1                                         | <b>PERSONNEL SERVICES</b>                | <b>\$62,741</b>   | <b>\$66,331</b>           | <b>\$30,009</b>           | <b>\$65,966</b>             | <b>\$70,389</b>            | \$4,058                                       |
| 213-5362-245                              | COMPUTER RELATED REP & MAINT             | \$2,000           | \$1,000                   | \$678                     | \$1,000                     | <b>\$1,000</b>             | \$0                                           |
| 213-5362-290                              | CONTRACTED COLLECTION SERVICE            | \$815,043         | \$820,407                 | \$396,720                 | \$820,407                   | <b>\$724,945</b>           | (\$95,462)                                    |
| 213-5362-291                              | OTHER CONTRACTUAL                        | \$0               | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 2                                         | <b>CONTRACTUAL SERVICES</b>              | <b>\$817,043</b>  | <b>\$821,407</b>          | <b>\$397,398</b>          | <b>\$821,407</b>            | <b>\$725,945</b>           | (\$95,462)                                    |
| 213-5362-310                              | OFFICE SUPPLIES & POSTAGE                | \$994             | \$400                     | \$214                     | \$400                       | <b>\$400</b>               | \$0                                           |
| 213-5362-320                              | PUBLICATIONS, DUES & SUBSCRIPT           | \$1,000           | \$1,000                   | \$900                     | \$1,000                     | <b>\$1,000</b>             | \$0                                           |
| 213-5362-325                              | TRAINING & STAFF DEVELOPMENT             | \$474             | \$550                     | \$128                     | \$550                       | <b>\$550</b>               | \$0                                           |
| 213-5362-330                              | VEHICLE USE REIMBURSEMENT                | \$0               | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 213-5362-340                              | OPERATING MATERIALS & SUPPLIES           | \$250             | \$250                     | \$65                      | \$250                       | <b>\$250</b>               | \$0                                           |
| 213-5362-345                              | PUBLIC INFORMATION & EDUCATION           | \$7,118           | \$20,437                  | \$345                     | \$20,437                    | <b>\$21,200</b>            | \$763                                         |
| 213-5362-380                              | RECYCLE BIN PURCHASES                    | \$450             | \$0                       | \$0                       | \$0                         | <b>\$450</b>               | \$450                                         |
| 213-5362-381                              | YARDWASTE SITE MAINTENANCE               | \$10,319          | \$15,000                  | \$641                     | \$15,000                    | <b>\$25,000</b>            | \$10,000                                      |
| 213-5362-382                              | C&D REUSE/RECYCLE FEE REFUNDS            | \$0               | \$5,750                   | \$0                       | \$0                         | <b>\$0</b>                 | (\$5,750)                                     |
| 213-5362-591                              | ALLOCATED BENEFIT-HEALTH INS             | \$13,301          | \$0                       | \$7,218                   | \$0                         | <b>\$ 15,224</b>           | \$15,224                                      |
| 213-5362-592                              | ALLOCATED BENEFIT-LIFE INS               | \$64              | \$14,450                  | \$31                      | \$14,450                    | <b>\$ 62</b>               | (\$14,388)                                    |
| 213-5362-593                              | ALLOCATED BENEFIT-DISABILITY             | \$0               | \$62                      | \$0                       | \$62                        | <b>\$ 311</b>              | \$249                                         |
| 213-5362-594                              | ALLOCATED BENEFIT-DENTAL INS             | \$837             | \$312                     | \$418                     | \$312                       | <b>\$ 837</b>              | \$525                                         |
| 3                                         | <b>SUPPLIES AND EXPENSE</b>              | <b>\$34,807</b>   | <b>\$58,211</b>           | <b>\$9,961</b>            | <b>\$52,461</b>             | <b>\$65,284</b>            | <b>\$7,073</b>                                |
| <b>REFUSE &amp; RECYCLING TRANSFERS</b>   |                                          |                   |                           |                           |                             |                            |                                               |
| 213-5920-100                              | Operating Transfer OUT - General Fund    | \$18,000          | \$19,643                  | \$19,643                  | \$19,643                    | <b>\$20,000</b>            | \$357                                         |
| 213-5920-300                              | Operating Transfer OUT - DEBT SERVICE (R | \$2,513           | \$2,513                   | \$2,513                   | \$2,513                     | <b>\$2,513</b>             | \$0                                           |
| 213-5922-213                              | Fund Balance Added (Budget Account)      |                   | \$0                       |                           |                             | <b>\$0</b>                 | \$0                                           |
| <b>TOTAL</b>                              |                                          | <b>\$20,513</b>   | <b>\$22,156</b>           | <b>\$22,156</b>           | <b>\$22,156</b>             | <b>\$22,513</b>            | <b>\$357</b>                                  |
| <b>TOTAL EXPENDITURES &amp; TRANSFERS</b> |                                          | <b>\$935,104</b>  | <b>\$968,105</b>          | <b>\$459,524</b>          | <b>\$961,990</b>            | <b>\$884,131</b>           | <b>(\$83,974)</b>                             |
| Estimated Fund Balance Added (Used)       |                                          | <b>(\$61,436)</b> | <b>\$0</b>                |                           | <b>(\$32,718)</b>           | <b>(\$4,334)</b>           | shown above                                   |
| Beginning Fund Balance                    |                                          |                   |                           |                           | \$324,079                   | \$291,361                  |                                               |
| <b>EST. ENDING FUND BALANCE</b>           |                                          |                   |                           |                           | <b>\$291,361</b>            | <b>\$287,027</b>           |                                               |

**CITY OF FITCHBURG STORMWATER UTILITY  
ANNUAL BUDGET FOR THE YEAR OF 2015**

| Acct #                                              | Account Title                               | 2013<br>Actual   | 2014<br>Budget   | Actual to<br>6/30/14 | 2014<br>Est. Year End | 2015<br>Budget   |
|-----------------------------------------------------|---------------------------------------------|------------------|------------------|----------------------|-----------------------|------------------|
| <b>Revenue</b>                                      |                                             |                  |                  |                      |                       |                  |
| <u><b>User Fee Revenue</b></u>                      |                                             |                  |                  |                      |                       |                  |
| 601-4461-300                                        | User Fees - Urban Residential 50 & 51       | 292,426          | 326,366          | 156,970              | 315,000               | 327,300          |
| 601-4461-301                                        | User Fees - Rural Residential 54 & 55       | 17,061           | 19,324           | 74                   | 19,000                | 19,400           |
| 601-4461-302                                        | User Fees - Rural Residential 58 & 59       | 4,013            | 4,510            | 3,069                | 5,000                 | 5,000            |
| 601-4462-300                                        | User Fees - Urban Non-Residential 53        | 419,414          | 470,225          | 233,846              | 438,000               | 470,500          |
| 601-4462-301                                        | User Fees - Rural Non-Residential 57        | 21,144           | 23,081           | 17,635               | 21,500                | 23,100           |
| 601-4463-300                                        | User Fees - Urban Multi-family 52           | 161,561          | 180,791          | 85,500               | 181,000               | 181,000          |
| 601-4463-301                                        | User Fees - Rural Multi-family 56           | 2,025            | 2,285            | 1,548                | 3,000                 | 2,300            |
|                                                     | Total User Fee Revenue                      | 917,644          | 1,026,582        | 498,642              | 982,500               | 1,028,600        |
|                                                     |                                             |                  | 0                |                      |                       |                  |
|                                                     |                                             |                  | 0                |                      |                       |                  |
| <u><b>Other Revenue</b></u>                         |                                             |                  |                  |                      |                       |                  |
| 601-4419-300                                        | Interest Income                             | 1,332            | 0                | 0                    | 1,200                 | 1,200            |
| 601-4460-300                                        | Stormwater Grants                           | 88,606           | 50,000           | 0                    | 50,000                | 50,000           |
| 601-4470-300                                        | Forfeited Discounts                         | 1,723            | 1,700            | 685                  | 1,800                 | 1,800            |
| 601-4474-300                                        | Misc. Revenues                              | 200              | 0                | 0                    | 0                     | 0                |
| 601-4474-301                                        | Permit Revenues                             | 33,127           | 30,000           | 20,307               | 36,000                | 20,000           |
| 601-4474-302                                        | Farm Land Lease                             | 6,977            | 5,852            | 1,125                | 5852                  | 5,852            |
|                                                     | Total Other Revenue                         | 131,965          | 87,552           | 22,116               | 94,852                | 78,852           |
|                                                     |                                             |                  |                  |                      |                       |                  |
|                                                     | <b>TOTAL REVENUE</b>                        | <b>1,049,609</b> | <b>1,114,134</b> | <b>520,759</b>       | <b>1,077,352</b>      | <b>1,107,452</b> |
| <b>Expenditures</b>                                 |                                             |                  |                  |                      |                       |                  |
| <u><b>Administrative &amp; General Expenses</b></u> |                                             |                  |                  |                      |                       |                  |
| 601-5408-300                                        | Social Security Taxes                       | 10,067           | 9,500            | 4,336                | 9,400                 | 9,500            |
| 601-5902-300                                        | General Accounting                          | 25,380           | 25,000           | 11,898               | 25,000                | 25,000           |
| 601-5903-300                                        | Customer Supplies & Expenses                | 7,057            | 6,000            | 3,110                | 8,000                 | 8,000            |
| 601-5920-300                                        | Administrative & General Salaries           | 130,421          | 124,000          | 53,503               | 120,000               | 124,000          |
| 601-5921-300                                        | Office Supplies & Expenses                  | 1,553            | 2,000            | 785                  | 1,500                 | 2,000            |
| 601-5923-300                                        | Outside Services Employed                   | 33,409           | 19,500           | 8,120                | 35,000                | 20,000           |
| 601-5923-301                                        | Stormwater Master Plan                      | 92,034           | 10,000           | 194                  | 75,000                | 20,000           |
| 601-5923-302                                        | MMSD Adaptive Mgmt Plan                     | 0                | 18,000           | 17,900               | 18,000                | 18,000           |
| 601-5923-303                                        | Vegetation Mgmt                             | 2,876            | 15,000           | 2,835                | 3,000                 | 10,000           |
| 601-5924-300                                        | Insurance Expenses                          | 5,154            | 8,300            | 6,215                | 5,000                 | 8,300            |
| 601-5926-300                                        | Employees Pensions & Benefits               | 34,056           | 38,000           | 17,541               | 35,000                | 38,000           |
| 601-5930-300                                        | Miscellaneous General Expenses              | 15,559           | 9,000            | 11,706               | 16,000                | 16,000           |
| 601-5930-301                                        | Computer Related Expenses                   | 4,132            | 3,500            | 1,719                | 3,500                 | 3,500            |
| 601-5930-302                                        | Public Education & Outreach                 | 2,696            | 6,000            | 2,782                | 6,000                 | 6,000            |
| 601-5931-300                                        | Rents                                       | 2,513            | 2,514            | 1,257                | 2,514                 | 2,514            |
| 601-5932-300                                        | Transportation Expense                      | 5,901            | 6,300            | 1,154                | 6,000                 | 6,300            |
| 601-5932-301                                        | Sweeper Fuel                                | 10,796           | 14,500           | 600                  | 12,500                | 14,500           |
|                                                     | Total Administrative & General Expenses     | 383,606          | 317,114          | 145,656              | 381,414               | 331,614          |
| <u><b>Operating Expenses</b></u>                    |                                             |                  |                  |                      |                       |                  |
| 601-5601-301                                        | Work by Streets Division                    | 68,476           | 105,000          | 0                    | 75,000                | 75,000           |
| 601-5601-302                                        | Operating Materials & Supplies              | 2,222            | 2,000            | 114                  | 2,000                 | 2,000            |
| 601-5601-303                                        | General Equipment                           | 124              | 500              | 0                    | 500                   | 500              |
| 601-5601-304                                        | Maintenance-culverts & pipe                 | 6,631            | 12,000           | 0                    | 12,000                | 12,000           |
| 601-5601-305                                        | Maintenance - Sweeper                       | 4,880            | 7,500            | 7,757                | 7,500                 | 7,500            |
| 601-5601-306                                        | Maintenance - Inlet Repair, Castings        | 3,434            | 30,000           | 0                    | 5,000                 | 20,000           |
|                                                     | Total Operating Expenses                    | 85,767           | 157,000          | 7,870                | 102,000               | 117,000          |
| <u><b>Capital Related Expenses</b></u>              |                                             |                  |                  |                      |                       |                  |
| 601-22231                                           | Bond Principal Payments (2007)              | 50,000           | 100,000          | 50,000               | 100,000               | 125,000          |
| 601-22230                                           | Payable to Utility District #1 (Advance)    | 233,750          | 0                | 0                    | 0                     | 0                |
| 601-22331                                           | Sodfather Loan from City                    |                  |                  |                      |                       | 55,940           |
| 601-5403-300                                        | Depreciation                                | 454,806          | 460,000          | 220,000              | 440,000               | 440,000          |
| 601-5430-300                                        | Interest Due on Advancements/Debt           | 108,048          | 55,388           | 9,844                | 30,000                | 34,540           |
|                                                     | Total Capital Related Expenses              | 846,604          | 615,388          | 279,844              | 570,000               | 655,480          |
|                                                     |                                             |                  |                  |                      |                       |                  |
|                                                     | <b>TOTAL EXPENDITURES</b>                   | <b>1,315,977</b> | <b>1,089,502</b> | <b>433,370</b>       | <b>1,053,414</b>      | <b>1,104,094</b> |
|                                                     |                                             |                  |                  |                      |                       |                  |
|                                                     | <b>FUND BALANCE ADDED (REVENUE-EXPENSE)</b> | <b>(266,368)</b> | <b>24,632</b>    | <b>87,389</b>        | <b>23,938</b>         | <b>3,358</b>     |

6/30/2014  
6

|                             |                                   |                    |                 | 2014              | 2015               | AMENDED | REVISED<br>2015    |
|-----------------------------|-----------------------------------|--------------------|-----------------|-------------------|--------------------|---------|--------------------|
| ACCOUNT TITLE               |                                   | ACTUAL<br>06/30/14 | 2014<br>EST. YE | ADOPTED<br>BUDGET | PROPOSED<br>BUDGET |         | PROPOSED<br>BUDGET |
| <u>CAPITAL IMPROVEMENTS</u> |                                   |                    |                 |                   |                    |         |                    |
| 601-10700                   | Misc Stormwater                   | 4,607              | \$4,607         |                   | \$0                |         |                    |
| 601-10701                   | Area H - 2007                     | 22,337             | \$75,000        | \$130,000         | \$0                |         |                    |
| 601-10718                   | Schumann Dr                       | 1,694              | \$1,694         |                   | \$0                |         |                    |
| 601-10724                   | Harlan Hills East Pond            | 1,203              | \$5,000         |                   | \$160,000          |         |                    |
| 601-10725                   | Ashbourne Pond                    | 303                | \$4,000         |                   | \$60,000           |         |                    |
| 601-10726                   | Pine Ridge Pond                   | 3,082              | \$10,000        |                   | \$0                |         |                    |
|                             | Stormwater Pond Dredging (# 4702) |                    |                 | \$60,000          | \$20,000           |         | \$20,000           |
|                             | Nine Springs North Wet Pond       |                    |                 |                   | \$35,000           |         | \$35,000           |
| TOTAL CAPITAL IMPROVEMENTS  |                                   | \$33,225           | \$100,301       | \$190,000         | \$275,000          | \$0     | \$55,000           |
| <u>CAPITAL EQUIPMENT</u>    |                                   |                    |                 |                   |                    |         |                    |
|                             | 2015 Street Sweeper               | \$0                | \$0             | \$0               | \$200,000          |         | \$0                |
|                             |                                   | \$0                | \$0             | \$0               | \$0                |         | \$0                |
| TOTAL CAPITAL EQUIPMENT     |                                   |                    | \$0             | \$0               | \$200,000          | \$0     | \$0                |

Notes: 1) Budget assumes that funds for capital improvements will be borrowed and repaid over time via account #s 2236 & 4300.

## 2015 Budget Expenditure Detail

**Department: Public Works**

Prepared By: Ahnaray Bizjak, Interim Director of Public Works/City Engineer

Date Prepared: August 11, 2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

- < Construct Cannonball Path/Military Ridge Path including way-finding signs and boardwalk at Apache Pond.
- < Construct Haight Farm Road Bridge over Swan Creek and added 4' paved shoulders near the bridge over USH 14 as part of the Resurfacing contract.
- < Repave Larsen Rd from Meadowview to E. Clayton Rd, Cheryl Dr from S. Fish Hatchery Rd to Florann Dr, Glacier Valley Rd, Oakhaven Rd, Byrneland St, and Carriedale Ct.
- < Installed additional storm sewer on Byrneland St at Targhee St, Cheryl Dr at Lyman Ln and Cheryl Dr at Florann Dr.
- < Chip sealed over 90,900 square yards of pavement at various locations.
- < Issued 64 street opening permits generating \$6,800 of fees.
- < Installed new pedestrian refuge islands on Lacy Rd at Research Park Dr and on Lacy Rd at Sunflower Dr.
- < Planted medians on Lacy Rd over USH 14 bridge with over 1,300 plants, grasses and shrubs.
- < Design and construct Railroad crossing improvements at East Cheryl and Lacy Road.
- < Held 4<sup>th</sup> annual Bike Rodeo along with the Police and Recreation Department at Stoner Prairie Elementary.
- < Completed 1<sup>st</sup> phase of North Park Plat, Tech Lands Plat.
- < Progress on Quarry Vista Plat.
- < Demolished Old City Hall.
- < Design and construct Arrowhead Neighborhood streets; Spoke Drive and Sprocket Drive with tunnel for the Military Ridge Path under Sprocket Drive.
- < Design and reconstruct McKee Road from Fish Hatchery Rd to Seminole Highway jointly with Dane County.
- < Reconstruct McKee Farms Park bike path and rehab shelter.
- < Reconstruct Tower Hill Greenway bike path between S. Fish Hatchery Road and McKee Farms park.
- < Reconstruct Seminole Connector bike path between the Badger State Trail and S. Seminole Hwy
- < Extend bike path on west side of Fish Hatchery Road from Old City Hall to Whalen Road in connection with WisDOT project at Whalen Road and Fish Hatchery Road.
- < Add lighting improvements to Greenfield Park.

- < Reconstruct McGaw Park ball diamond lighting controllers for all four ball diamonds.
- < Rehab McGaw shelter
- < Support 2 staff members attending the annual APWA conference in Toronto
- < Fitchrona Road water main extension to Quarry Vista Plat
- < Completed Dawley Bike Hub and installed first Bike Information kiosk, bike repair station, drinking fountain with water-bottle filling station, and custom bike racks and benches.
- < Coordinated with WisDOT on Stage 1 and Stage 2 Verona Road Reconstruction project.
- < Replaced Population signs, with assistance from Economic Development, to have the new logo.

|                                  |
|----------------------------------|
| <b>NEW INITIATIVES FOR 2015:</b> |
|----------------------------------|

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>&lt; Construct new bike path in Nine Springs from USH 14 interchange to Golden Gate Pass</li> <li>&lt; Northeast Neighborhood Water Main Ext</li> <li>&lt; Nine Springs North Wet Pond</li> <li>&lt; Possible intersection signalization on Fish Hatchery Road</li> <li>&lt; Conduct public process and begin design of Lacy Road from the Community Center to Syene Road</li> <li>&lt; Assist Fire Dept. with construction of new station</li> <li>&lt; Implement Retro-reflectivity Program</li> <li>&lt; Reconstruct the intersection of Lovell Lane and Carling Drive</li> <li>&lt; Continue Quarry Vista Plat.</li> <li>&lt; McKee Road Phase II Planning</li> </ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Department: Public Works - Utility**

Prepared By: Public Works

Date Prepared: September 12, 2014

Review by Mayor:

|                                             |
|---------------------------------------------|
| <b>SIGNIFICANT ACCOMPLISHMENTS IN 2014:</b> |
|---------------------------------------------|

- < Continued installation of AMI system and new meters. Near 50% complete.
- < Continued residential Cross Connection Program in conjunction with AMI installations.
- < Continued toilet rebate program.
- < Completed 2014 Water System Master Plan.
- < Work with DaneCom and T-Mobile to install antennas and equipment on Tower E.
- < Design and installed 12" transmission main on Glacier Valley from Gunflint south to Fish Hatchery Road.
- < Reviewed design and installed 12" transmission main and 8" sanitary sewer on Spoke and Sprocket.
- < Worked with Strand on design of utilities relocations on Verona Road.
- < Completed construction of Dawley Park Shelter.
- < Completed construction of utilities in Capitol Heights, The Vue, TechLands, and North Park developments.
- < Implemented IWater software.
- < Installed Syene sub-interceptor along S. Syene Road.

|                                  |
|----------------------------------|
| <b>NEW INITIATIVES FOR 2015:</b> |
|----------------------------------|

- < Continue installation of AMI system and new meters.
- < Continue residential Cross Connection Program in conjunction with AMI installations.
- < Complete high hazard commercial/industrial cross connection inspections.
- < Install 12" transmission main on Fitchrona Road.
- < Remove King James Way Booster Station and connect service area to Madison Water Utility.
- < Continue to work with Strand on design of utilities relocations on Verona Road.
- < Acquire land for Well No. 12. Design Well No. 12 and drill well. Start pump house construction.
- < Acquire land for future Tower F.

- < Implement private hydrant maintenance program.
- < Continue sewer lining program to repair defective line segments.
- < Continue toilet rebate program.
- < Complete Wellhead Protection Plan for proposed Well No. 12
- < Install new radio system for SCADA.
- < Install SCADA in the Emergency Control Center at City Hall.
- < Sell 2333 Lovell Lane (old Well No. 1 site).
- < Pull Wells 5, 7 and 8 and complete maintenance work.



## **2014 Budget Expenditure Detail**

**Department:**        **Public Works – Mass Transit**

Prepared By:            Public Works

Date Prepared:         August 2014

Review by Mayor:

### **SIGNIFICANT ACCOMPLISHMENTS IN 2014:**

- < Continue implementation of 2010-2014 Fitchburg Transit Plan and proceed with updates as called for in Comprehensive Plan
- < Completed the public process and implemented transit service modifications:
  - o Modified Routes 44/48 (to be called Route 47) to expand service to the Uptown and Swan Creek neighborhoods
  - o Modified Route 59 weekend-service to improve intra-city of Fitchburg transit by connecting Belmar to the Orchard Pointe area.
- < Transit Alternatives – Started a comprehensive study of public transportation services in Fitchburg with the goal of evaluating options for improved intra-city public transportation

### **NEW INITIATIVES FOR 2015:**

- < Update 2010-2014 Transit Plan
- < Continue with the Transit Alternatives study

## **2015 Budget Expenditure Detail**

**Department:**        **Public Works – Solid Waste Collection  
(Refuse, Recycling, Yardwaste, and Brush)**

Prepared By:        Public Works

Date Prepared:        August 19, 2014

Review by Mayor:

### **SIGNIFICANT ACCOMPLISHMENTS IN 2014:**

- ✓ Updated 2014 Recycling Guide
- ✓ Recycling Drop Off Site Information/Education
  - o Continued reorganization of the site, improved security camera operation
- ✓ Updated web content with results and successes of the 2012-2013 Organics Collection Pilot
- ✓ Continued updates to the Refuse/Recycling Web Page
- ✓ Continued implementation of Sharps Collection Program and Refuse Tag Sales with Walgreens and Hometown Pharmacy
- ✓ Electronics Recycling and Shred Day Events in Spring and Fall
- ✓ Assisted Police Dept. w/ funding permanent MedDrop drop box in City Hall
- ✓ Submitted Compost Facility Initial Site Investigation application to DNR

### **NEW INITIATIVES FOR 2015:**

- Continue refinements of the Recycling Drop Off Site
- Continue investigation of Compost Facility options for processing yard waste

## **2015 Budget Expenditure Detail**

**Department:**      **Public Works – Storm Utility**

**Prepared By:**      Public Works – Storm Utility

**Date Prepared:**      August 26, 2014

**Review by Mayor:**

### **SIGNIFICANT ACCOMPLISHMENTS IN 2014:**

- ✓ Completed Annual Spring Waterway Cleanup at the following locations (Apache Pond, Dunn's Marsh) with ~40 volunteers (with Dunn's Marsh Neighborhood Association, and other waterway neighbors)
- ✓ Reviewed and inspected over 30 sites with ECSWM permits
- ✓ Trained Fitchburg staff and local contractors how to use PermiTrack ESC program
- ✓ Continued updates to stormwater system mapping
- ✓ Continued preparation of specific maintenance plans for individual stormwater facilities and met with neighbors around the facilities to get their input (Bosshard Pond, Harlan Hills East Pond, and Ashbourne Pond)
- ✓ Completed Nine Springs Creek Watershed Master Plan
- ✓ Completed construction of the Pine Ridge Bioretention Pond
- ✓ Coordinated management for native vegetation at Apache Pond, Bosshard Pond, Valley View Pond, Pinnacle Pond, Lacy Road x Haight Farm Road Bioretention Facilities, and Red Arrow Pond
- ✓ Participated in MMSD's Adaptive Management Pilot (YaharaWINS) for reducing phosphorus and sediment loading into the Rock River Watershed
- ✓ Received \$10,500 grant from Dane County and \$10,500 grant from YaharaWINS for the construction of the Pine Ridge Bioretention Pond
- ✓ Updated ECSWM Permit Application and Stormwater Utility Credit Application forms to reflect changes in Chapter 30, Article II and Chapter 40

### **NEW INITIATIVES FOR 2015:**

- Continue implementation of recommendations from the Nine Springs Creek Watershed Master Plan
- Continue management coordination of native vegetation at Apache Pond, Bosshard Pond, Valley View Pond, Pinnacle Pond, Lacy Road x Haight Farm Road Bioretention Facilities, Red Arrow Pond, Pine Ridge Bioretention Pond, and Tower Hill Greenway
- Continue participation in MMSD's Adaptive Management Pilot (YaharaWINS) for reducing phosphorus and sediment loading into the Rock River Watershed
- Continue updates to stormwater system mapping
- Refine specific maintenance plans for individual stormwater facilities (to include various tools such as prescribed burns, spot herbicide treatments of invasive weeds, and other best vegetation management practices)
- Submit DNR and/or Dane County Water Quality Grant Application(s) for recommended construction projects

| Account #                   | Account Title                 | Usual Expenditures for this Account                                                               | Detail of Proposed Expenditures                                                                                                                                                                                                                                                                             |
|-----------------------------|-------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CONTRACTUAL SERVICES</b> |                               |                                                                                                   |                                                                                                                                                                                                                                                                                                             |
| -200                        | Madison Metro Transit Subsidy | Reimbursement to Madison Metro Transit for the provision of transit services throughout the City. | Existing Services: \$425,000<br>The actual cost to provide this level of transit service in Fitchburg is over \$1.4 million. After factoring in the revenue for the route and the various aids (capital, federal, and state) that are available for transit, the cost to Fitchburg is reduced to \$425,000. |
|                             |                               |                                                                                                   |                                                                                                                                                                                                                                                                                                             |
|                             |                               |                                                                                                   |                                                                                                                                                                                                                                                                                                             |
|                             |                               |                                                                                                   |                                                                                                                                                                                                                                                                                                             |
|                             |                               |                                                                                                   |                                                                                                                                                                                                                                                                                                             |

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                                              |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                              |
| 140                                               | Per Diem for Commission & Committees                             |                                                                                                                                                                                                               |                                                                                                                                                                                              |
| —                                                 | Per Diem for Board of PW                                         | Includes Per Diem for 2 members; estimated 12 meetings                                                                                                                                                        | Half of costs from General Fund; Remainder from Utility Fund. \$25 per meeting for citizen members.<br><b>Total \$300</b>                                                                    |
| —                                                 | Per Diem for TTC                                                 | Includes Per Diem for 6 members; estimated 8 meetings                                                                                                                                                         | \$35 per meeting for the Chairperson and \$25 per meeting for citizen members.<br><b>Total \$1,280</b>                                                                                       |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                                                                                                                              |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                              |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | For outside engineering opinions or assistance from consultants \$500.<br><b>Total \$500</b>                                                                                                 |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      |                                                                                                                                                                                              |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | 1 Civil 3D floating License plus support fee \$1,400, truck diagnostic software maintenance agreement \$500, allocation cost from IT \$7,669, misc. unassigned \$131<br><b>Total \$9,700</b> |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles | For notices not chargeable to specific projects. One notice @\$50 ea.<br><b>Total \$50</b>                                                                                                   |
| -290                                              | Other <b>Contractual Services - LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       | Not applicable                                                                                                                                                                               |
| <b>OPERATING SUPPLIES &amp; EXPENSE</b>           |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                              |

|      |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -310 | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | Postage \$750, General office supplies, (3-Ring binders, letter trays, name plates, engineering supplies, divider tabs, and other misc. supplies) \$750.<br><b>Total \$1,500</b>                                                                                                                                                                                                                                                                                                                                 |
| -320 | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           | \$8,200 for Madison Area Metropolitan Planning Organization, Agency membership to American Public Works Assoc. \$750, WI Land Information Assoc. \$50, 1 registration Institute of Transportation Engineers \$285, Misc. \$115.<br><b>Total \$9,400</b>                                                                                                                                                                                                                                                          |
| -323 | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     | Uniforms for Streets Division, including protective gear, also protective clothing for Engineering Division. First aid supplies \$200, \$325 per person for uniforms = \$2,600, 8 work boots \$150 ea = \$1200, 2 safety eyeglasses \$200, misc. \$300.<br><b>Total \$4,500</b>                                                                                                                                                                                                                                  |
| -325 | <b>Training &amp; Staff Development</b> - Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | Training for Streets, Administrative and Engineering Public Works Employees. National Institute of Transportation Engineer Conference \$250, State APWA Chapter Conferences \$500, 1 National APWA Conferences = \$1,500, Webinars \$300, Unassigned \$950.<br><b>Total \$3,500</b>                                                                                                                                                                                                                              |
| -330 | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.56 per mile.                                                                                                                                | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| -335 | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              | Fuel and tires for Highway and Engineering Vehicles. 5,500 gallons unleaded gas @ \$4.00 = \$22,000 and 13,000 gallons of diesel fuel @ \$4.25 = \$55,250, truck repairs \$10,000, 10 tires @ \$125 = \$1,250, 2 plow truck tires @500/ea=\$1000, 8 plow truck tires @ 375/ea = \$3,000, 1 tractor tire@300/ea=\$300, 2 tractor tires@500=\$1000, 1 grader tire=\$1500, tire repair \$700, 5 sets plow blades @ 1000/ea = \$5000, 500 gallons of oil @ \$11.00=\$5,500, Misc. \$1,500.<br><b>Total \$108,000</b> |
| -340 | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | Engineering supplies such as paint, marking ribbon, hubs and lath, traffic count supplies. Traffic counter supplies \$650, material testing supplies \$350, marking paint \$250, marking ribbon \$25, hubs & lath \$200, \$25 Misc.<br><b>Total \$1,500</b>                                                                                                                                                                                                                                                      |
| -345 | Public Information & Education                                                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  | Annual Bike Rodeo supplies.<br><b>Total \$500</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| -350 | Repair & Maintenance Supplies                                                                                             | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                | Parts for repair of Street equipment, shop supplies and tools. Welding supplies \$1000, shop supplies \$4,000, Misc. tools and supplies \$3,500, mower parts \$3,500. Truck equipment parts \$18,000. Air compressor repair \$0<br><b>Total \$30,000</b>                                                                                                                                                                                                                                                         |

|                                     |                                |                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -355                                | <b>Equipment Expense</b>       | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | Costs for copier and fax machines on 3 <sup>rd</sup> floor of City Hall for use by Planning & Zoning, Building Inspection, Parks and Public Works. Copier lease \$4,500 plus quarterly maintenance \$4,500 = \$9,000. Misc. Engineering equipment, including metal locators. \$1,500.<br><b>Total \$10,500</b>                                                                                                                                                   |
| -360                                | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.           | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| -363                                | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                    | Air time for eight cellular phones and repair of two way radio system. 3 phones @ \$10/month = \$360, 5 phones @ \$60/month = \$3,600. Repairs of radio system \$640.<br><b>Total \$4,600</b>                                                                                                                                                                                                                                                                    |
| -365                                | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                                      | Phone costs attributable to Public Works operations in City Hall.<br><b>Total \$1,000</b>                                                                                                                                                                                                                                                                                                                                                                        |
| -370                                | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                                       | Supplies to maintain over 120 centerline miles of roadway.<br>1,425 tons of salt @ \$72.63/ton = \$103,500<br>40,000 gals of salt brine @ \$.25/gal = \$10,000<br>250 tons of sand @ \$10/ton = \$2,500<br>650 tons of gravel @ \$7/ton = \$4,550<br>Curb paint = \$3,000<br>Street sign supplies = \$6,000<br>Cold mix asphalt = \$3,500<br>Mailbox replacement=\$500<br>Organic deicer – 2500 gals = \$5,000<br>Manhole Tar = \$1450<br><b>Total \$140,000</b> |
| Other: Departmental Specific Items  |                                |                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| -220 Street Light & Signal Energy   |                                |                                                                                                                                                             | For energy costs associated with City owned street lights (1320 fixtures), 15 signals and 5 warning sirens.<br><b>Total \$160,000</b>                                                                                                                                                                                                                                                                                                                            |
| -225 Street Light Maintenance       |                                |                                                                                                                                                             | For costs associated with repair beyond normal maintenance and parts and supplies for light fixtures. Also includes cost for maintaining city warning sirens.<br><b>Total \$4,000</b>                                                                                                                                                                                                                                                                            |
| -230 Traffic Signal Maintenance     |                                |                                                                                                                                                             | For our share of costs of maintaining traffic signals on Fish Hatchery Road and McKee Road<br><b>Total \$16,000</b>                                                                                                                                                                                                                                                                                                                                              |
| -371 Poles and Lights/Replace stock |                                |                                                                                                                                                             | For new lights and replacement of existing poles and fixtures where needed<br><b>Total \$21,000</b>                                                                                                                                                                                                                                                                                                                                                              |
| -375 Road Maintenance               |                                |                                                                                                                                                             | Chip sealing, crack filling of streets per our street maintenance program, and pavement marking replacement<br>For 100,000 sq. yards of crack filling at 25¢/sq yd (\$25,000) and 95,000 sq yards of surface sealing at \$1.74/sq yd = \$165,000<br><b>Total \$190,000</b>                                                                                                                                                                                       |
| -377 Curb and Sidewalk Maintenance  |                                |                                                                                                                                                             | Replacement of defective curb, sidewalk, and retaining walls where needed. 350SF @ \$7/SF = \$2,500, ADA ramps \$6,000, Misc curb \$500. Shaving trip & fall sidewalk slabs - \$1,000<br><b>Total \$10,000</b>                                                                                                                                                                                                                                                   |

| Account # | Account Title | Usual Revenues for this Account | Detail of Proposed Revenues |
|-----------|---------------|---------------------------------|-----------------------------|
|-----------|---------------|---------------------------------|-----------------------------|

| <b>WATER REVENUES</b> |                           |                                                                                                            |  |
|-----------------------|---------------------------|------------------------------------------------------------------------------------------------------------|--|
| 600-4460-100          | Unmetered Sales           | Sales to general customers, included in building permits                                                   |  |
| 600-4461-100          | Metered Residential       | Measured sales to residential customers                                                                    |  |
| 600-4461-101          | Metered Commercial        | Measured sales to commercial customers                                                                     |  |
| 600-4461-102          | Metered Industrial        | Measured sales to industrial customers                                                                     |  |
| 600-4464-100          | Sales to Public Authority | Measured sales to public authority customers                                                               |  |
| 600-4462-100          | Private Fire Protection   | Billing for the use of fire protection apparatus and water delivered in connection with the sprinklers     |  |
| 600-4463-100          | Public Fire Protection    | Net billing to municipalities for use of hydrants for the purpose of fire protection to the general public |  |

| <b>OTHER WATER REVENUES</b> |                                 |                                                                                                                                       |  |
|-----------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--|
| 600-4470-100                | Forfeited Discounts             | Additional charges imposed due to failure of customers payments not received on due date                                              |  |
| 600-4471-100                | Miscellaneous Service Revenues  | Charges collected for reconnecting disconnecting meters, water permit fees, NSF check fees, information collected for title companies |  |
| 600-4474-100                | Other Revenues - Joint Metering | Charges billed to sewer side of meters, sales of scrap, miscellaneous income                                                          |  |

| <b>SANITARY SEWER REVENUES</b> |                             |                                               |  |
|--------------------------------|-----------------------------|-----------------------------------------------|--|
| 600-4621-201                   | Un-Metered Residential      | Flat rate sales to residential customers      |  |
| 600-5621-202                   | Un-Metered Commercial       | Flat rate sales to commercial customers       |  |
| 600-5621-203                   | Un-Metered Industrial       | Flat rate sales to industrial customers       |  |
| 600-5621-204                   | Un-Metered Public Authority | Flat rate sales to public authority customers |  |
| 600-5622-200                   | Metered Residential         | Measured sales to residential customers       |  |
| 600-5622-201                   | Metered Commercial          | Measured sales to commercial customers        |  |
| 600-5622-203                   | Metered Industrial          | Measured sales to industrial customers        |  |
| 600-5622-204                   | Metered Public Authority    | Measured sales to public authority customers  |  |



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**NON-OPERATING SEWER REVENUES**

|                     |                               |                                                                                                                    |  |
|---------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------|--|
| <b>600-4631-200</b> | <b>Forfeited Discounts</b>    | Additional charges imposed due to failure of customers payments not received on due date                           |  |
| <b>600-4635-200</b> | <b>Miscellaneous Revenues</b> | Charges collected for NSF check fees, information collected for title companies, sewer side of reconnecting meters |  |

| Account #                        | Account Title                         | Usual Expenditures for this Account                          | Detail of Proposed Expenditures                   |
|----------------------------------|---------------------------------------|--------------------------------------------------------------|---------------------------------------------------|
| <b>SOURCE OF SUPPLY EXPENSES</b> |                                       |                                                              |                                                   |
| 600-5600-100                     | Supervision                           | General supervision of the operation of the source of supply | Portion of Utility Superintendent's wages         |
| 600-5601-100                     | General Labor                         | Checking wells                                               |                                                   |
| 600-5602-100                     | Purchased Water                       | Water and Public Fire Protection purchased.                  | For water purchased for Rimrock Road Neighborhood |
| 600-5603-100                     | Miscellaneous Expenses                | Preparing maps, supplies, safety equip, etc. Includes labor  |                                                   |
| 600-5610-100                     | Maintenance Supervision & Engineering | General maintenance supervision, transportation expense      | Includes truck expenses, insurance, tires, fuel   |
| 600-5614-100                     | Maint. Of Wells and Springs           | Maintenance of wells. Includes labor                         |                                                   |

|                         |                                          |                                                                                                                                                           |                                                                                                        |
|-------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>PUMPING EXPENSES</b> |                                          |                                                                                                                                                           |                                                                                                        |
| 600-5620-100            | Operating Supervision                    | General supervision of the operation of the wells                                                                                                         | Portion of Utility Superintendent's wages                                                              |
| 600-5623-100            | Fuel or Power Purchased for Pumping      | Includes the cost of electricity, natural gas, and diesel fuel used directly in operation of pumps                                                        |                                                                                                        |
| 600-5624-100            | Pumping Labor and Expenses               | Building and equipment labor.                                                                                                                             |                                                                                                        |
| 600-5626-100            | Miscellaneous Expenses                   | Miscellaneous labor, care of grounds, painting. Portion of transportation expenses. Includes portion of maintenance facility expenses, paid through city. | Includes truck expenses, insurance, tires, fuel                                                        |
| 600-5627-100            | Rents                                    | Shop and garage rents                                                                                                                                     | For rent of Public Works Maintenance Facility                                                          |
| 600-5630-100            | Maintenance Supervision & Engineering    | General supervision of the maintenance of pumping.                                                                                                        | Portion of Utility Superintendent's wages                                                              |
| 600-5631-100            | Maintenance of Structures & Improvements | Labor for maintenance of well houses and fire extinguisher protection.                                                                                    |                                                                                                        |
| 600-5633-100            | Maintenance of Pumping Equipment         | General labor and maintenance expenses of pumping equipment.                                                                                              | Included well pump and electrical inspection program, service agreement for maintenance of generators. |

|                                 |                                          |                                                                                                                        |                                                 |
|---------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>WATER TREATMENT EXPENSES</b> |                                          |                                                                                                                        |                                                 |
| 600-5640-100                    | Operation Supervision and Engineering    | General supervision of the operation of the water treatment facilities                                                 | Portion of Utility Superintendent's wages       |
| 600-5641-100                    | Chemicals                                | Cost of all chemicals in used in the treatment of water                                                                |                                                 |
| 600-5642-100                    | Operation Labor & Expenses               | Labor for hauling chemicals, sample flo & chl, DNR testing, weekly water tests.                                        |                                                 |
| 600-5643-100                    | Miscellaneous Expenses                   | Portion of transportation expenses.                                                                                    | Includes truck expenses, insurance, tires, fuel |
| 600-5652-100                    | Maintenance of Water Treatment Equipment | Cost of labor, materials used and expenses incurred in the maintenance of chemical pumps, also any general maintenance | Includes replacement of chemical pumps          |

|                                               |                                                  |                                                                                                                                                         |                                                                                                                                                                                                         |
|-----------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TRANSMISSION AND DISTRIBUTION EXPENSES</b> |                                                  |                                                                                                                                                         |                                                                                                                                                                                                         |
| 600-5660-100                                  | Operation Supervision                            | Direct field supervision                                                                                                                                | Portion of Utility Superintendent's wages                                                                                                                                                               |
| 600-5661-100                                  | Storage Facilities Expenses                      | Reservoirs - routine inspections, record keeping.                                                                                                       |                                                                                                                                                                                                         |
| 600-5662-100                                  | Transmission & Distribution Mains Expenses       | Labor for flushing mains, hydrants operations, locates, water sampling.                                                                                 | Includes supplies for Diggers Hotline tickets                                                                                                                                                           |
| 600-5633-100                                  | Meter Expenses                                   | Records, reports, change outs, testing meters, repairing outside remote readers.                                                                        |                                                                                                                                                                                                         |
| 600-5664-100                                  | Customer Services Expenses                       | Investigate customer complaints.                                                                                                                        | Includes supplies for Diggers Hotline tickets                                                                                                                                                           |
| 600-5665-100                                  | Miscellaneous Expenses                           | Service interruptions, locating, property records, GIS mapping. Includes portion of maintenance facility expenses, paid through city.                   | Includes safety equipment expenses, shop supplies                                                                                                                                                       |
| 600-5666-100                                  | Rents                                            | Shop and garage rents                                                                                                                                   | For rent of Public Works Maintenance Facility                                                                                                                                                           |
| 600-5667-100                                  | Maintenance Supervision & Engineering            | Direct supervision of utility crew                                                                                                                      | Portion of Utility Superintendent's wages                                                                                                                                                               |
| 600-5672-100                                  | Maintenance of Reservoirs & Towers               | Work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of reservoirs/towers                    | Includes truck expenses, insurance, tires, fuel, inspecting hydrotanks, cathodic protection inspection, and landscaping materials.                                                                      |
| 600-5673-100                                  | Maintenance of Transmission & Distribution Mains | Work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of transmission and distribution mains. | Includes costs to repair water main breaks and parts to repair mains and valves. Manhole & valve adjustments associated with road resurfacing projects. Includes truck expenses, insurance, tires, fuel |
| 600-5675-100                                  | Maintenance of Services                          | Work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of services                             | Includes costs to repair water service leaks and stop boxes. Includes truck expenses, insurance, tires, fuel                                                                                            |
| 600-5676-100                                  | Maintenance of Meters                            | Work performed specifically for meters, meter repairs and transponder installation.                                                                     | Includes supplies to repair water meters, truck expenses, insurance, tires, fuel..                                                                                                                      |

|              |                                    |                                                                                                                                 |                                                                                                                                                                                                                     |
|--------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 600-5677-100 | Maintenance of Hydrants            | Work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of hydrants     | Includes cost to repair broken hydrants and parts to repair hydrants, including flexi flags. Manhole & valve adjustments associated with road resurfacing projects. Includes truck expenses, insurance, tires, fuel |
| 600-5678-100 | Maintenance of Miscellaneous Plant | Work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of misc. plant. |                                                                                                                                                                                                                     |

#### CUSTOMER ACCOUNTS EXPENSES

|              |                                 |                                                                                                                                                                        |                                                                                   |
|--------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 600-5901-100 | Operation Supervision           | Direct supervision of utility crew                                                                                                                                     | Portion of Utility Superintendent's wages                                         |
| 600-5902-100 | Meter Reading Expenses          | Meter reading labor.                                                                                                                                                   |                                                                                   |
| 600-5903-100 | Customer Expenses               | Preparation of bills, investigating uncollectible accounts, checking consumption, balancing collections, disconnecting and reconnecting service because of nonpayment. |                                                                                   |
| 600-5905-100 | Miscellaneous Customer Expenses | General clerical and miscellaneous labor. Materials used in communication service & office supplies, printing bills.                                                   | Includes uniform cost for crew and superintendent. Water conservation information |

#### ADMINISTRATIVE & GENERAL EXPENSES

|              |                                   |                                                                                                                                              |                                            |
|--------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 600-5920-100 | Administrative & General Salaries | Compensation for Director of Public Works & engineers                                                                                        |                                            |
| 600-5921-100 | Office Supplies & Expenses        | Office supplies, communication service (telephones), small office equipment computer related expenses                                        |                                            |
| 600-5923-100 | Outside Services Employed         | Fees & Expenses of professional consultants (Auditors, engineering consultants, attorneys, etc.)                                             | Diggers Hotline charges                    |
| 600-5924-100 | Property Insurance                | Includes the cost of insurance to protect the utility against losses and damages to owned and leased property used in utility operations     |                                            |
| 600-5925-100 | Injuries and Damages              | Includes cost of insurance to protect the utility against injuries and damage claims of employees or others, losses not covered by insurance |                                            |
| 600-5926-100 | Employee Pensions and Benefits    | Payments to pension funds, group & life insurance premiums, health insurance, disability insurance, dental insurance                         |                                            |
| 600-5928-100 | Regulatory Commission Expenses    | Expenses incurred by the utility in connection with formal cases before regulatory commissions                                               |                                            |
| 600-5930-100 | Miscellaneous General Expenses    | Labor and expenses incurred with training, dues and subscriptions, conference fees, stormwater charges                                       |                                            |
| 600-5931-100 | Rents                             | Office rents incurred from customer accounts records                                                                                         | Rent for use of City Hall space by Utility |
| 600-5932-100 | Maintenance of General Plant      | Maintenance expenses incurred in Other Plant not charged to other maintenance accounts, transportation clearing account                      |                                            |

#### DEPRECIATION & TAX EXPENSES

|              |                      |                                                                            |  |
|--------------|----------------------|----------------------------------------------------------------------------|--|
| 600-5403-100 | Depreciation Expense | All classes of depreciable utility plant in service                        |  |
| 600-5408-100 | Taxes                | Includes FICA taxes from payroll, tax equivalent paid to city for services |  |

## SEWER ACCOUNTS

| Account # | Account Title | Usual Expenditures for this Account | Detail of Proposed Expenditures |
|-----------|---------------|-------------------------------------|---------------------------------|
|-----------|---------------|-------------------------------------|---------------------------------|

### OPERATING EXPENSES

|              |                                                     |                                                                        |  |
|--------------|-----------------------------------------------------|------------------------------------------------------------------------|--|
| 600-5827-200 | Other Operating Supplies & Expenses - Includes MMSD | Costs incurred for services rendered by MMSD, general supplies used    |  |
| 600-5828-200 | Transportation Expense                              | Cost of labor in operation and maintenance of transportation equipment |  |

### MAINTENANCE EXPENSES

|              |                                  |                                                                                                                                   |                                                                                              |
|--------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 600-5830-200 | Meter Expenses                   | Joint metering expenses                                                                                                           | Expenses allocated from water for meter costs                                                |
| 600-5831-200 | Maintenance of Collection System | Labor, materials and expenses incurred in repairing, maintaining sewer collection system (back ups) and road resurfacing projects | Includes cost to repair sewers. Annual televising, in line repairs and Diggers Hotline costs |
| 600-5834-200 | Maintenance of General Plant     | Labor, materials and expenses incurred in maintaining equipment                                                                   |                                                                                              |

### CUSTOMER ACCOUNT EXPENSES

|              |                                    |                                                                                                                                                                        |                                                                           |
|--------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 600-5840-200 | Accounting and Collecting Expenses | Preparation of bills, investigating uncollectible accounts, checking consumption, balancing collections, disconnecting and reconnecting service because of nonpayment. | Includes cost of uniforms for crew and superintendent. Customer supplies. |
| 600-5842-200 | Meter Reading Expense              | Meter reading labor.                                                                                                                                                   |                                                                           |

### ADMINISTRATIVE & GENERAL EXPENSES

|              |                                     |                                                                                                                                              |                                                                                                   |
|--------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 600-5850-200 | Administration and General Salaries | Compensation for Director of Public Works & engineers                                                                                        |                                                                                                   |
| 600-5851-200 | Office Supplies and Expenses        | Office supplies, communication service (telephones), small office equipment, computer related expenses                                       |                                                                                                   |
| 600-5852-200 | Outside Services Employed           | Fees & Expenses of professional consultants (Auditors, engineering consultants, attorneys, etc.)                                             | Includes cost of support agreements for billing and accounting software. Diggers Hotline charges. |
| 600-5853-200 | Insurance Expense                   | Includes cost of insurance to protect the utility against injuries and damage claims of employees or others, losses not covered by insurance |                                                                                                   |
| 600-5854-200 | Employee Pensions & Benefits        | Payments to pension funds, group & life insurance premiums, health insurance, disability insurance, dental insurance                         |                                                                                                   |
| 600-5856-200 | Miscellaneous General Expense       | Office rent, training expenses, general expenses                                                                                             |                                                                                                   |
| 600-5857-200 | Rents                               | Shop and garage rents                                                                                                                        | For rent of Public Works Maintenance Facility                                                     |

### DEPRECIATION & TAX EXPENSES

|              |                      |                                                     |  |
|--------------|----------------------|-----------------------------------------------------|--|
| 600-5403-200 | Depreciation Expense | All classes of depreciable utility plant in service |  |
| 600-5408-200 | Taxes                | Includes FICA taxes from payroll                    |  |

| Account #                                         | Account Title                                                           | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                             |
|---------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                         |                                                                                                                                                                                                               |                                                                                                             |
| 140                                               | Per Diem for Commission & Committees – Resource Conservation Commission | Includes Per Diem for 7 members; estimated 8 meetings                                                                                                                                                         | \$35 per meeting for the Chairperson and \$25 per meeting for all other members<br><br><b>Total \$1,480</b> |
| —                                                 | Per Diem for _____                                                      | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                             |
| —                                                 | Per Diem for _____                                                      | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                             |
| -150                                              | <b>Volunteer Services</b>                                               | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                                             |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                         |                                                                                                                                                                                                               |                                                                                                             |
| -210                                              | Professional Services                                                   | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | <b>None</b>                                                                                                 |
| -240                                              | Repairs & Maintenance by Others                                         | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      | None                                                                                                        |
| -245                                              | Computer Related Repairs & Maintenance                                  | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | Includes GIS maintenance, computer maintenance repairs, and software upgrades.<br><br><b>Total \$1,000</b>  |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements        | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles | None                                                                                                        |

|                                         |                                                                                                                              |                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -290                                    | Other<br><b>Contractual Services - LIST:</b>                                                                                 | Includes services purchased for department not more accurately described elsewhere. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                                                   | Includes the following, assuming 5250 homes in the first half of the year and 5280 in the 2 <sup>nd</sup> half of the year<br>Refuse collection: \$6.70/unit/month<br>Recycling collection: \$1.42/unit/month<br>Yardwaste collection: \$2.55/unit/collection*<br>Brush collection: \$1.49/unit/collection**<br>Yard Waste Grinding: 3/year (\$15,000)<br>Brush and Yardwaste disposal fees (\$15,000)<br>Sharps collection program (\$3,000)<br>MedDrop Supplies and Disposal Costs (\$1,250)<br>Tire & Oil filter disposal (\$750)<br>Alkaline Battery Recycling (\$120)<br>Toy/Housewares/Rigid Plastics Recycling (\$1,275)<br>Block Polystyrene (\$8,500)<br>*Note: there are 4 yard waste collections planned – 2 in Spring and 2 in Fall<br>**Note: There are 14 brush collections planned for the year. Six for the 1 <sup>st</sup> half and eight in the 2 <sup>nd</sup> half of the year.<br><b>Total \$724,945</b> |
| -291                                    | Other Contractual<br>– Legal ET                                                                                              | Legal Advice                                                                                                                                                                                                                                     | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>OPERATING SUPPLIES &amp; EXPENSE</b> |                                                                                                                              |                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| -310                                    | Office Supplies<br>& Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                       | Postage = \$250 (Recycling packets to new residents = 140 @ 1.60 each. Approx. 50 citation and warning letters @.45)<br>\$150 general office supplies.<br><b>Total \$400</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| -320                                    | Publications,<br>Subscriptions &<br>Dues                                                                                     | Professional Organization dues, reference materials or publications                                                                                                                                                                              | Includes membership in the Associated Recyclers of Wisconsin (\$100) and recycling related publications (\$50), EnACT sponsor (\$850).<br><b>Total \$1,000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| -323                                    | Uniforms &<br>Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                        | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| -325                                    | <b>Training &amp; Staff Development -</b><br>Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved.<br><b><i>Detail of this account to be submitted with budget proposal.</i></b> | APWA conferences (\$400), AROW/WCSWMA/NEWCMG conference (\$150),<br><b>Total \$550</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| -330                                    | Vehicle Use<br>Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| -335                                    | Vehicle Expense                                                                                                              | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                                 | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                                                         |                                    |                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -340                                                    | Operating Materials & Supplies     | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere. | Miscellaneous printing and supplies – i.e. Recycling Compliance Assurance Plan, Solid Waste Annual Report, etc. (\$250)<br><b>Total \$250</b>                                                                                                                                                               |
| -345                                                    | Public Information & Education     | Quarterly newsletters and other public education materials: production, printing, DVDs or other media, mailing costs                                                                                                   | Fitchburg Star advertising – printing and mailing of solid waste information – 6 to 12 editions/yr – including survey/comment request from residents on current program<br><b>Total \$21,200</b>                                                                                                            |
| -350                                                    | Repair & Maintenance Supplies      | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                         | None                                                                                                                                                                                                                                                                                                        |
| -355                                                    | <b>Equipment Expense</b>           | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                            | None                                                                                                                                                                                                                                                                                                        |
| -360                                                    | Building Repairs & Maintenance     | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.                                                                      | None                                                                                                                                                                                                                                                                                                        |
| -363                                                    | Communications Expense             | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                                                                               | None                                                                                                                                                                                                                                                                                                        |
| -365                                                    | Utilities & Telephone              | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & stormwater charges                                                                                                                  | None                                                                                                                                                                                                                                                                                                        |
| -380                                                    | Yard Waste Polybag Purchases       | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                                                                                                  | ~200 Yardwaste Polybags to make available for residents (2 free polybags/residential unit/year available on first come first served basis)<br><b>Total \$450</b>                                                                                                                                            |
| Other: Departmental Specific Items                      |                                    |                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                             |
| -381 Recycling Drop-Off Site Maintenance & Improvements |                                    |                                                                                                                                                                                                                        | Improving camera surveillance system, Bunker Modifications & Base Course for large dumpsters (\$5,000); Grading and Base Course for Compost Facility (\$20,000),<br><b>Total \$25,000</b>                                                                                                                   |
| -382                                                    | C&D Reuse/Recycling Deposit Refund | Refund of C&D Reuse/Recycling Deposits                                                                                                                                                                                 | Anticipated 85 residential deposits (85 x \$50 = \$4,250)<br>Anticipated 15 non-residential deposits (15 x \$100 = \$1,500)<br>The Finance Department is currently using a Fund 100 account for tracking deposits and refunds, so they've suggested keeping this budget at \$0 for now.<br><b>Total \$0</b> |

| <b>STORM WATER REVENUES</b> |                                    |                                                                                          |                                    |
|-----------------------------|------------------------------------|------------------------------------------------------------------------------------------|------------------------------------|
| <b>Account #</b>            | <b>Account Title</b>               | <b>Usual Revenues for this Account</b>                                                   | <b>Detail of Proposed Revenues</b> |
| 601-4460-300                | Stormwater Grants                  | Reimbursements from DNR                                                                  |                                    |
| 601-4461-300                | Residential - Urban Service Area   | Single & Duplex family - urban stormwater charges. Billed quarterly.                     |                                    |
| 601-4461-301                | Residential Rural Service Area     | Single & Duplex family - rural stormwater charges. Billed annually.                      |                                    |
| 601-4461-302                | Rural - Single & Duplex            | Single & Duplex units - rural. Billed quarterly.                                         |                                    |
| 601-4462-300                | Non-residential Urban Service Area | Non-residential - urban billed quarterly. Site specific calculation.                     |                                    |
| 601-4462-301                | Non-residential Rural Service Area | Non-residential - rural billed quarterly. Site specific calculation.                     |                                    |
| 601-4463-300                | Multi-family Urban Service Area    | Multi-family - urban billed quarterly.                                                   |                                    |
| 601-4463-301                | Multi-family Rural Service Area    | Multi-family - rural billed quarterly                                                    |                                    |
| 601-4419-300                | Interest Income                    | Interest received from bank accounts                                                     |                                    |
| 601-4601-300                | Stormwater Grants                  | Grant monies received                                                                    |                                    |
| 601-4470-300                | Forfeited Discounts                | Additional charges imposed due to failure of customers payments not received on due date |                                    |
| 601-4474-300                | Miscellaneous Revenues             | Sales of scrap, miscellaneous income.                                                    |                                    |
| 601-4474-301                | Permit Revenues                    | Stormwater permits                                                                       |                                    |



**STORM WATER EXPENDITURES**

| <b>Account #</b> | <b>Account Title</b>                         | <b>Typical Expenditures for this Account</b>                                                                                                                               |
|------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 601-5601-300     | General Labor - Intern                       | General labor from engineering intern, field and office.                                                                                                                   |
| 601-5601-301     | Labor by Highway Crew                        | Street sweeping, ditch mowing, cleaning drainage basins, etc.                                                                                                              |
| 601-5601-302     | Operating Materials & Supplies               | Signs, miscellaneous supplies                                                                                                                                              |
| 601-5601-303     | General Equipment                            | Survey Equipment                                                                                                                                                           |
| 601-5601-304     | Maint. - Culverts & Pipe                     | Culvert & Pipe Maintenance                                                                                                                                                 |
| 601-5601-305     | Maint. - Sweeper                             | Sweeper Maintenance                                                                                                                                                        |
| 601-5601-306     | Maint - Inlet Repair                         | Inlet Repair & Castings                                                                                                                                                    |
| 601-5902-300     | General Accounting Salaries                  | Wages for office staff                                                                                                                                                     |
| 601-5903-300     | Customer Supplies & Expenses                 | Postage, office supplies                                                                                                                                                   |
| 601-5920-300     | Administrative & General Salaries            | Salaries for Director of Public Works, Engineering Tech. II and Environmental Engineer                                                                                     |
| 601-5921-300     | Office Supplies                              | Office supplies, communication service (telephones), etc.                                                                                                                  |
| 601-5923-300     | Outside Services Employed                    | Fees & expenses of professional consultants (Auditors, engineering consultants, legal, etc.)                                                                               |
| 601-5923-301     | Stormwater Master Planning Services Employed | Fees & expenses of professional consultants (Auditors, engineering consultants, legal, etc.) for stormwater planning (e.g. Nine Springs Creek Watershed Master Plan, etc.) |
| 601-5923-302     | MMSD Adaptive Mgmt Pilot                     | Fees & expenses of MMSD and their consultants/subconsultants for the YaharaWINS project                                                                                    |
| 601-5924-300     | Insurance Expenses                           | Liability insurance and workmen's comp                                                                                                                                     |
| 601-5926-300     | Employee Pensions & Benefits                 | Payments to pension funds, group & life insurance premiums, health insurance, disability insurance, dental insurance.                                                      |
| 601-5930-300     | Miscellaneous General Expense                | Labor & expenses incurred with training, dues and subscriptions, conference fees, etc.                                                                                     |
| 601-5930-301     | Computer Related Expenses                    | Software, miscellaneous equipment, toner, etc.                                                                                                                             |
| 601-5930-302     | Public Education & Outreach                  | Flyers, mail stuffers, any outreach programming                                                                                                                            |
| 601-5931-300     | Rents                                        | Rent for use of City Hall space by Stormwater Utility                                                                                                                      |
| 601-5932-300     | Transportation Expense                       | Expenses incurred for travel to training, checking storm ponds, etc.                                                                                                       |
| 601-5933-300     | Telephone                                    | Cell phone usage                                                                                                                                                           |

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL
2015 BUDGET

EMPLOYEE NAME: Ahna Bizjak EMPLOYEE TITLE: Transportation Project Eng
PURPOSE OF TRIP: Professional Development, Training, Networking DATE OF TRIP: 1-Aug-15
SEMINAR OR CONFERENCE FEES: \$600 DESTINATION CITY/STATE: Pheonix, AZ

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below
\*Out of State Training Allowances Found at
www.gsa.gov

| Date   | Mileage | Breakfast | Lunch | Dinner | Lodging | Transportation | Tolls / | Other         | TOTALS    |
|--------|---------|-----------|-------|--------|---------|----------------|---------|---------------|-----------|
|        | 0       |           |       |        |         |                |         | Attach detail | \$ -      |
|        |         |           |       |        | \$600   | 300            |         | for unusual   | \$ 900.00 |
|        |         |           |       |        |         |                |         | expenses      |           |
|        |         |           |       |        |         |                |         |               | \$ -      |
|        |         |           |       |        |         |                |         |               | \$ -      |
|        |         |           |       |        |         |                |         |               | \$ -      |
|        |         |           |       |        |         |                |         |               | \$ -      |
|        |         |           |       |        |         |                |         |               | \$ -      |
|        |         |           |       |        |         |                |         |               | \$ -      |
|        |         |           |       |        |         |                |         |               | \$ -      |
|        |         |           |       |        |         |                |         |               | \$ -      |
|        |         |           |       |        |         |                |         |               | \$ -      |
|        |         |           |       |        |         |                |         |               | \$ -      |
|        |         |           |       |        |         |                |         |               | \$ -      |
|        |         |           |       |        |         |                |         |               | \$ -      |
| TOTALS | 0       | \$ -      | \$ -  | \$ -   | \$ -    | \$ -           | \$ -    | \$ -          | \$ -      |
|        |         |           |       |        |         |                |         |               |           |

JUSTIFICATION:

Each year, one employee from the Engineering staff attends the International APWA Congress. Attendance at the conference allows staff to get the latest information, across the globe, on public works issues that we are faced with every day. The information is shared with co-workers and allows our group to improve best practices within our respective fields. The Congress is full of excellent information, allows staff to accrue required Professional Development Hours, and inspires the person who attends to be excited about working in the public works profession.

## 2015 PERSONNEL SUMMARY

**E= Existing Employee**

**N = New Hire** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: Public Works – Solid Waste

Prepared by: Public Works

| NP<br># | E/<br>N | Employee<br>Last Name     | Position                       | Date of Hire  | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|---------|---------|---------------------------|--------------------------------|---------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|         | E       | Rick Eilertson            | Environmental Project Engineer | 8<br>11/06/06 | 1040                         |                                |                                |                                |
|         | N       | Tracy Oldenburg           | Administrative Assistant       | 07/07/14      | 520                          |                                |                                |                                |
|         | E       | Felipe Avila              | GIS Engineering Specialist     | 11<br>2/17/03 | 260                          |                                |                                |                                |
|         |         |                           |                                |               |                              |                                |                                |                                |
|         |         |                           |                                |               |                              |                                |                                |                                |
|         |         |                           |                                |               |                              |                                |                                |                                |
|         |         |                           |                                |               |                              |                                |                                |                                |
|         |         |                           |                                |               |                              |                                |                                |                                |
|         |         |                           |                                |               |                              |                                |                                |                                |
|         |         |                           |                                |               |                              |                                |                                |                                |
|         |         |                           |                                |               |                              |                                |                                |                                |
|         |         |                           |                                |               |                              |                                |                                |                                |
|         |         |                           |                                |               |                              |                                |                                |                                |
|         |         | Total This Page           |                                |               | 1820                         |                                |                                |                                |
|         |         | Total from Previous Pages |                                |               |                              |                                |                                |                                |
|         |         | TOTAL ALL PAGES           |                                |               | 1820                         |                                |                                |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**

## 2015 PERSONNEL SUMMARY

**E= Existing Employee**

**N = New Hire** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

**DEPARTMENT:** Public Works – General Fund **Prepared by:** Public Works

| NP # | E/N | Employee Last Name                    | Position                                 | Date of Hire   | Annual Hours - Regular | Estimated Overtime Hours | Annual Hours - Part Time | Shift Differential Hours |
|------|-----|---------------------------------------|------------------------------------------|----------------|------------------------|--------------------------|--------------------------|--------------------------|
|      |     | Engineering and Administration Vacant | Director of Public Works & City Engineer |                | 694                    | 0                        |                          | N/A                      |
|      | N   | Tracy Oldenburg                       | Administrative Assistant                 | 07/07/14       | 1040                   | 10                       |                          | N/A                      |
|      | E   | Ahnaray Bizjak                        | Traffic Engineer                         | 10<br>11/22/04 |                        | 0                        | 1250                     | N/A                      |
|      | E   | Gus Vander Wegen                      | Project Engineer                         | 5<br>3/31/08   | 2080                   |                          |                          | N/A                      |
|      | E   | Holly Powell                          | Engineering Technician                   | 3<br>09/12/11  | 2080                   | 60                       |                          | N/A                      |
|      | E   | Vacant                                | Part-time Eng. Intern                    |                |                        | 40                       | 700                      | N/A                      |
|      | E   | Vacant                                | Part-time Sustainability Specialist      |                | 610                    | 0                        |                          | N/A                      |
|      | E   | Mark Hodel                            | Streets Supervisor                       | 24<br>12/24/90 | 2080                   | 75                       |                          | N/A                      |
|      | E   | Ed Dunn                               | Streets Maintenance                      | 35<br>08/06/79 | 2080                   | 75                       |                          | N/A                      |
|      | E   | Steve Droster                         | Streets Maintenance                      | 4<br>11/29/10  | 2080                   | 75                       |                          | N/A                      |
|      | E   | Jason Anderson                        | Streets Maintenance                      | 1<br>10/01/13  | 2080                   | 75                       |                          | N/A                      |
|      | E   | Todd Sanford                          | Streets Maintenance                      | 8<br>5/15/06   | 2080                   | 75                       |                          | N/A                      |
|      | E   | Russ Jones                            | Streets Maintenance                      | 6<br>12/22/08  | 2080                   | 75                       |                          | N/A                      |
|      | E   | Lonnie Tracy                          | Streets Maintenance                      | 5<br>1/5/09    | 2080                   | 75                       |                          | N/A                      |
|      | E   | Robert Wipperfurth                    | Streets Maintenance                      | 5<br>7/13/09   | 2080                   | 75                       |                          | N/A                      |
|      |     |                                       | Part-time Streets Maintenance            |                |                        |                          | 200                      |                          |
|      |     | Total This Page                       |                                          |                | 22534                  | 560                      | 2100                     |                          |
|      |     | TOTAL ALL PAGES                       |                                          |                | 22534                  | 560                      | 2100                     |                          |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**

## 2014 PERSONNEL SUMMARY

**E= Existing Employee**

**N = New Hire** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: Public Works – UTILITY

Prepared by: Public Works

| N<br>P<br># | E/<br>N | Employee<br>Last Name        | Position                         | Date of<br>Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|---------|------------------------------|----------------------------------|-----------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E       | Kari Peterson                | Utility Accounting<br>Supervisor | 10<br>12/1/04   | 1560                         |                                |                                | N/A                            |
|             | E       | Kim Hauge                    | Billing Specialist               | 8<br>9/25/06    | 1560                         |                                |                                | N/A                            |
|             | E       | Tracy Foss                   | Utility Project Engineer         | 15<br>11/01/99  | 2080                         |                                |                                | N/A                            |
|             | E       |                              | Civil Engineer Intern            | Summer          |                              |                                | 520                            | N/A                            |
|             | E       | Felipe Avila                 | Engineering Technician           | 12<br>2/17/03   | 1040                         |                                |                                | N/A                            |
|             | E       | Tim Shackleton               | Utility Superintendent           | 30<br>12/03/84  | 2080                         | 50                             |                                | N/A                            |
|             | E       | Jim Sandlin                  | Utility Maintenance<br>Worker    | 10<br>4/11/05   | 2080                         | 50                             |                                | N/A                            |
|             | E       | Phil Manion                  | Utility Maintenance<br>Worker    | 9<br>11/7/05    | 2080                         | 50                             |                                | N/A                            |
|             | E       | T.J. Pelletter               | Utility Maintenance<br>Worker    | 18<br>4/2/97    | 2080                         | 50                             |                                | N/A                            |
|             | E       |                              | Seasonal Maint. Worker           | Summer          |                              |                                | 599                            | N/A                            |
|             | E       | VACANT                       | Director of Public Works         |                 | 693                          |                                |                                | N/A                            |
|             | E       | Vacant                       | LTE Utility Maintenance          |                 |                              |                                | 1199                           | N/A                            |
|             | E       | Ken Yager                    | LTE Utility Maintenance          | 1<br>5/1/13     |                              |                                | 1199                           | N/A                            |
|             | N       | Vacant                       | Sustainability Specialist        |                 |                              |                                | 215                            | N/A                            |
|             |         | Total This Page              |                                  |                 | 15,253                       | 200                            | 3,732                          |                                |
|             |         | Total from Previous<br>Pages |                                  |                 |                              |                                |                                |                                |
|             |         | TOTAL ALL<br>PAGES           |                                  |                 | 15,253                       | 200                            | 3,732                          |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**

## 2015 PERSONNEL SUMMARY

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**E= Existing Employee**

**N = New Hire** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: Public Works – Stormwater Utility      Prepared by: Public Works

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name        | Position                          | Years of<br>Service/<br>Date of<br>Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part<br>Time | Shift<br>Differential<br>Hours |
|-------------|-------------|------------------------------|-----------------------------------|-----------------------------------------|------------------------------|--------------------------------|-----------------------------------|--------------------------------|
|             | E           | Vacant                       | Director of<br>Public Works       |                                         | 693                          |                                |                                   |                                |
|             | E           | Rick Eilertson               | Environmental<br>Project Engineer | 8<br>11/06/06                           | 1040                         |                                |                                   |                                |
|             | E           | Kim Hauge                    | Billing Specialist                | 8<br>9/25/06                            | 520                          |                                |                                   |                                |
|             | E           | Kari Peterson                | Utility Acctg<br>Supervisor       | 10<br>12/1/04                           | 520                          |                                |                                   |                                |
|             | E           | Felipe Avila                 | Engineering<br>Technician         | 11<br>2/17/03                           | 780                          |                                |                                   |                                |
|             | E           | Intern                       | Civil Engineer<br>Intern          | Summer                                  |                              |                                | 300                               |                                |
|             |             |                              |                                   |                                         |                              |                                |                                   |                                |
|             |             |                              |                                   |                                         |                              |                                |                                   |                                |
|             |             |                              |                                   |                                         |                              |                                |                                   |                                |
|             |             | Total This Page              |                                   |                                         | 3,553                        |                                | 300                               |                                |
|             |             | Total from Previous<br>Pages |                                   |                                         |                              |                                |                                   |                                |
|             |             | TOTAL ALL<br>PAGES           |                                   |                                         | 3,553                        |                                | 300                               |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**

# 2015 PROPOSED MAYORAL BUDGET:

## ECONOMIC DEVELOPMENT

CEDA (FUND 225)

**COMMUNITY & ECONOMIC  
DEVELOPMENT AUTHORITY  
FUND NUMBER: 225**

| ACCOUNT<br>NUMBER                         | ACCOUNT DESCRIPTION                | 2013<br>ACTUAL   | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/14 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET | Increase<br>(Decrease)<br>Budget to<br>Budget |
|-------------------------------------------|------------------------------------|------------------|---------------------------|---------------------------|-----------------------------|----------------------------|-----------------------------------------------|
| <b>REVENUES</b>                           |                                    |                  |                           |                           |                             |                            |                                               |
| 225-4121-000                              | HOTEL ROOM TAX - CEDA SHARE        | \$216,529        | \$208,498                 | \$44,807                  | \$218,682                   | <b>\$216,750</b>           | \$8,252                                       |
| 225-4121-001                              | HOTEL ROOM TAX - CEDA SPORTS       | \$48,118         | \$46,333                  | \$9,957                   | \$48,596                    | <b>\$48,167</b>            | \$1,834                                       |
| 225-4800-000                              | OTHER REVENUE                      | \$6,585          | \$6,300                   | \$66                      | \$6,300                     | <b>\$6,300</b>             | \$0                                           |
| 225-4800-100                              | REVOLVING LOAN FUND REPAYMENT      | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-4800-200                              | CONTRIBUTION FROM TIF #3           | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-4810-100                              | ADMINISTRATION ALLOCATION          | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-4810-225                              | OTHER INTEREST REVENUE             | \$201            | \$300                     | \$0                       | \$300                       | <b>\$300</b>               | \$0                                           |
| 225-4810-300                              | LOAN FEE REVENUE                   | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-4810-400                              | INTEREST ON LOAN REPAYMENT         | \$404            | \$0                       | \$1,241                   | \$2,572                     | <b>\$2,500</b>             | \$2,500                                       |
| 225-4810-500                              | VENTURE DEBT DIVIDENDS             | \$0              | \$0                       | \$1,401                   | \$1,401                     | <b>\$0</b>                 | \$0                                           |
| 225-4921-100                              | OPERATING TRANSFER - TID #3        | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-4930-225                              | FUND BALANCE APPLIED               | \$0              | \$92,728                  | \$0                       | \$76,308                    | <b>\$97,581</b>            | \$4,853                                       |
| <b>TOTAL REVENUES &amp; SOURCES</b>       |                                    | <b>\$271,837</b> | <b>\$354,159</b>          | <b>\$57,472</b>           | <b>\$354,159</b>            | <b>\$371,598</b>           | <b>\$17,439</b>                               |
| <b>EXPENSES</b>                           |                                    |                  |                           |                           |                             |                            |                                               |
| <b>PERSONNEL SERVICES</b>                 |                                    |                  |                           |                           |                             |                            |                                               |
|                                           |                                    | <b>\$0</b>       | <b>\$0</b>                | <b>\$0</b>                | <b>\$0</b>                  | <b>\$0</b>                 | <b>\$0</b>                                    |
| 225-5610-210                              | PROFESSIONAL SERVICES              | (\$2,500)        | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-5610-240                              | REPAIRS & MAINT - BY OTHERS        | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-5610-245                              | COMPUTER RELATED REP & MAINT       | \$0              | \$2,620                   | \$0                       | \$2,620                     | <b>\$2,620</b>             | \$0                                           |
| 225-5610-250                              | PUBLIC NOTICES                     | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| <b>CONTRACTUAL SERVICES</b>               |                                    | <b>(\$2,500)</b> | <b>\$2,620</b>            | <b>\$0</b>                | <b>\$2,620</b>              | <b>\$2,620</b>             | <b>\$0</b>                                    |
| 225-5610-310                              | OFFICE SUPPLIES & POSTAGE          | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-5610-320                              | PUBLICATIONS, DUES & SUBSCRIPTIONS | \$4,650          | \$6,935                   | \$4,520                   | \$6,935                     | <b>\$7,495</b>             | \$560                                         |
| 225-5610-325                              | TRAVEL, TRAINING                   | \$0              | \$0                       | \$0                       | \$0                         | <b>\$3,000</b>             | \$3,000                                       |
| 225-5610-330                              | VEHICLE USE REIMBURSEMENT          | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-5610-340                              | OPERATING EXPENDITURES             | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-5610-345                              | PUBLIC INFORMATION & EDUCATION     | \$6,029          | \$12,265                  | \$6,887                   | \$12,265                    | <b>\$12,265</b>            | \$0                                           |
| 225-5610-350                              | REPAIR & MAINTENANCE SUPPLIES      | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-5610-355                              | EQUIPMENT EXPENSE                  | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-5610-360                              | ANNUAL BUSINESS LUNCHEON           | \$8,300          | \$13,100                  | \$149                     | \$13,100                    | <b>\$13,100</b>            | \$0                                           |
| 225-5610-388                              | MADISON AREA SPORTS COMM           | \$33,684         | \$32,433                  | \$6,970                   | \$32,433                    | <b>\$33,717</b>            | \$1,284                                       |
| 225-5610-389                              | GMCVB SHARE OF ROOM TAX            | \$16,841         | \$16,217                  | \$3,485                   | \$16,217                    | <b>\$16,858</b>            | \$641                                         |
| 225-5610-390                              | CHAMBER SHARE OF ROOM TAX          | \$72,176         | \$69,500                  | \$14,936                  | \$69,500                    | <b>\$72,249</b>            | \$2,749                                       |
| 225-5610-391                              | (70%) ELIGIBLE PROMOTIONAL EXPENSE | \$41,147         | \$48,627                  | \$28,284                  | \$48,627                    | <b>\$49,821</b>            | \$1,194                                       |
| 225-5610-392                              | (30%) OTHER PROMOTIONAL EXPENSES   | \$0              | \$1,654                   | \$0                       | \$1,654                     | <b>\$1,654</b>             | \$0                                           |
| 225-5610-393                              | SIGNAGE IMPROVEMENTS               | \$0              | \$92,728                  | \$58                      | \$92,728                    | <b>\$92,728</b>            | \$0                                           |
| 225-5610-394                              | SPORTS RELATED PROMOTIONAL EXP     | \$0              | \$13,900                  | \$0                       | \$13,900                    | <b>\$14,450</b>            | \$550                                         |
| <b>SUPPLIES AND EXPENSE</b>               |                                    | <b>\$182,827</b> | <b>\$307,359</b>          | <b>\$65,287</b>           | <b>\$307,359</b>            | <b>\$317,337</b>           | <b>\$9,978</b>                                |
| 225-5922-100                              | TRANSFER TO GENERAL FUND           | \$42,440         | \$44,180                  | \$22,090                  | \$44,180                    | <b>\$51,641</b>            | \$7,461                                       |
| 225-5922-225                              | FUND BALANCE ADDED                 | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| 225-5922-400                              | TRANSFER TO CAPITAL PROJECT FUND   | \$15,400         | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                           |
| <b>TOTAL EXPENDITURES &amp; TRANSFERS</b> |                                    | <b>\$238,167</b> | <b>\$354,159</b>          | <b>\$87,377</b>           | <b>\$354,159</b>            | <b>\$371,598</b>           | <b>\$17,439</b>                               |
| Estimated Fund Balance Added (Used)       |                                    | \$33,670         | (\$92,728)                | (\$29,905)                | (\$76,308)                  | (\$97,581)                 |                                               |



**GENERAL FUND**  
**5670- EDC**

| Account Number              | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|-----------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5670-110                | SALARIES & WAGES - EDC         | 143,008                      | 143,884                        | 68,068                              | 143,884                          | 149,483                    | 5,599                                   |
| 100-5670-115                | OVERTIME                       | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5670-120                | PT/LTE/SEASONAL WAGES          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5670-130                | DIRECT FRINGE BENEFITS         | 20,425                       | 21,303                         | 9,996                               | 21,303                           | 21,834                     | 531                                     |
| 100-5670-135                | LONGEVITY                      | 1,440                        | 1,530                          | 1,530                               | 1,530                            | 1,620                      | 90                                      |
| 100-5670-148                | PER DIEMS - ECON DEV COMM      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5670-149                | PER DIEMS-CDA/ECON DEV COMM    | 650                          | 1,080                          | 290                                 | 1,080                            | 1,080                      | -                                       |
| 100-5670-185                | BOND PROGRAM/FLEX MED FEES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5670-210                | PROFESSIONAL SERVICES          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5670-245                | COMPUTER RELATED REP & MAINT   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5670-250                | PUBLIC NOTICES/ADS             | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5670-310                | OFFICE SUPPLIES & POSTAGE      | 1,164                        | 1,245                          | 170                                 | 1,425                            | 1,425                      | 180                                     |
| 100-5670-320                | PUBLICATIONS, DUES & SUBSCRIPT | 1,064                        | 1,265                          | 1,079                               | 1,445                            | 1,445                      | 180                                     |
| 100-5670-325                | TRAINING & STAFF DEVELOPMENT   | 295                          | 1,050                          | 198                                 | 1,248                            | 1,248                      | 198                                     |
| 100-5670-330                | VEHICLE USE REIMBURSEMENT      | 612                          | 644                            | -                                   | 644                              | 644                        | -                                       |
| 100-5670-340                | OPERATING MATERIALS & SUPPLIES | 72                           | 625                            | 30                                  | 625                              | 625                        | -                                       |
| 100-5670-345                | PUBLIC INFORMATION & EDUCATION | 441                          | 400                            | -                                   | 400                              | 400                        | -                                       |
| 100-5670-346                | BUSINESS APPRECIATION PROGRAM  | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5670-355                | EQUIPMENT EXPENSE              | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5670-363                | COMMUNICATIONS EXPENSE         | 379                          | 480                            | -                                   | 480                              | 480                        | -                                       |
| 100-5670-391                | LHOG EXPENDITURES-GRANT FUND   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5670-392                | MCF EXPENDITURES-GRANT FUNDE   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5670-395                | EQUIPMENT REPLACEMENT RESERV   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5670-591                | ALLOCATED BENEFIT-HEALTH INS   | 21,443                       | 23,158                         | 11,562                              | 23,158                           | 24,893                     | 1,735                                   |
| 100-5670-592                | ALLOCATED BENEFIT-LIFE INS     | 367                          | 456                            | 228                                 | 456                              | 459                        | 3                                       |
| 100-5670-593                | ALLOCATED BENEFIT-DISABILITY   | -                            | 756                            | -                                   | -                                | 756                        | -                                       |
| 100-5670-594                | ALLOCATED BENEFIT-DENTAL INS   | 1,520                        | 1,520                          | 760                                 | 1,520                            | 1,520                      | -                                       |
| Total ECONOMIC DEVELOPMENT: |                                | 192,880                      | 199,396                        | 93,910                              | 199,198                          | 207,912                    | 8,516                                   |

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## 2015 Budget Expenditure Detail

Department: **Economic Development/CEDA**

Prepared By: Michael Zimmerman

Date Prepared: August 4, 2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

- Worked with Pegasus Sustainability and Radiant Manufacturing on MDC application Pegasus' application resulted in a \$125,000 loan
- Coordinated sponsorship for BioEthics, Stem Cell Symposium, Fitchburg Days, Memorial Days, Taste of Fitchburg, Captial City Jazz Fest, Summer Concert Series and Celtic Cross Bike Event. Designed ad for MadREP publication.
- Forward Fitchburg Implementation Action Items: new banners purchased, street toppers project complete, new bus shelters, population sign refaced and continue to work on Welcome to Fitchburg Signs, police and fire final patch design
- Website: staff worked to contract with vendor, worked on site design, provided photos and text for home page. Staff laid out economic development header page, designed all pages including text, provided photos and developed the Visitor page
- North Fish Hatchery Road: worked with Royal Capital on \$10 million dollar rehab of Maple Lawn Apartments, working with three developers on projects for the Fitchburg Christian Fellowship property, Avalon property and the Fiduciary property. Investigated TIF expansion
- Worked with internal staff on the purchase of the Harder Paper property, land purchase from Placon, Certco and Saris for Spoke and Sprocket Drives. Worked on design of Spoke and Sprocket Drives with business community and internal staff.
- Worked to help resolve bike bridge concerns with Midwest Decorative Stone and General Beverage
- Staff marketed Fitchburg at the SMBA Business Expo, Fitchburg Chamber Visitor and Business Bureau Spring Fling, Early Stage Symposium, Wisconsin Entrepreneur's Conference and the 2014 International Bio Conference in San Diego
- Worked with the following businesses on new or expansion projects: Promega (Feynman \$130 million dollars. da Vinci \$7.2 million dollars and logistic/distribution \$14 million dollars ), MG&E training center \$1.318 million dollars, The Madison Group \$2.35 million, United Vaccines and General Beverage
- Prepared and secured \$1,000,000 Transportation Economic Assistance (TEA) Grant for construction of Spoke and Sprocket Drives
- Verona Road Construction Project: organized and attended individual meetings for businesses that will be significantly impacted by the construction project, worked with DOT and consultant on road design, worked to help establish the Verona Road Business Coalition (VRBC) and started implementation of the "In This Together" program for VRBC, provided

DOT with business listing and developed a direct communication venue for business community, DOT and road design consultant. Worked with Public Works and Planning Departments to include \$130,000 in the CIP for five year funding for “In This Together” program

- Assisted developers in providing information for confidential site selection projects from MadREP and WEDC
- Participated in the preparation of the Northeast Neighborhood and the North Stoner Prairie CARPC application and hearing
- Staff members served on Bio Planning Conference Committee, Dane County Economic Development Committee, MadREP BRE Committee, Co-Chair of the Allied Drive Task Force and member of the South Madison Food Enterprise
- Continue to work with Alexander Company on Southdale Neighborhood Plan implementation plan and Novation Campus marketing
- Assisted with Comprehensive Plan Amendments for Thermo Fisher and Dry Bean sites
- Worked with or are continuing to working with confidential prospects on relocation to Fitchburg
- McKee Road construction: worked with internal staff on signage, communication with business community and outreach
- Continuing major employers visits to input data into the MadREP BRE Synchronist System
- Prepared and assisted the Mayor with various presentations throughout the year
- Spent several hours working with the Fitchburg CVBB, GMCVB and various lawmakers on hotel room tax purposed legislation which would have a negative impact on Fitchburg
- Worked with our public/private sector partners on reactivating the Oregon/Fitchburg railroad

|                                  |
|----------------------------------|
| <b>NEW INITIATIVES FOR 2015:</b> |
|----------------------------------|

- Conversation, in partnership with Fitchburg Chamber of Commerce Visitor Business Bureau, to discuss and develop a business model to expand marketing and community events organization and sponsorship in the City of Fitchburg
- Verona Road “In This Together” implementation
- Continue major employers BRE visits to input data into the MadREP BRE Synchronist System
- Continue to implement Fish Hatchery Road improvements, redevelopment and initiatives
- Work on transit study and initiatives
- North Stoner Prairie and North East Neighborhood implementation
- Housing study recommendation review and implementation plan
- Continue Forward Fitchburg implementation action items
- Sports Infrastructure Fund Visioning

## CEDA FUND 225

| Account #                    | Account Title                                                                                                  | Usual Expenditures for this Account                                                                                                                                                                                                    | Detail of Proposed Expenditures                                                                                                   |                                           |       |  |
|------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------|--|
|                              |                                                                                                                |                                                                                                                                                                                                                                        |                                                                                                                                   |                                           |       |  |
| CONTRACTUAL SERVICES         |                                                                                                                |                                                                                                                                                                                                                                        |                                                                                                                                   |                                           |       |  |
| -245                         | Computer Related Repairs & Maintenance                                                                         | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                                                      | Zoom Prospector Maintenance<br>Business Link Maintenance (30% FUNDS)<br>Header Page Maintenance (70% funds)                       | 1000<br>700<br>920                        |       |  |
|                              |                                                                                                                |                                                                                                                                                                                                                                        | 2014 2620                                                                                                                         | 2015                                      | 2620  |  |
| OPERATING SUPPLIES & EXPENSE |                                                                                                                |                                                                                                                                                                                                                                        |                                                                                                                                   |                                           |       |  |
| -320                         | Publications, Subscriptions & Dues                                                                             | Professional Organization dues, reference materials or publications                                                                                                                                                                    | Fitchburg CVBB Dues<br>Greater Madison Chamber Dues<br>MadREP Dues<br>BioFoward Dues<br>SMBA Dues<br>WIN Dues (70% funds)         | 1860<br>250<br>1975<br>750<br>160<br>2500 |       |  |
|                              |                                                                                                                |                                                                                                                                                                                                                                        | 2014 6935                                                                                                                         | 2015                                      | 7495  |  |
| -325                         | Training & Staff Development - Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <i>Detail of this account to be submitted with budget proposal.</i> | IEDC Conference<br><br>(30% FUNDS)                                                                                                | 3000                                      |       |  |
|                              |                                                                                                                |                                                                                                                                                                                                                                        | 2014 -0-                                                                                                                          | 2015                                      | 3000  |  |
| -345                         | Public Information & Education                                                                                 | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                           | Fitchburg Chamber Guide Ad<br>FTN Marketing Material<br>In Business Advertising<br>2014 Bio Conference (Philadelphia) (70% funds) | 1265<br>3500<br>1000<br>6500              |       |  |
|                              |                                                                                                                |                                                                                                                                                                                                                                        | 2014 12265                                                                                                                        | 2015                                      | 12265 |  |
| -360                         | Business Appreciation Luncheon                                                                                 | Annual Business Appreciation Program for Fitchburg Businesses includes annual luncheon                                                                                                                                                 | Luncheon Speaker<br>Expenses (stage, decorations, flowers)<br>Promotional Items<br>Invitations<br>Food and Beverages (30% FUNDS)  | 3000<br>1000<br>1000<br>1800<br>6300      |       |  |
|                              |                                                                                                                |                                                                                                                                                                                                                                        | 2014 13100                                                                                                                        | 2015                                      | 13100 |  |
| -388                         | Room Tax Payment to MASC                                                                                       | 70% of 1% per agreement                                                                                                                                                                                                                | 2014 32433<br>(70% funds)                                                                                                         | 2015                                      | 33717 |  |
| -389                         | Room Tax Payment to GMCVB                                                                                      | Disbursement of 10% of the 70% of the hotel room tax mandated by State for tourism and marketing per investment agreement                                                                                                              | 2014 16217<br>(70% funds)                                                                                                         | 2015                                      | 16858 |  |
| -390                         | Room Tax Payment to FCVBB                                                                                      | Disbursement of 30% of hotel room tax revenue to Fitchburg Chamber Visitor and Business Bureau                                                                                                                                         | 2014 69500<br>(70% funds)                                                                                                         | 2015                                      | 72249 |  |

## CEDA FUND 225

|                                       |                                                                                  |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -391                                  | <b>Eligible</b><br>Promotional<br>Expenses                                       | Other Promotional and marketing<br>activities, projects and expenses | <b>Stem Cell Sponsorship</b> 1000<br><b>BioEthics Sponsorship</b> 2500<br><b>Human Proteomics</b> 1000<br><b>Madison Jazz Society Sponsorship</b> 1000<br><b>Taste of Fitchburg Sponsorship</b> 1000<br><b>City in Motion Implementation</b> 9511<br><b>Commercial Brokers Tour</b> 1500<br><b>MadREP Ad</b> 5770<br><b>Bioscience Vision Summit Sponsorship</b> 1500<br><b>SMBA Business Expo</b> 40<br><b>Hickory Knoll Horse Driving</b> 2500<br><b>Celtic Cross Cycling</b> 1500<br><b>Advertising/Events/Promotion</b> 21000<br><b>(70% FUNDS)</b><br><br><b>2014 48627</b> <b>2015 49821</b> |
| 225-5922-100 Transfer to General Fund |                                                                                  |                                                                      | <b>Marketing Salary Allocation</b> 50,141<br><b>Summer Concert Series</b> 1500<br><b>(70% funds)</b><br><br><b>2014 42440</b> <b>2014 51,641</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| -392                                  | Other Promotional Expenses                                                       |                                                                      | <b>Holiday Lighting</b> 1054<br><b>Memorial Day Observance</b> 600<br><b>(30% FUNDS)</b><br><br><b>2014 1654</b> <b>2015 1654</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| -393                                  | Signage Improvements – from designated fund balance for signs                    |                                                                      | <b>Balance in Account</b><br><b>2014 92728</b> <b>2015 92728</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| -394                                  | Sports Related Promotional Expense<br>(segregate 30% funding of the 1% Room Tax) |                                                                      | <b>Sports Fund</b> 14450<br><br><b>2014 13900</b> <b>2015 14450</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Total CEDA Budget                     |                                                                                  |                                                                      | <b>2014 354159</b> <b>2015 371598</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## Economic Development Fund 100

|                                            | Account Title                                                                                                  | Usual Expenditures for this Account                                                                                                                                                                                                    | Detail of Proposed Expenditures                                                                                                |      |                                            |      |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------------|------|
| PERSONNEL COSTS OTHER THAN WAGES & DFB     |                                                                                                                |                                                                                                                                                                                                                                        |                                                                                                                                |      |                                            |      |
| 140                                        | Per Diem for Commission & Committees<br>_____                                                                  | Includes Per Diem for _____ members; _____ meetings estimated                                                                                                                                                                          | Chairman 8 meetings<br>Citizen members 4 with 8 meetings per year @ \$25                                                       |      | 280<br>800                                 |      |
|                                            |                                                                                                                |                                                                                                                                                                                                                                        | 2014                                                                                                                           | 1080 | 2015                                       | 1080 |
| OPERATING SUPPLIES & EXPENSE               |                                                                                                                |                                                                                                                                                                                                                                        |                                                                                                                                |      |                                            |      |
| -310                                       | Office Supplies & Postage                                                                                      | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                             | General Office Supplies<br>Postage: Business Lunch<br>Postage:                                                                 |      | 325<br>565<br>535                          |      |
|                                            |                                                                                                                |                                                                                                                                                                                                                                        | 2014                                                                                                                           | 1245 | 2015                                       | 1425 |
| -320                                       | Publications, Subscriptions & Dues                                                                             | Professional Organization dues, reference materials or publications                                                                                                                                                                    | WEDA<br>IEDC<br>Wisconsin State Journal<br>Site Selection<br>Midwest Real Estate News<br>CIREX<br>Fitchburg CVBB Annual Dinner |      | 450<br>530<br>125<br>85<br>60<br>75<br>120 |      |
|                                            |                                                                                                                |                                                                                                                                                                                                                                        | 2014                                                                                                                           | 1265 | 2015                                       | 1445 |
| -325                                       | Training & Staff Development - Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <i>Detail of this account to be submitted with budget proposal.</i> | WEDA Spring or Fall Conference<br>Ehlers Conference<br>MadREP Summit                                                           |      | 750<br>300<br>198                          |      |
|                                            |                                                                                                                |                                                                                                                                                                                                                                        | 2014                                                                                                                           | 1050 | 2015                                       | 1248 |
| -330                                       | Vehicle Use Reimbursements                                                                                     | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.56 per mile.                                                                                                                         | #miles 1140 x .565 =                                                                                                           |      | 644                                        |      |
|                                            |                                                                                                                |                                                                                                                                                                                                                                        | 2014                                                                                                                           | 644  | 2015                                       | 644  |
| -340                                       | Operating Materials & Supplies                                                                                 | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                 | AD Design<br>Marketing Materials                                                                                               |      | 125<br>500                                 |      |
|                                            |                                                                                                                |                                                                                                                                                                                                                                        | 2014                                                                                                                           | 625  | 2015                                       | 625  |
| -345                                       | Public Information & Education                                                                                 | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                           | Trade Ring Analysis                                                                                                            |      | 400                                        |      |
|                                            |                                                                                                                |                                                                                                                                                                                                                                        | 2014                                                                                                                           | 400  | 2015                                       | 400  |
| -363                                       | Communications Expense                                                                                         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                                                                                               | Phone/Data Plan Allowance<br>\$40 per month: one year total                                                                    |      | 480                                        |      |
|                                            |                                                                                                                |                                                                                                                                                                                                                                        | 2014                                                                                                                           | 480  | 2015                                       | 480  |
| Total Economic Development Budget for 2015 |                                                                                                                |                                                                                                                                                                                                                                        | 2014                                                                                                                           | 6789 | 2015                                       | 7347 |

# TRAVEL & TRAINING APPROVAL

(Submit Department Head approved copy to Administrator for In State Travel:  
Submit FOR APPROVAL to Administrator for ALL out of State Travel)

City of Fitchburg  
5520 Lacy Rd  
Fitchburg WI 53711

EMPLOYEE NAME: Michael Zimmerman

DESTINATION: Philadelphia PA

PURPOSE OF TRIP: Exhibition WI Pavilion

DATE OF TRIP: June 14 - 19

SEMINAR OR CONFERENCE FEES: 1500 (ATTACH CONFERENCE/SEMINAR BROCHURE)

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

\*Out of State Training Allowances Found at

[www.gsa.gov](http://www.gsa.gov)

| Date             | Mileage<br>(# miles)         | Breakfast<br>In / Out *<br>\$9 / * | Lunch<br>In / Out *<br>\$13 / * | Dinner<br>In / Out *<br>\$29 / * | Lodging                                                    | Trans-<br>portation | Tolls /<br>Parking | Other<br>Attach<br>detail for<br>unusual<br>expenses | TOTALS                  |
|------------------|------------------------------|------------------------------------|---------------------------------|----------------------------------|------------------------------------------------------------|---------------------|--------------------|------------------------------------------------------|-------------------------|
| 6-14             |                              | 11                                 | 16                              | 34                               | 250                                                        | 300                 |                    |                                                      | 611                     |
| 6-15             |                              | 11                                 | 16                              | 34                               | 250                                                        |                     |                    |                                                      | 311                     |
| 6-16             |                              | 11                                 | 16                              | 34                               | 250                                                        |                     |                    |                                                      | 311                     |
| 6-17             |                              | 11                                 | 16                              | 34                               | 250                                                        |                     |                    |                                                      | 311                     |
| 6-18             |                              | 11                                 | 16                              | 34                               | 250                                                        |                     |                    |                                                      | 311                     |
| 6-19             |                              | 11                                 |                                 |                                  |                                                            |                     |                    |                                                      | 11                      |
|                  |                              |                                    |                                 |                                  |                                                            |                     |                    |                                                      |                         |
|                  |                              |                                    |                                 |                                  |                                                            |                     |                    |                                                      |                         |
|                  |                              |                                    |                                 |                                  |                                                            |                     |                    |                                                      |                         |
| TOTALS           |                              | 66                                 | 80                              | 170                              | 1250                                                       | 300                 |                    |                                                      | 1866                    |
| Advance:<br>-80% | x \$.56<br>as of<br>1/1/2014 |                                    |                                 |                                  | To be Prepaid or Reimbursed by city<br>-No Advance Allowed |                     |                    |                                                      | TOTAL ADV.<br>REQUESTED |

A maximum advance of 80% of the total anticipated expenditures for meals and mileage subject to employee reimbursement is allowed.

TRAINING REQUEST:

EMPLOYEE SIGNATURE: Michael Zimmerman

APPROVED BY: \_\_\_\_\_

Date Submitted: 8/19/14

Date Approved: \_\_\_\_\_

REQUEST FOR ADVANCE:

EMPLOYEE SIGNATURE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Approved: \_\_\_\_\_



# TRAVEL & TRAINING APPROVAL

(Submit Department Head approved copy to Administrator for In State Travel:  
Submit FOR APPROVAL to Administrator for ALL out of State Travel)

City of Fitchburg  
5520 Lacy Rd  
Fitchburg WI 53711

EMPLOYEE NAME: Joyce Frey

DESTINATION: Philadelphia PA

PURPOSE OF TRIP: Exhibition WI Pavilion

DATE OF TRIP: June 14-19

SEMINAR OR CONFERENCE FEES: 1500 - (ATTACH CONFERENCE/SEMINAR BROCHURE)

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

\*Out of State Training Allowances Found at

[www.gsa.gov](http://www.gsa.gov)

| Date             | Mileage<br>(# miles)         | Breakfast<br>In / Out *<br>\$9 / * | Lunch<br>In / Out *<br>\$13 / * | Dinner<br>In / Out *<br>\$29 / * | Lodging                                                    | Trans-<br>portation | Tolls /<br>Parking | Other<br>Attach<br>detail for<br>unusual<br>expenses | TOTALS                  |
|------------------|------------------------------|------------------------------------|---------------------------------|----------------------------------|------------------------------------------------------------|---------------------|--------------------|------------------------------------------------------|-------------------------|
| 6-14             | 190                          | 11                                 | 16                              | 34                               | 250                                                        | 300                 |                    |                                                      | 611                     |
| 6-15             |                              | 11                                 | 16                              | 34                               | 250                                                        |                     |                    |                                                      | 311                     |
| 6-16             |                              | 11                                 | 16                              | 34                               | 250                                                        |                     |                    |                                                      | 311                     |
| 6-17             |                              | 11                                 | 16                              | 34                               | 250                                                        |                     |                    |                                                      | 311                     |
| 6-18             |                              | 11                                 | 16                              | 34                               | 250                                                        |                     |                    |                                                      | 311                     |
| 6-19             |                              | 11                                 |                                 |                                  |                                                            |                     |                    |                                                      | 11                      |
|                  |                              |                                    |                                 |                                  |                                                            |                     |                    |                                                      |                         |
|                  |                              |                                    |                                 |                                  |                                                            |                     |                    |                                                      |                         |
|                  | 106.40                       |                                    |                                 |                                  |                                                            |                     |                    |                                                      | 106.40                  |
| TOTALS           | 190                          | 66                                 | 80                              | 170                              | 1250                                                       | 300                 |                    |                                                      | 1972.40                 |
| Advance:<br>-80% | x \$.56<br>as of<br>1/1/2014 |                                    |                                 |                                  | To be Prepaid or Reimbursed by city<br>-No Advance Allowed |                     |                    |                                                      | TOTAL ADV.<br>REQUESTED |

A maximum advance of 80% of the total anticipated expenditures for meals and mileage subject to employee reimbursement is allowed.

TRAINING REQUEST:

EMPLOYEE SIGNATURE: Joyce Frey

APPROVED BY: [Signature]

Date Submitted: 8-19-2014

Date Approved: 8/19/14

REQUEST FOR ADVANCE:

EMPLOYEE SIGNATURE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Approved: \_\_\_\_\_





June 15-18, 2015 | Philadelphia, PA

DOUBLE HELIX  
SPONSOR[Home](#) > 2015 BIO International Convention

## 2015 BIO International Convention

[SCHEDULE AT A GLANCE](#)[JOIN THE MAILING LIST](#)June 15-18, 2015  
Pennsylvania Convention Center  
Philadelphia, PA**The 2015 BIO International Convention is June 15-18 in Philadelphia, Pennsylvania.**

For 2015, the BIO International Convention is headed to the heart of the U.S. biopharma industry. In close proximity to New York's financial markets and Washington, D.C.'s regulatory center, the Philadelphia Metropolitan Area is home to more than 1,200 companies, ranging from the biopharma industry's largest multinational companies to its fastest growing firms.

The region's vast array of leading universities and research institutions fosters a collaborative environment. In the past 10 years alone, the region has drawn nearly \$4 billion in venture capital funding (according to the Jones Lang LaSalle Life Sciences Cluster Report 2012).

The tri-state region of Pennsylvania, New Jersey and Delaware is home to 80% of the U.S. pharmaceutical industry.

### Did you know?

- 40% of the American population lives within a day's train ride or drive from Philadelphia.
- With 1,400 flights daily from Philly and other nearby airports, the city is easily accessible by air.
- Convention-goers appreciate Philly's compact, walkable downtown.

### 2015 Call for Sessions Opens in September

BIO is pleased to announce the 2015 BIO International Convention Call for Sessions, to open September 4 and close October 2, 2014. The BIO 2015 program will feature more than 100 sessions covering a wide variety of topics relevant to the biotechnology industry, including: healthcare, intellectual property, environmental issues, business development, and more.

BIO is looking to serve the educational needs of its diverse audience by creating a balanced program that is comprehensive and reflects a multitude of perspectives. Proposals that focus on key business, science, policy, and international issues are particularly encouraged. BIO will review and evaluate session proposals based on the following criteria:

- Educational value
- Topic relevance
- Subject matter appeal
- Appropriate audience type
- International/worldwide representation amongst panelists

Accepted sessions will receive a slot of 60 to 75 minutes in the convention program. All session track

and specialty forum applications must be finished prior to the submission deadline, October 2, 2014 at 5:00 pm (EST).

Make sure your proposal stands out! Proposals that are incomplete, unclear or provide inaccurate details are likely to be rejected by the Program Committee. A successful session/forum proposal will have all components completed and adhere to the total length requirements.

Notification regarding acceptance or rejection of Call for Session proposals will be sent to the submitter in late December by email. An accurate email address is critical. If you have not received an email notification by December 17, 2014, contact Sara Cribari at [program@bio.org](mailto:program@bio.org) if interested.

Program Categories and submission requirements will be made available in early August.

## 2015 Housing

Review the 2015 BIO Hotel Map to begin to plan your stay in Philadelphia for BIO 2015.

## BIO Exhibition

The world's largest biotechnology gathering, the BIO Exhibition allows exhibitors to reach high-level executives and influential decision makers who come to BIO to discover new players in the industry, form partnerships and evaluate emerging technologies. The 2015 BIO Exhibition will feature more than 1,700 exhibitors and approximately 160,000 square feet. The exhibition also includes 60+ state, regional and country pavilions who in turn host many companies from their regions.

Conveniently organized by product focus, the exhibition includes companies in the Digital Health Zone, Innovation Zone, BioProcess Zone, Bio IT Zone, Business Services Zone, Contract Services Zone, and Discovery Zone. In 2015 the BIO Exhibition will host thousands of organizations including the leading biotech companies, top 25 pharma companies, top 20 CROs and CMOs, more than 300 academic institutions including the major research labs and government agencies and the leading consultants and service companies. View the 2015 Floorplan.

Have questions before you book? Read more about our attendees and the BIO Exhibition or give us a call at +1,202,312,9264 or email [exhibit@bio.org](mailto:exhibit@bio.org)

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## We are here to help

Visit us in registration in Lobby D of the San Diego Convention Center, 111 W Harbor Dr, San Diego, CA 92101

Exhibiting/Advertising..... [exhibit@bio.org](mailto:exhibit@bio.org)

General Questions..... [convention@bio.org](mailto:convention@bio.org)

Housing..... [BIO@tphousing.com](mailto:BIO@tphousing.com)

## BIO 2014 By Day

Monday Events

Tuesday Events

Wednesday Events

Thursday Events

**Open to all attendees:**

Company Presentations

Tuesday Exhibitor Hospitality Receptions

In-Booth Activities



Search

[Home](#) > [Policy & Regulations](#) > [Travel and Relocation Policy](#) > [Per Diem](#) > [Per Diem Rates](#) >

# FY 2014 Per Diem Rates for Pennsylvania

(October 2013 - September 2014)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city

Enter your ZIP Code

OR

Pennsylvania

FIND PER DIEM RATES

[Per Diem Map >](#)

## ADDITIONAL PER DIEM TOPICS

- Meals & Incidental Expenses Breakdown (M&IE)
- FAQs
- State Tax Exemption Forms
- Factors Influencing Lodging Rates
- FY 2014 Per Diem Highlights
- Fire Safe Hotels
- Have a Per diem Question?
- Downloadable Per Diem Files

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACo\) website \(a non-federal website\)](#).

You searched for: **Pennsylvania**

| Primary Destination* (1)       | County (2, 3)                                     | Max lodging by Month (excluding taxes) |     |     |     |     |     |      |     |     |     |     |     | Meals & Inc. Exp.** |
|--------------------------------|---------------------------------------------------|----------------------------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|---------------------|
|                                |                                                   | 2013                                   |     |     |     |     |     | 2014 |     |     |     |     |     |                     |
|                                |                                                   | Oct                                    | Nov | Dec | Jan | Feb | Mar | Apr  | May | Jun | Jul | Aug | Sep |                     |
| Standard Rate                  | Applies for all locations without specified rates | 83                                     | 83  | 83  | 83  | 83  | 83  | 83   | 83  | 83  | 83  | 83  | 83  | 46                  |
| Allentown / Easton / Bethlehem | Lehigh and Northampton                            | 87                                     | 87  | 87  | 87  | 87  | 87  | 87   | 87  | 87  | 87  | 87  | 87  | 51                  |
| Bucks County                   | Bucks                                             | 99                                     | 99  | 99  | 99  | 99  | 99  | 99   | 99  | 99  | 99  | 99  | 99  | 71                  |

[illegible]

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

\*\* Meals and Incidental Expenses, see Breakdown of M&IE Expenses for important information on first and last days of travel.

## CONTACTS

### Additional Contacts for

## Travel Management Policy

**NEED MORE INFORMATION?**

Rates for Alaska, Hawaii, U.S.

Rates for Alaska, Hawaii, U.S. Territories and Possessions (set by DoD)

DoD)  
Rates in Foreign Countries (Set by  
State Dept.)

Federal Travel Regulations (FTR)

## RELATED TOPICS

## Travel Resources

E-Gov Travel

FedRooms

## POV Mileage Reimbursement Rates



- Per Diem
- Overview
- FY 2015 Per Diem Highlights
- Per Diem Mobile App
- FAQ
- Per Diem Contacts
- M&IE Breakdown**
- Factors Influencing Lodging Rates
- Fire Safe Hotels
- Per Diem Rates
- Per Diem Files (Archived)
- Per Diem Mobile Blackberry File Download

## Meals and Incidental Expenses ( M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

| Total | Continental Breakfast/ Breakfast | Lunch | Dinner | IE  |
|-------|----------------------------------|-------|--------|-----|
| \$46  | \$7                              | \$11  | \$23   | \$5 |
| \$51  | \$8                              | \$12  | \$26   | \$5 |
| \$56  | \$9                              | \$13  | \$29   | \$5 |

### QUESTIONS:

For all travel policy questions, email [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov).



### RELATED GSA TOPICS

- State Tax Exemption Forms
- FedRooms®
- Travel E-mail Notification
- POV Mileage Reimbursement Rates

### GOVERNMENT LINKS

- Fire Safety Information

|      |          |          |          |
|------|----------|----------|----------|
|      | <b>B</b> | <b>L</b> | <b>D</b> |
| \$61 | \$10     | \$15     | \$31     |
| \$66 | \$11     | \$16     | \$34     |
| \$71 | \$12     | \$18     | \$36     |
|      |          |          | \$5      |
|      |          |          | \$5      |
|      |          |          | \$5      |

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

| Total | First & Last Day of Travel |
|-------|----------------------------|
| \$46  | \$34.50                    |
| \$51  | \$38.25                    |
| \$56  | \$42.00                    |
| \$61  | \$45.75                    |
| \$66  | \$49.50                    |
| \$71  | \$53.25                    |

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit [FTR Appendix B](#). (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the chart listed above.)

The shortcut to this page is [www.gsa.gov/mie](http://www.gsa.gov/mie).

Last Reviewed 2014-08-15

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Also of Interest:  [Whitehouse.gov](http://Whitehouse.gov)  [Recovery.gov](http://Recovery.gov)  [Data.gov](http://Data.gov)  [USA.gov](http://USA.gov)  [Business USA](http://BusinessUSA.gov)

# TRAVEL & TRAINING APPROVAL

(Submit Department Head approved copy to Administrator for In State Travel;  
Submit FOR APPROVAL to Administrator for ALL out of State Travel)

City of Fitchburg  
5520 Lacy Rd  
Fitchburg WI 53711

EMPLOYEE NAME: Michael Zimmerman

DESTINATION: Anchorage AK

PURPOSE OF TRIP: Continuing Education

DATE OF TRIP: 10-4-2015 - 10-7-2015

SEMINAR OR CONFERENCE FEES: \$700 (ATTACH CONFERENCE/SEMINAR BROCHURE)

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

\*Out of State Training Allowances Found at

[www.gsa.gov](http://www.gsa.gov)

| Date             | Mileage<br>(# miles)         | Breakfast<br>In / Out *<br>\$9 / * | Lunch<br>In / Out *<br>\$13 / * | Dinner<br>In / Out *<br>\$29 / * | Lodging                                                    | Trans-<br>portation | Tolls /<br>Parking | Other<br>Attach<br>detail for<br>unusual<br>expenses | TOTALS                  |
|------------------|------------------------------|------------------------------------|---------------------------------|----------------------------------|------------------------------------------------------------|---------------------|--------------------|------------------------------------------------------|-------------------------|
| 10-3             | 28                           | 11                                 | 19                              | 29                               | 135                                                        | 800                 |                    |                                                      | 994                     |
| 10-4             |                              | 11                                 | 19                              | 29                               | 135                                                        |                     |                    |                                                      | 194                     |
| 10-5             |                              | 11                                 | 19                              | 29                               | 135                                                        |                     |                    |                                                      | 194                     |
| 10-6             |                              | 11                                 | 19                              | 29                               | 135                                                        |                     |                    |                                                      | 194                     |
| 10-7             |                              | 11                                 | 19                              | 29                               | 135                                                        |                     |                    |                                                      | 194                     |
| 10-8             |                              | 11                                 | 19                              | 29                               |                                                            |                     |                    |                                                      | 59                      |
|                  |                              |                                    |                                 |                                  |                                                            |                     |                    |                                                      |                         |
|                  |                              |                                    |                                 |                                  |                                                            |                     |                    |                                                      |                         |
|                  | 15.68                        |                                    |                                 |                                  |                                                            |                     |                    |                                                      | 15.68                   |
| TOTALS           | 15.68                        | 66                                 | 114                             | 174                              | 675                                                        | 800                 |                    |                                                      | 1844.68                 |
| Advance:<br>-80% | x \$.56<br>as of<br>1/1/2014 |                                    |                                 |                                  | To be Prepaid or Reimbursed by city<br>-No Advance Allowed |                     |                    |                                                      | TOTAL ADV.<br>REQUESTED |

A maximum advance of 80% of the total anticipated expenditures for meals and mileage subject to employee reimbursement is allowed.

TRAINING REQUEST:

EMPLOYEE SIGNATURE: Michael Zimmerman

APPROVED BY: \_\_\_\_\_

Date Submitted: 8/19/14

Date Approved: \_\_\_\_\_

REQUEST FOR ADVANCE:

EMPLOYEE SIGNATURE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Approved: \_\_\_\_\_



|       |    |    |    |    |
|-------|----|----|----|----|
| \$66  | 10 | 17 | 26 | 13 |
| \$67  | 10 | 17 | 27 | 13 |
| \$68  | 10 | 17 | 27 | 14 |
| \$69  | 10 | 17 | 28 | 14 |
| \$70  | 11 | 17 | 28 | 14 |
| \$71  | 11 | 18 | 28 | 14 |
| \$72  | 11 | 18 | 29 | 14 |
| \$73  | 11 | 18 | 29 | 15 |
| \$74  | 11 | 19 | 29 | 15 |
| \$75  | 11 | 19 | 30 | 15 |
| \$76  | 11 | 19 | 31 | 15 |
| \$77  | 12 | 19 | 31 | 15 |
| \$78  | 12 | 20 | 31 | 15 |
| \$79  | 12 | 20 | 32 | 15 |
| \$80  | 12 | 20 | 32 | 16 |
| \$81  | 12 | 20 | 33 | 16 |
| \$82  | 12 | 21 | 33 | 16 |
| \$83  | 12 | 21 | 33 | 17 |
| \$84  | 13 | 21 | 33 | 17 |
| \$85  | 13 | 21 | 34 | 17 |
| \$86  | 13 | 22 | 34 | 17 |
| \$87  | 13 | 22 | 35 | 17 |
| \$88  | 13 | 22 | 35 | 18 |
| \$89  | 13 | 22 | 36 | 18 |
| \$90  | 14 | 22 | 36 | 18 |
| \$91  | 14 | 23 | 36 | 18 |
| \$92  | 14 | 23 | 37 | 18 |
| \$93  | 14 | 23 | 37 | 19 |
| \$94  | 14 | 24 | 37 | 19 |
| \$95  | 14 | 24 | 38 | 19 |
| \$96  | 14 | 24 | 39 | 19 |
| \$97  | 15 | 24 | 39 | 19 |
| \$98  | 15 | 25 | 39 | 19 |
| \$99  | 15 | 25 | 40 | 19 |
| \$100 | 15 | 25 | 40 | 20 |
| \$101 | 15 | 25 | 41 | 20 |



**MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES  
TRAVEL PER DIEM ALLOWANCES**

COUNTRY/STATE: **A L A S K A**

PUBLICATION DATE (MM DD YY): **0 8 0 1 1 4**

**NOTES**

1. Use the **OTHER** rate if neither the **LOCATION** nor **MILITARY INSTALLATION** is listed.
2. For other allowances that are based on per diem rates (e.g., **TLE**, **TLA**, **TQSE**, **TQSA**), see the appropriate rules for those allowances regarding what per diem rate to use.
3. The standard **ONBASE INCIDENTAL RATE** is \$3.50 OCONUS wide.
4. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in Appendix A, is applicable.
5. Per Diem Rate = Max Lodging + Meals (Local Meals, Proportional, or Government) + Incidental Rate (Local or OnBase)

\* All rates are in US Dollars

| Locality                 | Seasons (Beg-End) | Maximum Lodging | Local Meals | Proportional Meals | Local Incidental | Footnote | Footnote Rate | Maximum Per Diem | Effective Date |
|--------------------------|-------------------|-----------------|-------------|--------------------|------------------|----------|---------------|------------------|----------------|
| ADAK                     | 01/01-12/31       | 192             | 55          | 34                 | 14               |          |               | 261              | 07/01/2014     |
| ANCHORAGE [INCL NAV RES] | 05/16-09/30       | 190             | 82          | 47                 | 20               |          |               | 292              | 12/01/2013     |
| ANCHORAGE [INCL NAV RES] | 10/01-05/15       | 99              | 74          | 43                 | 19               |          |               | 192              | 12/01/2013     |
| BARROW                   | 05/15-09/14       | 177             | 75          | 44                 | 19               |          |               | 271              | 04/01/2013     |
| BARROW                   | 09/15-05/14       | 159             | 74          | 43                 | 19               |          |               | 252              | 04/01/2013     |
| BETHEL                   | 01/01-12/31       | 179             | 87          | 50                 | 22               |          |               | 288              | 12/01/2013     |
| BETTLES                  | 01/01-12/31       | 175             | 66          | 39                 | 17               |          |               | 258              | 06/01/2014     |
| CLEAR AB                 | 01/01-12/31       | 90              | 66          | 39                 | 16               |          |               | 172              | 10/01/2006     |
| COLDFOOT                 | 01/01-12/31       | 165             | 56          | 34                 | 14               |          |               | 235              | 10/01/2006     |
| COPPER CENTER            | 05/15-09/15       | 149             | 68          | 40                 | 17               |          |               | 234              | 01/01/2013     |
| COPPER CENTER            | 09/16-05/14       | 99              | 64          | 38                 | 16               |          |               | 179              | 01/01/2013     |
| CORDOVA                  | 01/01-12/31       | 95              | 82          | 47                 | 20               |          |               | 197              | 12/01/2013     |
| CRAIG                    | 04/01-09/30       | 129             | 62          | 37                 | 15               |          |               | 206              | 06/01/2014     |
| CRAIG                    |                   | 85              | 58          | 35                 | 14               |          |               | 157              | 06/01/2014     |

## 2015 Annual Conference

**Date:** October 4 - 7, 2015

**Location:** Anchorage, AK

Conference Location: Dena'ina Civic and Convention Center  
600 Seventh Avenue  
Anchorage, AK 99501

Headquarters Hotel: The Hotel Captain Cook  
939 West 5th Avenue  
Anchorage, AK 99501  
Phone (800) 843-1950  
IEDC Group Rate: \$135 single/double  
Group Rate Cutoff: Wednesday, September 9, 2015

Hilton Anchorage  
500 W Third Avenue  
Anchorage, AK 99501  
Phone (907) 272-7411  
IEDC Group Rate: \$135 single/double  
Group Rate Cutoff: Wednesday, September 9, 2015



ED Now Feature: In Northwest Arkansas, Turning a Statistical Milestone into a PR Win

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For SMEs, the role of cluster-based strategies, plus financing challenges worldwide

Rethinking downtown parking through partnerships, automation and apps

More on fostering innovation, plus tech past and future, STEM workers, and the value of government data

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## Events

August 2014

| S  | M         | T  | W  | T         | F         | S  |
|----|-----------|----|----|-----------|-----------|----|
|    |           |    |    |           | 1         | 2  |
| 3  | 4         | 5  | 6  | 7         | 8         | 9  |
| 10 | 11        | 12 | 13 | 14        | 15        | 16 |
| 17 | <b>18</b> | 19 | 20 | <b>21</b> | <b>22</b> | 23 |
| 24 | 25        | 26 | 27 | 28        | 29        | 30 |
|    |           |    |    |           |           | 31 |

[> MONTH AT A GLANCE](#) [> ALL EVENTS](#)

## 2015 PERSONNEL SUMMARY

---

**E**= Existing Position or Employee

**N** = **New Position** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: Community & Economic Development    Prepared by: Michael Zimmerman

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position        | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|-----------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Zimmerman                                                      | E.D. Director   | 9/5/95       | 2080                         |                                |                                |                                |
|             | E           | Frey                                                           | E.D. Specialist | 5/5/97       | 2080                         |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             | Total This Page                                                |                 |              | 4160                         |                                |                                |                                |
|             |             | Total from Previous<br>Pages                                   |                 |              |                              |                                |                                |                                |
|             |             | TOTAL ALL<br>PAGES                                             |                 |              |                              |                                |                                |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**

# 2015 PROPOSED MAYORAL BUDGET:

## BUILDING INSPECTION

BUILDING INSPECTION BUDGET

BUILDINGS & GROUNDS

## GENERAL FUND

## 5240- Building Inspection

| Account Number             | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|----------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5240-110               | SALARIES & WAGES - BLDG INSP   | 206,347                      | 255,112                        | 81,875                              | 255,112                          | 194,271                    | (60,841)                                |
| 100-5240-115               | OVERTIME                       | 7,063                        | 2,426                          | 2,414                               | 2,426                            | 2,165                      | (261)                                   |
| 100-5240-120               | PT/LTE/SEASONAL WAGES          | -                            | -                              | 6,980                               | -                                | 22,880                     | 22,880                                  |
| 100-5240-130               | DIRECT FRINGE BENEFITS         | 31,093                       | 38,014                         | 13,184                              | 38,014                           | 30,383                     | (7,631)                                 |
| 100-5240-135               | LONGEVITY                      | 2,370                        | 1,946                          | 1,946                               | 1,946                            | 1,710                      | (236)                                   |
| 100-5240-185               | BOND PROGRAM/FLEX MED FEES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5240-210               | PROFESSIONAL SERVICES          | -                            | 10,000                         | -                                   | -                                | 10,000                     | -                                       |
| 100-5240-240               | REPAIRS & MAINT - BY OTHERS    | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5240-245               | COMPUTER RELATED - REP & MAINT | -                            | 920                            | -                                   | 920                              | 920                        | -                                       |
| 100-5240-260               | LEASED VEHICLE PROGRAM         | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5240-290               | OTHER CONTRACTUAL SERVICES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5240-310               | OFFICE SUPPLIES & POSTAGE      | 950                          | 500                            | 192                                 | 500                              | 500                        | -                                       |
| 100-5240-320               | PUBLICATIONS, DUES & SUBSCRIPT | 961                          | 700                            | 505                                 | 700                              | 700                        | -                                       |
| 100-5240-323               | UNIFORMS & PROTECTIVE GEAR     | 573                          | 1,000                          | 519                                 | 1,000                            | 1,000                      | -                                       |
| 100-5240-325               | TRAINING & STAFF DEVELOPMENT   | 4,135                        | 7,000                          | 2,411                               | 7,000                            | 7,000                      | -                                       |
| 100-5240-330               | VEHICLE USE REIMBURSEMENT      | 98                           | 1,500                          | 199                                 | 500                              | 500                        | (1,000)                                 |
| 100-5240-335               | VEHICLE EXPENSE (GAS & OIL)    | 3,743                        | 4,000                          | 649                                 | 4,000                            | 4,000                      | -                                       |
| 100-5240-340               | OPERATING MATERIALS & SUPPLIES | 4,454                        | 4,000                          | 1,782                               | 4,000                            | 4,000                      | -                                       |
| 100-5240-345               | PUBLIC INFORMATION & EDUCATION | -                            | 200                            | -                                   | 200                              | 200                        | -                                       |
| 100-5240-350               | REPAIR & MAINT SUPPLIES        | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5240-355               | EQUIPMENT EXPENSE              | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5240-363               | COMMUNICATIONS EXPENSE         | 3,831                        | 3,000                          | 2,215                               | 3,000                            | 4,000                      | 1,000                                   |
| 100-5240-390               | OTHER OPERATING EXPENSE        | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5240-395               | EQUIPMENT REPLACEMENT RESERV   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5240-591               | ALLOCATED BENEFIT-HEALTH INS   | 50,712                       | 70,247                         | 22,684                              | 70,247                           | 55,828                     | (14,419)                                |
| 100-5240-592               | ALLOCATED BENEFIT-LIFE INS     | 500                          | 661                            | 203                                 | 661                              | 435                        | (226)                                   |
| 100-5240-593               | ALLOCATED BENEFIT-DISABILITY   | -                            | 1,539                          | -                                   | -                                | 1,020                      | (519)                                   |
| 100-5240-594               | ALLOCATED BENEFIT-DENTAL INS   | 3,719                        | 4,743                          | 1,534                               | 4,743                            | 3,626                      | (1,117)                                 |
| Total BUILDING INSPECTION: |                                | 320,549                      | 407,508                        | 139,293                             | 394,969                          | 345,138                    | (62,370)                                |

-

## 2015 Budget Expenditure Detail

**Department:**      **Building Inspection**

Prepared By:            Building Inspection

Date Prepared:        August 20, 2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

- As of 8-16-14 the department has issued 414 permits. This is close to the same amount from last year.
- The Commercial Building has been active with Promega's production facility building, the Madison Group office building and MG&E's training center..
- Director of Building Services is an active member of SWWBIA and works with committee members to develop continuing education for the members and dwelling contractors.
- New Residential building permits are down slightly this year. This number would be higher but the City is running out of new residential lots, hopefully Quarry Vista will bring in more single family permits in 2015.
- Updated Building Fee Schedule
- Continued working with various Neighborhood Associations to keep them clean and safe.
- Updating the building system to make the City buildings more green and energy efficient. Working with vendors on energy audit for City Hall, Community Center and the Library. Tim Roth retired this year, so working with a new Maintenance Supervisor.
- Worked with City staff on several City building projects
- Demolished old City Hall building.
- At the start of 2014 the department took over the plan review and inspection of all the commercial sprinkler and alarm installations from the fire department. The change has streamlined the permit, plan review and inspection process.
- Hired new Building Inspector.
- Re-roofed Fire Station #1 and #2.
- Working to update the air handlers and the air condition condensing units at the Community Center building.

|                                  |
|----------------------------------|
| <b>NEW INITIATIVES FOR 2015:</b> |
|----------------------------------|

- Continue to update the Building Inspection Ordinance.
- Continue to work with landlords to keep their properties maintained.
- Training for Green Building Technology planning and building.
- Continue to update computer software.
- Continue working with the new adopted State codes.
- Develop MOU to do all the Commercial Plan Reviews.
- Encourage Developers to create more residential building lots.
- Continue training on the sprinkler and fire alarm code.
- Continue to train new Building Inspector.
- Department will no longer be in charge of Building Maintenance for the city.
- Department is being re-aligned into the Department of Public Works.

## BUILDING INSPECTION PERFORMANCE STATISTICS 2014

|                           | <i><b>2013</b></i> | <i><b>2014 Projected</b></i> | <i><b>2015 Projected</b></i> |
|---------------------------|--------------------|------------------------------|------------------------------|
| PERMITS                   | 650                | 650                          | 700                          |
| SINGLE FAMILY DWELLING    | 39                 | 30                           | 40                           |
| DUPLEX                    | 3                  | 2                            | 2                            |
| MULTI-FAMILY BUILDINGS    | 7                  | 8                            | 6                            |
| TOTAL MULTI-FAMILY UNITS  | 207                | 300                          | 200+                         |
| TOTAL LIVING UNITS        | 252                | 334                          | 300                          |
| CONSTRUCTION VALUE        | \$72,542,000       | \$60,000,000                 | \$60,000,000                 |
| TOTAL BULDING PERMIT FEES | \$307,571,000      | \$220,000                    | \$230,000                    |
| NUMBER OF INSPECTIONS     | 11,000+            | 11,000+                      | 11,000+                      |
| EMPLOYEES                 | 3.25               | 3.25                         | 3.5                          |
|                           |                    |                              |                              |



| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                         |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                         |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; _____ estimated meetings                                                                                                                                                 |                                                                                         |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                         |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                         |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                         |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                         |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | Contract out large plan reviews, City will keep 10% of fees.<br><b>Total = \$10,000</b> |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      |                                                                                         |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | <b>Total = \$920</b>                                                                    |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles |                                                                                         |
| -290                                              | Other <b>Contractual Services - LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       |                                                                                         |

| OPERATING SUPPLIES & EXPENSE |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -310                         | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | Used for general office supplies, more things are being sent electronically<br><b>Total \$500</b>                                                                                                                                                                                                                                                                                                                                                                                                         |
| -320                         | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           | Membership dues to various organizations and for code books.<br><b>Total \$700</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| -323                         | Uniforms & Protective Gear                                                                                                | Uniform allowance, personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                                                             | Used for work boots, safety equipment, work jackets and work shirts.<br><b>Total \$1000</b>                                                                                                                                                                                                                                                                                                                                                                                                               |
| -325                         | <b>Training &amp; Staff Development - Staff Development</b> includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | The Building Inspection Department personnel have mandatory continuing education requirements provided in the Wisconsin Statutes, see explanation and CEU breakdown in Department of Commerce, Chapter 5, Credentials. The Building Inspection Department also belongs to professional organizations such as National Fire Protection Association, League of Wisconsin Municipalities, International Association of Electrical Inspectors – See two attached sheets with details.<br><b>Total \$7,000</b> |
| -330                         | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.585 per mile.                                                                                                                               | Building Inspection 3 vehicles. Building Inspector will still be reimbursed at the IRS rate when not able to use a City vehicle.<br><b>Total \$500</b>                                                                                                                                                                                                                                                                                                                                                    |
| -335                         | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              | 840 gallons of gas x \$4.00/gal = \$3,360 plus oil changes, and other maintenance on the vehicles.<br><b>Total \$ 4,000</b>                                                                                                                                                                                                                                                                                                                                                                               |
| -340                         | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | Printing of three part Building Inspection Application, Building Permit Cards, Inspection Records, and UDC Seals.<br><b>Total \$4,000</b>                                                                                                                                                                                                                                                                                                                                                                 |
| -345                         | Public Information & Education                                                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  | Used for public handouts.<br><b>Total \$200</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| -350                         | Repair & Maintenance Supplies                                                                                             | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| -355                         | <b>Equipment Expense</b>                                                                                                  | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                                    |                                |                                                                                                                                                   |                                                                                                                                                                                     |
|------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -360                               | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility. |                                                                                                                                                                                     |
| -363                               | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                          | The Building Inspection Department has 4 cell phones for the Building Inspector, (2) Building Inspectors I and one part time Building/Electrical Inspector.<br><b>Total \$4,000</b> |
| -365                               | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & stormwater charges                                             |                                                                                                                                                                                     |
| -370                               | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                             |                                                                                                                                                                                     |
| Other: Departmental Specific Items |                                |                                                                                                                                                   |                                                                                                                                                                                     |
|                                    |                                |                                                                                                                                                   |                                                                                                                                                                                     |

## **TRAINING AND STAFF DEVELOPMENT - BUILDING INSPECTION**

Account #1-52-5240-325

The City of Fitchburg is a Certified Municipality, allowing the Building Inspection Department to review larger building plans, and in turn, offer better service to our customers. We will need extra education to maintain our plan review skills. The Building Inspection Department requires extensive continuing education. We are responsible for enforcing the UDC Building Code SPS320-325, State Commercial Building Code. Further we are responsible for enforcing the State Plumbing Code SPS 381-386 and the National Electrical Code. These codes are ever changing and are updated annually. In 2005 the State required a Commercial Plumbing certification. The Building Inspector is also qualified to do Commercial Plumbing inspections.

We are required to attend educational programs and training to maintain our certifications. Classes are conducted by the Department of Safety and Professional Services, International Association of Electrical Inspectors, Bureau of Water Systems, University of Wisconsin Extension, National Fire Protection Association and local municipalities. The City is also working in creating a Green Building program. This is a new program being developed and it would help make the city a leader in Green Building technologies.

Jack Pearson, Building Inspector I has obtained his Commercial Building Inspection, UDC construction certifications, and UDC plumbing, he will need further training.

Paul Scott, Building Inspector I has obtained his UDC construction, UDC HVAC and UDC electrical certifications. He will be obtaining his UDC plumbing and Commercial Building certification, he will need further training.

Mandatory continuing education is required for the inspectors to maintain their certifications. Here is a list of their certifications and the CEU's required in a four-year cycle for recertification. Attached is a copy of the of Department of Safety and Professional Services – Chapter SPS 305 Credentials. This is the chapter that deals with all licensing, certification and continuing education for the Safety and Building Division. SPS 305.003 has a list of definitions for this chapter. SPS 305 Fees - Table 305.02 shows all of the categories and the renewal fees. The renewal fees (credential fees) are paid out of account #100-52-5240-320. Table 305.06 shows the expiration date and the term for our various certifications (#29, 30, 31, 32, 33, 34, 35 & 38).

SPS 305.61 lists the requirements to become a Commercial Building Inspector and the requirements to maintain that certification. The City is also a Certified City with the Department of Safety and Professional Services, this is good for customer service because we are able to process the building plans faster and we are less expensive than the State. This helps the contractors/owners get the project started earlier. The department is also proposing taking over all of the State plan reviews.

SPS 305.62 lists the requirements to become a Commercial Electrical Inspector. To pre-qualify for the exam a person needs at least six years of experience. At this time there are only approximately 150 Commercial Electrical Inspectors in the entire state. SPS 305.62 also lists the requirements to maintain that certification

SPS 305.63 explains the requirements for the various dwelling categories.

The State has adopted the 2009 ICB Commercial Building Code that went into effect in September 2011. The Building Inspectors will continue their training in the new code. Also, the State has adopted the new National Electrical Code in the spring of 2014. These inspectors will attend classes to update them on the changes.

**BUILDING INSPECTOR:**

|                     |                                         |
|---------------------|-----------------------------------------|
| Commercial Building | 12 hours                                |
| Commercial Electric | 12 hours                                |
| Commercial Plumbing | 12 hours                                |
| UDC Construction    | 12 hours                                |
| UDC HVAC            | 12 hours                                |
| UDC Plumbing 1      | 12 hours                                |
| UDC Electric        | 12 hours                                |
| UDC Erosion         | <u>12 hours</u>                         |
| <b>TOTAL</b>        | 96 hours per continuing education cycle |

**ASSISTANT BUILDING INSPECTOR:**

|                     |                                         |
|---------------------|-----------------------------------------|
| Commercial Building | 12 hours                                |
| Commercial Plumbing | 12 hours                                |
| UDC Construction    | 12 hours                                |
| UDC HVAC            | 12 hours                                |
| UDC Plumbing 1      | 12 hours                                |
| UDC Electric        | 12 hours                                |
| UDC Erosion         | <u>12 hours</u>                         |
| <b>TOTAL</b>        | 84 hours per continuing education cycle |

**(2) BUILDING INSPECTOR I**

|                     |                                         |
|---------------------|-----------------------------------------|
| Commercial Building | 12 hours                                |
| UDC Construction    | 12 hours                                |
| UDC Erosion         | 12 hours                                |
| UDC plumbing        | 12 hours                                |
| UDC HVAC            | 12 hours                                |
| UDC ELECTRIC        | <u>12 hours</u>                         |
| <b>TOTAL</b>        | 72 hours per continuing education cycle |

## 2015 PERSONNEL SUMMARY

**E**= Existing Employee

**N = New Hire** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT : Building Inspection

Prepared by: Building Inspection

| NP<br># | E/<br>N | Employee<br>Last Name     | Position             | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|---------|---------|---------------------------|----------------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|         | E       | Crook                     | Bldg. Inspector      | 12/90        | 2080                         |                                |                                |                                |
|         | E       | Vacant                    | Asst. Bldg. Insp.    |              | -0-                          |                                |                                |                                |
|         | E       | Vacant                    | Admin. Assist.       |              | 520                          | 5                              |                                |                                |
|         | E       | Pearson                   | Building Inspector I | 5/00         | 2080                         | 30                             |                                |                                |
|         | E       | Scott                     | Building Inspector I | 4/14         | 2080                         | 30                             |                                |                                |
|         | E       | Powers                    | Asst. Bldg. Insp.    | 3/14         | 1040                         |                                |                                |                                |
|         |         |                           |                      |              |                              |                                |                                |                                |
|         |         |                           |                      |              |                              |                                |                                |                                |
|         |         |                           |                      |              |                              |                                |                                |                                |
|         |         |                           |                      |              |                              |                                |                                |                                |
|         |         |                           |                      |              |                              |                                |                                |                                |
|         |         |                           |                      |              |                              |                                |                                |                                |
|         |         |                           |                      |              |                              |                                |                                |                                |
|         |         |                           |                      |              |                              |                                |                                |                                |
|         |         |                           |                      |              |                              |                                |                                |                                |
|         |         | Total This Page           |                      |              | 7800                         | 65                             |                                |                                |
|         |         | Total from Previous Pages |                      |              |                              |                                |                                |                                |
|         |         | TOTAL ALL PAGES           |                      |              |                              |                                |                                |                                |

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## GENERAL FUND

## 51xx- Bldg &amp; Grounds - Combined

| Account Number                 | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|--------------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-51xx-110                   | SALARIES & WAGES               | 130,910                      | 148,946                        | 57,435                              | 134,435                          | 130,557                    | (18,389)                                |
| 100-51xx-115                   | OVERTIME                       | 1,659                        | 4,847                          | 1,016                               | 4,847                            | 3,888                      | (959)                                   |
| 100-51xx-120                   | PT/LTE/SEASONAL WAGES          | 6,971                        | -                              | 3,010                               | 14,511                           | 14,208                     | 14,208                                  |
| 100-51xx-130                   | DIRECT FRINGE BENEFITS         | 19,409                       | 21,759                         | 8,841                               | 21,759                           | 20,631                     | (1,128)                                 |
| 100-51xx-135                   | LONGEVITY                      | 1,575                        | 1,665                          | 1,665                               | 1,665                            | 810                        | (855)                                   |
| 100-51xx-185                   | BOND PROGRAM/FLEX MED FEES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-51xx-240                   | REPAIR & MAINT - BY OTHERS     | 17,697                       | 27,250                         | 10,118                              | 26,300                           | 26,750                     | (500)                                   |
| 100-51xx-245                   | COMPUTER RELATED - REP & MAINT | 8,750                        | 5,000                          | -                                   | 5,000                            | 5,000                      | -                                       |
| 100-51xx-290                   | OTHER CONTRACTUAL SERVICES     | 407                          | 2,600                          | 38                                  | 1,360                            | 1,440                      | (1,160)                                 |
| 100-51xx-323                   | UNIFORMS & PROTECTIVE GEAR     | 386                          | 650                            | -                                   | 450                              | 450                        | (200)                                   |
| 100-51xx-325                   | TRAINING & STAFF DEVELOPMENT   | 69                           | 100                            | -                                   | 100                              | 100                        | -                                       |
| 100-51xx-330                   | VEHICLE USE REIMBURSEMENT      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-51xx-335                   | VEHICLE EXPENSE                | 630                          | 600                            | 128                                 | 600                              | 600                        | -                                       |
| 100-51xx-350                   | REPAIR & MAINT SUPPLIES        | 7,277                        | 7,400                          | 3,370                               | 7,100                            | 7,200                      | (200)                                   |
| 100-51xx-355                   | EQUIPMENT EXPENSE              | -                            | 3,500                          | -                                   | 2,000                            | 3,500                      | -                                       |
| 100-51xx-360                   | BUILDING REPAIRS & MAINTENANCE | 63,326                       | 51,000                         | 29,731                              | 52,000                           | 52,000                     | 1,000                                   |
| 100-51xx-363                   | COMMUNICATIONS EXPENSE         | 852                          | 930                            | 69                                  | 930                              | 930                        | -                                       |
| 100-51xx-365                   | UTILITIES & TELEPHONE          | 210,644                      | 193,750                        | 91,610                              | 221,983                          | 212,800                    | 19,050                                  |
| 100-51xx-395                   | EQUIPMENT REPLACEMENT RESERV   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-51xx-591                   | ALLOCATED BENEFIT-HEALTH INS   | 30,368                       | 33,061                         | 16,498                              | 33,061                           | 38,918                     | 5,857                                   |
| 100-51xx-592                   | ALLOCATED BENEFIT-LIFE INS     | 461                          | 543                            | 227                                 | 543                              | 237                        | (306)                                   |
| 100-51xx-593                   | ALLOCATED BENEFIT-DISABILITY   | -                            | 850                            | -                                   | -                                | 622                        | (228)                                   |
| 100-51xx-594                   | ALLOCATED BENEFIT-DENTAL INS   | 3,347                        | 3,348                          | 1,534                               | 3,348                            | 2,789                      | (559)                                   |
| Total BLDGS & GROUNDS-COMBINED |                                | 504,738                      | 507,799                        | 225,291                             | 531,992                          | 523,430                    | 15,631                                  |
|                                |                                | -                            | -                              | -                                   | -                                | -                          | -                                       |

## 2015 Budget Expenditure Detail

**Department:**        **Building Inspection – New City Hall**

Prepared By:        Building Inspection

Date Prepared:        August 20, 2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

- Working on Building Maintenance Manual
- Updating Air Handlers and AC Units at the Community Center
- Work with FACTv to install AC Unit for Server Tower
- Replaced roofs at Fire Station #1 and #2
- Replaced HVAC Unit in Fire Station #1

### NEW INITIATIVES FOR 2015:

- Look at using more green products throughout City Hall
- Complete a Building Maintenance Manual
- Replace condensing unit and Air Handlers at the Community Center
- Add additional gutters and down spouts to enhance drainage
- Install more LEED lighting in and around City Hall and the campus
- Split from Building Inspection Department and now report to Director of Public works



## 2015 Budget Expenditure Detail

**Department: Community Center**

Prepared By: Chad Sigl

Date Prepared: August 2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

- Hired 2 new weekend attendants. These attendants are on-site for all weekend rentals. The attendants meet & greet the renters and are available throughout the event to answer questions and handle issues that arise. Attendants also complete routine cleaning of facility on the weekends.
- Developed detailed cleaning checklist for weekend attendants.
- Replaced outdated tables throughout Community Center.

### NEW INITIATIVES FOR 2015:

- Continue to maintain quality customer service.
- Increase marketing efforts.

## Community Center Usage Comparison

### 2014 Fitchburg Community Center Facility Usage Report (as of 8/13/14)

| Room Name                  | Days Reserved | Hours Reserved  | Number of People | Usage By Hour |
|----------------------------|---------------|-----------------|------------------|---------------|
| Oak Hall                   | 310           | 1,219.00        | 19,288           | 24.00%        |
| Fitchburg Room             | 148           | 697.40          | 6,172            | 14.00%        |
| Stoner Prairie Dining Room | 268           | 2,220.75        | 12,397           | 44.00%        |
| Swan Creek Room            | 274           | 2,223.75        | 11,914           | 44.00%        |
| Syene Room                 | 41            | 96.50           | 517              | 2.00%         |
| Prairie View Room          | 134           | 324.00          | 4,984            | 7.00%         |
| <b>Totals</b>              | <b>1175</b>   | <b>6,781.40</b> | <b>55,272</b>    | <b>22.50%</b> |

### 2013 Fitchburg Community Center Facility Usage Report

| Room Name                  | Days Reserved | Hours Reserved  | Number of People | Usage By Hour |
|----------------------------|---------------|-----------------|------------------|---------------|
| Oak Hall                   | 317           | 1,047.25        | 18,632           | 21.00%        |
| Fitchburg Room             | 166           | 479.31          | 5,123            | 10.00%        |
| Stoner Prairie Dining Room | 272           | 2,224.25        | 12,893           | 44.00%        |
| Swan Creek Room            | 277           | 2,262.25        | 6,758            | 45.00%        |
| Syene Room                 | 22            | 32.75           | 284              | 1.00%         |
| Prairie View Room          | 171           | 514.25          | 4,984            | 10.00%        |
| <b>Totals</b>              | <b>1225</b>   | <b>6,560.06</b> | <b>48,674</b>    | <b>22.00%</b> |

### 2012 Fitchburg Community Center Facility Usage Report

| Room Name                  | Days Reserved | Hours Reserved  | Number of People | Usage By Hour |
|----------------------------|---------------|-----------------|------------------|---------------|
| Oak Hall                   | 329           | 1,184.25        | 23,848           | 23.11%        |
| Fitchburg Room             | 169           | 769.73          | 6,286            | 15.00%        |
| Greenfield Room            | 23            | 215.00          | 2,375            | 4.20%         |
| Stoner Prairie Dining Room | 280           | 2,356.75        | 16,839           | 46.00%        |
| Swan Creek Room            | 293           | 2,301.50        | 15,929           | 45.00%        |
| Prairie View Room          | 176           | 576.58          | 4,533            | 11.25%        |
| <b>Totals</b>              | <b>1270</b>   | <b>7,403.81</b> | <b>44,360</b>    | <b>24.10%</b> |

### 2011 Fitchburg Community Center Facility Usage Report

| Room Name                  | Days Reserved | Hours Reserved  | Number of People | Usage By Hour |
|----------------------------|---------------|-----------------|------------------|---------------|
| Oak Hall                   | 298           | 792.00          | 19,237           | 16.00%        |
| Fitchburg Room             | 146           | 438.08          | 4,664            | 8.50%         |
| Greenfield Room            | 109           | 722.75          | 1,930            | 15.00%        |
| Stoner Prairie Dining Room | 264           | 2,176.00        | 21,999           | 43.00%        |
| Swan Creek Room            | 268           | 2,167.50        | 21,715           | 42.50%        |
| <b>Totals</b>              | <b>1085</b>   | <b>6,296.33</b> | <b>69,545</b>    | <b>25.00%</b> |

### 2010 Fitchburg Community Center Facility Usage Report

| Room Name                  | Days Reserved | Hours Reserved | Number of People | Usage By Hour |
|----------------------------|---------------|----------------|------------------|---------------|
| Oak Hall                   | 317           | 1,484.00       | 28,219           | 29.12%        |
| Fitchburg Room             | 256           | 984.00         | 12,910           | 18.02%        |
| Greenfield Room            | 201           | 744.75         | 8,670            | 13.64%        |
| Stoner Prairie Dining Room | 283           | 2,418.75       | 13,761           | 44.30%        |
| Swan Creek Room            | 283           | 2,350          | 11,394           | 43.04%        |

## Community Center Usage Comparison

|               |             |                 |               |               |
|---------------|-------------|-----------------|---------------|---------------|
| <b>Totals</b> | <b>1340</b> | <b>7,981.75</b> | <b>74,954</b> | <b>29.63%</b> |
|---------------|-------------|-----------------|---------------|---------------|

### 2009 Fitchburg Community Center Facility Usage Report

| Room Name                 | Days Reserved | Hours Reserved  | Number of People | Usage By Hour |
|---------------------------|---------------|-----------------|------------------|---------------|
| Oak Hall                  | 231           | 1,251.50        | 19,906           | 24.59%        |
| Fitchburg Room            | 228           | 1,313.25        | 12,539           | 25.80%        |
| Greenfield Room           | 210           | 1,062.75        | 9,685            | 20.88%        |
| Stoner Prarie Dining Room | 229           | 522.50          | 6,110            | 10.27%        |
| Swan Creek Room           | 225           | 453             | 3,188            | 9.00%         |
| Kitchen                   | 218           | 256             | 1,535            | 5.30%         |
| <b>Totals</b>             | <b>1341</b>   | <b>9,704.25</b> | <b>56,033</b>    | <b>16%</b>    |

### 2008 Fitchburg Community Center Facility Usage Report

| Room Name                 | Days Reserved | Hours Reserved  | Number of People | Usage By Hour |
|---------------------------|---------------|-----------------|------------------|---------------|
| Oak Hall                  | 308           | 1,171.31        | 22,274           | 23%           |
| Fitchburg Room            | 288           | 1,395.25        | 16,212           | 27.30%        |
| Greenfield Room           | 217           | 1,032.50        | 12,902           | 20.20%        |
| Stoner Prarie Dining Room | 131           | 537             | 7,811            | 10.50%        |
| Swan Creek Room           | 135           | 507             | 5,008            | 10%           |
| Kitchen                   | 42            | 249.5           | 3,357            | 4.90%         |
| <b>Totals</b>             | <b>1,121</b>  | <b>4,892.56</b> | <b>67,564</b>    | <b>16%</b>    |

### 2007 Fitchburg Community Center Facility Usage Report

| Room Name                 | Days Reserved | Hours Reserved  | Number of People | Usage By Hour |
|---------------------------|---------------|-----------------|------------------|---------------|
| Oak Hall                  | 309           | 1139            | 23,316           | 22%           |
| Fitchburg Room            | 290           | 1,230.50        | 15,923           | 24.00%        |
| Greenfield Room           | 243           | 934.75          | 8,183            | 18.30%        |
| Stoner Prarie Dining Room | 151           | 529.5           | 7,539            | 10.40%        |
| Swan Creek Room           | 135           | 491             | 4,156            | 9%            |
| Kitchen                   | 47            | 227             | 2,928            | 4.40%         |
| <b>Totals</b>             | <b>1,203</b>  | <b>4,551.75</b> | <b>62,045</b>    | <b>15%</b>    |

### 2006 Fitchburg Community Center Facility Usage Report

| Room Name                 | Days Reserved | Hours Reserved | Number of People | Usage By Hour |
|---------------------------|---------------|----------------|------------------|---------------|
| Oak Hall                  | 294           | 1,188.25       | 22,020           | 23%           |
| Fitchburg Room            | 285           | 1,122.25       | 16,577           | 22.00%        |
| Greenfield Room           | 213           | 802.5          | 4,112            | 15.70%        |
| Stoner Prarie Dining Room | 109           | 307            | 5,705            | 6.00%         |

## Community Center Usage Comparison

|                 |              |                 |               |            |
|-----------------|--------------|-----------------|---------------|------------|
| Swan Creek Room | 187          | 470             | 3,270         | 9%         |
| Kitchen         | 17           | 71.5            | 965           | 1.30%      |
| <b>Totals</b>   | <b>1,105</b> | <b>3,961.50</b> | <b>52,649</b> | <b>13%</b> |

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                       |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                       |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; _____ estimated meetings                                                                                                                                                 |                                                                                                                                       |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                       |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                       |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                                                                       |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                                                       |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             |                                                                                                                                       |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      | Upgrades to existing systems, wireless and paperless equipment installed, maintenance to fitness room equipment<br><br><b>\$1,200</b> |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | Maintenance Agreement per IT for the security system.<br><br><b>Total \$5,000</b>                                                     |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles |                                                                                                                                       |
| -290                                              | Other <b>Contractual Services - LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       | Charter (new May 2014) \$20/month = \$240                                                                                             |

| OPERATING SUPPLIES & EXPENSE |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                             |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| -310                         | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    |                                                                                                             |
| -320                         | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           |                                                                                                             |
| -323                         | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     | Work boots, pants and shirts. This includes maintenance supervisor and 2 custodians.<br><b>Total \$450</b>  |
| -325                         | <b>Training &amp; Staff Development</b> - Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <i><b>Detail of this account to be submitted with budget proposal.</b></i> | Continue to train maintenance worker on new equipment.<br><b>Total \$100</b>                                |
| -330                         | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.445 per mile.                                                                                                                               |                                                                                                             |
| -335                         | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              | Vehicle expense for building maintenance vehicle.<br><b>Total \$600</b>                                     |
| -340                         | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        |                                                                                                             |
| -345                         | Public Information & Education                                                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  |                                                                                                             |
| -350                         | Repair & Maintenance Supplies                                                                                             | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                | Supplies or repairs to vacuum cleaner and other equipment.<br><b>Total \$200</b>                            |
| -355                         | <b>Equipment Expense</b>                                                                                                  | Lease costs, replacements of minor equipment not included in the capital budget. <i><b>Detail of this account to be submitted with budget proposal.</b></i>                                                                                   | New janitorial equipment as cart, vacuum cleaner, mops, buckets. Replace as needed.<br><b>Total \$2,000</b> |

|                                    |                                |                                                                                                                                                   |                                                                                                                                                                           |
|------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -360                               | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility. | This includes all the paper products, floor mats, floor care, janitorial supplies, air filters, light bulbs and other general building supplies.<br><b>Total \$25,000</b> |
| -363                               | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                          | Cell phones for maintenance worker and custodians.<br><b>Total \$930</b>                                                                                                  |
| -365                               | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & stormwater charges                                             | <b>Total \$95,000</b>                                                                                                                                                     |
| -370                               | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                             |                                                                                                                                                                           |
| Other: Departmental Specific Items |                                |                                                                                                                                                   |                                                                                                                                                                           |
|                                    |                                |                                                                                                                                                   |                                                                                                                                                                           |
|                                    |                                |                                                                                                                                                   |                                                                                                                                                                           |
|                                    |                                |                                                                                                                                                   |                                                                                                                                                                           |

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; _____ estimated _____ meetings                                                                                                                                           |                                                                                                                                                                |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                                                                                                |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             |                                                                                                                                                                |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      | <ul style="list-style-type: none"> <li>- Floor waxing</li> <li>- Small repairs</li> <li>- Painting</li> </ul> <p style="text-align: right;"><b>\$8,000</b></p> |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             |                                                                                                                                                                |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles |                                                                                                                                                                |
| -290                                              | Other <b>Contractual Services - LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       | <ul style="list-style-type: none"> <li>- Community Center security/support maintenance</li> </ul> <p style="text-align: right;"><b>\$1,000</b></p>             |



**OPERATING SUPPLIES & EXPENSE**

|      |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                       |
|------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| -310 | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    |                                                                       |
| -320 | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           |                                                                       |
| -323 | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     | <b>\$200</b>                                                          |
| -325 | <b>Training &amp; Staff Development</b> - Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <i><b>Detail of this account to be submitted with budget proposal.</b></i> |                                                                       |
| -330 | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.585 per mile.                                                                                                                               | #miles_____ x rate =                                                  |
| -335 | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              |                                                                       |
| -340 | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        |                                                                       |
| -345 | Public Information & Education                                                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  |                                                                       |
| -350 | Repair & Maintenance Supplies                                                                                             | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                | ➤ Paint<br>➤ Ceiling tiles<br><br>align="right"> <b>\$200</b>         |
| -355 | <b>Equipment Expense</b>                                                                                                  | Lease costs, replacements of minor equipment not included in the capital budget. <i><b>Detail of this account to be submitted with budget proposal.</b></i>                                                                                   | Replace tables and chairs as needed.<br><br>align="right"> <b>-0-</b> |

|                                    |                                |                                                                                                                                                   |                                                                                                                                                                                                      |
|------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -360                               | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility. | Administered by Building Inspection. Based on current expenditures. Paper products, elevator service, General Heating service, sprinkler inspection, and repairs to the building.<br><b>\$18,500</b> |
| -363                               | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                          |                                                                                                                                                                                                      |
| -365                               | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                            | Based on current expenditures.<br>MG&E – avg \$2,100 per month<br>TDS - \$60 per month<br>Fitchburg Utiliries \$1,000 per quarter<br><b>\$30,000</b>                                                 |
| -370                               | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                             |                                                                                                                                                                                                      |
| Other: Departmental Specific Items |                                |                                                                                                                                                   |                                                                                                                                                                                                      |
|                                    |                                |                                                                                                                                                   |                                                                                                                                                                                                      |
|                                    |                                |                                                                                                                                                   |                                                                                                                                                                                                      |
|                                    |                                |                                                                                                                                                   |                                                                                                                                                                                                      |

| Account #                               | Account Title                                                                                                             | Usual Expenditures for this Account                                                                                                                                                                                                           | Detail of Proposed Expenditures |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>OPERATING SUPPLIES &amp; EXPENSE</b> |                                                                                                                           |                                                                                                                                                                                                                                               |                                 |
| -310                                    | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | N/A                             |
| -320                                    | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           | N/A                             |
| -323                                    | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     | N/A                             |
| -325                                    | <b>Training &amp; Staff Development -</b> Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | N/A                             |
| -330                                    | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the rate of .50 cents per mile.                                                                                                                            | N/A                             |
| -335                                    | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              | N/A                             |
| -340                                    | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | N/A                             |
| -345                                    | Public Information & Education                                                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  | N/A                             |
| -350                                    | Repair & Maintenance Supplies                                                                                             | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                | <b>TOTAL: \$500</b>             |

|                                             |                                |                                                                                                                                                   |                       |
|---------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| -355                                        | <b>Equipment Expense</b>       | Lease costs, replacements of minor equipment not included in the capital budget.                                                                  | N/A                   |
| -360                                        | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility. | N/A                   |
| -363                                        | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                          | N/A                   |
| -365                                        | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & stormwater charges                                             | <b>TOTAL: \$4,800</b> |
| -370                                        | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                             | N/A                   |
| Other: Departmental Specific Items          |                                |                                                                                                                                                   |                       |
| -390 Operating Contingency/Replacement Fund |                                |                                                                                                                                                   | N/A                   |
|                                             |                                |                                                                                                                                                   |                       |

2015

## ESTIMATED EXPENSES - GENERAL FUND

Prepared By: Chad Grossen

**100-5162 – Public Safety Building (Headquarters) Building & Grounds Budget**

| Account #                               | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                                                                                                                                                                             |
|-----------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CONTRACTUAL SERVICES</b>             |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                             |
| -210                                    | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | <b>NA – This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                       |
| -240                                    | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      | Annual service contract for generator = \$325<br>Quarterly sprinkler system test = \$350<br>Repairs to station appliances = \$1,000<br>Repairs to station heating/cooling = \$1,000<br>Repairs to other station systems = \$600<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$3,275</b> |
| -245                                    | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for Hardware or Software repairs, enhancements or replacement.                                                                                    | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                       |
| -250                                    | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                       |
| -290                                    | Other <b>Contractual Services – LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                | Quarterly lawn service = \$500<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$500.00</b>                                                                                                                                                                                                 |
| <b>OPERATING SUPPLIES &amp; EXPENSE</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                             |
| -310                                    | Office Supplies & Postage                                        | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                    | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                       |
| -320                                    | Publications, Subscriptions & Dues                               | Professional Organization dues, reference materials or publications                                                                                                                                           | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                       |
| -323                                    | Uniforms & Protective Gear                                       | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                     | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                       |

|      |                                                                                                                                               |                                                                                                                                                                                                                                               |                                                                                                                                                                                                          |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -325 | <b>Training &amp; Staff Development – Staff Development</b> – Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                    |
| -330 | Vehicle Use Reimbursements                                                                                                                    | Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.                                                                                                                                              | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                    |
| -335 | Vehicle Expense                                                                                                                               | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                    |
| -340 | Operating Materials & Supplies                                                                                                                | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                    |
| -345 | Public Information & Education                                                                                                                | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  | <b>NA - This account is not funded</b><br>\ <b>Proposed 2015 budget amount: \$0</b>                                                                                                                      |
| -350 | Repair & Maintenance Supplies                                                                                                                 | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                | Garage door maintenance = \$1,250<br>Misc. materials for facility repair and maintenance = \$750<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$2,000.00</b>          |
| -355 | <b>Equipment Expense</b>                                                                                                                      | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                                                   | Misc. small station equipment = \$500<br>(kitchen utensils/tools, dorm room items)<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$500.00</b>                          |
| -360 | Building Repairs & Maintenance                                                                                                                | Includes cleaning supplies (excluding janitorial service – see contractual services); minor repairs or preventative maintenance for the facility.                                                                                             | Monthly pest control service = \$350<br>Paper & cleaning products = \$2,500<br>Water softener salt = \$150<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$3000.00</b> |
| -363 | Communications Expense                                                                                                                        | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                                                                                                      | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                    |

|      |                       |                                                                                                                        |                                                                                                                                                                                                                                                                       |
|------|-----------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -365 | Utilities & Telephone | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                 | <p>Gas &amp; electric = \$26,000<br/> Fitchburg Utility District = \$2,900<br/> Cable = \$1100</p> <p>The Department recommends this account be increased by \$3,500 due to higher cable and utility costs</p> <p><b>Proposed 2015 budget amount: \$28,500.00</b></p> |
| -370 | Roadway Supplies      | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc. | <p><b>NA - This account is not funded</b></p> <p><b>Proposed 2015 budget amount: \$0</b></p>                                                                                                                                                                          |
| -390 | Other                 | Departmental Specific Items                                                                                            | <p><b>NA - This account is not funded</b></p> <p><b>Proposed 2015 budget amount: \$0</b></p>                                                                                                                                                                          |

## 100-5163 – Station #2 Building & Grounds Budget

| Account #                               | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                                                                                                                                                                                |
|-----------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CONTRACTUAL SERVICES</b>             |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                |
| -210                                    | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                          |
| -240                                    | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      | Annual service contract for generator = \$325<br>Quarterly sprinkler system test = \$400<br>Repairs to station appliances = \$1,000<br>Repairs to station heating/cooling = \$1,000<br>Repairs to other station systems = \$550<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$3,275.00</b> |
| -245                                    | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for Hardware or Software repairs, enhancements or replacement.                                                                                    | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                          |
| -250                                    | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                          |
| -290                                    | Other <b>Contractual Services – LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                | Quarterly TruGreen lawn service = \$350<br>Propane delivery from Amerigas = \$350<br><br>The Department recommends this account be increased by \$100 due to an increase in the price of propane<br><br><b>Proposed 2015 budget amount: \$700.00</b>                                                                           |
| <b>OPERATING SUPPLIES &amp; EXPENSE</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                |
| -310                                    | Office Supplies & Postage                                        | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                    | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                          |
| -320                                    | Publications, Subscriptions & Dues                               | Professional Organization dues, reference materials or publications                                                                                                                                           | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                          |
| -323                                    | Uniforms & Protective Gear                                       | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                     | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                          |



|      |                                                                                                                                               |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                              |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -325 | <b>Training &amp; Staff Development – Staff Development</b> – Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                        |
| -330 | Vehicle Use Reimbursements                                                                                                                    | Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.                                                                                                                                              | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                        |
| -335 | Vehicle Expense                                                                                                                               | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                        |
| -340 | Operating Materials & Supplies                                                                                                                | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                        |
| -345 | Public Information & Education                                                                                                                | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  | <b>NA - This account is not funded</b><br>\ <b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                          |
| -350 | Repair & Maintenance Supplies                                                                                                                 | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                | Garage door maintenance = \$1,250<br>Misc. materials for facility repair = \$750<br><br><b>No change from 2014 budget</b><br><b>Proposed 2015 budget amount: \$2000.00</b>                                                                                                                   |
| -355 | <b>Equipment Expense</b>                                                                                                                      | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                                                   | Misc. small station equipment = \$1,000<br>(kitchen utensils/tools, dorm room items)<br><br><b>No change from 2014 budget</b><br><b>Proposed 2015 budget amount: \$1000.00</b>                                                                                                               |
| -360 | Building Repairs & Maintenance                                                                                                                | Includes cleaning supplies (excluding janitorial service – see contractual services); minor repairs or preventative maintenance for the facility.                                                                                             | Monthly pest control service = \$350<br>Paper & cleaning products = \$2,500<br>Water softener salt = \$150<br><br>The Department recommends this account be increased by \$1,000 to cover the true costs of paper and cleaning supplies<br><br><b>Proposed 2015 budget amount: \$3000.00</b> |
| -363 | Communications Expense                                                                                                                        | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                                                                                                      | <b>NA - This account is not funded</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                        |

|      |                       |                                                                                                                        |                                                                                                                                                                                                                                                                       |
|------|-----------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -365 | Utilities & Telephone | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                 | <p>Gas &amp; electric = \$22,000<br/> Fitchburg Utility District = \$2,500<br/> Cable = \$1020</p> <p>The Department recommends this account be increased by \$1,500 due to higher cable and utility costs</p> <p><b>Proposed 2015 budget amount: \$24,500.00</b></p> |
| -370 | Roadway Supplies      | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc. | <p><b>NA - This account is not funded</b></p> <p><b>Proposed 2015 budget amount: \$0</b></p>                                                                                                                                                                          |
| -390 | Other                 | Departmental Specific Items                                                                                            | <p><b>NA - This account is not funded</b></p> <p><b>Proposed 2015 budget amount: \$0</b></p>                                                                                                                                                                          |

## 2015 Budget Expenditure Detail

### Evidence Facility Account# 100-51-5166

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                 |
| 140                                               | Per Diem for Commission & Committees<br>_____                    | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 | N/A                             |
| ___                                               | Per Diem for<br>_____                                            | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 | N/A                             |
| ___                                               | Per Diem for<br>_____                                            | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 | N/A                             |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             | N/A                             |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                 |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | N/A                             |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      | <b>TOTAL: \$3,500</b>           |
| -245                                              | <b>Computer Related Repairs &amp; Maintenance</b>                | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | N/A                             |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles | N/A                             |
| -290                                              | Other <b>Contractual Services - LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       | N/A                             |
|                                                   |                                                                  |                                                                                                                                                                                                               |                                 |

## 2015 PERSONNEL SUMMARY

**E= Existing Employee**

**N = New Hire** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: Building Inspection-New City Hall-Maintenance Prepared By: Building Inspection

| NP # | E/N | Employee Last Name        | Position                         | Date of Hire | Annual Hours - Regular | Estimated Overtime Hours | Annual Hours - Part Time | Shift Differential Hours |
|------|-----|---------------------------|----------------------------------|--------------|------------------------|--------------------------|--------------------------|--------------------------|
|      | E   | Richmond                  | Buildings & Grounds Supervisor   | 4/30/11      | 2,080                  | 50                       |                          |                          |
|      | E   | Schlimgen                 | Custodian                        | 1/01         | 2,080                  | 50                       |                          |                          |
|      | E   | Ohms                      | Custodian<br>(½ paid by Library) | 7/14         | 2,080                  | 50                       |                          |                          |
|      | E   | Reik, Dale                | Custodian<br>(paid by Library)   | 7/5/11       |                        |                          | 1,040                    |                          |
|      | E   | Fields, David             | Custodian<br>(paid by Library)   | 7/21/14      |                        |                          | 1,040                    |                          |
|      | E   | Maerz, Brad               | Custodian<br>(previously CC)     | 2/26/14      |                        |                          | 1,040                    |                          |
|      | E   | Gundlach, Michael         | Custodian<br>(previously CC)     | 7/14/14      |                        |                          | 1,040                    |                          |
|      | E   | Vacant – PT               | Custodian                        |              |                        |                          | 1,040                    |                          |
|      |     |                           |                                  |              |                        |                          |                          |                          |
|      |     |                           |                                  |              |                        |                          |                          |                          |
|      |     |                           |                                  |              |                        |                          |                          |                          |
|      |     |                           |                                  |              |                        |                          |                          |                          |
|      |     | Total This Page           |                                  |              | 6,240                  | 150                      | 5,200                    |                          |
|      |     | Total from Previous Pages |                                  |              |                        |                          |                          |                          |
|      |     | TOTAL ALL PAGES           |                                  |              |                        |                          |                          |                          |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**

# 2015 PROPOSED MAYORAL BUDGET:

## PLANNING & ZONING

PLANNING OPERATING BUDGET

TAX INCREMENT DISTRICTS

## GENERAL FUND

## 5630- Planning

| Account Number           | Account Title                   | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|--------------------------|---------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5630-110             | SALARIES & WAGES - PLANNING     | 199,052                      | 203,269                        | 95,474                              | 203,269                          | 212,889                    | 9,620                                   |
| 100-5630-115             | OVERTIME                        | 803                          | 5,151                          | 974                                 | 5,151                            | 3,412                      | (1,739)                                 |
| 100-5630-120             | PT/LTE/SEASONAL WAGES           | 5,877                        | 7,350                          | 2,291                               | 7,350                            | 7,350                      | -                                       |
| 100-5630-130             | DIRECT FRINGE BENEFITS          | 29,239                       | 31,307                         | 14,486                              | 31,307                           | 32,038                     | 731                                     |
| 100-5630-135             | LONGEVITY                       | 1,290                        | 1,440                          | 1,440                               | 1,440                            | 1,530                      | 90                                      |
| 100-5630-147             | PER DIEMS - COMMISSIONS & BDS   | 2,485                        | 3,445                          | 740                                 | 3,445                            | 3,445                      | -                                       |
| 100-5630-185             | BOND PROGRAM/FLEX MED FEES      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5630-210             | PROFESSIONAL SERVICES           | -                            | 4,200                          | -                                   | 3,800                            | 12,200                     | 8,000                                   |
| 100-5630-240             | REPAIR & MAINT - BY OTHERS      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5630-245             | COMPUTER RELATED REPAIR & MAINT | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5630-250             | PUBLIC NOTICES & ADS            | 2,393                        | 3,700                          | 2,287                               | 4,200                            | 4,600                      | 900                                     |
| 100-5630-290             | OTHER CONTRACTUAL SERVICES      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5630-310             | OFFICE SUPPLIES & POSTAGE       | 1,198                        | 1,700                          | 637                                 | 1,750                            | 1,800                      | 100                                     |
| 100-5630-320             | PUBLICATIONS, DUES & SUBSCRIPT  | 1,047                        | 1,700                          | 1,069                               | 1,800                            | 1,900                      | 200                                     |
| 100-5630-325             | TRAINING & STAFF DEVELOPMENT    | 2,213                        | 4,100                          | -                                   | 4,100                            | 3,050                      | (1,050)                                 |
| 100-5630-330             | VEHICLE USE REIMBURSEMENT       | 343                          | 790                            | -                                   | 521                              | 506                        | (284)                                   |
| 100-5630-340             | OPERATING MATERIALS & SUPPLIES  | -                            | 250                            | -                                   | 250                              | 250                        | -                                       |
| 100-5630-345             | PUBLIC INFORMATION & EDUCATION  | -                            | 6,550                          | -                                   | 6,500                            | 900                        | (5,650)                                 |
| 100-5630-355             | EQUIPMENT EXPENSE               | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5630-395             | EQUIPMENT REPLACEMENT RESERV    | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5630-591             | ALLOCATED BENEFIT-HEALTH INS    | 29,419                       | 29,813                         | 19,811                              | 29,813                           | 40,644                     | 10,831                                  |
| 100-5630-592             | ALLOCATED BENEFIT-LIFE INS      | 484                          | 607                            | 303                                 | 607                              | 618                        | 11                                      |
| 100-5630-593             | ALLOCATED BENEFIT-DISABILITY    | -                            | 822                            | -                                   | -                                | 841                        | 19                                      |
| 100-5630-594             | ALLOCATED BENEFIT-DENTAL INS    | 2,042                        | 1,924                          | 1,318                               | 1,924                            | 1,924                      | -                                       |
| Total ZONING & PLANNING: |                                 | 277,885                      | 308,118                        | 140,830                             | 307,227                          | 329,897                    | 21,779                                  |

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**TIF DISTRICT #4**

FUND NUMBER: 404

FITCHBURG TECHNOLOGY CAMPUS/PROMEGAHwy 14 INTERCHANGE

| ACCOUNT<br>NUMBER                            | ACCOUNT DESCRIPTION                                             | 2013<br>ACTUAL     | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/14 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
|----------------------------------------------|-----------------------------------------------------------------|--------------------|---------------------------|---------------------------|-----------------------------|----------------------------|
| <b>REVENUES</b>                              |                                                                 |                    |                           |                           |                             |                            |
| 404-4112-000                                 | TIF #4 INCREMENT - KELLY                                        | \$1,524,922        | \$1,600,550               | \$1,608,496               | \$1,608,496                 | \$1,325,000                |
| 404-4113-100                                 | TIF #4 INCREMENT - PROMEGA                                      | \$505,255          | \$502,729                 | \$1,585,704               | \$1,585,704                 | \$1,650,000                |
| 404-4114-000                                 | TID 4 INCREMENT - AVANTE                                        | \$4,588            | \$4,565                   | (\$11,012)                | -\$11,012                   | \$0                        |
| 404-4114-100                                 | TID 4 INCREMENT - OTHERS                                        | (\$30,656)         | (\$4,565)                 | (\$148,956)               | -\$148,956                  | \$187,243                  |
| 404-4354-000                                 | EXEMPT COMP AID-FTC/KELLY                                       | \$261,843          | \$261,843                 | \$0                       | \$0                         | \$0                        |
| 404-4355-100                                 | EXEMPT COMPUTER AID - PROMEGA                                   | \$414,755          | \$414,755                 | \$0                       | \$0                         | \$0                        |
| 404-4810-100                                 | INTEREST INCOME - PROMEGA                                       | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-4810-400                                 | INTEREST INCOME                                                 | \$0                | \$10,000                  | \$0                       | \$0                         | \$0                        |
| 404-4890-300                                 | PROCEEDS FROM DEBT - KELLY                                      | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-4891-100                                 | DEBT PROCEEDS - PROMEGA                                         | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-4890-001                                 | TID #4 DEBT PROCEEDS-NINE SPR                                   | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-4890-043                                 | OTHER REVENUE                                                   | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-4911-001                                 | PREMIUM ON DEBT ISSUE                                           | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-4930-404                                 | AMOUNT TO BE PROVIDED BY FUTURE INCREMENT<br>(BUDGET NOTE ONLY) | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| <b>TOTAL REVENUE AND SOURCES</b>             |                                                                 | <b>\$2,680,707</b> | <b>\$2,789,877</b>        | <b>\$3,034,232</b>        | <b>\$3,034,232</b>          | <b>\$3,162,243</b>         |
| <b>EXPENSES</b>                              |                                                                 |                    |                           |                           |                             |                            |
| 404-5730-001                                 | INFRASTRUCTURE PAYMENTS-Kelly                                   | \$227,426          | \$906,012                 | \$198,382                 | \$906,012                   | \$884,958                  |
| 404-5730-002                                 | IMPLEMENTATION/ADMINISTRATION-Kelly                             | \$1,959            | \$0                       | \$8,841                   | \$9,000                     | \$10,000                   |
| 404-5730-003                                 | LEGAL, CONSULTING & OTHER PROFESS-Kelly                         | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5730-004                                 | MARKETING-Kelly                                                 | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5730-005                                 | TECH ASSESSMENT PLAN-Kelly                                      | \$0                | \$10,000                  | \$0                       | \$0                         | \$15,006                   |
| 404-5730-006                                 | LACY ROAD SIGNAL-Kelly                                          | \$0                | \$0                       | \$0                       | \$0                         | \$10,000                   |
| 404-5730-007                                 | LACY ROAD IMPROVEMENTS-Kelly                                    | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5730-008                                 | LACY ROAD POWER UNDERGROUND-Kelly                               | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5730-009                                 | FISH HATCHERY ROAD PRELIM DESIGN-Kelly                          | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5730-010                                 | PURCHASE OF LAND-Kelly                                          | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5730-011                                 | OTHER INTEREST EXPENSE                                          | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5730-012                                 | E CHERYL/FISH HATCHERY RD SIGNAL-Kelly                          | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5730-013                                 | FISH HATCHERY ROAD IMPROVEMENTS                                 | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5730-014                                 | LACY RD & PARKWAY RD ENHANCEMENTS                               | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5730-020                                 | DEVELOPMENT INCENTIVES-Kelly                                    | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5730-101                                 | NOBEL DR & MICA RD - FTC                                        | \$0                | \$0                       | \$0                       | \$2,000,000                 | \$0                        |
| 404-5730-102                                 | IMPLEMENTATION/ADMIN-Nine Springs                               | \$8,558            | \$0                       | \$1,657                   | \$0                         | \$0                        |
| 404-5730-103                                 | LEGAL, CONSULTING & OTH PROFESS-Nine Springs                    | \$30               | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5730-104                                 | INTERCHANGE-LACY TO MM - NINE SPRINGS                           | \$99,086           | \$100,000                 | \$19,471                  | \$100,000                   | \$0                        |
| 404-5730-105                                 | LACY RD CONNECTION-ROUNDAABOUT                                  | (\$18,153)         | \$250,000                 | \$0                       | \$250,000                   | \$0                        |
| 404-5730-106                                 | UNDERPASS-NINE SPRINGS                                          | \$36,221           | \$50,000                  | \$0                       | \$50,000                    | \$0                        |
| 404-5730-107                                 | E CHERYL/LACY CONNECTOR                                         | (\$285,551)        | \$365,000                 | \$60,857                  | \$365,000                   | \$0                        |
| 404-5730-108                                 | RAILROAD CROSSINGS                                              | \$20,307           | \$0                       | \$18,076                  | \$0                         | \$0                        |
| 404-5730-110                                 | DEVELOPMENT INCENTIVES-NINE SPRINGS                             | \$0                | \$0                       | \$0                       | \$1,500,000                 | \$0                        |
| 404-5731-001                                 | INFRASTRUCTURE PAYMENTS-Promega                                 | \$312,778          | \$870,912                 | \$291,589                 | \$0                         | \$1,099,800                |
| 404-5731-002                                 | IMPLEMENTATION/ADMINISTRATION-Promega                           | \$1,822            | \$3,000                   | \$909                     | \$1,000                     | \$3,000                    |
| 404-5731-003                                 | LEGAL, CONSULTING & OTHER PROFESS-Promega                       | \$5,638            | \$1,000                   | \$0                       | \$0                         | \$0                        |
| 404-5731-004                                 | MARKETING-Promega                                               | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| 404-5832-001                                 | NEW DEBT ISS COSTS/BOND PROCEEDS                                | \$0                | \$0                       | \$0                       | \$0                         | \$0                        |
| <b>TOTAL PROJECT COSTS - TID #4</b>          |                                                                 | <b>\$410,120</b>   | <b>\$2,555,924</b>        | <b>\$599,782</b>          | <b>\$5,181,012</b>          | <b>\$2,022,764</b>         |
| <b>TOTAL OTHER COSTS &amp; REALLOCATIONS</b> |                                                                 |                    |                           |                           |                             |                            |
| 404-5922-100                                 | TRANS TO GEN FUND FOR ADMIN REIMB-Kelly                         | \$0                | \$2,000                   | \$0                       | \$0                         | \$0                        |
| 404-5922-101                                 | TRANS TO DEBT SERVICE-Kelly                                     | \$647,289          | \$987,690                 | \$428,225                 | \$0                         | \$0                        |
| 404-5922-105                                 | TRANS TO GF FOR ADMIN-NINE SPR                                  | \$0                | \$10,000                  | \$0                       | \$0                         | \$0                        |
| 404-5922-106                                 | TRANSFER TO DS-NINE SPRINGS                                     | \$470,510          | \$0                       | \$188,064                 | \$0                         | \$0                        |
| 404-5922-200                                 | TRANS TO GENERAL FUND FOR ADMIN REIMB-Promega                   | \$0                | \$1,000                   | \$0                       | \$0                         | \$0                        |
| 404-5922-202                                 | TRANS TO DEBT SERVICE-Promega                                   | \$0                | \$83,286                  | \$0                       | \$0                         | \$0                        |
| <b>TOTAL OTHER COSTS &amp; REALLOCATIONS</b> |                                                                 | <b>\$1,117,799</b> | <b>\$1,083,976</b>        | <b>\$616,289</b>          | <b>\$0</b>                  | <b>\$0</b>                 |
| <b>404</b>                                   | <b>TOTAL EXPENSES</b>                                           | <b>\$1,527,919</b> | <b>\$3,639,900</b>        | <b>\$1,216,070</b>        | <b>\$5,181,012</b>          | <b>\$2,022,764</b>         |
| Estimated Fund Balance Added (Used)          |                                                                 | \$1,152,787        |                           |                           | (\$2,146,780)               | \$1,139,479                |
| PRIOR YEAR FUND BALANCE                      |                                                                 | \$3,626,427        |                           |                           | \$4,779,214                 | \$2,632,434                |
| CURRENT YEAR FUND BALANCE                    |                                                                 | \$4,779,214        |                           |                           | \$2,632,434                 | \$3,771,913                |

| TIF DISTRICT #6                     |                                                              |             |             |                     |                       |                      |
|-------------------------------------|--------------------------------------------------------------|-------------|-------------|---------------------|-----------------------|----------------------|
| FUND NUMBER: 406                    |                                                              |             |             |                     |                       |                      |
| ORCHARD POINTE                      |                                                              |             |             |                     |                       |                      |
| ACCOUNT NUMBER                      | ACCOUNT DESCRIPTION                                          | 2013 ACTUAL | 2014 BUDGET | 2014 ACTUAL 6/30/14 | 2014 CURRENT ESTIMATE | 2015 PROPOSED BUDGET |
| REVENUES                            |                                                              |             |             |                     |                       |                      |
| 406-4116-000                        | TID DISTRICT #6 INCREMENT-Ryan                               | \$1,026,950 | \$952,669   | \$1,207,344         | \$1,207,344           | \$310,500            |
| 406-4116-100                        | TID DISTRICT #6 INCREMENT- Others                            | \$270,714   | \$343,256   | \$177,004           | \$177,004             | \$0                  |
| 406-4354-006                        | EXEMPT COMPUTER AID - Ryan                                   | \$4,817     | \$4,817     | \$0                 | \$0                   | \$0                  |
| 406-4354-106                        | EXEMPT COMPUTER AID - Others                                 | \$2,356     | \$2,365     | \$0                 | \$0                   | \$0                  |
| 406-4810-000                        | INTEREST REVENUE                                             | \$0         | \$2,000     | \$0                 | \$0                   | \$0                  |
| 406-4890-001                        | DEBT PROCEEDS - AMEND 1                                      |             |             |                     |                       | \$0                  |
|                                     | AMOUNT TO BE PROVIDED BY FUTURE INCREMENT (BUDGET NOTE ONLY) |             |             |                     |                       |                      |
| TOTAL REVENUE AND SOURCES           |                                                              | \$1,304,837 | \$1,305,107 | \$1,384,348         | \$1,384,348           | \$310,500            |
| EXPENSES                            |                                                              |             |             |                     |                       |                      |
| 406-5730-001                        | INFRASTRUCTURE PAYMENTS - RYAN                               | \$579,249   | \$857,402   | \$506,423           | \$506,423             | \$279,450            |
| 406-5730-002                        | IMPLEMENTATION/ADMINISTRATION                                | \$3,397     | \$2,000     | \$6,785             | \$20,000              | \$0                  |
| 406-5730-003                        | LEGAL, CONSULTING & OTHER PROFESS                            | \$16,742    | \$0         | \$0                 | \$0                   | \$0                  |
| 406-5730-005                        | POWER LINE BURIAL                                            | \$0         | \$0         | \$0                 | \$0                   | \$0                  |
| 406-5730-006                        | FITCH-RONA ROAD                                              | \$12,889    | \$5,000     | \$0                 | \$5,000               | \$0                  |
| 406-5730-007                        | BUS PLAZAS                                                   | \$0         | \$15,000    | \$0                 | \$55,000              | \$0                  |
| 406-5730-008                        | NESBITT ROAD ROUNDABOUT                                      | \$0         | \$0         | \$0                 | \$0                   | \$0                  |
| 406-5730-009                        | STORMWATER IMPROVEMENTS                                      | \$0         | \$0         | \$0                 | \$0                   | \$0                  |
| 406-5730-010                        | ROAD IMPROVEMENTS (AMEND 1)                                  | \$1,096,240 |             |                     |                       | \$0                  |
| 406-5730-011                        | LAND ACQUISITION - ROAD IMPROVE (AMEND 1)                    | \$0         |             |                     |                       | \$0                  |
| 406-5730-015                        | OTHER INTEREST EXPENSE                                       | \$0         | \$0         | \$0                 | \$0                   | \$0                  |
| 406-5731-002                        | IMPLEMENTATION/OTHERS                                        | \$2,715     |             |                     |                       |                      |
| 406-5732-002                        | IMPLEMENTATION- AMEND 1                                      | \$5,541     |             |                     |                       |                      |
| 406-5922-406                        | TRANS TO GEN FUND - ADMIN RYAN                               | \$0         | \$3,000     | \$0                 | \$0                   | \$0                  |
| 406-5922-407                        | TRANS TO GEN FUND-ADMIN OTHERS                               | \$0         | \$3,000     | \$0                 | \$0                   | \$0                  |
| 406-5922-408                        | TRANS TO GEN FUND-ADMIN (AMEND 1)                            |             |             |                     |                       | \$0                  |
| 406-5924-406                        | FUND BALANCE ADDED (FOR BUDGET ONLY)                         | \$0         | \$0         | \$0                 | \$0                   | \$0                  |
| TOTAL PROJECT COSTS - TID #6        |                                                              | \$1,716,772 | \$885,402   | \$513,208           | \$586,423             | \$279,450            |
| Estimated Fund Balance Added (Used) |                                                              | (\$411,934) |             | \$797,925           |                       | \$31,050             |
| PRIOR YEAR FUND BALANCE             |                                                              | \$1,620,536 |             | \$1,208,602         |                       | \$2,006,527          |
| CURRENT YEAR FUND BALANCE           |                                                              | \$1,208,602 |             | \$2,006,527         |                       | \$2,037,577          |



| TIF DISTRICT #7                     |                                                                 |                |                |                             |                             |                            |
|-------------------------------------|-----------------------------------------------------------------|----------------|----------------|-----------------------------|-----------------------------|----------------------------|
| FUND NUMBER: 407                    |                                                                 |                |                |                             |                             |                            |
| NORTH FISH HATCHERY ROAD TID        |                                                                 |                |                |                             |                             |                            |
| ACCOUNT<br>NUMBER                   | ACCOUNT DESCRIPTION                                             | 2013<br>ACTUAL | 2014<br>BUDGET | 2014<br>ACTUAL<br>6/30/2014 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
| REVENUES                            |                                                                 |                |                |                             |                             |                            |
| 407-4117-000                        | TIF DISTRICT #7 INCREMENT                                       | \$83,724       | \$111,961      | \$124,340                   | \$124,340                   | \$73,658                   |
| 407-4354-007                        | EXEMPT COMPUTER STATE AID                                       | \$11,621       | \$0            | \$0                         | \$0                         | \$0                        |
| 407-4930-407                        | AMOUNT TO BE PROVIDED BY FUTURE INCREMENT<br>(BUDGET NOTE ONLY) | \$0            | \$0            | \$0                         | \$0                         | \$0                        |
| TOTAL REVENUE AND SOURCES           |                                                                 | \$95,345       | \$111,961      | \$124,340                   | \$124,340                   | \$73,658                   |
| EXPENSES                            |                                                                 |                |                |                             |                             |                            |
| 407-5730-002                        | IMPLEMENTATION/ADMINISTRATION                                   | \$814          | \$400          | \$443                       | \$0                         | \$0                        |
| 407-5730-003                        | LEGAL, CONSULTING & OTHER PROFESSIONAL                          | \$0            | \$1,000        | \$0                         | \$0                         | \$0                        |
| 407-5730-005                        | POWER LINE BURIAL                                               | \$0            | \$0            | \$0                         | \$0                         | \$0                        |
| 407-5730-006                        | STREET LIGHTS                                                   | \$0            | \$0            | \$0                         | \$0                         | \$0                        |
| 407-5730-007                        | BUS SHELTERS                                                    | \$0            | \$20,000       | \$0                         | \$50,000                    | \$0                        |
| 407-5730-008                        | LANDSCAPING/BENCHES                                             | \$0            | \$10,000       | \$0                         | \$0                         | \$0                        |
| 407-5730-009                        | FENCING                                                         | \$0            | \$0            | \$0                         | \$0                         | \$0                        |
| 407-5730-015                        | OTHER INTEREST EXPENSE                                          | \$0            | \$0            | \$0                         | \$0                         | \$0                        |
| 407-5730-020                        | FAÇADE IMPROVEMENTS                                             | \$0            | \$0            | \$0                         | \$0                         | \$0                        |
| 407-5922-407                        | TRANS TO GEN FUND FOR ADMIN                                     | \$0            | \$1,000        | \$0                         | \$0                         | \$0                        |
| TOTAL PROJECT COSTS - TID #7        |                                                                 | \$814          | \$32,400       | \$443                       | \$50,000                    | \$0                        |
| Estimated Fund Balance Added (Used) |                                                                 | \$94,531       |                |                             | \$74,340                    | \$73,658                   |
| PRIOR YEAR FUND BALANCE             |                                                                 | \$76,156       |                |                             | \$170,687                   | \$245,027                  |
| CURRENT YEAR FUND BALANCE           |                                                                 | \$170,687      |                |                             | \$245,027                   | \$318,685                  |

**TIF DISTRICT #8**

FUND NUMBER: 408

BROWN DEVELOPMENT TID

| ACCOUNT<br>NUMBER                   | ACCOUNT DESCRIPTION                                             | 2013<br>ACTUAL | 2014<br>ADOPTED<br>BUDGET | 2013<br>ACTUAL<br>6/30/2013 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
|-------------------------------------|-----------------------------------------------------------------|----------------|---------------------------|-----------------------------|-----------------------------|----------------------------|
| <b>REVENUES</b>                     |                                                                 |                |                           |                             |                             |                            |
| 408-4111-000                        | INCREMENT - TID #8                                              | \$0            | \$0                       | \$0                         | \$0                         | \$0                        |
| 408-4354-000                        | STATE COMPUTER AID                                              | \$22           | \$0                       | \$0                         | \$0                         | \$0                        |
| 408-4930-408                        | AMOUNT TO BE PROVIDED BY FUTURE INCREMENT<br>(BUDGET NOTE ONLY) | \$0            | \$0                       | \$0                         | \$0                         | \$0                        |
| <b>TOTAL REVENUE AND SOURCES</b>    |                                                                 | <b>\$22</b>    | <b>\$0</b>                | <b>\$0</b>                  | <b>\$0</b>                  | <b>\$0</b>                 |
| <b>EXPENSES</b>                     |                                                                 |                |                           |                             |                             |                            |
| 408-5730-001                        | INFRASTRUCTURE PAYMENTS - BROWN                                 | \$0            | \$0                       | \$0                         | \$0                         | \$0                        |
| 408-5730-002                        | IMPLEMENTATION/ADMINISTRATION                                   | \$217          | \$0                       | \$150                       | \$200                       | \$200                      |
| 408-5730-003                        | LEGAL, CONSULTING & OTHER PROFESSIONAL                          | \$0            | \$0                       | \$0                         | \$0                         | \$0                        |
| 408-5730-005                        | UNDERGROUND POWER                                               | \$0            | \$0                       | \$0                         | \$0                         | \$0                        |
| 408-5730-006                        | SIDEWALK - CITY PORTION                                         | \$0            | \$0                       | \$0                         | \$0                         | \$0                        |
| 408-5730-007                        | GRADING/STREET/UTILITY CONSTR                                   | \$0            | \$0                       | \$0                         | \$0                         | \$0                        |
| 408-5730-011                        | OTHER FINANCING COSTS                                           | \$0            | \$0                       | \$0                         | \$0                         | \$0                        |
| 408-5730-020                        | DEVELOPER INCENTIVES                                            | \$0            | \$0                       | \$0                         | \$0                         | \$0                        |
| 408-5922-408                        | TRANS TO GF FOR ADMIN TIME                                      | \$0            | \$0                       | \$0                         | \$0                         | \$0                        |
| <b>TOTAL PROJECT COSTS - TID #8</b> |                                                                 | <b>\$217</b>   | <b>\$0</b>                | <b>\$150</b>                | <b>\$200</b>                | <b>\$200</b>               |
| Estimated Fund Balance Added (Used) |                                                                 | (\$195)        |                           | (\$200)                     |                             | (\$200)                    |
| PRIOR YEAR FUND BALANCE             |                                                                 | (\$23,796)     |                           | (\$23,991)                  |                             | (\$24,191)                 |
| CURRENT YEAR FUND BALANCE           |                                                                 | (\$23,991)     |                           | (\$24,191)                  |                             | (\$24,391)                 |

## 2015 Budget Expenditure Detail

### Department:

Prepared By: Thomas Hovel

Date Prepared: 8/8/2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

- Park alternative plan for golf course
- NE Neighborhood and North Stoner Prairie Neighborhood amendment to CARPC
- Fedler multi-family project
- Badger state trail agricultural signage
- Landmark print book
- Housing assessment
- Local food program – community garden
- Space needs study
- Nine Springs community day
- Fire station land acquisition
- NW fire station
- Start transit study
- Verona Rd project signage
- Start sign code module for SmartCode zoning

### NEW INITIATIVES FOR 2015:

- Continue local food program efforts
- Space needs study completion
- Transit study completion
- SmartCode – TND workshop (new proposal #10)
- Huegel-Jamestown park master plan
- Design of NW & NE fire station
- Bid and start construction of NW fire station
- Continue “in this together” for Verona Rd project

**Performance Measures  
2013, 2014 Projection, 2015 Estimate**

| Plan Commission Activity                | Submitted Requests |                 | Estimated Submittals |               |
|-----------------------------------------|--------------------|-----------------|----------------------|---------------|
|                                         | 2013 Actual        | 2014 to 6/23/14 | 2014 Estimate        | 2015 Estimate |
| Architectural & Design Review Requests  | 29                 | 19              | 30                   | 38            |
| Rezoning and/or Conditional Use Permits | 28                 | 28              | 42                   | 40            |
| Certified Survey Map Requests           | 6                  | 5               | 10                   | 12            |
| CDP's and/or Preliminary Plats          | 7                  | 3               | 5                    | 2             |
| Final Plats                             | 2                  | 3               | 4                    | 6             |
| Variances/Administrative Appeals        | 2                  | 3               | 4                    | 3             |
| Telecommunication Permits               | 1                  | 3               | 0                    | 0             |
| Ordinance Amendments                    | 9                  | 7               | 12                   | 5             |
| Demolition Permits to Plan Commission   | 0                  | 0               | 0                    | 0             |
| Other Requests to Plan Commission*      | 31                 | 19              | 36                   | 42            |

\* Includes TIDs, easements, ordinance amendments, planning projects, etc.

| Administrative Permits | Issued      |                  | Estimated Submittals |               |
|------------------------|-------------|------------------|----------------------|---------------|
|                        | 2013 Actual | 2014 to 06/22/13 | 2014 Estimate        | 2015 Estimate |
| Sign Permits           | 41          | 32               | 35                   | 35            |
| Temporary Sign Permits | 16          | 5                | 18                   | 30            |
| Zoning Permits         | 130         | 48               | 118                  | 150           |

|                                                      |                                                                                                                                                                                                       |                   |  |                                 |   |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|---------------------------------|---|
| <b>City of Fitchburg</b>                             | <b>FISCAL ESTIMATE FOR<br/>NEW PROPOSAL</b>                                                                                                                                                           |                   |  | Proposal #                      | 2 |
| Sponsor/Department:                                  | Planning and Zoning                                                                                                                                                                                   |                   |  | Original (x)                    |   |
| Title/subject:                                       | Smartcode Workshop                                                                                                                                                                                    |                   |  | Supplemental (x)                |   |
| Mandatory -<br>Required by                           |                                                                                                                                                                                                       | Permissive<br>(x) |  | <b>NO FISCAL<br/>IMPACT (x)</b> |   |
| Brief Justification:<br>(Area will expand as needed) | Plan commission desires a workshop on traditional neighborhood design principles and smartcode. Staff will do much of the work, but requests funds for outside expert to explain some TND principles. |                   |  |                                 |   |

| Projected<br>Costs                                                                    | Account #<br>(new**)                                                                | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |        |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------|--------------------|----------------|--------|--------|
|                                                                                       |                                                                                     |                                      |                    | Tax Levy       | Grants | Other  |
| Personnel<br>Costs<br>Employee requests<br>must include<br>supplemental detail        | To be completed by Finance Director<br>based on the supplemental detail<br>provided |                                      |                    |                |        |        |
| Contractual -<br>Engineering,<br>Consultants                                          | 100-5630-210                                                                        |                                      |                    | \$8,000.00     |        |        |
| Operating Costs:                                                                      |                                                                                     |                                      |                    |                |        |        |
| NON CAP Equipment<br>Detail                                                           | Submit                                                                              |                                      |                    |                |        |        |
| TOTAL ESTIMATED<br>Amounts will total automatically - use<br>Table Toolbar, Calculate |                                                                                     | \$8,000.00                           | \$0.00             | \$8,000.00     | \$0.00 | \$0.00 |

### LONG RANGE FINANCIAL IMPLICATIONS:

|                                                                                                            |              |      |  |
|------------------------------------------------------------------------------------------------------------|--------------|------|--|
| If <b>funded</b> , 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 <b>not funded</b> this year, should this be considered for Future Budget? (YES/NO)                      |              | yes  |  |
| Prepared by                                                                                                | Thomas Hovel | Date |  |
| Approved by                                                                                                |              | Date |  |

### ***SmartCode Workshop***

The Plan Commission Chair has requested that a workshop be held on the SmartCode zoning ordinance to help the Plan Commission learn more of the detailed requirements of the ordinance. Staff is requesting funds to provide capacity to hire an outside consultant who could assist in explaining some of principles of Traditional Neighborhood Design.

### **Sample Itinerary**

Introduction to Traditional Neighborhood Design (TND):

- Principles of TND
- Examples of TND

SmartCode Zoning Ordinance:

- SmartCode primer
- Overview/discussion on Fitchburg's SmartCode requirements

Piecing things together:

- SmartCode works to produce TND
- Critical elements of the SmartCode that work to produce TND

Amount requested: \$8,000

|                                                      |                                                                                                                                                             |                   |  |                                 |   |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|---------------------------------|---|
| <b>City of Fitchburg</b>                             | <b>FISCAL ESTIMATE FOR<br/>NEW PROPOSAL</b>                                                                                                                 |                   |  | Proposal #                      | 1 |
| Sponsor/Department:                                  | Planning and Zoning                                                                                                                                         |                   |  | Original (x)                    | 4 |
| Title/subject:                                       | Anton Drive Planning Study                                                                                                                                  |                   |  | Supplemental (x)                |   |
| Mandatory -<br>Required by                           |                                                                                                                                                             | Permissive<br>(x) |  | <b>NO FISCAL<br/>IMPACT (x)</b> |   |
| Brief Justification:<br>(Area will expand as needed) | Analyze impacts and opportunities for land use and public services due to Verona road reconstruction and create strategies and an action plan for the area. |                   |  |                                 |   |

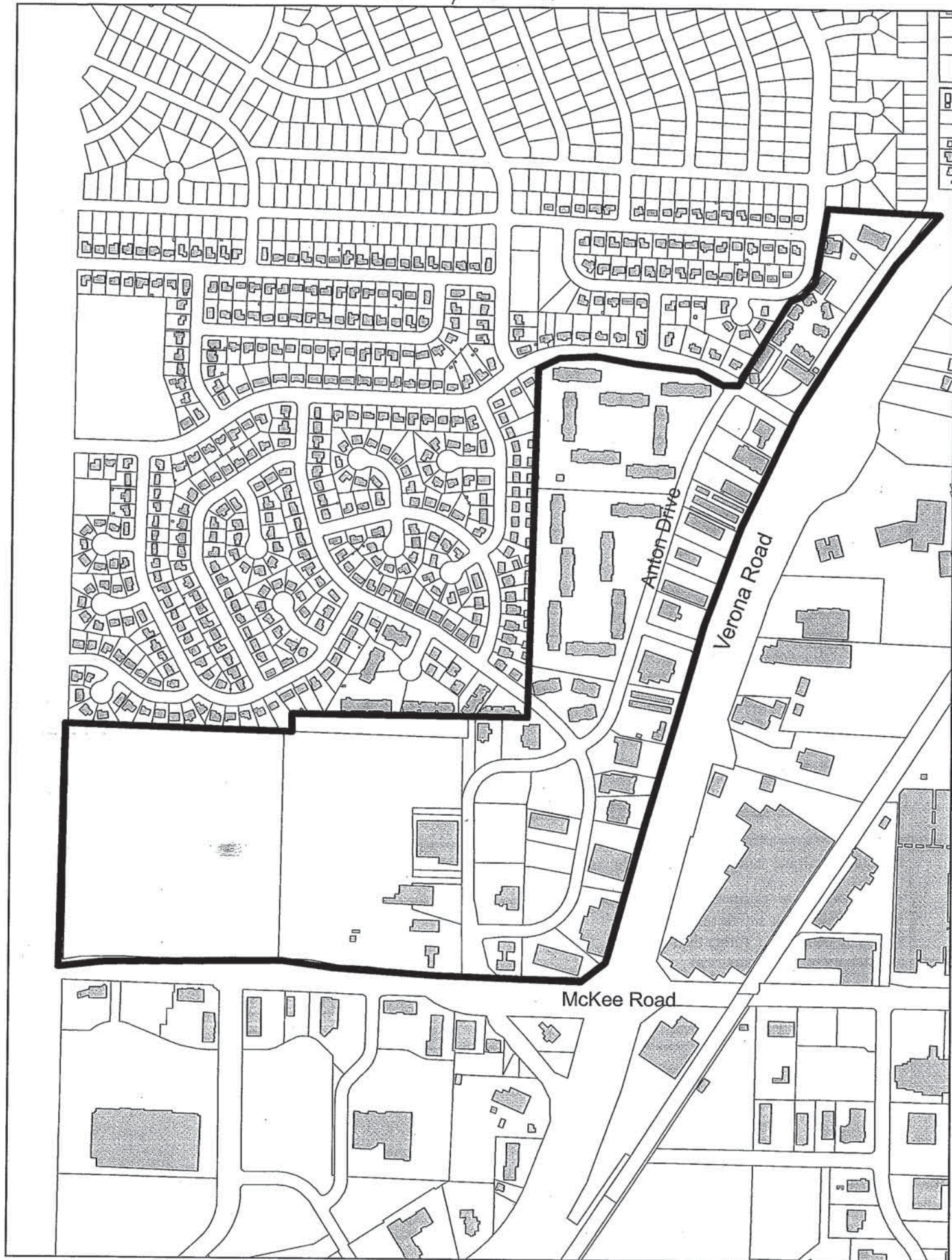
| Projected<br>Costs                                                                    | Account #<br>(new**)                                                                | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |        |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------|--------------------|----------------|--------|--------|
|                                                                                       |                                                                                     |                                      |                    | Tax Levy       | Grants | Other  |
| Personnel<br>Costs<br>Employee requests<br>must include<br>supplemental detail        | To be completed by Finance Director<br>based on the supplemental detail<br>provided |                                      |                    |                |        |        |
| Contractual -<br>Engineering,<br>Consultants                                          | 100-5630-210                                                                        |                                      |                    | \$165,000.00   |        |        |
| Operating Costs:                                                                      |                                                                                     |                                      |                    |                |        |        |
| NON CAP Equipment<br>Detail                                                           | Submit                                                                              |                                      |                    |                |        |        |
| TOTAL ESTIMATED<br>Amounts will total automatically - use<br>Table Toolbar, Calculate |                                                                                     | \$165,000.00                         | \$0.00             | \$165,000.00   | \$0.00 | \$0.00 |

### LONG RANGE FINANCIAL IMPLICATIONS:

|                                                                                                            |              |      |  |
|------------------------------------------------------------------------------------------------------------|--------------|------|--|
| If <b>funded</b> , 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 <b>not funded</b> this year, should this be considered for Future Budget? (YES/NO)                      |              | yes  |  |
| Prepared by                                                                                                | Thomas Hovel | Date |  |
| Approved by                                                                                                |              | Date |  |



# ANTON DRIVE PLAN - STUDY AREA





| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                                                                                                                  |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                  |
| 140                                               | Per Diem for Commission & Committees<br>_____                    | Includes Per Diem for _____ members; _____ estimated meetings                                                                                                                                                 | '14 YTD (6/30/14) \$ 740<br>Plan Com 13mtg/year @\$125/mtg= \$1,625<br>ZBA 2 mtg/yr@\$135/mtg= \$ 270<br>Landmarks 2 mtg/yr@\$135/mtg= \$ 270<br>Ag & Rural 8 mtg/yr@\$160/mtg= \$1,280<br><hr/> <b>2015 Budget Estimate \$3,445</b>                             |
| ___                                               | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                                                                                                                  |
| ___                                               | _Per Diem for _____                                              | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                                                                                                                  |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                                                                                                                                                                                                  |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                  |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | '09—'13 5 yr avg. \$30,193<br><hr/> '13 actual \$ 0<br><hr/> '14 budget \$4,200<br><hr/> '14 YTD (6/30/14) \$ 0<br><hr/> '14 Estimate \$3,800<br><hr/> NP #11 Smart Code workshop \$8,000<br><hr/> General \$4,200<br><hr/> <b>2015 Budget Estimate \$12,200</b> |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff.</b> Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)       |                                                                                                                                                                                                                                                                  |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             |                                                                                                                                                                                                                                                                  |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles | '09—'13 5 yr avg. \$2,521<br>'13 actual \$2,393<br>'14 budget \$3,700<br>'14 YTD (6/30/14) \$2,287<br><hr/> '14 estimate \$4,200<br><hr/> <b>2015 Budget Estimate \$4,600</b>                                                                                    |

|                              |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -290                         | Other<br><b>Contractual Services - LIST:</b>                                                                                 | Includes services purchased for department not more accurately described elsewhere. <i><b>Detail of this account to be submitted with budget proposal.</b></i>                                                                                |                                                                                                                                                                                                                                                                                                                                                       |
| OPERATING SUPPLIES & EXPENSE |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                       |
| -310                         | Office Supplies & Postage                                                                                                    | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | '09—'13 5 yr avg \$1,301<br>'13 actual \$1,198<br>'14 budget \$1,700<br>'14YTD (6/30/14) \$ 637<br>'14 estimate \$1,750<br><hr/> <b>2015 Budget Estimate \$1,800</b>                                                                                                                                                                                  |
| -320                         | Publications, Subscriptions & Dues                                                                                           | Professional Organization dues, reference materials or publications                                                                                                                                                                           | '09—'13 5 yr avg \$ 837<br>'13 actual \$1,047<br>'14 budget \$1,700<br>'14 YTD (7/31/13) \$1,069<br><br>Better! Cities and Towns \$ 79<br>Zoning Practice \$ 95<br>APA/WAPA Dues \$ 1,175<br>APA Journal \$ 48<br>Reference/webinars \$ 503<br><hr/> <b>2014 Budget Estimate \$ 1,900</b>                                                             |
| -323                         | Uniforms & Protective Gear                                                                                                   | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     |                                                                                                                                                                                                                                                                                                                                                       |
| -325                         | <b>Training &amp; Staff Development - Staff</b><br>Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <i><b>Detail of this account to be submitted with budget proposal.</b></i> | '09-'13 5 yr avg \$1,077<br>'13 actual \$2,213<br>'14 budget \$4,100<br>'14 YTD 6/30/14) \$ 0<br>'14 estimate \$1,800<br><hr/> 2015 APA Upper Midwest Conference Madison – 2 Persons (\$375/registration) \$ 750<br>WI APA Milwaukee – 2 Persons (\$250/registration) \$ 500<br>General Training \$1,800<br><hr/> <b>2015 Budget Estimate \$3,050</b> |
| -330                         | Vehicle Use Reimbursements                                                                                                   | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.565 per mile.                                                                                                                               | MKE Travel - 150 miles \$ 0.565 x rate = \$ 91<br>MKE Parking \$ 15<br>General use \$ 400<br><hr/> '14 Estimate \$ 521<br><b>2015 Budget Estimate \$ 506</b><br>*Can be reduced with use of city vehicle                                                                                                                                              |

|                                    |                                |                                                                                                                                                                                                                        |                                                                                                                                                                                            |
|------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -335                               | Vehicle Expense                | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                       |                                                                                                                                                                                            |
| -340                               | Operating Materials & Supplies | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere. | Forms, reports and specific program supplies<br>'13 actual \$ 0<br>'14 budget \$ 250<br>'14 YTD (6/30/14) \$ 0.00<br><hr/> '14 estimate \$ 250<br><hr/> <b>2015 Budget Estimate \$ 250</b> |
| -345                               | Public Information & Education | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                           | '09—'13 5 yr avg \$1,338<br>'13 actual \$ 0.00<br>'14 budget \$6,550<br>'14 YTD (7/31/13) \$ 0.00<br><hr/> '14 estimate \$6,500<br><hr/> <b>2015 Budget Estimate \$ 900</b>                |
| -350                               | Repair & Maintenance Supplies  | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                         |                                                                                                                                                                                            |
| -355                               | <b>Equipment Expense</b>       | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                            |                                                                                                                                                                                            |
| -360                               | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.                                                                      |                                                                                                                                                                                            |
| -363                               | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                                                                               |                                                                                                                                                                                            |
| -365                               | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                                                                                                 |                                                                                                                                                                                            |
| -370                               | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                                                                                                  |                                                                                                                                                                                            |
| Other: Departmental Specific Items |                                |                                                                                                                                                                                                                        |                                                                                                                                                                                            |
|                                    |                                |                                                                                                                                                                                                                        |                                                                                                                                                                                            |
|                                    |                                |                                                                                                                                                                                                                        |                                                                                                                                                                                            |
|                                    |                                |                                                                                                                                                                                                                        |                                                                                                                                                                                            |

## 2015 PERSONNEL SUMMARY

**E**= Existing Position or Employee

**N** = **New Position** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: \_\_\_\_\_

Prepared by: \_\_\_\_\_

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position                                 | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|------------------------------------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | HOVEL                                                          | Zoning<br>Administrator/<br>City Planner | 06/02/1986   | 2080                         | -                              |                                |                                |
|             | E           | SLOPER                                                         | Community<br>Planner                     | 07/14/2008   | 2080                         | 40                             |                                |                                |
|             | E           | THOMPSON                                                       | Resource Project<br>Planner              | 05/17/2012   | 2080                         | 40                             |                                |                                |
|             | E           |                                                                | Planning Intern                          |              |                              | -                              | 660                            |                                |
|             |             |                                                                |                                          |              |                              |                                |                                |                                |
|             |             |                                                                |                                          |              |                              |                                |                                |                                |
|             |             |                                                                |                                          |              |                              |                                |                                |                                |
|             |             |                                                                |                                          |              |                              |                                |                                |                                |
|             |             |                                                                |                                          |              |                              |                                |                                |                                |
|             |             |                                                                |                                          |              |                              |                                |                                |                                |
|             |             |                                                                |                                          |              |                              |                                |                                |                                |
|             |             |                                                                |                                          |              |                              |                                |                                |                                |
|             |             |                                                                |                                          |              |                              |                                |                                |                                |
|             |             |                                                                |                                          |              |                              |                                |                                |                                |
|             |             | Total This Page                                                |                                          |              | 6240                         | 80                             | 660                            |                                |
|             |             | Total from Previous<br>Pages                                   |                                          |              |                              |                                |                                |                                |
|             |             | TOTAL ALL<br>PAGES                                             |                                          |              | 6240                         | 80                             | 660                            |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**

TIF DISTRICT #6 ADDENDUM

|                                     | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
|-------------------------------------|-----------------------------|----------------------------|
| Avenue A & B (Spoke & Sprocket)     | \$4,900,000                 |                            |
| Military Ridge Path                 | \$150,000                   | \$100,000                  |
| Certco-Placon Power Line Relocation | \$0                         | \$0                        |
| TOTAL                               | \$ 5,050,000                | \$ 100,000                 |

*Kari - Please add to TID #6 Expenses*

# 2015 PROPOSED MAYORAL BUDGET:

## SENIOR CENTER

**GENERAL FUND**  
**5460- Senior Center**

| Account Number                  | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|---------------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5460-110                    | SALARIES & WAGES - SENIOR CTR  | 218,665                      | 275,069                        | 122,321                             | 275,069                          | 287,620                    | 12,551                                  |
| 100-5460-115                    | OVERTIME                       | 90                           | -                              | -                                   | -                                | -                          | -                                       |
| 100-5460-120                    | PT/LTE/SEASONAL WAGES          | 37,784                       | 1,394                          | -                                   | 1,394                            | -                          | (1,394)                                 |
| 100-5460-130                    | DIRECT FRINGE BENEFITS         | 36,129                       | 40,770                         | 18,125                              | 40,770                           | 41,954                     | 1,184                                   |
| 100-5460-135                    | LONGEVITY                      | 2,286                        | 2,502                          | 2,502                               | 2,502                            | 2,718                      | 216                                     |
| 100-5460-145                    | PER DIEMS - COMM ON AGING      | 665                          | 740                            | 245                                 | 700                              | 740                        | -                                       |
| 100-5460-150                    | VOLUNTEER SERVICES             | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5460-185                    | BOND PROGRAM/FLEX MED FEES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5460-210                    | PROFESSIONAL SERVICES          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5460-211                    | OREGON SNR CTR CONTRIBUTION    | -                            | 1,000                          | -                                   | 1,000                            | 1,000                      | -                                       |
| 100-5460-240                    | REPAIRS & MAINT - BY OTHERS    | 1,151                        | 1,200                          | 240                                 | 1,200                            | 1,266                      | 66                                      |
| 100-5460-245                    | COMPUTER RELATED REP & MAINT   | -                            | -                              | 315                                 | 3,000                            | 1,000                      | 1,000                                   |
| 100-5460-250                    | PUBLIC NOTICES/ADS             | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5460-290                    | OTHER CONTRACTUAL              | -                            | -                              | 38                                  | 200                              | 562                        | 562                                     |
| 100-5460-310                    | OFFICE SUPPLIES & POSTAGE      | 2,262                        | 1,325                          | 626                                 | 1,325                            | 1,625                      | 300                                     |
| 100-5460-320                    | PUBLICATIONS, DUES & SUBSCRIPT | 479                          | 520                            | 437                                 | 520                              | 520                        | -                                       |
| 100-5460-325                    | TRAINING & STAFF DEVELOPMENT   | 2,041                        | 2,000                          | 636                                 | 2,000                            | 2,700                      | 700                                     |
| 100-5460-330                    | VEHICLE USE REIMBURSEMENT      | 3,969                        | 2,775                          | 1,254                               | 3,400                            | 3,400                      | 625                                     |
| 100-5460-340                    | OPERATING MATERIALS & SUPPLIES | 995                          | 600                            | 273                                 | 600                              | 600                        | -                                       |
| 100-5460-345                    | PUBLIC INFORMATION & EDUCATION | 4,383                        | 4,500                          | 2,273                               | 4,500                            | 4,500                      | -                                       |
| 100-5460-355                    | EQUIPMENT EXPENSE              | -                            | 550                            | 618                                 | 618                              | 550                        | -                                       |
| 100-5460-363                    | COMMUNICATIONS EXPENSE         | 650                          | 960                            | 258                                 | 960                              | 960                        | -                                       |
| 100-5460-365                    | TELEPHONE                      | 346                          | 500                            | 167                                 | 500                              | 500                        | -                                       |
| 100-5460-386                    | NUTRITION PROGRAM              | 1,768                        | 2,200                          | 1,158                               | 2,200                            | 2,200                      | -                                       |
| 100-5460-387                    | SENIOR PROGRAMS EXPENSE        | 11,501                       | 10,000                         | 4,835                               | 12,000                           | 12,000                     | 2,000                                   |
| 100-5460-390                    | CONCERT EXPENSES/SOAAR         | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5460-391                    | VOLUNTEER PROGRAM EXP          | 1,642                        | 1,700                          | 25                                  | 1,700                            | 1,700                      | -                                       |
| 100-5460-395                    | EQUIPMENT REPLACEMENT RESERV   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5460-591                    | ALLOCATED BENEFIT-HEALTH INS   | 51,575                       | 64,495                         | 28,060                              | 56,121                           | 58,402                     | (6,093)                                 |
| 100-5460-592                    | ALLOCATED BENEFIT-LIFE INS     | 329                          | 358                            | 163                                 | 358                              | 373                        | 15                                      |
| 100-5460-593                    | ALLOCATED BENEFIT-DISABILITY   | -                            | 1,687                          | -                                   | -                                | 1,819                      | 132                                     |
| 100-5460-594                    | ALLOCATED BENEFIT-DENTAL INS   | 4,463                        | 5,022                          | 2,231                               | 5,022                            | 4,463                      | (559)                                   |
| Total SENIOR CITIZENS PROGRAMS: |                                | 383,173                      | 421,867                        | 186,799                             | 417,659                          | 433,172                    | 11,305                                  |

-

## 2015 Budget Expenditure Detail

**Department: Senior Center**

Prepared By: Jill McHone, Senior Center Director

Date Prepared: August 13, 2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

- Hired a part-time receptionist 8/2014
- Increased Medical Assistance billings by 35%
- Installation of digital signage at the Senior Center & Community Center
- Re-branded Concerts at McKee and formed a work committee that included the Parks Department, the Chamber of Commerce and the Madison Music Foundry.
- Continued collaboration with the Madison Music Foundry to incorporate youth bands at Concerts at McKee
- Held a Zumba Gold Zumbathon Fundraiser at Savanna Oaks with proceeds of over \$500 going to the Allied Drive and Verona food pantries.
- New and on-going programs initiated by Amy Jordan include: continuation of our container garden, holiday giving tree, fall mum fundraiser and offering haircuts on-site to our low income clients.
- New programs initiated by Sarah Folkers include: Piloting the Healthy Living with Diabetes class and starting diabetic support group, collaborated with Dean Health Care to offer Memory Screenings, and organized Fitchburg Police to serve lunch to clients bi-monthly.
- New programs initiated by David Hill include; Energy Task Force and Fall Senior Triathlon.
- Significant accomplishments by Mandi Miller included; Web Site training and implementation, and managing the completion of Phase II of our Senior Center database.

### NEW INITIATIVES FOR 2015:

- Work with the City to increase/improve transportation options for all residents.
- Work with the City to install outdoor signage for the Senior & Community Center and other campus buildings.
- Work with the City on the Space Needs Study
- Complete data base project to include on-line registration and credit card payment.
- Become a Dementia Friendly community.
- Update Senior Center room fee policy.



| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                                                                |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; _____ estimated _____ meetings                                                                                                                                           | <b>\$740</b><br>Commission on Aging only meets 6X/year<br>(factored in not every member attending every meeting)                                                                                               |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                                                                |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                                                                |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                                                                                                                                                |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             |                                                                                                                                                                                                                |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      | <b>\$1266</b><br>Copy Machine Maintenance \$53/month X 6 = \$318<br>\$58/month X 6 = \$348<br>Repairs/Maintenance on kitchen appliances, sound system,. = \$600                                                |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | <b>\$1000</b> Senior Center frequently hires a consultant to work on our Access database. The database has been designed specifically for our Center and incorporates city and county information and reports. |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles |                                                                                                                                                                                                                |
| -290                                              | Other <b>Contractual Services - LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       | <b>\$562</b><br>\$240 - Charter Cable<br>\$322 – Web Site Maintenance                                                                                                                                          |

| OPERATING SUPPLIES & EXPENSE |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                               |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -310                         | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | <b>\$1625</b><br>General Postage = \$300<br>Office supplies = \$1025<br>Toner = \$300                                                                                                                                         |
| -320                         | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           | <b>\$520</b><br>Movie License \$225.00<br>WASC/ WI Assoc. of Senior Centers \$65.00<br>ESN/ Elderly Services Network \$50.00<br>NISC/National Institute of Senior Ctrs. \$145.00<br>CWAG/Coalition of WI Aging Groups \$35.00 |
| -323                         | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     |                                                                                                                                                                                                                               |
| -325                         | <b>Training &amp; Staff Development - Staff Development</b> includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | <b>\$2700</b><br>5 staff @ \$400, 1 staff @ \$200, Policy Institute @\$500<br><br><u>2014 Remaining Trainings:</u><br>WASC State Conference , Leadership Training, Ethics & Boundaries                                        |
| -330                         | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.                                                                                                                                              | 6125 miles_X_.555 rate = <b>\$3400</b>                                                                                                                                                                                        |
| -335                         | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              |                                                                                                                                                                                                                               |
| -340                         | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | <b>\$600</b><br><br>Program supplies, room supplies                                                                                                                                                                           |
| -345                         | Public Information & Education                                                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  | <b>\$4500</b><br>\$3000 - newsletter printing/mailing<br>\$1000 - marketing materials, brochures, posters, flyers<br>\$500 - Senior Center ads in area publications                                                           |
| -350                         | Repair & Maintenance Supplies                                                                                             | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                |                                                                                                                                                                                                                               |

|                                    |                                   |                                                                                                                                                             |                                                                                                                                                               |
|------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -355                               | <b>Equipment Expense</b>          | Lease costs, replacements of minor equipment not included in the capital budget. <i><b>Detail of this account to be submitted with budget proposal.</b></i> | <b>\$550</b><br>Coffee Maker, wireless microphone/headset,                                                                                                    |
| -360                               | Building Repairs & Maintenance    | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.           |                                                                                                                                                               |
| -363                               | Communications Expense            | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                    | <b>\$960</b><br><br>Internet service for 2 Ipads used by Social Workers \$39.99/month each                                                                    |
| -365                               | Utilities & Telephone             | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                                      | <b>\$500</b>                                                                                                                                                  |
| -370                               | Roadway Supplies                  | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                                       |                                                                                                                                                               |
| Other: Departmental Specific Items |                                   |                                                                                                                                                             |                                                                                                                                                               |
| -- 211                             | Oregon Senior Center Contribution |                                                                                                                                                             | <b>\$1,000</b><br>Annual contribution to the Oregon Senior Center based on usage by our residents                                                             |
| - 386                              | Nutrition Program                 |                                                                                                                                                             | <b>\$2200</b><br>Supplies for congregate meal site and home delivered meal program                                                                            |
| -- 387                             | Program Expenses                  |                                                                                                                                                             | <b>\$12,000</b><br>\$11000 for program instructors (fees collected from classes/programs cover the cost of the instructors), \$1000 for senior center events. |
| -- 391                             | Volunteer Program                 |                                                                                                                                                             | <b>\$1700</b><br>Annual volunteer appreciation event, seasonal thank you gifts                                                                                |

## 2015 PERSONNEL SUMMARY

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**E**= Existing Position or Employee

**N** = **New Position** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: Senior Center Prepared by: Jill McHone

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position                                            | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|-----------------------------------------------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | McHone, Jill                                                   | Director                                            | 9/93         | 2080                         | 0                              | 0                              | 0                              |
|             | E           | Hill, David                                                    | Assistant Director                                  | 9/98         | 2080                         | 0                              | 0                              | 0                              |
|             | E           | Jordan, Amy                                                    | Social Worker                                       | 8/04         | 2080                         | 0                              | 0                              | 0                              |
|             | E           | Miller, Mandi                                                  | Volunteer<br>Coordinator/Nutri<br>tion Site Manager | 7/07         | 2080                         | 0                              | 0                              | 0                              |
|             | E           | Folkers, Sarah                                                 | Social Worker                                       | 1/06         | 0                            | 0                              | 1664                           | 0                              |
|             | E           | Hoerchner, Susan                                               | Office Assistant                                    | 8/14         |                              | 0                              | 1040                           | 0                              |
|             |             |                                                                |                                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                                     |              |                              |                                |                                |                                |
|             |             | Total This Page                                                |                                                     |              | 8320                         |                                | 2704                           |                                |
|             |             | Total from Previous<br>Pages                                   |                                                     |              | 0                            |                                | 0                              |                                |
|             |             | TOTAL ALL<br>PAGES                                             |                                                     |              | 8320                         |                                | 2704                           |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE**

## **2015 PERSONNEL SUMMARY**

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**DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**



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

Date: August 19, 2014  
To: Kari Peterson, Interim Finance Director  
From: Jill McHone, Senior Center Director  
Subject: 2015 Revenue Projections

.....

### **100 Fund**

|                 |                                                              |                     |
|-----------------|--------------------------------------------------------------|---------------------|
| 44,200          | Dane County Funding (anticipated)                            | <b>100-4374-000</b> |
| 16,600          | Exercise \$10,600/Room Fees \$4000/<br>Program Income/\$2000 | <b>100-4672-300</b> |
| 2,500           | Newsletter advertisers and subscriptions                     | <b>100-4830-200</b> |
| \$ 700          | Case Management Donations                                    | <b>100-4850-000</b> |
| <b>\$64,000</b> | <b>Total</b>                                                 |                     |

### **400 Fund**

|               |                     |                     |
|---------------|---------------------|---------------------|
| 2000          | Donations/Memorials | <b>400-4850-303</b> |
| \$ 6000       | Concerts at McKee   | <b>400-4850-311</b> |
| <b>\$8000</b> | <b>Total</b>        |                     |



*F i t c h b u r g*  
*S e n i o r*  
*C e n t e r*  
*F r i e n d s*

BOARD OF  
DIRECTORS

Supporting the Fitchburg Senior Center

Mary DeVaal, President

Bob Rottman, Vice  
President

Bob Davis, Acting  
Secretary

Bob Hillner, Treasurer

Georgia Ascher

Judy Breunig

Mary Cochems

Joanne Danielsen

Peter Eaton

Sherry Klinkner

Denny Olin

Sue Sheets

Peter Smelser

Tom Swant

Kevin Thies

MEMORANDUM

August 19, 2014

To: Jill McHone  
From: Bob Hillner

So far in 2014, the Fitchburg Senior Friends have donated or paid toward the following Senior Center items or programs:

\$ 100 for front entrance flowers in the planters.  
\$ 50 for monthly movies/entertainment.  
\$2,179 for special needs assistance to seniors.  
\$ 60 for golf cart ride program.  
\$ 300 for Crane Foundation tour.  
\$2,000 for dining room chairs.  
\$4,689

# 2015 PROPOSED MAYORAL BUDGET:

## INFORMATION TECHNOLOGY



**GENERAL FUND**  
**5145- IT**

| <b>Account Number</b>         | <b>Account Title</b>           | <b>2013<br/>Prior Year<br/>Actual</b> | <b>2014<br/>Current Year<br/>Budget</b> | <b>6/30/2014<br/>Current Year<br/>Actual</b> | <b>2014<br/>Current Year<br/>Estimate</b> | <b>2015<br/>Proposed<br/>Budget</b> | <b>Increase/<br/>(Decrease)<br/>14 - '15 Bud</b> |
|-------------------------------|--------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------------|-------------------------------------------|-------------------------------------|--------------------------------------------------|
| 100-5145-110                  | SALARIES & WAGES-IT            | 189,906                               | 192,733                                 | 90,250                                       | 192,733                                   | 196,227                             | 3,494                                            |
| 100-5145-115                  | OVERTIME WAGES                 | 8,817                                 | 3,319                                   | 11,187                                       | 22,375                                    | 5,005                               | 1,686                                            |
| 100-5145-120                  | PT/LTE/SEASONAL WAGES          | -                                     | 11,025                                  | 1,277                                        | 11,025                                    | 11,025                              | -                                                |
| 100-5145-130                  | DIRECT FRINGE BENEFITS         | 28,532                                | 29,774                                  | 15,059                                       | 29,774                                    | 30,156                              | 382                                              |
| 100-5145-135                  | LONGEVITY                      | 1,305                                 | 1,425                                   | 1,425                                        | 1,425                                     | 1,620                               | 195                                              |
| 100-5145-185                  | BOND PROGRAM/FLEX MED FEES     | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5145-210                  | PROFESSIONAL SERVICES          | 12,670                                | 12,000                                  | 6,386                                        | 12,000                                    | 15,000                              | 3,000                                            |
| 100-5145-245                  | COMPUTER REPL & MAINT          | 35,202                                | 44,331                                  | 15,447                                       | 44,000                                    | 50,000                              | 5,669                                            |
| 100-5145-310                  | OFFICE SUPPLIES & POSTAGE      | 802                                   | 500                                     | 162                                          | 500                                       | 500                                 | -                                                |
| 100-5145-320                  | PUB, SUBSCRIPTIONS/DUES        | 1,016                                 | 800                                     | 373                                          | 800                                       | 800                                 | -                                                |
| 100-5145-325                  | TRAINING & STAFF DEVELOPMENT   | 7,835                                 | 10,000                                  | 1,023                                        | 10,000                                    | 10,296                              | 296                                              |
| 100-5145-330                  | VEHICLE REIMBURSEMENT          | 172                                   | 250                                     | 151                                          | 200                                       | 250                                 | -                                                |
| 100-5145-340                  | OPER MATERIALS & SUPPLIES      | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5145-355                  | EQUIPMENT EXPENSE              | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5145-363                  | COMMUNICATIONS EXPENSE         | 7,776                                 | 8,000                                   | 2,680                                        | 8,000                                     | 8,000                               | -                                                |
| 100-5145-365                  | TELEPHONE EXPENSE              | 2,612                                 | 5,000                                   | 1,286                                        | 2,500                                     | 3,000                               | (2,000)                                          |
| 100-5145-591                  | ALLOCATED BENEFIT - HEALTH INS | 36,181                                | 39,709                                  | 19,811                                       | 39,709                                    | 50,760                              | 11,051                                           |
| 100-5145-592                  | ALLOCATED BENEFIT - LIFE INS   | 197                                   | 192                                     | 96                                           | 192                                       | 199                                 | 7                                                |
| 100-5145-593                  | ALLOCATED BENEFIT - DISABILITY | -                                     | 1,017                                   | -                                            | -                                         | 1,066                               | 49                                               |
| 100-5145-594                  | ALLOCATED BENEFIT - DENTAL INS | 2,635                                 | 2,636                                   | 1,318                                        | 2,636                                     | 2,635                               | (1)                                              |
| Total INFORMATION TECHNOLOGY: |                                | 335,658                               | 362,711                                 | 167,931                                      | 377,869                                   | 386,539                             | 23,828                                           |

-

## 2015 Budget Expenditure Detail

**Department:**      **Information Technology**

Prepared By:            Kevin Wunder

Date Prepared:        8/20/2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

- Upgraded core network components, including core routers, firewall/content filter, and core switches
- Upgraded internet connection, increasing speed (10x faster) while lowering the price (50% less)
- Upgraded remaining PCs to Windows 7 or Thin Clients
- Completed audit of telecommunication services, saving \$7,000+ annually
- Designed and installed network infrastructure for DaneCom project
- Implemented iWater Tablets for Utility
- Tested replacing laptops with Tablet PCs in Police Department
- Assisted with the Police Functional Training Exercise
- Purchased and configured 24 new laptops for polling locations, bringing the total from 16 to 40
- Upgraded the 2X Paperless server
- Completed City website rollout
- Migrated Building Inspection database system to the cloud
- Designed and installed new enterprise wireless system
- Performed upgrades on all squad car PCs, including upgrades to Windows 7, and systems including Arbitrator, BigHand and TraCS.
- Began implementation of IT Service Management best practices

### NEW INITIATIVES FOR 2015:

- Initial rollout of Enterprise Content Management program
- Telephone system replacement
- Continuing implementation of IT Service Management best practices

|                                                      |                                                                                                                                                                                                                           |                   |  |                                 |   |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|---------------------------------|---|
| <b>City of Fitchburg</b>                             | <b>FISCAL ESTIMATE FOR<br/>NEW PROPOSAL</b>                                                                                                                                                                               |                   |  | Proposal #                      |   |
| Sponsor/Department:                                  | IT                                                                                                                                                                                                                        |                   |  | Original (x)                    | X |
| Title/subject:                                       | Backup Data Center – Cloud Hosted                                                                                                                                                                                         |                   |  | Supplemental (x)                |   |
| Mandatory -<br>Required by                           |                                                                                                                                                                                                                           | Permissive<br>(x) |  | <b>NO FISCAL<br/>IMPACT (x)</b> |   |
| Brief Justification:<br>(Area will expand as needed) | As information technology grows in importance to all City operations, a backup data center helps assure continuity of operations in case of a natural or other disaster which renders the City Hall data center unusable. |                   |  |                                 |   |

| Projected<br>Costs                                                                    | Account #<br>(new**)                                                                | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |        |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------|--------------------|----------------|--------|--------|
|                                                                                       |                                                                                     |                                      |                    | Tax Levy       | Grants | Other  |
| Personnel<br>Costs<br>Employee requests<br>must include<br>supplemental detail        | To be completed by Finance Director<br>based on the supplemental detail<br>provided |                                      |                    |                |        |        |
| Contractual -<br>Engineering,<br>Consultants                                          |                                                                                     |                                      |                    |                |        |        |
| Operating Costs:                                                                      |                                                                                     | \$50,000                             | \$50,000           |                |        |        |
| NON CAP Equipment      Submit<br>Detail                                               |                                                                                     |                                      |                    |                |        |        |
| TOTAL ESTIMATED<br>Amounts will total automatically - use<br>Table Toolbar, Calculate |                                                                                     | \$50,000                             | \$50,000           | \$0.00         | \$0.00 | \$0.00 |

### LONG RANGE FINANCIAL IMPLICATIONS:

|                                                                                                            |              |      |          |
|------------------------------------------------------------------------------------------------------------|--------------|------|----------|
| If <b>funded</b> , 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 <b>not funded</b> this year, should this be considered for Future Budget? (YES/NO)                      |              | YES  |          |
| Prepared by                                                                                                | Kevin Wunder | Date | 8/7/2014 |
| Approved by                                                                                                |              | Date |          |

# Memo

**To:** Tony Roach, City Administrator  
**From:** Kevin Wunder, IT Director  
**Date:** 8/7/2014  
**Re:** Backup Data Center

## New Proposal for 2015

Information technology has become necessary for most City operations, increasing the need for a backup data center in order to provide continuity of operations in the case of a natural or other disaster.

Examples of events that could render the City Hall data center unusable include a fire in the building, a tornado, or even a fuel spill. The Wisconsin Department of Children and Families was displaced from their offices for several months due to a fire. City staff were displaced from City Hall for a day during 1999 after a fuel spill in the building.

## Cloud Solutions

Cloud solutions continue to gain in popularity, because they are scalable, efficient, and cost effective. In this case, scalable means the solution - in terms of computing power, storage, and bandwidth - can be dynamically increased or decreased as needed. Cloud hosting facilities are purpose built, and much more energy efficient than City facilities. Cloud hosting providers can achieve economies of scale in terms of purchasing power for energy and hardware that the City cannot. (It is estimated that two of the largest cloud providers, Google and Amazon, own over ten million servers each.)

In case of a disaster which made our own data center unavailable, connections would fail over to the cloud hosted systems. This would mean City staff in other buildings, like Fire Station #1, Station #2, or the Maintenance Facility could continue to use computing resources. (IT has separately proposed storing the City's election laptops at the Fire Stations, which in case of emergency could be put into use at these facilities.)

Another benefit of a cloud-hosted solution is that the data center storing the information would be likely be physically located further from City Hall than any City-owned facility, thereby decreasing the likelihood of being concomitantly affected by a natural disaster.

Based on current pricing, IT staff believe the cost for cloud hosting a backup data center to be approximately \$50,000 annually. This estimate is based upon pricing obtained from both national and local providers, using an Infrastructure-as-a-Service (IAAS) model. The cloud host would provide VMware host servers, upon which our existing virtual servers would be continuously replicated.

This cost projection includes storage, computing power, and bandwidth charges. The cost per unit (whether considering computing power, storage space or bandwidth) will continue to decrease annually. Despite the fact that the City's needs will also increase annually, it is likely the overall cost will decrease annually.

#### Alternatives

IT staff had initially proposed adding a backup data center of approximately 120 square feet in the replacement Fire Station currently being planned. Feedback from a Fire Station planning meeting indicated that IT staff should instead pursue the option of cloud hosting the proposed backup data center.

Hosting the backup data center at a City facility such as a Fire Station is likely the most cost effective solution. As aging City Hall data center equipment is replaced it can be repurposed for use at the backup site. For instance, as the City's virtual host servers are replaced, they can be repurposed. Similarly, older storage hardware can be reused.

Any new hardware purchased for the backup data center can be lower performance than systems purchased for the primary data center. In a disaster recovery scenario, lower-performing systems would likely be acceptable to end users.

In this scenario, power protection is still needed, as is server licensing for the virtual hosts, and power and cooling costs contribute to the overall cost, estimated to be under \$20,000 annually.

Hosting a backup data center at the Police Evidence Building was previously discussed, but this facility is undesirable due to space, cooling and access constraints.

#### Recommendation

Despite the fact that a City-owned backup data center located in a Fire Station would likely be most cost effective, staff recommends implementing a cloud-hosted backup data center.

A cloud-hosted data center is more energy efficient, and will continuously scale to meet our needs. City staff time will be minimized by using a cloud-hosted solution, rather than a solution we own and operate. In addition, the annual cost of using a cloud-hosted solution is likely to continually decrease for the foreseeable future.

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; _____ estimated _____ meetings                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | Includes funding for hiring consultants for special projects and network upgrades.<br><br>\$15,000                                                                                                                                                                                                                                                                                                                                                                                 |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | Enterprise licensing, E-mail, Servers, etc \$23000, PDF Creation & editing \$2500, Image editing \$750, Website \$1200, Backup Software \$4300, Security certificates \$1000, Creative Suite Subscriptions \$2000, Paperless system \$1500, Helpdesk \$1500, Cloud Web Hosting \$1800, Building Inspection DB Maintenance \$2000, Network monitoring/access \$3500, Unspecified software \$1950, Wireless software maintenance \$2000, File Transfer system \$1000<br><br>\$50,000 |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|      |                                              |                                                                                                                                                                |  |
|------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| -290 | Other<br><b>Contractual Services - LIST:</b> | Includes services purchased for department not more accurately described elsewhere. <b><i>Detail of this account to be submitted with budget proposal.</i></b> |  |
|------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|      |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                                                                   |
|------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| -310 | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | \$500                                                                                                                                             |
| -320 | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           | Primarily used for purchasing computer-related manuals and publications.<br><br>\$800                                                             |
| -323 | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     |                                                                                                                                                   |
| -325 | <b>Training &amp; Staff Development -</b> Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | Includes:<br><ul style="list-style-type: none"><li>IT Director training: \$5296</li><li>IT Specialist training: \$2500 (x2)</li></ul><br>\$10,296 |
| -330 | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.56 per mile.                                                                                                                                | Approximately 500 miles x rate = \$250                                                                                                            |
| -335 | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              |                                                                                                                                                   |
| -340 | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        |                                                                                                                                                   |

|                                    |                                |                                                                                                                                                                |                                                              |
|------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| -345                               | Public Information & Education | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                   |                                                              |
| -350                               | Repair & Maintenance Supplies  | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles. |                                                              |
| -355                               | <b>Equipment Expense</b>       | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>    |                                                              |
| -360                               | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.              |                                                              |
| -363                               | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                       | Includes cellular telephones & modems for IT staff<br>\$8000 |
| -365                               | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                                         | Includes City Hall telephone expenditures<br>\$3000          |
| -370                               | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                                          |                                                              |
| Other: Departmental Specific Items |                                |                                                                                                                                                                |                                                              |
|                                    |                                |                                                                                                                                                                |                                                              |
|                                    |                                |                                                                                                                                                                |                                                              |
|                                    |                                |                                                                                                                                                                |                                                              |



# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: Kevin Wunder EMPLOYEE TITLE: IT Director

PURPOSE OF TRIP: IT Service Management Conference DATE OF TRIP: 2/14/2015

SEMINAR OR CONFERENCE FEES: \$2,000 Las Vegas

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

**www.gsa.gov**

| Date      | Mileage | Breakfast | Lunch    | Dinner    | Lodging   | Transportation | Tolls / | Other                                             | TOTALS    |
|-----------|---------|-----------|----------|-----------|-----------|----------------|---------|---------------------------------------------------|-----------|
| 2/13/2015 | 30      |           |          | \$36      | \$150     | 400            |         | Other<br>Attach detail<br>for unusual<br>expenses | \$ 586.00 |
| 2/14/2015 |         | \$12      | \$18     | \$36      | \$150     |                |         |                                                   | \$ 216.00 |
| 2/15/2015 |         | \$12      | \$18     | \$36      | \$150     |                |         |                                                   | \$ 216.00 |
| 2/16/2015 |         | \$12      | \$18     | \$36      | \$150     |                |         |                                                   | \$ 216.00 |
| 2/17/2015 |         | \$12      | \$18     | \$36      | \$150     |                |         |                                                   | \$ 216.00 |
| 2/18/2015 |         |           |          |           |           |                |         |                                                   | \$ -      |
|           |         |           |          |           |           |                |         |                                                   | \$ -      |
|           |         |           |          |           |           |                |         |                                                   | \$ -      |
|           |         |           |          |           |           |                |         |                                                   | \$ -      |
|           |         |           |          |           |           |                |         |                                                   | \$ -      |
|           |         |           |          |           |           |                |         |                                                   | \$ -      |
| TOTALS    | 30      | \$ 36.00  | \$ 54.00 | \$ 108.00 | \$ 450.00 | \$ -           | \$ -    | \$ -                                              | \$ 648.00 |
|           |         |           |          |           |           |                |         |                                                   |           |

## JUSTIFICATION:

Pink Elephant’s annual conference is widely recognized as "the world's best IT Service Management conference". The program is content rich and comprehensive and features 14 tracks and 160+ sessions covering a vast array of subjects from all across the ITSM spectrum. The conference theme, “Knowledge Translated Into Results”, will show attendees how to go beyond just theory to achieve true business value and outcomes.

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: Kevin Wunder EMPLOYEE TITLE: IT Director

PURPOSE OF TRIP: Managing Across the Lifecycle, ITSM Class DATE OF TRIP: TBD

SEMINAR OR CONFERENCE FEES: \$2,000 DESTINATION CITY/STATE: TBD

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

**www.gsa.gov**

| Date   | Mileage | Breakfast | Lunch    | Dinner    | Lodging   | Transportation | Tolls / | Other                                                      | TOTALS    |
|--------|---------|-----------|----------|-----------|-----------|----------------|---------|------------------------------------------------------------|-----------|
| TBD    | 30      |           |          | \$36      | \$150     | 400            |         | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | \$ 586.00 |
| TBD    |         | \$12      | \$18     | \$36      | \$150     |                |         |                                                            | \$ 216.00 |
| TBD    |         | \$12      | \$18     | \$36      | \$150     |                |         |                                                            | \$ 216.00 |
| TBD    |         | \$12      | \$18     | \$36      | \$150     |                |         |                                                            | \$ 216.00 |
| TBD    |         | \$12      | \$18     | \$36      | \$150     |                |         |                                                            | \$ 216.00 |
| TBD    |         |           |          |           |           |                |         |                                                            | \$ -      |
|        |         |           |          |           |           |                |         |                                                            | \$ -      |
|        |         |           |          |           |           |                |         |                                                            | \$ -      |
|        |         |           |          |           |           |                |         |                                                            | \$ -      |
|        |         |           |          |           |           |                |         |                                                            | \$ -      |
|        |         |           |          |           |           |                |         |                                                            | \$ -      |
| TOTALS | 30      | \$ 36.00  | \$ 54.00 | \$ 108.00 | \$ 450.00 | \$ -           | \$ -    | \$ -                                                       | \$ 648.00 |
|        |         |           |          |           |           |                |         |                                                            |           |

## JUSTIFICATION:

Managing Across the Lifecycle is a five-day course that provides a holistic picture of the critical learning points and knowledge IT management staff require on key organizational topics such as: governance structures, roles, functions, process dependencies, complementary frameworks, service assessments and the management of change issues related to the ITIL service lifecycle. Specifically, this course addresses: Management of Strategic Change, Risk Management, Managing the Planning and Implementation of IT Service Management, Understanding Organizational Challenges, and Service Assessment.

|  |  |                    |  |  |  |  |  |  |
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|  |  | TOTAL ALL<br>PAGES |  |  |  |  |  |  |
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# 2015 PROPOSED MAYORAL BUDGET:

## POLICE

POLICE OPERATING BUDGET

MPSISC

POLICE TRAINING & DRUG ENFORCEMENT

**GENERAL FUND**  
**5146- MPSIS**

| Account Number                | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|-------------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5146-110                  | SALARIES & WAGES               | 77,688                       | 77,667                         | 37,845                              | 77,667                           | 81,806                     | 4,139                                   |
| 100-5146-120                  | PT/LTE/SEASONAL WAGES          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5146-130                  | DIRECT FRINGE BENEFITS         | 11,158                       | 11,437                         | 5,549                               | 11,437                           | 11,886                     | 449                                     |
| 100-5146-135                  | LONGEVITY                      | 360                          | 405                            | 405                                 | 405                              | 450                        | 45                                      |
| 100-5146-185                  | BOND PROGRAM & FLEX MED FEES   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5146-210                  | PROFESSIONAL SERVICES          | 2,528                        | -                              | -                                   | -                                | -                          | -                                       |
| 100-5146-240                  | REP & MAINT BY OTHERS          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5146-245                  | COMPUTER REP & MAINT           | 65,858                       | 72,099                         | 72,099                              | 72,099                           | 73,185                     | 1,086                                   |
| 100-5146-310                  | OFFICE SUPPLIES/POSTAGE        | 213                          | 213                            | 213                                 | 213                              | 213                        | -                                       |
| 100-5146-320                  | PUB, SUBSCRIP/DUES             | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5146-325                  | TRAINING & STAFF DEVEL         | 1,331                        | 1,384                          | 1,385                               | 1,385                            | 1,383                      | (1)                                     |
| 100-5146-330                  | VEHICLE USE REIMBURSEMENT      | 53                           | -                              | -                                   | -                                | -                          | -                                       |
| 100-5146-340                  | OPER MATERIALS & SUPPLIES      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5146-355                  | EQUIPMENT EXPENSE              | 1,331                        | 1,331                          | 1,331                               | 1,331                            | 1,329                      | (2)                                     |
| 100-5146-363                  | COMMUNICATIONS EXPENSE         | 17,171                       | 18,058                         | 18,057                              | 18,057                           | 18,354                     | 296                                     |
| 100-5146-390                  | OPER CONTINGENCY/REPLACEMENT   | 14,105                       | 14,113                         | 14,113                              | 14,113                           | 14,096                     | (17)                                    |
| 100-5146-591                  | ALLOCATED BENEFIT - HEALTH INS | 15,066                       | 16,535                         | 8,249                               | 16,535                           | 16,920                     | 385                                     |
| 100-5146-592                  | ALOCATED BENEFIT - LIFE INS    | 76                           | 78                             | 39                                  | 78                               | 79                         | 1                                       |
| 100-5146-593                  | ALLOCATED BENEFIT - DISABILITY | -                            | 400                            | -                                   | -                                | 400                        | -                                       |
| 100-5146-594                  | ALLOCATED BENEFIT - DENTAL INS | 1,116                        | 1,116                          | 558                                 | 1,116                            | 1,116                      | -                                       |
| Total POLICE INFO TECHNOLOGY: |                                | 208,054                      | 214,836                        | 159,843                             | 214,436                          | 221,217                    | 6,381                                   |

-

**GENERAL FUND**  
**5210- Police**

| <b>Account Number</b>  | <b>Account Title</b>           | <b>2013<br/>Prior Year<br/>Actual</b> | <b>2014<br/>Current Year<br/>Budget</b> | <b>6/30/2014<br/>Current Year<br/>Actual</b> | <b>2014<br/>Current Year<br/>Estimate</b> | <b>2015<br/>Proposed<br/>Budget</b> | <b>Increase/<br/>(Decrease)<br/>14 - '15 Bud</b> |
|------------------------|--------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------------|-------------------------------------------|-------------------------------------|--------------------------------------------------|
| 100-5210-110           | SALARIES & WAGES - POLICE      | 3,571,815                             | 3,811,334                               | 1,707,317                                    | 3,811,334                                 | 3,953,087                           | 141,753                                          |
| 100-5210-115           | OVERTIME                       | 203,599                               | 185,000                                 | 107,952                                      | 185,000                                   | 185,000                             | -                                                |
| 100-5210-120           | PT/LTE/SEASONAL WAGES          | 47,629                                | 55,866                                  | 25,894                                       | 55,866                                    | 55,383                              | (483)                                            |
| 100-5210-125           | SHIFT DIFFERENTIAL             | 18,698                                | 35,000                                  | 9,151                                        | 35,000                                    | 35,000                              | -                                                |
| 100-5210-130           | DIRECT FRINGE BENEFITS         | 901,172                               | 812,651                                 | 370,292                                      | 812,651                                   | 725,013                             | (87,638)                                         |
| 100-5210-135           | LONGEVITY                      | 24,495                                | 26,040                                  | 25,185                                       | 26,040                                    | 27,780                              | 1,740                                            |
| 100-5210-185           | BOND PROGRAM/FLEX MED FEES     | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5210-190           | HOLIDAY PREMIUM                | 26,360                                | 25,000                                  | 13,113                                       | 25,000                                    | 25,000                              | -                                                |
| 100-5210-210           | PROFESSIONAL SERVICES          | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5210-240           | REPAIRS & MAINT - BY OTHERS    | 8,139                                 | 12,579                                  | 10,586                                       | 12,579                                    | 12,579                              | -                                                |
| 100-5210-245           | COMPUTER RELATED - REP & MAINT | 29,452                                | 52,050                                  | 16,188                                       | 52,050                                    | 56,233                              | 4,183                                            |
| 100-5210-250           | PUBLIC NOTICES/ADS             | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5210-260           | POLICE VEHICLE LEASE PROGRAM   | 93,468                                | 100,675                                 | 47,594                                       | 95,340                                    | 103,900                             | 3,225                                            |
| 100-5210-290           | OTHER CONTRACTUAL/CROSS GUAR   | 4,358                                 | 4,500                                   | 134                                          | 3,938                                     | 4,500                               | -                                                |
| 100-5210-310           | OFFICE SUPPLIES & POSTAGE      | 11,509                                | 13,000                                  | 5,077                                        | 13,000                                    | 13,000                              | -                                                |
| 100-5210-320           | PUBLICATIONS, DUES & SUBSCRIPT | 1,037                                 | 1,400                                   | 1,002                                        | 1,400                                     | 1,500                               | 100                                              |
| 100-5210-323           | UNIFORMS & PROTECTIVE GEAR     | 36,396                                | 35,650                                  | 8,221                                        | 35,650                                    | 37,250                              | 1,600                                            |
| 100-5210-324           | YMCA MEMBERSHIP                | 7,332                                 | 9,408                                   | 2,989                                        | 6,820                                     | 8,918                               | (490)                                            |
| 100-5210-325           | TRAINING & STAFF DEVELOPMENT   | 50                                    | -                                       | 686                                          | -                                         | -                                   | -                                                |
| 100-5210-326           | TUITION REIMBURSEMENT          | 19,160                                | 23,761                                  | 13,023                                       | 23,761                                    | 23,150                              | (611)                                            |
| 100-5210-330           | VEHICLE USE REIMBURSEMENT      | -                                     | 200                                     | 368                                          | 368                                       | 200                                 | -                                                |
| 100-5210-335           | VEHICLE EXPENSE (G&O, REPAIRS) | 188,732                               | 200,644                                 | 44,965                                       | 200,644                                   | 195,342                             | (5,302)                                          |
| 100-5210-340           | OPERATING MATERIALS & SUPPLIES | 15,173                                | 13,000                                  | 4,649                                        | 13,000                                    | 13,000                              | -                                                |
| 100-5210-345           | PUBLIC INFORMATION & EDUCATION | 6,799                                 | 7,000                                   | 1,588                                        | 7,000                                     | 8,000                               | 1,000                                            |
| 100-5210-350           | REPAIR & MAINT SUPPLIES        | 3,037                                 | 3,000                                   | 85                                           | 3,000                                     | 3,000                               | -                                                |
| 100-5210-355           | EQUIPMENT EXPENSE              | 14,465                                | 17,580                                  | 3,320                                        | 17,580                                    | 22,330                              | 4,750                                            |
| 100-5210-360           | BUILDING REPAIRS & MAINTENANCE | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5210-361           | COMMUNICATIONS CENTER EQUIP    | 165                                   | 500                                     | -                                            | 500                                       | 500                                 | -                                                |
| 100-5210-363           | COMMUNICATIONS EXPENSE         | 23,079                                | 36,560                                  | 12,332                                       | 26,560                                    | 26,360                              | (10,200)                                         |
| 100-5210-365           | TELEPHONE & UTILITIES          | 5,546                                 | 6,000                                   | 2,821                                        | 6,000                                     | 6,000                               | -                                                |
| 100-5210-382           | DANE CO JAIL - PRISONER BOARD  | -                                     | 300                                     | -                                            | -                                         | 300                                 | -                                                |
| 100-5210-383           | FIREARMS & AMMUNITION          | 21,530                                | 30,000                                  | 18,092                                       | 32,500                                    | 35,000                              | 5,000                                            |
| 100-5210-384           | INVESTIGATIVE SUPPLIES         | 19,870                                | 27,364                                  | 6,249                                        | 27,364                                    | 33,000                              | 5,636                                            |
| 100-5210-392           | K-9 UNIT                       | 1,127                                 | 1,500                                   | 719                                          | 1,000                                     | 1,000                               | (500)                                            |
| 100-5210-395           | EQUIPMENT REPLACEMENT RESERV   | -                                     | -                                       | -                                            | -                                         | -                                   | -                                                |
| 100-5210-591           | ALLOCATED BENEFIT-HEALTH INS   | 598,545                               | 695,954                                 | 334,115                                      | 695,954                                   | 760,335                             | 64,381                                           |
| 100-5210-592           | ALLOCATED BENEFIT-LIFE INS     | 5,757                                 | 6,237                                   | 2,752                                        | 6,237                                     | 6,283                               | 46                                               |
| 100-5210-593           | ALLOCATED BENEFIT-DISABILITY   | -                                     | 20,625                                  | -                                            | -                                         | 20,938                              | 313                                              |
| 100-5210-594           | ALLOCATED BENEFIT-DENTAL INS   | 49,076                                | 52,124                                  | 24,587                                       | 52,124                                    | 53,533                              | 1,409                                            |
| Total LAW ENFORCEMENT: |                                | 5,957,570                             | 6,322,502                               | 2,821,047                                    | 6,285,260                                 | 6,452,414                           | 129,912                                          |

## 2015 BUDGET

### POLICE TRAINING FUND

FUND NUMBER: 221

| ACCOUNT<br>NUMBER                         | ACCOUNT DESCRIPTION                   |
|-------------------------------------------|---------------------------------------|
| <b>REVENUES</b>                           |                                       |
| 221-4510-000                              | TRAINING PORTION OF FINES             |
| 221-4800-000                              | OTHER REVENUE                         |
| 221-4922-100                              | TRAINING TRANSFER FROM GENERAL FUND   |
| 221-4930-221                              | FUND BALANCE APPLIED                  |
|                                           | <b>REVENUE FUND SUB TOTAL</b>         |
| <b>EXPENSES</b>                           |                                       |
| 221-5210-130                              | DIRECT & OTHER FRINGE BENEFITS        |
| 221-5210-185                              | BOND PROGRAM & FLEX MED FEES          |
| 221-5210-325                              | TRAVEL & SPECIAL TRAINING             |
| 221-5210-591                              | GROUP INSURANCE PROGRAMS              |
| 221-5210-592                              | LIFE INSURANCE                        |
| 221-5210-593                              | DISABILITY INSURANCE                  |
| 221-5210-594                              | DENTAL INSURANCE                      |
| 221-5922-221                              | FUND BALANCE ADDED                    |
|                                           | <b>EXPENSE FUND SUB TOTAL</b>         |
|                                           | Operating Transfer OUT - General Fund |
|                                           | Fund Balance Added (Budget Account)   |
|                                           | TRANSFERS & OTHER USES OF CAPITAL     |
| <b>TOTAL EXPENDITURES &amp; TRANSFERS</b> |                                       |

| 2013<br>ACTUAL  | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/14 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
|-----------------|---------------------------|---------------------------|-----------------------------|----------------------------|
|                 |                           |                           |                             |                            |
| \$30,412        | \$16,000                  | \$0                       | \$17,778                    | \$18,000                   |
| \$7,720         | \$7,040                   | \$6,985                   | \$6,985                     | \$7,520                    |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$6,960                   | \$0                       | \$0                         | \$0                        |
| <b>\$38,132</b> | <b>\$30,000</b>           | <b>\$6,985</b>            | <b>\$24,763</b>             | <b>\$25,520</b>            |
|                 |                           |                           |                             |                            |
| \$48            | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$30,910        | \$30,000                  | \$21,878                  | \$30,000                    | \$25,000                   |
| \$77            | \$0                       | \$0                       | \$0                         | \$0                        |
| \$1             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$6             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| <b>\$31,042</b> | <b>\$30,000</b>           | <b>\$21,878</b>           | <b>\$30,000</b>             | <b>\$25,000</b>            |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| <b>\$31,042</b> | <b>\$30,000</b>           | <b>\$21,878</b>           | <b>\$30,000</b>             | <b>\$25,000</b>            |

|                                     |          |     |            |           |          |
|-------------------------------------|----------|-----|------------|-----------|----------|
| Estimated Fund Balance Added (Used) | \$7,090  | \$0 | (\$14,893) | (\$5,237) | \$520    |
| PRIOR YEAR FUND BALANCE             | \$19,234 |     |            | \$26,324  | \$21,087 |
| CURRENT YEAR FUND BALANCE           | \$26,324 |     |            | \$21,087  | \$21,607 |

### DRUG ENFORCEMENT

FUND NUMBER: 222

| ACCOUNT<br>NUMBER                         | ACCOUNT DESCRIPTION                   |
|-------------------------------------------|---------------------------------------|
| <b>REVENUES</b>                           |                                       |
| 222-4310-100                              | FED EQUITABLE SHARING FUNDS           |
| 222-4530-000                              | DRUG ENFORCEMENT REVENUE              |
| 222-4530-110                              | WAGE REIMBURSEMENTS                   |
| 222-4810-000                              | INTEREST ON FED EQUIP FUNDS           |
| 222-4921-100                              | TRANSFER FROM GENERAL FUND            |
| 222-4930-222                              | FUND BALANCE APPLIED                  |
|                                           | <b>REVENUE FUND SUB TOTAL</b>         |
| <b>EXPENSES</b>                           |                                       |
| 222-5210-110                              | SALARIES & WAGES - DRUG ENFORCEMENT   |
| 222-5210-130                              | DIRECT FRINGE BENEFITS                |
| 222-5210-325                              | TRAVEL, TRAINING & MEMBERSHIPS        |
| 222-5210-340                              | OPERATING EXPENDITURES                |
| 222-5210-355                              | EQUIPMENT EXPENSE                     |
| 222-5210-360                              | FED EQ SHARING FUNDS EXPENDITURES     |
|                                           | <b>EXPENSE FUND SUB TOTAL</b>         |
|                                           | Operating Transfer OUT - General Fund |
| 222-5922-222                              | Fund Balance Added (Budget Account)   |
|                                           | TRANSFERS & OTHER USES OF CAPITAL     |
| <b>TOTAL EXPENDITURES &amp; TRANSFERS</b> |                                       |

| 2013<br>ACTUAL  | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/14 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
|-----------------|---------------------------|---------------------------|-----------------------------|----------------------------|
|                 |                           |                           |                             |                            |
| \$8,404         | \$0                       | \$3,124                   | \$3,124                     | \$0                        |
| \$1,003         | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$9             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| <b>\$9,416</b>  | <b>\$0</b>                | <b>\$3,124</b>            | <b>\$3,124</b>              | <b>\$0</b>                 |
|                 |                           |                           |                             |                            |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$14,226        | \$0                       | \$0                       | \$974                       | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| <b>\$14,226</b> | <b>\$0</b>                | <b>\$0</b>                | <b>\$974</b>                | <b>\$0</b>                 |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| \$0             | \$0                       | \$0                       | \$0                         | \$0                        |
| <b>\$14,226</b> | <b>\$0</b>                | <b>\$0</b>                | <b>\$974</b>                | <b>\$0</b>                 |

|                                     |           |     |         |           |     |
|-------------------------------------|-----------|-----|---------|-----------|-----|
| Estimated Fund Balance Added (Used) | (\$4,810) | \$0 | \$3,124 | \$2,150   | \$0 |
| PRIOR YEAR FUND BALANCE             | \$2,660   |     |         | (\$2,150) |     |
| CURRENT YEAR FUND BALANCE           | (\$2,150) |     |         | (\$0)     |     |

## 2015 Budget Expenditure Detail

### Department:

Prepared By: Thomas Blatter

Date Prepared: August 19, 2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

- 8/19/14 – Mass Casualty Training Exercise - Testing our multi-agency preparedness for an active shooter event
- 6/24/14 – Emergency Operations Center Training exercise/scenario. Functional set-up of Emergency Operations Center and simulated exercise for emergency responders. Included all City departments, Verona Area School Dist., Fitchburg Fire, & FitchRona EMS
- 5/20/14 – Warm Zone Training – Multi-Agency Training Exercises. Coordination with Police, Fire, EMS, School District. Establishment of “warm zone” for emergency responders in an active shooter incident.
- 4/7/14 – Tabletop Exercise multi-agency unified command
- 3/27/14 – Tabletop exercise multi-agency for school based incident (continuation of tabletop exercise from August 2013)

- Construction zones (numerous) – Education, enforcement, and emergency response
- Jesus Castillo-Dimas was sentenced to 30-years in prison on 7/12/14, for the homicide of his son and attempted homicide of his son’s mother.
- On 7/18/14 Guillermo Devenecia was located unharmed after a three day search. Mr. Devenecia suffers from dementia and walked away from home. Other departments and resources used to search were: Fitchburg Fire, Madison Police Mounted Patrol, helicopter, hundreds of citizens, canine search teams, and a drone equipped with cameras operated by a local resident, which successfully found Mr. Devenecia.

### NEW INITIATIVES FOR 2015:

- Analyze data from Mass Casualty Incident Training After Action Report
  - o Develop procedures/policy
  - o Training
  - o Coordinate these changes with our multi-agency partners
  - o Communications



# Fitchburg Police Department 2015 Budget

## Performance Measurements

| <b>Statistic</b>                                          | <b>2013<br/>Actual</b> | <b>2014<br/>Estimated</b> | <b>2015<br/>Estimated</b> |
|-----------------------------------------------------------|------------------------|---------------------------|---------------------------|
| <b>Reportable<br/>Traffic<br/>Crashes</b>                 | 602                    | 600                       | 600                       |
| <b>Traffic<br/>Citation</b> <sub>(Municipal)</sub>        | 3,683                  | 4,000                     | 5,000                     |
| <b>Calls for<br/>Service</b>                              | 19,695                 | 20,000                    | 21,000                    |
| <b>Municipal<br/>Citation</b> <sub>(except traffic)</sub> | 735                    | 500                       | 600                       |
| <b>Arrests</b>                                            | 1,131                  | 850                       | 900                       |

|                                                      |                                                                                                                                                                                                                                                   |                   |   |                                 |   |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---|---------------------------------|---|
| <b>City of Fitchburg</b>                             | <b>FISCAL ESTIMATE FOR<br/>NEW PROPOSAL</b>                                                                                                                                                                                                       |                   |   | Proposal #                      | 1 |
| Sponsor/Department:                                  | Police Department                                                                                                                                                                                                                                 |                   |   | Original (x)                    | X |
| Title/subject:                                       | Sergeant                                                                                                                                                                                                                                          |                   |   | Supplemental (x)                |   |
| Mandatory -<br>Required by                           |                                                                                                                                                                                                                                                   | Permissive<br>(x) | X | <b>NO FISCAL<br/>IMPACT (x)</b> |   |
| Brief Justification:<br>(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                                                                       | Account #<br>(new**)                                                          | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |        |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------|--------------------|----------------|--------|--------|
|                                                                                       |                                                                               |                                      |                    | Tax Levy       | Grants | Other  |
| Personnel Costs<br><small>Employee requests must complete supplemental detail</small> | To be completed by Finance Director based on the supplemental detail provided |                                      | X                  | X              |        |        |
| Contractual - Engineering, Consultants                                                |                                                                               |                                      |                    |                |        |        |
| Operating Costs:                                                                      |                                                                               |                                      |                    |                |        |        |
| NON CAP Equipment      Submit Detail                                                  |                                                                               |                                      |                    |                |        |        |
| TOTAL ESTIMATED<br>Amounts will total automatically - use Table Toolbar, Calculate    |                                                                               | \$0.00                               | \$0.00             | \$0.00         | \$0.00 | \$0.00 |

### **LONG RANGE FINANCIAL IMPLICATIONS:**

|                                                                                                            |                   |      |          |
|------------------------------------------------------------------------------------------------------------|-------------------|------|----------|
| If <b>funded</b> , 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 <b>not funded</b> this year, should this be considered for Future Budget? (YES/NO)                      |                   | Yes  |          |
| Prepared by                                                                                                | Thomas A. Blatter | Date | 08/01/14 |
| Approved by                                                                                                |                   | Date |          |

|                                                                                                                               |                                                                                                                                                                                                                                            |                                                                                                                                     |  |   |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--|---|
| <b>REQUEST FOR NEW EMPLOYEE</b><br><b>OR increase to existing position</b><br><b>Only complete areas which are not shaded</b> |                                                                                                                                                                                                                                            | <b>Supplement to Proposal #</b>                                                                                                     |  | 1 |
| <b>Position Title</b>                                                                                                         | <b>Sergeant</b>                                                                                                                                                                                                                            |                                                                                                                                     |  |   |
| <b>Reason or Need</b>                                                                                                         | The police department developed a Five-Year Staffing Plan in 2012. This plan identifies critical positions the police department needs.<br><br>Please refer to the Police Department's Five-Year Staffing Plan for a detailed explanation. |                                                                                                                                     |  |   |
| <b>Existing Classification</b>                                                                                                | X                                                                                                                                                                                                                                          | <b>New Classification</b> - (position creation)<br>include draft position description<br>& complete comparable pay section (page 2) |  |   |

|                                                                                                                   |                                                                          |                                         |              |                                                                                                    |                                      |        |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------|--------------|----------------------------------------------------------------------------------------------------|--------------------------------------|--------|
| <b>FULL TIME EQUIVALENT:</b><br>Annual Hours                                                                      |                                                                          | <b>1950</b>                             |              | <b>Expected Overtime hours</b>                                                                     |                                      |        |
| <b>Estimated Hourly Wage</b>                                                                                      |                                                                          | \$30.82                                 |              | Source: Union Contract, Pay Plan, Comparable Community Average                                     | <b>Pay Plan</b>                      |        |
| <b>Benefit Information</b><br> | 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      |
| <b>Uniforms, Equipment &amp; Space Costs</b>                                                                      | Uniforms & Protective Gear Needed<br>(Account -323 and/or Account - 324) | Uniform - Initial Issue                 |              | Uniform Allowance                                                                                  | Protective Gear / Personal Equipment |        |
|                                                                                                                   |                                                                          | <b>\$0</b>                              |              | <b>\$500</b>                                                                                       | <b>\$750</b>                         |        |
|                                                                                                                   | Office Equipment Needed<br>(Account - 355)                               | Furniture                               | Computer     | Telephone, Calculator, etc.                                                                        | Misc Supplies (Acct -310)            |        |
|                                                                                                                   |                                                                          | <b>\$0</b>                              | <b>\$500</b> | \$                                                                                                 | <b>\$0</b>                           |        |
|                                                                                                                   | Other Related Expense                                                    | Description: Training Account #(s) -325 |              |                                                                                                    |                                      | \$     |
| <b>Vehicles</b>                                                                                                   | 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<br>(if different) | Hiring Wage | Maximum Wage | Why is this community Comparable? |
|-------------------------------------------------|----------------------------------|-------------|--------------|-----------------------------------|
|                                                 |                                  |             |              |                                   |
| SEE<br>See attached spreadsheet for comparables |                                  |             |              |                                   |
|                                                 |                                  |             |              |                                   |
|                                                 |                                  |             |              |                                   |

Other information:

X      Pay was determined by

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                               |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; _____ estimated _____ meetings                                                                                                                                           | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                               |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      | Lease/Maintenance agreement for master recorder <b>\$6,129</b><br>Maintenance agreement for mobile filing system <b>\$450</b><br>Repairs of dictating equipment, radars, cameras, squad printers, patrol bikes <b>\$3,100</b><br>Squad video camera repair <b>\$1,000</b><br>Interview Room recording equipment <b>\$1,000</b><br>Shred-It Services <b>\$900</b><br><br><b>TOTAL \$12,579</b> |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | Computer network support, and software updates and maintenance. <b>See Budget Detail</b><br><br><b>TOTAL \$56,233</b>                                                                                                                                                                                                                                                                         |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| -260                                              | <b>Police Vehicles</b>                                           | Police vehicle lease costs                                                                                                                                                                                    | <b>See Budget Detail</b><br><br><br><b>TOTAL \$103,900</b>                                                                                                                                                                                                                                                                                                                                    |

|                                         |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -290                                    | Other<br><b>Contractual Services - LIST:</b>                                                                                 | Includes services purchased for department not more accurately described elsewhere. <i><b>Detail of this account to be submitted with budget proposal.</b></i>                                                                                | Crossing Guard (Shared with Madison) <b>\$4,500</b><br>Post Road at Leopold School<br><br><b>TOTAL \$4,500</b>                                                                                                                                                                                                         |
| <b>OPERATING SUPPLIES &amp; EXPENSE</b> |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                        |
| -310                                    | Office Supplies & Postage                                                                                                    | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | Office supplies, paper, postage, and shipping <b>\$13,000</b><br><b>TOTAL \$13,000</b>                                                                                                                                                                                                                                 |
| -320                                    | Publications, Subscriptions & Dues                                                                                           | Professional Organization dues, reference materials or publications                                                                                                                                                                           | Professional publications, subscriptions and dues <b>\$1,195</b><br>Alumni Dues (FBI, SPI, & Northwestern) <b>\$305</b><br><b>TOTAL \$1,500</b>                                                                                                                                                                        |
| -323                                    | Uniforms & Protective Gear                                                                                                   | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     | Uniform costs set by Collective Bargaining Agreements and employee handbook. Biohazard protective equipment (OSHA Regulations). Uniform patches, ballistic vests, bike patrol and motorcycle patrol uniforms.<br><br>Includes \$750 (protective gear) and \$500 (uniform allowance) for NP #9<br><b>TOTAL \$37,250</b> |
| -324                                    | YMCA Membership                                                                                                              | Collective Bargaining Agreement                                                                                                                                                                                                               | 13 employees x \$686/year<br><b>TOTAL \$8,918</b>                                                                                                                                                                                                                                                                      |
| -325                                    | <b>Training &amp; Staff Development -</b><br>Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <i><b>Detail of this account to be submitted with budget proposal.</b></i> | N/A                                                                                                                                                                                                                                                                                                                    |
| -326                                    | Tuition Reimbursement                                                                                                        | Collective Bargaining Agreement and Employee Handbook Tuition                                                                                                                                                                                 | Educational Reimbursement<br>College courses for 4 employees<br><b>TOTAL \$23,150</b>                                                                                                                                                                                                                                  |
| -330                                    | Vehicle Use Reimbursements                                                                                                   | Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.                                                                                                                                              | #miles 600 x IRS rate<br><b>TOTAL \$200</b>                                                                                                                                                                                                                                                                            |
| -335                                    | Vehicle Expense                                                                                                              | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              | <b>See Budget Detail</b><br><b>TOTAL \$195,342</b>                                                                                                                                                                                                                                                                     |

|      |                                |                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                              |
|------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -340 | Operating Materials & Supplies | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere. | Printing of forms (includes letterhead, business cards, traffic stop brochure, property tags, internal departmental forms, case folders and labels. <b>\$5,000</b><br>Oxygen tank refills for squad cars. <b>\$200</b><br>Batteries, keys, and toner cartridges. <b>\$7,800</b><br><b>TOTAL \$13,000</b>     |
| -345 | Public Information & Education | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                           | Youth programs, crime prevention supplies, neighborhood meetings, community events, daycare and school visits, Halloween safety, Citizen's Academy, Boys and Girls Club basketball game, Award Ceremony, Black Youth and Latino Youth Police Academy, National Night Out Celebration<br><b>TOTAL \$8,000</b> |
| -350 | Repair & Maintenance Supplies  | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                         | Emergency squad lights, bulbs, flashing headlights, strobe mounts, siren components, fuses, circuit boards and switches, push bumpers, dictation equipment repair; repair microphones, speakers and radio console.<br><b>TOTAL \$3,000</b>                                                                   |
| -355 | <b>Equipment Expense</b>       | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                            | <b>See Budget Detail.</b><br><b>TOTAL \$22,330</b>                                                                                                                                                                                                                                                           |
| -360 | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.                                                                      | N/A                                                                                                                                                                                                                                                                                                          |
| -361 | Communication Center Equipment | Dispatch equipment                                                                                                                                                                                                     | Wireless and Standard Headsets<br><b>TOTAL \$500</b>                                                                                                                                                                                                                                                         |
| -363 | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                                                                               | Mobile & Portable Radio Maintenance <b>\$2,000</b><br>General Communications Comm. Center maintenance <b>\$9,500</b><br>Cell Phone Charges <b>\$12,700</b><br>Dane Com <b>\$2,160</b><br><b>TOTAL \$26,360</b>                                                                                               |
| -365 | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                                                                                                 | Local and long distance phone expenses and telephone repair and maint. <b>\$6,000</b><br><b>TOTAL \$6,000</b>                                                                                                                                                                                                |
| -370 | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                                                                                                  | N/A                                                                                                                                                                                                                                                                                                          |

|                                    |                        |                                                                                                                                                                                                                                                                                                         |
|------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other: Departmental Specific Items |                        |                                                                                                                                                                                                                                                                                                         |
| -382                               | Prisoner Board         | Prisoner costs <b>\$300</b><br><b>TOTAL \$300</b>                                                                                                                                                                                                                                                       |
| -383                               | Firearms               | Ammo & supplies (rifle, handgun, .22, and shotgun) <b>\$19,350</b><br>Range fees <b>\$3,480</b><br>OC Spray <b>\$400</b><br>Simunitions, protective gear (ammo, helmets, etc), Less Lethal & Taser supplies <b>\$7,000</b><br>Active Shooter Supplies/Equipment <b>\$4,770</b><br><b>TOTAL \$35,000</b> |
| -384                               | Investigative Supplies | Crime scene processing, investigative/evidence supplies, towing, trial expenses, debriefing and SANE exams. <b>\$27,260</b><br>Criminal History Checks (per City Ordinance 11.04. includes alcohol license checks) <b>\$3,500</b><br>LEADS/Pawn Shop Tracking <b>\$2,240</b><br><b>TOTAL \$33,000</b>   |
| -392                               | K-9 Expenses           | Dog food and supplies<br><b>TOTAL \$1,000</b>                                                                                                                                                                                                                                                           |



## 245 – Computer Repair and Maintenance

| Item # | Description                                                                           | Cost          |
|--------|---------------------------------------------------------------------------------------|---------------|
| 1      | Software licensing, maintenance, and internet service (IT)<br>NP#1 – Add \$500 per IT | 48,500        |
| 2      | Computer accessories and printer maintenance (PD)                                     | 3,383         |
| 3      | Scheduling software annual maintenance (PD)                                           | 4,350         |
|        |                                                                                       |               |
|        | <b>TOTAL</b>                                                                          | <b>56,233</b> |

## 260 – Police Vehicles

| Item # | Description                                       | Cost           |
|--------|---------------------------------------------------|----------------|
| 1      | Police Vehicle Lease                              | 103,150        |
| 2      | Registration & License Renewal for regular plates | 450            |
| 3      | Title Fees/Transfer Fees                          | 225            |
|        |                                                   |                |
|        | <b>TOTAL</b>                                      | <b>103,900</b> |

### 335 – Vehicle Expense

| Item # | Description                                            | Cost           |
|--------|--------------------------------------------------------|----------------|
| 1      | Vehicle Repairs & Parts                                | 17,000         |
| 2      | Gas - \$4.00/gallon x 36,000 gallons                   | 144,000        |
| 3      | Vehicle Equipment Changeovers                          | 11,400         |
| 4      | Car Wash                                               | 2,300          |
| 5      | Tires (Goodyear Snow \$137 Reg. \$125 State Bid)       | 12,000         |
| 6      | Wheel Balance, Flat Repair (non pursuit), Tire Install | 3,680          |
| 7      | Motorcycle Lease                                       | 3,462          |
| 8      | Motorcycle changeover/equipment                        | 1,500          |
|        |                                                        |                |
|        |                                                        |                |
|        | <b>TOTAL</b>                                           | <b>195,342</b> |

### 355 – Equipment Expense

| Item # | Description                                      | Cost          |
|--------|--------------------------------------------------|---------------|
| 1      | Copy Machines Lease                              | 7,000         |
| 2      | Animal Control Equipment                         | 700           |
| 3      | Graphic Kits for Marked Squads                   | 3,000         |
| 4      | Emergency Management Supplies/Exercises          | 5,000         |
| 5      | High Capacity Portable Radio Batteries           | 750           |
| 6      | Emergency Siren System/Control Box               | 2,400         |
| 7      | Replacement Trauma Kits                          | 400           |
| 8      | Rechargeable Squad Flashlights                   | 1,080         |
| 9      | Crime Scene Vehicle Equipment Replacement        | 1,000         |
| 10     | S.E.T. Equipment                                 | 1,000         |
|        | Includes \$500 for telephone equipment for NP #9 |               |
|        |                                                  |               |
|        | <b>TOTAL</b>                                     | <b>22,330</b> |

## 2015 Budget Expenditure Detail

### MPSISC Account# 100-51-5146

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                            |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                            |
| 140                                               | Per Diem for Commission & Committees<br>_____                    | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 | N/A                                                                                                        |
| ___                                               | Per Diem for<br>_____                                            | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 | N/A                                                                                                        |
| ___                                               | Per Diem for<br>_____                                            | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 | N/A                                                                                                        |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             | N/A                                                                                                        |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                            |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | N/A                                                                                                        |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      | N/A                                                                                                        |
| -245                                              | <b>Computer Related Repairs &amp; Maintenance</b>                | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | Software Support & Maintenance - <b>\$73,185</b><br><b>See budget detail.</b><br><br><b>TOTAL \$73,185</b> |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles | N/A                                                                                                        |
| -290                                              | Other <b>Contractual Services - LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       | N/A                                                                                                        |
|                                                   |                                                                  |                                                                                                                                                                                                               |                                                                                                            |

| Account #                               | Account Title                                                                                                             | Usual Expenditures for this Account                                                                                                                                                                                                           | Detail of Proposed Expenditures                                               |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>OPERATING SUPPLIES &amp; EXPENSE</b> |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                               |
| -310                                    | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | Office supplies, paper, and postage. - <b>\$213</b><br><br><b>TOTAL \$213</b> |
| -320                                    | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           | N/A                                                                           |
| -323                                    | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     | N/A                                                                           |
| -325                                    | <b>Training &amp; Staff Development - Staff Development includes City Sponsored In-Service or other on-site training.</b> | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | System Administrator Training - <b>\$1,383</b><br><br><b>TOTAL \$1,383</b>    |
| -330                                    | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the rate of .50 cents per mile.                                                                                                                            | N/A                                                                           |
| -335                                    | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              | N/A                                                                           |
| -340                                    | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | N/A                                                                           |
| -345                                    | Public Information & Education                                                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  | N/A                                                                           |
| -350                                    | Repair & Maintenance Supplies                                                                                             | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                | N/A                                                                           |

|                                             |                                |                                                                                                                                                   |                                                                                                                                                                                                                                                                                            |
|---------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -355                                        | <b>Equipment Expense</b>       | Lease costs, replacements of minor equipment not included in the capital budget.                                                                  | Misc. Equipment, Software, Consulting - <b>\$1,329</b><br><br><b>TOTAL \$1,329</b>                                                                                                                                                                                                         |
| -360                                        | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility. | N/A                                                                                                                                                                                                                                                                                        |
| -363                                        | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                          | Charter, Verizon and squad Internet Connection costs - <b>\$10,886</b><br>Global Maintenance for WIJIS Gateway (State initiative to tie all WI police department records systems) <b>\$1,881</b><br>BadgerNet (TIME) <b>\$4,479</b><br>Tip 411 <b>\$1,107</b><br><br><b>TOTAL \$18,353</b> |
| -365                                        | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & stormwater charges                                             | N/A                                                                                                                                                                                                                                                                                        |
| -370                                        | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                             | N/A                                                                                                                                                                                                                                                                                        |
| Other: Departmental Specific Items          |                                |                                                                                                                                                   |                                                                                                                                                                                                                                                                                            |
| -390 Operating Contingency/Replacement Fund |                                |                                                                                                                                                   | Operating Contingency - <b>\$266</b><br>Replacement Fund for shared equipment - <b>\$13,830</b><br><br><b>TOTAL \$14,096</b>                                                                                                                                                               |
|                                             |                                |                                                                                                                                                   |                                                                                                                                                                                                                                                                                            |

## BUDGET DETAIL

### 100-51-5146-245 Computer Repair and Maintenance

| Description                                                                                                                   | Cost          |
|-------------------------------------------------------------------------------------------------------------------------------|---------------|
| AVL Support (Automatic Vehicle Locator)                                                                                       | 3,868         |
| Big Hand Support (Digital Dictation)                                                                                          | 5,461         |
| Global Annual Maintenance                                                                                                     | 41,950        |
| Netmotion Support -Software to connect to mReach                                                                              | 1,516         |
| AntiVirus                                                                                                                     | 426           |
| Bar Code Interface Support                                                                                                    | 870           |
| FastID                                                                                                                        | 120           |
| AFIS                                                                                                                          | 3,195         |
| LiveScan                                                                                                                      | 2,495         |
| Neverfail Support                                                                                                             | 1,830         |
| Cisco Smartnet Router Maintenance                                                                                             | 719           |
| VMWare Support                                                                                                                | 1,063         |
| CipherOptics Support — Encryption system for wireless network connecting the four cities together                             | 958           |
| DragonWave Support — Support and maintenance for the wireless transmitters and antennas that connect the four cities together | 5,877         |
| Imprivata Support                                                                                                             | 1,242         |
| LeftHand Support — Maintenance for data storage SAN required for the virtual infrastructure server hosts                      | 1,595         |
|                                                                                                                               | <b>73,185</b> |



**2015 MPSISC BUDGET**

|                                      |               | Middleton           | Fitchburg           | Sun Prairie         | Verona             | Monona             | Totals              | Allocation |
|--------------------------------------|---------------|---------------------|---------------------|---------------------|--------------------|--------------------|---------------------|------------|
| <b>Software/Hardware Maintenance</b> |               |                     |                     |                     |                    |                    |                     |            |
| Global CAD Support                   | 90-900-03-310 | \$14,592.47         | \$20,313.33         | \$24,442.74         | \$0.00             | \$6,057.01         | \$65,405.55         | P          |
| Global RMS/mReach Support            | 90-900-03-310 | \$15,543.56         | \$21,637.29         | \$26,035.84         | \$9,561.18         | \$6,451.78         | \$79,229.65         | P          |
| Global AVL/CAD2CAD                   | 90-900-03-310 | \$2,778.64          | \$3,867.98          | \$4,654.28          | \$1,709.20         | \$1,153.35         | \$14,163.45         | U          |
| Global WJIS/CommSys/DAIT             | 90-900-03-310 | \$1,351.11          | \$1,880.80          | \$2,263.14          | \$831.10           | \$560.81           | \$6,886.95          | P          |
| Global Bar Code Scanning/ATAC        | 90-900-03-310 | \$870.03            | \$870.03            | \$870.03            | \$870.03           | \$870.03           | \$4,350.15          | U          |
| BigHand Support                      | 90-900-03-310 | \$3,923.67          | \$5,461.92          | \$6,572.25          | \$2,413.54         | \$1,628.63         | \$20,000.00         | P          |
| Tipss Support                        | 90-900-03-310 | \$8,910.00          | \$10,212.00         | \$10,030.00         | \$4,657.00         | \$4,700.00         | \$38,509.00         | U          |
| NetMotion Support                    | 90-900-03-310 | \$1,515.99          | \$1,515.99          | \$1,515.99          | \$687.86           | \$484.16           | \$5,700.00          | E          |
| FastID                               | 90-900-03-310 | \$120.00            | \$120.00            | \$120.00            | \$120.00           | \$120.00           | \$600.00            | U          |
| AFIS                                 | 90-900-03-310 | \$3,191.57          | \$3,191.57          | \$3,191.57          | \$1,448.12         | \$977.18           | \$12,000.00         | E          |
| LiveScan                             | 90-900-03-310 | \$2,495.00          | \$2,495.00          | \$2,495.00          | \$0.00             | \$0.00             | \$7,485.00          | U          |
| Antivirus/Rove/Gold/VDI              | 90-900-03-310 | \$425.54            | \$425.54            | \$425.54            | \$193.08           | \$130.29           | \$1,600.00          | E          |
| LPR Support                          | 90-900-03-310 | \$1,830.00          | \$1,830.00          | \$1,830.00          | \$1,830.00         | \$0.00             | \$7,320.00          | U          |
| Router/Firewall Support              | 90-900-03-310 | \$718.10            | \$718.10            | \$718.10            | \$325.83           | \$219.86           | \$2,700.00          | E          |
| CipherOptics Support                 | 90-900-03-310 | \$957.47            | \$957.47            | \$957.47            | \$434.44           | \$293.15           | \$3,600.00          | E          |
| DragonWave Support                   | 90-900-03-310 | \$5,877.80          | \$5,877.80          | \$5,877.80          | \$2,666.96         | \$1,799.63         | \$22,100.00         | E          |
| VMWare Support                       | 90-900-03-310 | \$1,063.86          | \$1,063.86          | \$1,063.86          | \$482.71           | \$325.73           | \$4,000.00          | E          |
| Storage Support                      | 90-900-03-310 | \$1,595.78          | \$1,595.78          | \$1,595.78          | \$724.06           | \$488.59           | \$6,000.00          | E          |
| Imprivata Support                    | 90-900-03-310 | \$892.64            | \$1,242.59          | \$1,495.19          | \$549.08           | \$370.51           | \$4,550.00          | P          |
| <b>Services</b>                      |               |                     |                     |                     |                    |                    |                     |            |
| Charter                              | 90-900-04-100 | \$2,317.08          | \$2,317.08          | \$2,317.08          | \$1,051.34         | \$709.43           | \$8,712.00          | E          |
| Verizon                              | 90-900-04-100 | \$5,789.09          | \$7,012.08          | \$295.75            | \$3,077.48         | \$2,459.59         | \$18,633.99         | U          |
| Internet Access                      | 90-900-04-100 | \$1,118.25          | \$1,556.65          | \$1,873.09          | \$687.86           | \$464.16           | \$5,700.00          | P          |
| BadgerNet                            | 90-900-04-100 | \$3,571.61          | \$4,479.83          | \$5,144.88          | \$897.84           | \$605.85           | \$14,700.00         | U          |
| Tip411                               | 90-900-04-100 | \$1,107.00          | \$1,107.00          | \$1,107.00          | \$1,107.00         | \$1,107.00         | \$5,535.00          | U          |
| <b>Administrative Expenses</b>       |               |                     |                     |                     |                    |                    |                     |            |
| Training Expenses                    | 90-900-06-350 | \$53.19             | \$53.19             | \$53.19             | \$24.14            | \$16.29            | \$200.00            | E          |
| Administrator Training               | 90-900-06-300 | \$1,329.82          | \$1,329.82          | \$1,329.82          | \$603.38           | \$407.16           | \$5,000.00          | E          |
| Financial Audit                      | 90-900-04-400 | \$0.00              | \$0.00              | \$0.00              | \$0.00             | \$0.00             | \$0.00              | E          |
| Administrator Expenditures           | 90-900-03-200 | \$212.77            | \$212.77            | \$212.77            | \$96.54            | \$65.15            | \$800.00            | E          |
| <b>Equipment,Software,Consulting</b> |               |                     |                     |                     |                    |                    |                     |            |
| Misc. Expenses                       | 90-900-03-900 | \$1,329.82          | \$1,329.82          | \$1,329.82          | \$603.38           | \$407.16           | \$5,000.00          | E          |
| <b>Salaries And Benefits</b>         |               |                     |                     |                     |                    |                    |                     |            |
| Administrator Salary And Benefits    | 90-900-01-100 | \$28,724.10         | \$28,724.10         | \$28,724.10         | \$13,033.09        | \$8,794.59         | \$108,000.00        | E          |
| <b>Contingency Fund</b>              |               |                     |                     |                     |                    |                    |                     |            |
| Operating Contingency                | 90-900-08-120 | \$265.96            | \$265.96            | \$265.96            | \$120.68           | \$81.43            | \$1,000.00          | E          |
| <b>Hardware Replacement</b>          |               |                     |                     |                     |                    |                    |                     |            |
| Hardware Replacement                 | 90-900-08-800 | \$13,830.12         | \$13,830.12         | \$13,830.12         | \$6,275.19         | \$4,234.43         | \$52,000.00         | E          |
| <b>FINAL 2015 BUDGET NUMBERS</b>     |               | <b>\$128,302.03</b> | <b>\$147,495.48</b> | <b>\$152,638.18</b> | <b>\$57,082.09</b> | <b>\$45,962.96</b> | <b>\$531,480.74</b> |            |

**2013 Population Estimates:\*\*\***

|               | Population    | Percentage     | CAD Percentage | Orig CAD %     | W/O Monona     |
|---------------|---------------|----------------|----------------|----------------|----------------|
| Middleton     | 18,146        | 19.62%         | 22.31%         | 24.59%         | 21.36%         |
| Fitchburg     | 25,260        | 27.31%         | 31.06%         | 34.23%         | 29.73%         |
| Sun Prairie   | 30,395        | 32.86%         | 37.37%         | 41.19%         | 35.77%         |
| Verona        | 11,162        | 12.07%         | 0.00%          | 0.00%          | 13.14%         |
| Monona        | 7,532         | 8.14%          | 9.26%          | 0.00%          | 0.00%          |
| <b>Total:</b> | <b>92,495</b> | <b>100.00%</b> | <b>100.00%</b> | <b>100.00%</b> | <b>100.00%</b> |

\*\*\*Wisconsin Department of Administration 2013 Estimates

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: \_\_\_\_\_ Police Employee

EMPLOYEE TITLE: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_ International Assoc of Chiefs of Police Conference

DATE OF TRIP: \_\_\_\_\_ 10/24 - 10/28/2015

SEMINAR OR CONFERENCE FEES: \_\_\_\_\_ \$300

DESTINATION CITY/STATE: Chicago, IL

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

[www.gsa.gov](http://www.gsa.gov)

| Date       | Mileage   | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS |
|------------|-----------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|--------|
|            | (# miles) |           |       |        |         |                     |                    |                                                            |        |
| 10/24/2015 |           | 9         | 13    | 29     | \$200   |                     |                    |                                                            | 251    |
| 10/25/2015 |           | 9         | 13    | 29     | \$200   |                     |                    |                                                            | 251    |
| 10/26/2015 |           | 9         | 13    | 29     | \$200   |                     |                    |                                                            | 251    |
| 10/27/2015 |           | 9         | 13    | 29     | \$200   |                     |                    |                                                            | 251    |
| 10/28/2015 |           | 9         | 13    | 29     | \$200   |                     |                    |                                                            | 251    |
|            |           |           |       |        |         |                     |                    |                                                            | 0      |
|            |           |           |       |        |         |                     |                    |                                                            | 0      |
|            |           |           |       |        |         |                     |                    |                                                            | 0      |
|            |           |           |       |        |         |                     |                    |                                                            | 0      |
| TOTALS     | 0         | 45        | 65    | 145    | 1000    | 0                   | 0                  | 0                                                          | 1255   |
|            |           |           |       |        |         |                     |                    |                                                            |        |

JUSTIFICATION:

Lodging and transportation costs are estimates.

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: \_\_\_\_\_ Matt Prough

EMPLOYEE TITLE: \_\_\_\_\_ IT Manager - Police

PURPOSE OF TRIP: \_\_\_\_\_ Training

DATE OF TRIP: \_\_\_\_\_ May 19-21, 2015

SEMINAR OR CONFERENCE FEES: \_\_\_\_\_ \$600

DESTINATION CITY/STATE: \_\_\_\_\_ San Diego, CA

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

[www.gsa.gov](http://www.gsa.gov)

| Date      | Mileage   | Breakfast | Lunch   | Dinner   | Lodging                                                                                                                                        | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS     |
|-----------|-----------|-----------|---------|----------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|------------------------------------------------------------|------------|
|           | (# miles) | 12        | 18      | 36       |                                                                                                                                                |                     |                    |                                                            |            |
| 5/18/2015 |           |           | \$18.00 | \$36.00  | \$133.00                                                                                                                                       | \$450.00            | \$10.00            |                                                            | \$647.00   |
| 5/19/2015 |           | \$12.00   |         | \$36.00  | \$133.00                                                                                                                                       |                     | \$10.00            |                                                            | \$191.00   |
| 5/20/2015 |           | \$12.00   |         | \$36.00  | \$133.00                                                                                                                                       |                     | \$10.00            |                                                            | \$191.00   |
| 5/21/2015 |           | \$12.00   | \$18.00 |          |                                                                                                                                                | \$40.00             | \$10.00            |                                                            | \$80.00    |
|           |           |           |         |          |                                                                                                                                                |                     |                    |                                                            | \$0.00     |
|           |           |           |         |          |                                                                                                                                                |                     |                    |                                                            | \$0.00     |
|           |           |           |         |          |                                                                                                                                                |                     |                    |                                                            | \$0.00     |
|           |           |           |         |          |                                                                                                                                                |                     |                    |                                                            | \$0.00     |
|           |           |           |         |          |                                                                                                                                                |                     |                    |                                                            | \$0.00     |
| TOTALS    | 0         | \$36.00   | \$36.00 | \$108.00 | \$399.00                                                                                                                                       | \$490.00            | \$40.00            | \$0.00                                                     | \$1,709.00 |
|           |           |           |         |          | <b>*Cost to the City of Fitchburg:</b><br>Fitchburg will pay 27.86% of of the cost of my attendance. The other MPSIS cities will pay the rest. |                     |                    |                                                            | \$476.13   |

JUSTIFICATION: I plan to attend one of two national conferences in 2015, but at this time I have not selected which one. This conference is a national training conference from the International Association of Chiefs of Police, and is dedicated to Law Enforcement Information Management.

## 2015 PERSONNEL PROJECTIONS

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**E**= Existing Employee

**N = New Hire** - Please indicate new proposal (NP) number

DEPARTMENT: Police

Prepared by: Blatter

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name           | Position                 | Years of<br>Service/<br>Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>OVERTIME<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|---------------------------------|--------------------------|--------------------------------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Prough                          | MPSISC<br>IT Coordinator | 10/6-1-04                            | 2080                         |                                |                                |                                |
|             |             |                                 |                          |                                      |                              |                                |                                |                                |
|             |             |                                 |                          |                                      |                              |                                |                                |                                |
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|             |             |                                 |                          |                                      |                              |                                |                                |                                |
|             |             | Total This<br>Page              | 1                        |                                      |                              |                                |                                |                                |
|             |             | Total from<br>Previous<br>Pages | 0                        |                                      |                              |                                |                                |                                |
|             |             | TOTAL<br>ALL PAGES              | 1                        |                                      |                              |                                |                                |                                |

## 2015 PERSONNEL SUMMARY

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**E**= Existing Position

**N** = **New Position** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: Police

Prepared by: Blatter

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position       | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|----------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Blatter                                                        | Chief          | 37/5-9-77    | 2080                         |                                |                                |                                |
|             | E           | Bates                                                          | Deputy Chief   | 28/7-11-86   | 2080                         |                                |                                |                                |
|             | E           | Stetzer                                                        | Lieutenant     | 26/7-7-88    | 2080                         |                                |                                |                                |
|             | E           | Brecklin                                                       | Lieutenant     | 15/4-5-99    | 2080                         |                                |                                |                                |
|             | E           | Schmit                                                         | Sergeant       | 31/12-9-83   | 1950                         |                                |                                |                                |
|             | E           | Bomkamp                                                        | Sergeant       | 12/9-9-02    | 1950                         |                                |                                |                                |
|             | E           | Jarstad                                                        | Sergeant       | 17/3-10-97   | 1950                         |                                |                                |                                |
|             | E           | Michels                                                        | Sergeant       | 10/9-29-03   | 1950                         |                                |                                |                                |
|             | E           | Laha                                                           | Sergeant       | 9/8-1-05     | 1950                         |                                |                                |                                |
|             | E           | Jesberger                                                      | Sergeant       | 4/5-10-10    | 1950                         |                                |                                |                                |
|             | E           | Coffey                                                         | Detective      | 19/7-31-95   | 1950                         |                                |                                |                                |
|             | E           | Aguirre                                                        | Detective      | 12/3-15-02   | 1950                         |                                |                                |                                |
|             | E           | Folkers                                                        | Detective      | 9/9-15-05    | 1950                         |                                |                                |                                |
|             | E           | Wiza                                                           | Detective      | 9/7-18-05    | 1950                         |                                |                                |                                |
|             | E           | Wilson                                                         | Police Officer | 29/2-17-85   | 1950                         |                                |                                |                                |
|             |             | Total This Page                                                | 15             |              |                              |                                |                                |                                |
|             |             | Total from Previous<br>Pages                                   | 0              |              |                              |                                |                                |                                |
|             |             | TOTAL ALL<br>PAGES                                             | 15             |              |                              |                                |                                |                                |

## 2015 PERSONNEL SUMMARY

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position       | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|----------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Miller                                                         | Police Officer | 24/11-5-90   | 1950                         |                                |                                |                                |
|             | E           | Nitzsche                                                       | Police Officer | 21/4-12-93   | 1950                         |                                |                                |                                |
|             | E           | Heimerl                                                        | Police Officer | 19/8-28-95   | 1950                         |                                |                                |                                |
|             | E           | Cherf-Mueller                                                  | Police Officer | 18/10-7-96   | 1950                         |                                |                                |                                |
|             | E           | Wissink                                                        | Police Officer | 18/11-18-96  | 1950                         |                                |                                |                                |
|             | E           | Eisenzimmer                                                    | Police Officer | 18/11-18-96  | 1950                         |                                |                                |                                |
|             | E           | Rettler                                                        | Police Officer | 17/4-14-97   | 1950                         |                                |                                |                                |
|             | E           | Larson                                                         | Police Officer | 14/11-27-00  | 1950                         |                                |                                |                                |
|             | E           | Jacobson                                                       | Police Officer | 12/3-15-02   | 1950                         |                                |                                |                                |
|             | E           | Lopez                                                          | Police Officer | 9/12-13-04   | 1950                         |                                |                                |                                |
|             | E           | Hilbelink                                                      | Police Officer | 9/7-25-05    | 1950                         |                                |                                |                                |
|             | E           | Madison                                                        | Police Officer | 8/9-1-6      | 1950                         |                                |                                |                                |
|             | E           | Trundle                                                        | Police Officer | 7/6-18-07    | 1950                         |                                |                                |                                |
|             | E           | Varriale                                                       | Police Officer | 6/5-19-08    | 1950                         |                                |                                |                                |
|             | E           | Hartwick                                                       | Police Officer | 5/1-15-09    | 1950                         |                                |                                |                                |
|             |             | Total This Page                                                | 15             |              |                              |                                |                                |                                |
|             |             | Total from Previous<br>Pages                                   | 15             |              |                              |                                |                                |                                |
|             |             | TOTAL ALL<br>PAGES                                             | 30             |              |                              |                                |                                |                                |

## 2015 PERSONNEL SUMMARY

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| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position       | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|----------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Marthe                                                         | Police Officer | 5/1-15-09    | 1950                         |                                |                                |                                |
|             | E           | Cleary                                                         | Police Officer | 5/9-10-09    | 1950                         |                                |                                |                                |
|             | E           | Hale                                                           | Police Officer | 5/9-28-09    | 1950                         |                                |                                |                                |
|             | E           | Parker                                                         | Police Officer | 4/5-11-10    | 1950                         |                                |                                |                                |
|             | E           | Gehrke                                                         | Police Officer | 4/5-12-10    | 1950                         |                                |                                |                                |
|             | E           | Johnston                                                       | Police Officer | 4/5-18-10    | 1950                         |                                |                                |                                |
|             | E           | Poehnelt                                                       | Police Officer | 3/2-1-11     | 1950                         |                                |                                |                                |
|             | E           | Buri                                                           | Police Officer | 3/3-21-11    | 1950                         |                                |                                |                                |
|             | E           | Walker                                                         | Police Officer | 3/9-7-11     | 1950                         |                                |                                |                                |
|             | E           | McCarthy                                                       | Police Officer | 2/6/4/12     | 1950                         |                                |                                |                                |
|             | E           | Clemens                                                        | Police Officer | 2/8-6-12     | 1950                         |                                |                                |                                |
|             | E           | Hodermann                                                      | Police Officer | 1/5-1-13     | 1950                         |                                |                                |                                |
|             | E           | Dretske                                                        | Police Officer | 0/4-14-14    | 1950                         |                                |                                |                                |
|             | E           | Fink                                                           | Police Officer | 0/4-14-14    | 1950                         |                                |                                |                                |
|             | E           | Frias                                                          | Police Officer | 0/5-16-14    | 1950                         |                                |                                |                                |
|             |             | Total This Page                                                | 15             |              |                              |                                |                                |                                |
|             |             | Total from Previous<br>Pages                                   | 30             |              |                              |                                |                                |                                |
|             |             | TOTAL ALL<br>PAGES                                             | 45             |              |                              |                                |                                |                                |

## 2015 PERSONNEL SUMMARY

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position         | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|------------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Aschenbrenner                                                  | Police Officer   | 0/5-16-14    | 1950                         |                                |                                |                                |
|             | E           | Gonzalez                                                       | Police Officer   | 0/5-16-14    | 1950                         |                                |                                |                                |
| 9           | N           | Vacant                                                         | Sergeant         |              | 1950                         |                                |                                |                                |
|             | E           | Garcia                                                         | Telecommunic     | 31/12-19-83  | 1950                         |                                |                                |                                |
|             | E           | James                                                          | Telecommunic     | 12/8-22/02   | 1950                         |                                |                                |                                |
|             | E           | Bass                                                           | Telecommunic     | 4/2-22/10    | 1950                         |                                |                                |                                |
|             | E           | Arneson                                                        | Telecommunic     | 3/3-1-11     | 1950                         |                                |                                |                                |
|             | E           | Part-time (Casual)                                             | Telecommunic     |              |                              |                                | 2680                           |                                |
|             | E           | Ruhland                                                        | Records Clerk    | 16/7-13-98   | 2080                         |                                |                                |                                |
|             | E           | Clement                                                        | Records Clerk    | 16/4-8-98    | 2080                         |                                |                                |                                |
|             | E           | Reimer                                                         | Records Clerk    | 1/9-3-13     | 2080                         |                                |                                |                                |
|             | E           | Friedl                                                         | Records Clerk    | 6/6-23/08    | 2080                         |                                |                                |                                |
|             | E           | Schmidt                                                        | Admin. Svs. Mgr. | 11/3-24-03   | 2080                         |                                |                                |                                |
|             | E           | Shunk                                                          | Court Liaison    | 7/2-5-07     | 2080                         |                                |                                |                                |
|             | E           | Wenzel                                                         | Comm Serv Emp    | 9/10-24-05   | 2080                         |                                |                                |                                |
|             |             | Total This Page                                                | 15               |              |                              |                                |                                |                                |
|             |             | Total from Previous<br>Pages                                   | 45               |              |                              |                                |                                |                                |
|             |             | TOTAL ALL<br>PAGES                                             | 60               |              |                              |                                |                                |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR**



## 2015 PERSONNEL SUMMARY

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| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position       | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|----------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Sutter                                                         | Comm Serv Emp  | 7/10-8-07    | 2080                         |                                |                                |                                |
|             | E           | Gavigan                                                        | Grossing Guard | 11/11-4/03   |                              |                                | 533                            |                                |
|             |             |                                                                |                |              |                              |                                |                                |                                |
|             |             |                                                                |                |              |                              |                                |                                |                                |
|             |             |                                                                |                |              |                              |                                |                                |                                |
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|             |             |                                                                |                |              |                              |                                |                                |                                |
|             |             | Total This Page                                                | 2              |              |                              |                                |                                |                                |
|             |             | Total from Previous<br>Pages                                   | 60             |              |                              |                                |                                |                                |
|             |             | TOTAL ALL<br>PAGES                                             | 62             |              |                              |                                |                                |                                |

## **2015 Estimated Revenues – POLICE**

|                    |                                       |
|--------------------|---------------------------------------|
| Reports/Other Fees | \$4,140                               |
| Festa Italia       | \$2,285 (reimbursed officer overtime) |
| Fitchburg Days     | \$7,976 (reimbursed officer overtime) |
| Berbee Derby       | \$3,300 (reimbursed officer overtime) |
| Ironman            | \$8,732 (reimbursed officer overtime) |
| Girls on the Run   | \$717 (reimbursed officer overtime)   |
| <b>TOTAL</b>       | <b>\$27,150</b>                       |

# 2015 PROPOSED MAYORAL BUDGET:

## CABLE – FACTv

**F.A.C.T. CABLE FUND**

FUND NUMBER 207

| ACCOUNT<br>NUMBER                                                                           | ACCOUNT DESCRIPTION                                           | 2013<br>ACTUAL   | 2014<br>ADOPTED<br>BUDGET | 2013<br>ACTUAL<br>6/30/14 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET | Incr (Decr)<br>2014 Budget<br>to 2015 Budget |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------|---------------------------|---------------------------|-----------------------------|----------------------------|----------------------------------------------|
| <b>REVENUES</b>                                                                             |                                                               |                  |                           |                           |                             |                            |                                              |
| 207-4490-000                                                                                | CABLE FRANCHISE FEES                                          | \$224,880        | \$226,000                 | \$57,540                  | \$230,000                   | <b>\$230,000</b>           | \$4,000                                      |
| 207-4490-100                                                                                | CABLE FRANCHISE FEES - AT&T                                   | \$72,974         | \$75,350                  | \$44,870                  | \$81,600                    | <b>\$81,600</b>            | \$6,250                                      |
| 207-4690-000                                                                                | PUBLIC CHARGES FOR SERVICE                                    | \$4,250          | \$2,000                   | \$615                     | \$1,500                     | <b>\$2,000</b>             | \$0                                          |
| 207-4810-000                                                                                | INTEREST REVENUES                                             | \$152            | \$250                     | \$0                       | \$250                       | <b>\$250</b>               | \$0                                          |
| 207-4930-207                                                                                | FUND BALANCE APPLIED                                          | \$0              | \$48,345                  | \$0                       | \$0                         | <b>(\$16,536)</b>          | (\$64,881)                                   |
| <b>TOTAL REVENUES &amp; SOURCES</b>                                                         |                                                               | <b>\$302,256</b> | <b>\$351,945</b>          | <b>\$103,025</b>          | <b>\$313,350</b>            | <b>\$297,314</b>           | <b>(\$54,631)</b>                            |
| <b>EXPENSES</b>                                                                             |                                                               |                  |                           |                           |                             |                            |                                              |
| 207-5570-110                                                                                | SALARIES & WAGES - CABLE                                      | \$84,419         | \$95,261                  | \$44,306                  | \$110,764                   | <b>\$104,076</b>           | (\$95,261)                                   |
| 207-5570-115                                                                                | OVERTIME                                                      | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                          |
| 207-5570-120                                                                                | PT/LTE/SEASONAL WAGES                                         | \$27,317         | \$46,985                  | \$13,532                  | \$33,830                    | <b>\$25,610</b>            | (\$46,985)                                   |
| 207-5570-130                                                                                | DIRECT FRINGE BENEFITS                                        | \$15,140         | \$56,314                  | \$8,101                   | \$20,251                    | <b>\$19,890</b>            | (\$56,314)                                   |
| 207-5570-135                                                                                | LONGEVITY                                                     | \$0              | \$0                       | \$90                      | \$90                        | <b>\$120</b>               | \$135                                        |
| 207-5570-140                                                                                | PER DIEMS - CABLE COMMISSION                                  | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                          |
| 207-5570-189                                                                                | EMPLOYEE RETIREMENT RESERVE                                   | \$4,781          | \$5,200                   | \$2,673                   | \$5,380                     | <b>\$5,400</b>             | \$200                                        |
| <i>PERSONNEL SERVICES</i>                                                                   |                                                               | <b>\$131,657</b> | <b>\$203,760</b>          | <b>\$68,701</b>           | <b>\$170,316</b>            | <b>\$155,096</b>           | <b>(\$198,225)</b>                           |
| 207-5570-210                                                                                | PROFESSIONAL SERVICES                                         | \$0              | \$3,000                   | \$0                       | \$0                         | <b>\$1,500</b>             | (\$1,500)                                    |
| 207-5570-240                                                                                | REPAIRS & MAINT - BY OTHERS                                   | \$2,998          | \$5,250                   | \$0                       | \$3,500                     | <b>\$10,500</b>            | \$5,250                                      |
| 207-5570-245                                                                                | COMPUTER RELATED REP & MAINT                                  | \$6,232          | \$11,400                  | \$8,713                   | \$10,000                    | <b>\$11,900</b>            | \$500                                        |
| 207-5570-250                                                                                | PUBLIC NOTICES/ADS                                            | \$0              | \$200                     | \$0                       | \$200                       | <b>\$200</b>               | \$0                                          |
| 207-5570-290                                                                                | OTHER CONTRACTUAL SERVICES                                    | \$17,005         | \$1,400                   | \$740                     | \$1,200                     | <b>\$1,400</b>             | \$0                                          |
| <i>CONTRACTUAL SERVICES</i>                                                                 |                                                               | <b>\$26,235</b>  | <b>\$21,250</b>           | <b>\$9,453</b>            | <b>\$14,900</b>             | <b>\$25,500</b>            | <b>\$4,250</b>                               |
| 207-5570-310                                                                                | OFFICE SUPPLIES & POSTAGE                                     | \$1,130          | \$1,500                   | \$92                      | \$1,000                     | <b>\$1,000</b>             | (\$500)                                      |
| 207-5570-320                                                                                | PUBLICATIONS, DUES & SUBSCRIPTIONS                            | \$889            | \$1,120                   | \$1,153                   | \$1,153                     | <b>\$1,100</b>             | (\$20)                                       |
| 207-5570-323                                                                                | CLOTHING                                                      | \$260            | \$200                     | \$0                       | \$200                       | <b>\$200</b>               | \$0                                          |
| 207-5570-325                                                                                | TRAINING & STAFF DEVELOPMENT                                  | \$422            | \$2,000                   | \$875                     | \$875                       | <b>\$3,050</b>             | \$1,050                                      |
| 207-5570-330                                                                                | VEHICLE USE REIMBURSEMENT                                     | \$41             | \$500                     | \$33                      | \$100                       | <b>\$280</b>               | (\$220)                                      |
| 207-5570-335                                                                                | VEHICLE EXPENSE                                               | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                          |
| 207-5570-340                                                                                | OPERATING MATERIALS & SUPPLIES                                | \$6,347          | \$5,500                   | \$3,048                   | \$5,000                     | <b>\$6,500</b>             | \$1,000                                      |
| 207-5570-345                                                                                | PUBLIC INFORMATION & EDUCATION                                | \$0              | \$250                     | \$0                       | \$100                       | <b>\$250</b>               | \$0                                          |
| 207-5570-350                                                                                | REPAIRS & MAINT SUPPLIES                                      | \$38             | \$1,500                   | \$0                       | \$500                       | <b>\$1,500</b>             | \$0                                          |
| 207-5570-355                                                                                | EQUIPMENT EXPENSE                                             | \$12,759         | \$7,550                   | \$299                     | \$7,550                     | <b>\$3,450</b>             | (\$4,100)                                    |
| 207-5570-363                                                                                | COMMUNICATIONS EXPENSE                                        | \$1,008          | \$1,500                   | \$178                     | \$700                       | <b>\$700</b>               | (\$800)                                      |
| 207-5570-365                                                                                | UTILITIES & TELEPHONE                                         | \$260            | \$750                     | \$125                     | \$300                       | <b>\$500</b>               | (\$250)                                      |
| <i>CITY ADMINISTRATIVE FEE - moved to Operating Transfer Out</i>                            |                                                               | <b>\$21,100</b>  | <b>\$0</b>                | <b>\$0</b>                | <b>\$0</b>                  | <b>\$0</b>                 | <b>\$0</b>                                   |
| 207-5570-591                                                                                | ALLOCATED BENEFIT-HEALTH INS                                  | \$26,366         | \$0                       | \$16,498                  | \$32,995                    | <b>\$34,438</b>            |                                              |
| 207-5570-592                                                                                | ALLOCATED BENEFIT-LIFE INS                                    | \$131            | \$37,343                  | \$31                      | \$63                        | <b>\$68</b>                |                                              |
| 207-5570-593                                                                                | ALLOCATED BENEFIT-DISABILITY                                  | \$0              | \$61                      | \$0                       | \$0                         | <b>\$576</b>               |                                              |
| 207-5570-594                                                                                | ALLOCATED BENEFIT-DENTAL INS                                  | \$1,859          | \$513                     | \$1,116                   | \$2,231                     | <b>\$3,906</b>             |                                              |
| 207-5570-596                                                                                | UNEMPLOYMENT EXPENSE                                          | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                          |
| <i>SUPPLIES AND EXPENSE</i>                                                                 |                                                               | <b>\$72,609</b>  | <b>\$60,287</b>           | <b>\$23,447</b>           | <b>\$52,767</b>             | <b>\$57,518</b>            | <b>(\$41,757)</b>                            |
| Note: Health Insurance includes Retiree benefit of Insurance paid by Accumulated Sick Leave |                                                               |                  |                           |                           |                             |                            |                                              |
| <b>TOTAL EXPENDITURES</b>                                                                   |                                                               | <b>\$230,501</b> | <b>\$285,297</b>          | <b>\$101,601</b>          | <b>\$237,983</b>            | <b>\$238,114</b>           | <b>(\$235,732)</b>                           |
| 207-5780-000                                                                                | Transfer to Capital Projects for Equipment                    | \$0              | \$45,000                  | \$0                       | \$45,000                    | <b>\$37,000</b>            | (\$8,000)                                    |
| 207-5920-100                                                                                | <b>Operating Transfer OUT - General Fund - City Admin Fee</b> | \$0              | \$21,648                  | \$10,825                  | \$21,648                    | <b>\$22,200</b>            | \$552                                        |
| 207-5920-300                                                                                | Operating Transfer OUT - DEBT SERVICE                         | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                          |
|                                                                                             | FUND BALANCE ADDED (BUDGET ONLY)                              | \$0              | \$0                       | \$0                       | \$0                         | <b>\$0</b>                 | \$0                                          |
| <b>TOTAL TRANSFERS</b>                                                                      |                                                               | <b>\$0</b>       | <b>\$66,648</b>           | <b>\$10,825</b>           | <b>\$66,648</b>             | <b>\$59,200</b>            | <b>(\$7,448)</b>                             |
| <b>TOTAL EXPENDITURES &amp; TRANSFERS</b>                                                   |                                                               | <b>\$230,501</b> | <b>\$351,945</b>          | <b>\$112,426</b>          | <b>\$304,631</b>            | <b>\$297,314</b>           | <b>(\$243,180)</b>                           |
| Estimated Fund Balance Added (Used)                                                         |                                                               | \$71,755         |                           |                           | \$8,719                     | <b>\$16,536</b>            | SHOWN ABOVE                                  |
| PRIOR YEAR FUND BALANCE                                                                     |                                                               | \$400,230        |                           |                           | \$471,985                   | <b>\$480,704</b>           |                                              |
| CURRENT YEAR FUND BALANCE - EST                                                             |                                                               | \$471,985        |                           |                           | \$480,704                   | <b>\$497,240</b>           |                                              |

## 2015 Budget Expenditure Detail

### Department:

Prepared By: Jeremy Crosby

Date Prepared: FACTv -Cable Department

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

#### **FACTv Website Updates**

During 2013 the City of Fitchburg updated its website. This was very important to FACTv as we were not able to use the old site, our part of the website was not updated regularly for 3 years until this past year. We have since continued to update our pages and use the website to launch our new channel plan in the summer. This is a great marketing tool for FACTv and we look forward to continuing to use the website to grow FACTv. We also continue to work with other departments to help them with their graphic design needs and photo needs.

#### **New Branding/ New Channel Format**

In early July, we launched a new branding campaign for our three channels. The new branding campaign included new logos for all three channels, new names for two of the three channels, and an overall upgrade to carousel and, the community bulletin board. The three channels used to be called Public, Education, and Government and now are called Media, Community or Com, and Government or Gov. We also added some new programming to the Media Channel. The Government Channel will continue to stay the same in offering coverage of all the meetings, committee meetings, and other government meetings and events. Some of the meetings will still be continued to be broadcasted live.

The new channel format was implemented on the Community Channel. This new format included adding commercials, dropping the community bulletin board or Carousel, and adding new programming. This new format is part of our plan to gain new future funding. By adding in commercials, we are able bring our station closer to regular viewing habits for TV watchers. Some of the new programs include movies, cartoons, new educational programming, and locally created commercials. This new format is a test trial period. We will be evaluating these processes all year long to determine if this new format works and can add this format to our Media Channel moving forward.

## **Digital Signage**

In late May City Hall received digital signage in four locations including: City Hall entrance, Senior Center entrance, Community Center entrance, and the Police entrance. FACTv used one of its carousel's that was in place and dedicated to the digital signage to save money on the project. FACTv staff designed and trained city staff on the program and the overall usages has been very positive for both staff and the community.

## **Education**

As we have done in past years, FACTv continued to provide educational classes, partnerships with different schools, and offered three different summers camps at FACTv.

School Partnerships: We still have school partnerships with Stoner Prairie Elementary School, Eagle School, and Edgewood College. FACTv provided each school with video production training with their students to create content for FACTv. These are great partnerships and we look forward to working with each of these schools in 2015.

FACTv Summer Camps: This was our third year of offering our summer camps to kids in the community. We added a third camp this year that offered kids the chance to work on independent projects for the station. We will look to continue to grow these camps in the coming years.

Educational Classes: We continued to work with the Fitchburg Senior Center to offer technology classes. These classes included an iPad 1 & 2 class and the cloud class. We have had great attendance for these classes and will continue to offer them in partnership with the senior center. We also had the chance to offer a three part tech class at the Fitchburg Library. Although attendance was down, adult residents learned about shooting video with a mobile device, editing, and how to use your camera class. We will continue to work with the Library to develop these classes in the future.

## **Programing Creation and Coverage**

Our FACTv staff is on pace to pass last years total productions again for the third year in a row. We cover over 180 meetings, another 200 plus productions not related to meetings, and are now creating commercials for our Community channel. We also create shows such as the Mayor's Report, Eye on Crime, and What's Happening at the Fitchburg Senior Center just to name a few. We also get out into the community for event coverage, ground breakings, and other video projects for city departments and other city partners, such as the Fitchburg Chamber. FACTv is committed to covering all local events in the City of Fitchburg, continuing to create programing and working with city departments and city partners to develop locally created programing for the community. We also continue to search for programming around the area, state, and across the US that we think the community might be interested into viewing on our local station.

|                                  |
|----------------------------------|
| <b>NEW INITIATIVES FOR 2015:</b> |
|----------------------------------|

**Increase Community Producers/ Volunteers**

We will continue to work on getting new community producers to come and use our facilities, equipment, and educational training to gain content for our Community and Media Channels. Along those same lines, we will continue to work on getting volunteers to come in and help with various projects for our station. Both the community producers and volunteers are key to keeping our stations running and help get new content on our three channels. We will use the website and our three stations to help get the word out to the community and beyond to help grow this area.

**New Funding Source/ Marketing of FACTv**

This has been an ongoing process for FACTv. In 2014 we re-launched our three channels with new branding and a new format on one of three channels. This was the first step in moving towards a possible new funding source for our station. We will continue to gather information on the processes and develop a plan to start adding paid commercials to our community channel. We also will look to other areas for potential revenue sources such as membership fees, rental fees, and facility fees. As part of all this, we will continue to work on our marketing plans for the station. Using the three channels, social media, and the website gives us plenty of avenues to promote the station. We will continue to develop our marketing plan on an ongoing basis and need to tie this in with our funding sources.

**Development of Commercials, Programing, and Studio Uses**

Starting in 2014 our community channel went to a new format with commercials running in-between shows. These commercials have been created by FACTv staff, downloaded from PSA sites, and are given to the station for promotion of non profit events. We will continue to create commercials for our station. This is a continuous process and will need to be worked into our busy schedule throughout the year. We are looking to develop a plan for creating commercials and making sure we can keep up with getting new commercials on our station on a regular basis. This also includes creating programing and increasing our studio use. We have several ideas for new shows and producing these new shows in the studio area. We will look to build new sets that can be used for our new shows and other shows we already produce.

**Community Education**

We are hoping to grow our community education in a few different areas. The first area would be with our three school districts. We have been working closely with the Verona Area School District and Eagle School but we would like to open up the communication with the Madison Area School District and Oregon School District in 2015. This would include getting programing or content from each district; help get vital information out to the students from each district, and offering up educational classroom training to students and staff. We also want to continue to work with the Senior Center and the Library to develop classes that would benefit both parties. Finally, we want to grow our summer camps and continue to get technology into the hands of our youth so they can learn about technology and hopefully volunteer for our station for years to come.

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                                                                                                        |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                        |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; _____ estimated _____ meetings                                                                                                                                           |                                                                                                                                                                                                                                                        |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                                                                                                        |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                                                                                                        |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                                                                                                                                                                                        |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                        |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | \$1,500<br>Consultation AV, Computers, Other Multi-Media                                                                                                                                                                                               |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      | \$10,500<br>\$8,000 AVI Support Agreement<br>\$3000 Repairs/ Maintenance for Tightrope System, AT&T Encoders, Audio System                                                                                                                             |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | \$11,900<br>\$5,000 Tightrope Broadcast License<br>\$1,700 U-Verse Router & Encoders<br>\$1,700 Apple License w/ Apple<br>\$3,000 City of Fitchburg IT Department Charges- Bandwidth, Storage, Software Updates, Website Fees<br>\$500 Apple Computers |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles | \$200<br>Advertisements for FACTv including Print, Web, Other Media Outlets                                                                                                                                                                            |
| -290                                              | Other <b>Contractual Services - LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       | \$1,400<br>Charter TV/ Internet Service                                                                                                                                                                                                                |



**OPERATING SUPPLIES & EXPENSE**

|      |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                  |
|------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -310 | Office Supplies & Postage                                                                                                    | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | \$1,000<br>Printing Supplies, Copies, Paper, Pens, Postage, Other Office Supplies                                                                                                                                                                                                                                                                                                |
| -320 | Publications, Subscriptions & Dues                                                                                           | Professional Organization dues, reference materials or publications                                                                                                                                                                           | \$1100<br>\$350 Wisconsin Community Media Yearly Membership<br>\$350 Alliance for Community Media Yearly Membership<br>\$400 WCM Video Fest Entries & Awards                                                                                                                                                                                                                     |
| -323 | Uniforms & Protective Gear                                                                                                   | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     | \$200<br>FACTv Shirts and Hats                                                                                                                                                                                                                                                                                                                                                   |
| -325 | <b>Training &amp; Staff Development - Staff</b><br>Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | \$3,050<br>\$250 WCM Conference- Transportation, Entrance Fees, Specialty Classes for 2 Staff Members<br>\$1300 NAB Conference Las Vegas, NV- Transportation, Hotel, Entrance Fees, Per Diem, Classes, Equipment research for 1 Staff Member, 2 Days<br>\$1500 ACM National Conference Pasadena, CA- Transportation, Hotel, Entrance Fees, Per Diem, Classes, for 1 Staff Member |
| -330 | Vehicle Use Reimbursements                                                                                                   | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.56 per mile.                                                                                                                                | #miles_500___ x rate = \$280                                                                                                                                                                                                                                                                                                                                                     |
| -335 | Vehicle Expense                                                                                                              | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              | \$0                                                                                                                                                                                                                                                                                                                                                                              |
| -340 | Operating Materials & Supplies                                                                                               | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | \$6,500<br>Production Media- Various Formats, DVD's, DVD Supplies, Storage Devices, Batteries, Power Supplies, AV Cables and Supplies, Set Design Materials                                                                                                                                                                                                                      |
| -345 | Public Information & Education                                                                                               | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  | \$250<br>FACTv Informational materials including printed material, posters, banners, flyers, other promotional materials                                                                                                                                                                                                                                                         |
| -350 | Repair & Maintenance Supplies                                                                                                | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                | \$1,500<br>Maintenance & Repairs on our Tightrope System, Encoders, Apple Supplies, Tripods Parts, Mic Part, Camera Parts, AV Systems                                                                                                                                                                                                                                            |

|                                    |                                |                                                                                                                                                             |                                                                        |
|------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| -355                               | <b>Equipment Expense</b>       | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | \$3,450<br>\$3000 1 Portable LED Light Kit<br>\$450 1 LED Camera Light |
| -360                               | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.           | \$0                                                                    |
| -363                               | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                    | \$700<br>1 Cell Phone- Verizon Wireless                                |
| -365                               | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                                      | \$500                                                                  |
| -370                               | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                                       | \$0                                                                    |
| Other: Departmental Specific Items |                                |                                                                                                                                                             |                                                                        |
|                                    |                                |                                                                                                                                                             |                                                                        |
|                                    |                                |                                                                                                                                                             |                                                                        |
|                                    |                                |                                                                                                                                                             |                                                                        |

# **FACTv Travel Request**

## **ACM National Conference- Pasadena, CA**

### **Total Anticipated Costs:**

- \$1,500

### **Additional Costs:**

- \$500.00 Airline Round Trip (Included in the costs above)

### **Additional Information:**

- Bonny Lundy attended this conference 2 years ago in Phoenix, AZ.
- This conference is a national conference for PEG stations. Topics include, ideas for station development, government updates on topics such as PEG fees, training classes, and more
- We also get the chance to network with other PEG stations from across the US
- This gives us a chance to get updated on the national level what is happening and where our industry is going.

### **Show Description:**

NAMAC and ACM were each founded over 30 years ago by independent media producers and organizations who believed that together they represented a stronger social and cultural force than alone. From this shared founding impulse, we followed different but interrelated branches: NAMAC embraced media primarily as an art form and ACM as a tool for strengthening communities. Recent advances in technology have dissolved many of the traditional boundaries between media arts and community media. Today, more so than ever, NAMAC and ACM share a similar mission: to serve as a place to connect, organize, and develop new technologies and strategies, and to provide dialogue, collaboration, research and advocacy on behalf of the media access and media arts field.

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: Jeremy Crosby

EMPLOYEE TITLE: Manager

PURPOSE OF TRIP: National PEG Conference

DATE OF TRIP: 1-Aug-15

SEMINAR OR CONFERENCE FEES: \$350

DESTINATION CITY/STATE: Padadena, CA

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

[www.gsa.gov](http://www.gsa.gov)

| Date   | Mileage | Breakfast | Lunch    | Dinner    | Lodging   | Transportation | Tolls / | Other                                    | TOTALS    |
|--------|---------|-----------|----------|-----------|-----------|----------------|---------|------------------------------------------|-----------|
| Day 1  | 1675    |           |          | \$36      | \$133     | \$50           |         | Attach detail<br>for unusual<br>expenses | \$ 219.00 |
| Day 2  |         | \$12      | \$18     | \$36      | \$133     | \$50           |         |                                          | \$ 249.00 |
| Day 3  |         | \$12      | \$18     | \$36      |           | \$50           |         | \$500                                    | \$ 616.00 |
|        |         |           |          |           |           |                |         |                                          | \$ -      |
|        |         |           |          |           |           |                |         |                                          | \$ -      |
|        |         |           |          |           |           |                |         |                                          | \$ -      |
|        |         |           |          |           |           |                |         |                                          | \$ -      |
|        |         |           |          |           |           |                |         |                                          | \$ -      |
|        |         |           |          |           |           |                |         |                                          | \$ -      |
|        |         |           |          |           |           |                |         |                                          | \$ -      |
|        |         |           |          |           |           |                |         |                                          | \$ -      |
|        |         |           |          |           |           |                |         |                                          | \$ -      |
|        |         |           |          |           |           |                |         |                                          | \$ -      |
|        |         |           |          |           |           |                |         |                                          | \$ -      |
|        |         |           |          |           |           |                |         |                                          | \$ -      |
| TOTALS | 1675    | \$ 24.00  | \$ 36.00 | \$ 108.00 | \$ 266.00 | \$ 150.00      | \$ -    | \$500.00                                 | \$1,084   |
|        |         |           |          |           |           |                |         |                                          |           |

## JUSTIFICATION:

NAMAC and ACM were each founded over 30 years ago by independent media producers and organizations who believed that together they represented a stronger social and cultural force than alone. From this shared founding impulse, we followed different but interrelated branches: NAMAC embraced media primarily as an art form and ACM as a tool for strengthening communities. Recent advances in technology have dissolved many of the traditional boundaries between media arts and community media. Today, more so than ever, NAMAC and ACM share a similar mission: to serve as a place to connect, organize, and develop new technologies and strategies, and to provide dialogue, collaboration, research and advocacy on behalf of the media access and media arts field.

# **FACTv Travel Request**

## **NAB Show- Las Vegas, Nevada**

### **Total Anticipated Costs:**

- \$1300.00

### **Additional Costs:**

- \$500.00 Airline Round Trip (Included in the costs above)

### **Additional Information:**

- Jeremy Crosby went to this show 3 years ago and was able to save FACTv money at the time on their broadcast systems that they were about to purchase as they system designer announced at NAB that they had created a cheaper version of the same product.
- This show give us an idea of where the industry is going from current technology, future technology, content creation, and a chance to talk with all the vendors who create the systems we use today at FACTv.
- There is also several classes, seminars, and events going on throughout the show. We get the chance to network with other people in our industry.

### **Show Description:**

NAB Show® is the world's largest electronic media show covering filmed entertainment and the development, management and delivery of content across all mediums. With more than 93,000 Attendees from 156 countries and 1,550+ Exhibitors, NAB Show is the ultimate marketplace for digital media and entertainment. From creation to consumption, across multiple platforms and countless nationalities, NAB Show is home to the solutions that transcend traditional broadcasting and embrace content delivery to new devices in new ways. Every industry employs audio and video to communicate, educate and entertain. They all come together at NAB Show® for creative inspiration and next-generation technologies to help breathe new life into their content: Broadcast, Digital Media, Film, Entertainment, Telecom, Post-Production, Education, Houses of Worship, Advertising, Military/Government, Retail, Security, Sports, IT and more.

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: Andrew Bamlett EMPLOYEE TITLE: Production Assistant

PURPOSE OF TRIP: Technology/ Equipment Research DATE OF TRIP: 13-Apr-15

SEMINAR OR CONFERENCE FEES: \$150 DESTINATION CITY/STATE: Las Vages, Nevada

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

\*Out of State Training Allowances Found at

[www.gsa.gov](http://www.gsa.gov)

| Date      | Mileage | Breakfast | Lunch    | Dinner    | Lodging   | Transportation | Tolls / | Other                                    | TOTALS    |
|-----------|---------|-----------|----------|-----------|-----------|----------------|---------|------------------------------------------|-----------|
| 4/12/2014 | 1447    |           |          | \$36      | \$92      | \$50           |         | Attach detail<br>for unusual<br>expenses | \$ 178.00 |
| 4/13/2014 |         | \$12      | \$18     | \$36      | \$92      | \$100          |         |                                          | \$ 258.00 |
| 4/14/2014 |         | \$12      | \$18     | \$36      |           | \$100          |         | \$500                                    | \$ 666.00 |
|           |         |           |          |           |           |                |         |                                          | \$ -      |
|           |         |           |          |           |           |                |         |                                          | \$ -      |
|           |         |           |          |           |           |                |         |                                          | \$ -      |
|           |         |           |          |           |           |                |         |                                          | \$ -      |
|           |         |           |          |           |           |                |         |                                          | \$ -      |
|           |         |           |          |           |           |                |         |                                          | \$ -      |
|           |         |           |          |           |           |                |         |                                          | \$ -      |
|           |         |           |          |           |           |                |         |                                          | \$ -      |
|           |         |           |          |           |           |                |         |                                          | \$ -      |
|           |         |           |          |           |           |                |         |                                          | \$ -      |
|           |         |           |          |           |           |                |         |                                          | \$ -      |
| TOTALS    | 1447    | \$ 24.00  | \$ 36.00 | \$ 108.00 | \$ 184.00 | \$ 250.00      | \$ -    | \$500.00                                 | \$1,102   |
|           |         |           |          |           |           |                |         |                                          |           |

## JUSTIFICATION:

NAB Show® is the world's largest electronic media show covering filmed entertainment and the development, management and delivery of content across all mediums. With more than 93,000 Attendees from 156 countries and 1,550+ Exhibitors, NAB Show is the ultimate marketplace for digital media and entertainment. From creation to consumption, across multiple platforms and countless nationalities, NAB Show is home to the solutions that transcend traditional broadcasting and embrace content delivery to new devices in new ways. Every industry employs audio and video to communicate, educate and entertain. They all come together at NAB Show® for creative inspiration and next-generation technologies to help breathe new life into their content: Broadcast, Digital Media,

|  |  |                 |  |       |   |   |   |
|--|--|-----------------|--|-------|---|---|---|
|  |  | TOTAL ALL PAGES |  | 6,760 | 0 | 0 | 0 |
|--|--|-----------------|--|-------|---|---|---|

# 2015 PROPOSED MAYORAL BUDGET:

## LIBRARY



# LIBRARY SERVICES

FUND NUMBER: 250

| ACCOUNT<br>NUMBER                   | ACCOUNT DESCRIPTION                        | 2013<br>ACTUAL   | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/14 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET | Increase<br>(Decrease)<br>Budget to<br>Budget |
|-------------------------------------|--------------------------------------------|------------------|---------------------------|---------------------------|-----------------------------|----------------------------|-----------------------------------------------|
| <b>REVENUES</b>                     |                                            |                  |                           |                           |                             |                            |                                               |
| 250-4111-000                        | LOCAL PROPERTY TAXES - LIBRARY             | 1,524,769        | 1,557,433                 | 1,557,433                 | 1,557,433                   | <b>1,604,133</b>           | 46,700                                        |
| 250-4374-101                        | COUNTY PAYMENT FOR TOWNSHIP USERS          | 85,983           | 101,778                   | 101,778                   | 101,778                     | <b>106,277</b>             | 4,499                                         |
| 250-4374-102                        | COUNTY PAYMENT FOR MUNICIPAL USERS         | 297,097          | 347,135                   | 347,135                   | 347,135                     | <b>377,294</b>             | 30,159                                        |
| 250-4510-000                        | LIBRARY FINES                              | 17,472           | 16,000                    | 8,570                     | 16,000                      | <b>16,000</b>              | -                                             |
| 250-4610-250                        | COPY FEES - LIBRARY                        | 4,959            | 4,000                     | 3,073                     | 5,000                       | <b>5,000</b>               | 1,000                                         |
| 250-4810-100                        | INTEREST INCOME                            | -                | -                         | -                         | -                           | -                          | -                                             |
| 250-4820-100                        | SALE OF SUPPLIES - LIBRARY                 | 179              | 150                       | 94                        | 150                         | <b>150</b>                 | -                                             |
| 250-4820-200                        | LIBRARY ROOM RENTAL                        | -                | -                         | -                         | -                           | -                          | -                                             |
| 250-4830-100                        | PAYMENT - FL MATERIAL DAMAGES              | 4,009            | 3,000                     | 2,478                     | 4,000                       | <b>4,000</b>               | 1,000                                         |
| 250-4850-000                        | DONATIONS                                  | 2,448            | 7,000                     | 50,798                    | 51,000                      | <b>1,000</b>               | (6,000)                                       |
| 250-4875-001                        | GRANT - MADISON COMM FOUNDATION            | -                | -                         | 12,750                    | 12,750                      | <b>1,500</b>               | 1,500                                         |
| 250-4875-002                        | GRANT - OTHER                              | -                | -                         | 400                       | 400                         | <b>400</b>                 | 400                                           |
| 250-4890-000                        | MISC REVENUE                               | 11,822           | 13,000                    | 13,346                    | 16,000                      | <b>15,000</b>              | 2,000                                         |
| 250-4890-400                        | ALLOCATED INSURANCE DIVIDEND               | -                | 2,784                     | -                         | -                           | <b>2,500</b>               | (284)                                         |
| 250-4890-501                        | PAYMENT - OTHER SCLS DAMAGES               | 267              | 200                       | 23                        | 50                          | <b>75</b>                  | (125)                                         |
| 250-4930-250                        | FUND BALANCE APPLIED (Budget Account Only) | -                | -                         | -                         | 50,000                      | <b>50,000</b>              | 50,000                                        |
| <b>TOTAL REVENUES &amp; SOURCES</b> |                                            | <b>1,949,006</b> | <b>2,052,480</b>          | <b>2,097,878</b>          | <b>2,161,696</b>            | <b>2,183,329</b>           | <b>130,849</b>                                |
| <b>EXPENSES</b>                     |                                            |                  |                           |                           |                             |                            |                                               |
| 250-5511-110                        | SALARIES & WAGES                           | 387,513          | 675,901                   | 292,926                   | 675,901                     | <b>720,092</b>             | 44,191                                        |
| 250-5511-115                        | OVERTIME                                   | 105              | 1,238                     | 60                        | 1,238                       | <b>276</b>                 | (962)                                         |
| 250-5511-120                        | PT/LTE/SEASONAL WAGES                      | 272,390          | 42,541                    | 24,180                    | 42,541                      | <b>42,120</b>              | (421)                                         |
| 250-5511-130                        | DIRECT FRINGE BENEFITS                     | 85,002           | 98,554                    | 40,699                    | 98,554                      | <b>102,023</b>             | 3,469                                         |
| 250-5511-135                        | LONGEVITY                                  | 90               | -                         | 210                       | -                           | <b>525</b>                 | 525                                           |
| <b>1</b>                            | <b>TOTAL PERSONNEL COSTS</b>               | <b>745,099</b>   | <b>818,234</b>            | <b>358,076</b>            | <b>818,234</b>              | <b>865,036</b>             | <b>46,802</b>                                 |
| 250-5511-240                        | REPAIRS & MAINTENANCE BY OTHERS            | 35,161           | 5,000                     | 2,636                     | 6,000                       | <b>15,000</b>              | 10,000                                        |
| 250-5511-245                        | COMPUTER RELATED REP & MAINTENANCE         | 12,295           | 6,500                     | 3,903                     | 12,000                      | <b>14,000</b>              | 7,500                                         |
| 250-5511-250                        | PUBLIC NOTICES & ADVERTISING               | -                | 200                       | -                         | 350                         | <b>500</b>                 | 300                                           |
| 250-5511-290                        | OTHER CONTRACTUAL SERVICES                 | 87,619           | 124,641                   | 115,732                   | 125,000                     | <b>130,095</b>             | 5,454                                         |
| 250-5511-291                        | CONTRACT SVC- PERFORMERS & PRESENTERS      | -                | -                         | -                         | -                           | <b>4,850</b>               | 4,850                                         |
| <b>2</b>                            | <b>CONTRACTUAL SERVICES</b>                | <b>135,076</b>   | <b>136,341</b>            | <b>122,271</b>            | <b>143,350</b>              | <b>164,445</b>             | <b>28,104</b>                                 |

# LIBRARY SERVICES

FUND NUMBER: 250

| ACCOUNT<br>NUMBER              | ACCOUNT DESCRIPTION                                    | 2013<br>ACTUAL | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/14 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET | Increase<br>(Decrease)<br>Budget to<br>Budget |
|--------------------------------|--------------------------------------------------------|----------------|---------------------------|---------------------------|-----------------------------|----------------------------|-----------------------------------------------|
| 250-5511-310                   | OFFICE SUPPLIES & POSTAGE                              | 2,263          | 2,250                     | 1,304                     | 2,600                       | 2,500                      | 250                                           |
| 250-5511-320                   | PUBLICATIONS, DUES & SUBSCRIPTIONS                     | 35             | -                         | -                         | -                           | -                          | -                                             |
| 250-5511-325                   | TRAINING & STAFF DEVELOPMENT                           | 2,166          | 3,000                     | 3,278                     | 6,000                       | 6,000                      | 3,000                                         |
| 250-5511-330                   | VEHICLE USE REIMBURSEMENT                              | 85             | 200                       | 688                       | 1,000                       | 1,000                      | 800                                           |
| 250-5511-340                   | OPERATING MATERIALS & SUPPLIES                         | 18,095         | 15,000                    | 11,686                    | 18,000                      | 17,000                     | 2,000                                         |
| 250-5511-345                   | PUBLIC INFORMATION & PRINTING                          | 4,236          | 3,000                     | 2,647                     | 4,000                       | 5,000                      | 2,000                                         |
| 250-5511-350                   | REPAIR & MAINTENANCE SUPPLIES                          | 2,795          | 6,000                     | 2,005                     | 6,000                       | 8,000                      | 2,000                                         |
| 250-5511-355                   | EQUIPMENT OPERATING EXPENSE                            | 13,897         | 17,000                    | 7,034                     | 17,000                      | 17,000                     | -                                             |
| 250-5511-360                   | BUILDING REPAIRS & MAINTENANCE                         | 9,773          | 6,000                     | 2,489                     | 6,000                       | 6,000                      | -                                             |
| 250-5511-363                   | COMMUNICATIONS EXPENSE                                 | 626            | 1,000                     | 239                       | 800                         | 1,000                      | -                                             |
| 250-5511-365                   | TELEPHONE & OTHER UTILITIES                            | 94,102         | 95,200                    | 41,267                    | 95,200                      | 98,500                     | 3,300                                         |
| 250-5511-387                   | LIBRARY COLLECTION                                     | 132,694        | 175,000                   | 72,302                    | 175,000                     | 175,000                    | -                                             |
| 250-5511-389                   | CITY ADMIN FEES                                        | 91,900         | -                         | -                         | -                           | -                          | -                                             |
| 250-5511-390                   | OTHER OPERATING EXPENSE                                | 1,838          | 1,000                     | 896                       | 1,700                       | 2,000                      | 1,000                                         |
| 250-5511-391                   | OTHER OPER EXP - DANE COUNTY INCL DCLS SE              | 548,505        | 537,323                   | 537,323                   | 537,323                     | 574,642                    | 37,319                                        |
| 250-5511-511                   | BUILDING INSURANCE                                     | 6,799          | -                         | -                         | -                           | see below                  | n/a                                           |
| 250-5511-590                   | ALLOCATED INSURANCE - BLDG, LIAB & WORK COMP           | -              | 17,684                    | 8,377                     | 17,684                      | 18,700                     | 1,016                                         |
| 250-5511-591                   | ALLOCATED BENEFIT-HEALTH INS                           | 90,905         | 95,837                    | 46,652                    | 95,837                      | 83,365                     | (12,472)                                      |
| 250-5511-592                   | ALLOCATED BENEFIT - LIFE INS                           | 539            | 524                       | 248                       | 524                         | 593                        | 69                                            |
| 250-5511-593                   | ALLOCATED BENEFIT - DISABILITY INS                     | -              | 3,269                     | -                         | 3,269                       | 3,684                      | 415                                           |
| 250-5511-594                   | ALLOCATED BENEFIT - DENTAL INS                         | 7,871          | 8,418                     | 3,823                     | 8,418                       | 7,860                      | (558)                                         |
| 250-5511-596                   | UNEMPLOYMENT EXPENSE                                   | -              | -                         | -                         | -                           | -                          | -                                             |
| 3                              | OPERATING EXPENSE                                      | 1,029,123      | 987,705                   | 742,258                   | 996,355                     | 1,027,844                  | 40,139                                        |
| 250-5920-100                   | Operating Transfer OUT - General Fund - City Admin Fee | -              | 94,200                    | 47,100                    | 94,200                      | 110,000                    | 15,800                                        |
| 250-5920-300                   | Operating Transfer OUT - DEBT SERVICE                  | -              | -                         | -                         | -                           | -                          | -                                             |
| 250-5920-400                   | Transfer to Capital Projects for Equipment             | -              | 16,000                    | -                         | 16,000                      | 16,000                     | -                                             |
|                                | TOTAL TRANSFERS                                        | -              | 110,200                   | 47,100                    | 110,200                     | 126,000                    | 15,800                                        |
|                                | FUND BALANCE ADDED (BUDGET ACCT ONLY)                  | -              | -                         | -                         | -                           | -                          | -                                             |
| TOTAL EXPENDITURES & TRANSFERS |                                                        | 1,909,297      | 2,052,480                 | 1,269,704                 | 2,068,139                   | 2,183,325                  | 130,845                                       |
|                                | Estimated Fund Balance Added (Used)                    | 39,708         | -                         |                           | 93,557                      | 4                          | 4                                             |
|                                | Beginning                                              |                |                           |                           |                             |                            |                                               |
| 250-34200                      | FUND BALANCE                                           | 148,510        |                           |                           | 188,218                     | 281,775                    |                                               |
|                                | Ending                                                 |                |                           |                           |                             |                            |                                               |
|                                | FUND BALANCE                                           | 188,218        | per Audit                 | ESTIMATED                 | 281,775                     | 281,779                    |                                               |
|                                | Percent of Total Expenditure Budget                    | 9.17%          |                           |                           | 13.73%                      | 12.91%                     |                                               |

## 2015 Budget Expenditure Detail

**Department: Library**

Prepared By: Wendy Rawson

Date Prepared: 8/19/14

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

#### **Circulation statistics** (January-July):

- Items checked out: 186,920
- Items renewed: 44,725
- **Total checkout: 231,645**
- Holds Filled: 48,247

#### **Summer Reading Program- “Fizz, Boom, Read”**

- Read-to-me & school age: 672 participants
- Teen: 89 participants
- Adult: 129 participants
- **Total Participation: 890**

#### **Youth Services Highlights**

- Program attendance (January-July)
  - o Youth: 178 programs, 5,891 attended
  - o Teen: 36 programs, 160 attended
- Outreach: 19 events, 2135 attended

#### **Adult/Technical Services Highlights**

- Program attendance (January-July)
  - o 48 programs, 788 attendees
- Meeting room use: 666

#### **Electronic Services**

- Computer sessions: 15,676
- Wireless sessions: 115,065
- Overdrive e-book/e-audiobook checkouts: 8,376

- Developed content for new website header package, which is a huge improvement over the last website!

## **Collections**

We are pleased to report that we increased the size of the collections to meet the Dane County Standard several months earlier than required! The collection reached 86,851 items in May of this year, we were required to reach that number by July.

In 2013 we received a grant from the Madison Community Foundation to create a specialty collection. We selected North American History as our topic, as it is one of the most popular areas of our non-fiction collection. The grant totals \$27,500 which will be spent over two years to purchase books, movies, magazines and databases focused on North American History. Part of the funds will be used to pay for cataloging costs through SCLS.

## **Strategic Plan Progress**

### **Action Team 1 (Finances)**

Team 1 is focused on building a stable financial groundwork for the library. In our first year we developed action items based on five strategies. Our first priority is to develop and fine tune the operating budget for the library, which will occur multiple times throughout the life of the strategic plan. We are also looking into a variety of types of fund-raising the library could conduct including small scale, in house projects; larger goal based projects and finally event based projects (Books & Brews coming in 2015!). Another goal of the team is to create a bequest tool kit that would guide potential donors in the ways that they may donate funds to the library. Other interests of the team include creating collections that encourage increased use of the library by both Fitchburg and Dane County residents and creating strong fund-raising partnerships with groups, most notably the Friends of the Fitchburg Library.

### **Action Team 2 (Infrastructure)**

Team 2 was charged with handling the critical issue regarding organization. In our first year of meeting we have developed sixteen action items to accomplish five strategies, pulling our information from survey data, staff input and library circulation and usage statistics. Currently we are creating a regularly updated set of usage statistics to help keep our collections current and responsive to patron demand. We are also partnering with FACTv to create informational segments about library programs to both air on television and be available from the Fitchburg Public Library website. Future action items will involve staffing training and retention, volunteer opportunities at the library, communication with patrons and internal library groups, and building solutions to increase library visibility and staff effectiveness.

### **Action Team 3(Programs & services)**

Team 3 has focused on programs, services, outreach and technology. Our first year has been very successful. We have collaborated with team 4 and team 5 to create a Program Tool Kit that is designed to help staff plan programs. The tool kit provides a centralized location to house all the materials staff needs to track ideas and plan, market and evaluate programs. We added another preschool storytime and a technology series called Little Clickers to the Youth program offerings. We're in the process of adding an iPad station in the Youth department, which has been funded by the Friends

of Fitchburg Library. The iPads will provide children with age appropriate apps that promote literacy and learning. Our outreach efforts have been successful too! We did 14 outreach visits to schools and reached a total 295 kids. The library also hosted a Touch-a-Truck event in the Jamestown Neighborhood that had 75 participants.

#### Action Team 4 (Partnerships)

Team 4 has been working to create recommended practices for improving existing relationships and for creating new connections with local businesses, schools, and organizations (including multi-cultural organizations). We created procedures that take into account the differences between these potential partners, and started putting them into place.

The Program Toolkit now holds the documents that we created for staff use. This acknowledges the fact that partnerships are often created or utilized when planning a library program. The “Library Partners” spreadsheet is a directory to hundreds of local individuals, businesses, organizations, and schools that the library has worked with in the past or should consider connecting with in the future. It contains contact information and notes, and is meant to be updated by staff over the years. Recommendations on how to connect, and when to set a relationship aside, are also included in the Toolkit, which was created with Team 3 and Team 5.

Our team sent a letter to over 40 businesses, apprising them of library progress, resources for businesses, and inviting them to work with us in the future. Follow-up phone calls to each business have been completed, and have led to about five ideas for future programs and around ten enhanced relationships. Additionally, we have been able to receive updated contact information for about twenty local businesses.

Numerous programs and services that depend on partnerships have been created over the last year, and our team feels that this is at least partially due to the focus on relationships inside the Strategic Plan. Examples include the Dead Man Walking Film Series (Madison Opera), Daughters of Africa (Beyond the Page and Mixed Blood Theatre), and Leopold Open School House Nights (Aldo Leopold Elementary School).

#### Action Team 5 (Communication)

Team 5 has worked this year on creating guidelines for staff to use when publicizing library programs and services. This includes things like templates for press releases, as well as tips on when to create a press release and how to distribute it. The team has focused on social media, a variety of local newspapers and using email listservs to publicize programs. They have cooperated with Teams 3 & 4 on the Program Planning Toolkit to make sure communication regarding programs was included. Another huge project that involved Team 5 was migrating to a fantastic new website in March! Due to staff turnover, this Team has had a bit of a hiatus but with a new co-chair on board they will be back to work soon.

|                                  |
|----------------------------------|
| <b>NEW INITIATIVES FOR 2015:</b> |
|----------------------------------|

In 2015 we will continue to work on the Strategic Plan 2012-2016.

#### 1. Critical Issue:

How do we develop a strong financial base for stability and growth?

#### Goal Statement:

Generate a financial plan to meet the varied needs of a growing organization.

**Strategies:**

- Develop a budget that provides for both a firm financial foundation and for strategic growth
- Select materials and collections to comply with patron demand and Dane County library standards to keep library tax revenue in Fitchburg
- Increase use of the Fitchburg Library as the home library for Fitchburg residents to reduce required payments to other entities
- Expand and diversify ways to generate revenue
- Develop and implement fund-raising plans with Friends of the Fitchburg Library (FOFL) and other key partners

**2. Critical Issue:**

How do we develop a strong, diverse, and visionary library organization?

**Goal Statement:**

Define and establish the systems and infrastructure essential for an effective and dynamic organization.

**Strategies:**

- Establish policies and procedures for collection acquisition to meet user requests and needs
- Create systems to inform and educate the Common Council, relevant city staff, library staff, Board of Trustees, FOFL Board, and volunteers
- Craft spaces in the library and throughout the community to engage all patrons
- Generate a staffing plan to meet the service and programming needs at the library and in the community
- Develop systems to recruit, train, support, and retain a diverse library staff, Board of Trustees, and volunteers

**3. Critical Issue:**

What services, programs, and technologies are essential to meet the diverse needs of Fitchburg residents?

**Goal Statement:**

Provide services, programs, and emerging technologies that are responsive to identified needs and fulfill the library's mission and vision.

**Strategies:**

- Develop diverse in-house services and programs to increase library usage
- Expand patron use of library technology and technology programming
- Develop outreach services and programs with an awareness of the changing demographics of Fitchburg residents
- Explore and evaluate needs and options to ensure library access throughout the community

**4. Critical Issue:**

What strategic and collaborative partnerships and connections will fulfill the mission and vision of the library?

**Goal Statement:**

Foster mutually-beneficial relationships and connections with key organizations and partners to meet common goals and share resources.

**Strategies:**

- Build relationships and collaborate with city departments that have similar users and/or common goals
- Build relationships and collaborate with area public, private, home, and virtual schools to address common goals
- Build relationships and collaborate with multi-cultural partners for mutual benefit
- Build relationships and collaborate with businesses and organizations that focus on education, technology, and community

**5. Critical Issue:**

How should the benefits of the library be effectively communicated to Fitchburg residents?

**Goal Statement:**

Develop strategies that communicate the benefits of using the Fitchburg Library to user and non-user residents.

**Strategies:**

- Develop communication policies, procedures, and reports to guide and effectively disseminate library information
- Develop, implement, and evaluate a non-targeted marketing plan with a clearly defined message encouraging use of the Fitchburg Library
- Publicize and promote Fitchburg Library services and programs in a variety of ways to a variety of audiences

|                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                     |  |   |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--|---|
| <b>REQUEST FOR NEW EMPLOYEE</b><br><b>OR increase to existing position</b><br><b>Only complete areas which are not shaded</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Supplement to Proposal #</b>                                                                                                     |  |   |
| Position Title                                                                                                                | <b>Library Assistant III- Outreach and Volunteer Coordinator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     |  |   |
| Reason or Need                                                                                                                | Providing outreach services to the Fitchburg community is a high priority for the City and for the Library. Our current staffing level allows for coverage of the library itself, but does not allow much time for staff to go out into the community to host or attend events. By adding an Outreach and Volunteer Coordinator, we could increase our presence in the community and in the schools. It would also allow us to better utilize volunteers to work at these events. Examples of successful outreach events we have done recently are Touch A Truck at Fire Station #2 (75 kids and parents attended), Leopold Open Schoolhouse Nights (we attended 7 events) and four classroom visits to the Verona Area International School. Please note that this is a position that cannot be funded within the existing library levy- there simply aren't enough funds for it. It would be necessary to fund it permanently from other sources. |                                                                                                                                     |  |   |
| Existing Classification                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>New Classification - (position creation)</b><br>include draft position description<br>& complete comparable pay section (page 2) |  | D |

|                                                                                                                   |                                                                                |                         |              |                                                                                                                |                                            |        |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------|--------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------|
| <b>FULL TIME EQUIVALENT:</b><br>Annual Hours                                                                      |                                                                                | <b>1.0</b>              |              | Expected<br>Overtime hours                                                                                     | 0                                          |        |
| Estimated Hourly Wage                                                                                             |                                                                                | 18.24                   |              | Source: Union<br>Contract, Pay Plan,<br>Comparable Community<br>Average                                        | Non-rep pay plan                           |        |
| <b>Benefit Information</b><br> | Retirement Classification                                                      | General                 | Protective   | Health Insurance<br>(Note: Health & Life<br>Insurance costing will<br>assume maximum<br>Employer Contribution) | Single                                     | Family |
|                                                                                                                   |                                                                                | X                       |              |                                                                                                                |                                            | X      |
|                                                                                                                   | Work Comp Insurance Rate<br>Class                                              | Streets                 | Water Worker | Municipal Operations                                                                                           | Clerical/<br>Mgmt                          | Police |
|                                                                                                                   |                                                                                |                         |              |                                                                                                                | X                                          |        |
| <b>Uniforms,<br/>         Equipment &amp;<br/>         Space Costs</b>                                            | Uniforms & Protective Gear<br>Needed<br>(Account -323 and/or<br>Account - 324) | Uniform - Initial Issue |              | Uniform Allowance                                                                                              | Protective Gear /<br>Personal<br>Equipment |        |
|                                                                                                                   |                                                                                | \$0                     |              | \$0                                                                                                            | \$0                                        |        |
|                                                                                                                   | Office Equipment Needed<br>(Account - 355)                                     | Furniture               | Computer     | Telephone,<br>Calculator, etc.                                                                                 | Misc Supplies<br>(Acct -310)               |        |
|                                                                                                                   |                                                                                | \$0                     | \$           | \$                                                                                                             | \$0                                        |        |



|                 |                                                    |                                            |    |
|-----------------|----------------------------------------------------|--------------------------------------------|----|
|                 | Other Related Expense                              | Description: Training<br>Account #(s) -325 | \$ |
| <b>Vehicles</b> | 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<br>(if different) | Hiring Wage | Maximum Wage | Why is this community Comparable? |
|-----------------------------------------------------|----------------------------------|-------------|--------------|-----------------------------------|
|                                                     |                                  |             |              |                                   |
| SEE <b>See attached spreadsheet for comparables</b> |                                  |             |              |                                   |
|                                                     |                                  |             |              |                                   |
|                                                     |                                  |             |              |                                   |

Other information:

X Pay was determined by Non-represented compensation schedule

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; _____ estimated _____ meetings                                                                                                                                           | \$0                                                                                                                                                                                                                                                                                                                                                 |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 | \$0                                                                                                                                                                                                                                                                                                                                                 |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 | \$0                                                                                                                                                                                                                                                                                                                                                 |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             | <b>\$0</b>                                                                                                                                                                                                                                                                                                                                          |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | \$0                                                                                                                                                                                                                                                                                                                                                 |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      | Unexpected repairs to elevators, HVAC, HRU, roof, doors, plumbing, electrical, etc.<br><b>Total=\$15,000</b>                                                                                                                                                                                                                                        |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | Outlook and RDP thru City IT (\$11,000)<br>Civic Plus (\$1,000)<br>Software (\$2,000)<br><b>Total=\$14,000</b>                                                                                                                                                                                                                                      |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles | Posting jobs on ALA<br><b>Total=\$500</b>                                                                                                                                                                                                                                                                                                           |
| -290                                              | Other <b>Contractual Services - LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       | SCLS Technology fee- ILS, LO, EW \$79,131<br>Bibliotheca service contract \$28,744<br>General Heating & Cooling \$5,500<br>AVI \$3,500<br>Simplex Grinnell \$3,220<br>Kone Elevator; inspection & permits \$6720<br>QPS \$1,150<br>Evanced \$1,000<br>Wil Kil \$530<br>Pre-employment drug screens \$500<br>PB Wiki \$100<br><b>Total=\$130,095</b> |

**OPERATING SUPPLIES & EXPENSE**

|      |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                                                                                                |
|------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -310 | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | Office supplies (\$1,500)<br>Postage (\$1,000)<br><b>Total=\$2,500</b>                                                                                                         |
| -320 | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           | \$0                                                                                                                                                                            |
| -323 | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     | \$0                                                                                                                                                                            |
| -325 | <b>Training &amp; Staff Development</b> - Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <i><b>Detail of this account to be submitted with budget proposal.</b></i> | ALA, WLA, local conferences, webinars, online classes<br><b>Total=\$6,000</b>                                                                                                  |
| -330 | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.56 per mile.                                                                                                                                | 1785 miles x .56<br><b>Total=\$1,000</b>                                                                                                                                       |
| -335 | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              | \$0                                                                                                                                                                            |
| -340 | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | Technical services supplies \$4,000<br>Halloween Hunt \$2,000<br>Programming, adult \$1,000<br>Programming, kids \$3,000<br>Library supplies \$7,000<br><b>Total= \$17,000</b> |
| -345 | Public Information & Education                                                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  | <b>\$5,000</b>                                                                                                                                                                 |
| -350 | Repair & Maintenance Supplies                                                                                             | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                | <b>\$8,000</b>                                                                                                                                                                 |

|      |                                          |                                                                                                                                                             |                                                                                                        |
|------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| -355 | <b>Equipment Expense</b>                 | Lease costs, replacements of minor equipment not included in the capital budget. <i><b>Detail of this account to be submitted with budget proposal.</b></i> | Gordon Flesh copier leases (\$14,500)<br>Gordon Flesh copy overages (\$2,500)<br><b>Total=\$17,000</b> |
| -360 | Building Repairs & Maintenance           | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.           | Custodial supplies <b>\$6,000</b>                                                                      |
| -363 | Communications Expense                   | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                    | <b>\$1,000</b>                                                                                         |
| -365 | Utilities & Telephone                    | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                                      | MG&E \$94,100<br>TDS \$2,500<br>Utilities \$1,900<br><b>Total=\$98,500</b>                             |
| -291 | Contract Services- Performers/Presenters |                                                                                                                                                             | <b>\$4,850</b>                                                                                         |
| -387 | Library Collections                      |                                                                                                                                                             | <b>\$175,000</b>                                                                                       |
| -389 | Administrative Fee                       |                                                                                                                                                             | <b>\$110,000</b>                                                                                       |
| -390 | Other Operating Expense                  |                                                                                                                                                             | <b>\$2,000</b>                                                                                         |
| -391 | Dane County Library System               |                                                                                                                                                             | <b>\$524,642</b>                                                                                       |
|      | Dane County Library System               | Possible 'settle-up' payment                                                                                                                                | <b>\$50,000</b> (from Fund Balance)                                                                    |
| -590 | Allocated Insurance                      |                                                                                                                                                             | <b>\$18,700</b>                                                                                        |
|      | Transfer for Capital Improvement Project |                                                                                                                                                             | <b>\$16,000</b>                                                                                        |

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: Tegan Stringfield EMPLOYEE TITLE: Electronic Services Librarian

PURPOSE OF TRIP: Attend ALA DATE OF TRIP: 6/27-6/30, 2015

SEMINAR OR CONFERENCE FEES: \$325 DESTINATION CITY/STATE: San Francisco, CA

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

\*Out of State Training Allowances Found at

[www.gsa.gov](http://www.gsa.gov)

| Date      | Mileage  | Breakfast | Lunch | Dinner | Lodging | Transportation | Tolls / | Other         | TOTALS     |
|-----------|----------|-----------|-------|--------|---------|----------------|---------|---------------|------------|
| 6/27/2015 | 10       | \$12      | \$18  | \$36   | \$90    | 620            |         | Other         | \$ 776.00  |
| 6/28/2015 |          | \$12      | \$18  | \$36   | \$90    |                |         | Attach detail | \$ 156.00  |
| 6/29/2015 |          | \$12      | \$18  | \$36   | \$90    |                |         | for unusual   | \$ 156.00  |
| 6/30/2015 | 10       | \$12      | \$18  | \$36   |         | 20             |         | expenses      | \$ 118.00  |
|           |          |           |       |        |         |                |         |               | \$ -       |
|           |          |           |       |        |         |                |         |               | \$ -       |
|           |          |           |       |        |         |                |         |               | \$ -       |
|           |          |           |       |        |         |                |         |               | \$ -       |
|           |          |           |       |        |         |                |         |               | \$ -       |
|           |          |           |       |        |         |                |         |               | \$ -       |
|           |          |           |       |        |         |                |         |               | \$ -       |
|           |          |           |       |        |         |                |         |               | \$ -       |
|           |          |           |       |        |         |                |         |               | \$ -       |
| TOTALS    | \$ 11.20 | \$48      | \$72  | \$144  | \$270   | \$640          | \$0     | \$32          |            |
|           |          |           |       |        |         |                |         |               | \$1,542.20 |

## JUSTIFICATION / NOTES:

assuming mileage rate 0.56/mile. Per diem in San Francisco (2014) for lodging is \$155, meals \$12/18/36. Lodging for ALA usually higher than per diem, so assuming \$180 split between TS and KH. Guesses: airport parking in Madison \$32, airport shuttle in SF \$20 each way. Flights ranged near \$600.

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: Kate Hull

EMPLOYEE TITLE: Adult Services Librarian

PURPOSE OF TRIP: Attend ALA

DATE OF TRIP: 6/27-6/30, 2015

SEMINAR OR CONFERENCE FEES: \$325

DESTINATION CITY/STATE: San Francisco, CA

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

\*Out of State Training Allowances Found at

[www.gsa.gov](http://www.gsa.gov)

| Date      | Mileage  | Breakfast | Lunch | Dinner | Lodging | Transportation | Tolls / | Other                                             | TOTALS     |
|-----------|----------|-----------|-------|--------|---------|----------------|---------|---------------------------------------------------|------------|
| 6/27/2015 | 20       | \$12      | \$18  | \$36   | \$90    | 620            |         | Other<br>Attach detail<br>for unusual<br>expenses | \$ 776.00  |
| 6/28/2015 |          | \$12      | \$18  | \$36   | \$90    |                |         |                                                   | \$ 156.00  |
| 6/29/2015 |          | \$12      | \$18  | \$36   | \$90    |                |         |                                                   | \$ 156.00  |
| 6/30/2015 | 20       | \$12      | \$18  | \$36   |         | 20             |         | 32                                                | \$ 118.00  |
|           |          |           |       |        |         |                |         |                                                   | \$ -       |
|           |          |           |       |        |         |                |         |                                                   | \$ -       |
|           |          |           |       |        |         |                |         |                                                   | \$ -       |
|           |          |           |       |        |         |                |         |                                                   | \$ -       |
|           |          |           |       |        |         |                |         |                                                   | \$ -       |
|           |          |           |       |        |         |                |         |                                                   | \$ -       |
|           |          |           |       |        |         |                |         |                                                   | \$ -       |
|           |          |           |       |        |         |                |         |                                                   | \$ -       |
|           |          |           |       |        |         |                |         |                                                   | \$ -       |
|           |          |           |       |        |         |                |         |                                                   | \$ -       |
| TOTALS    | \$ 22.40 | \$48      | \$72  | \$144  | \$270   | \$640          | \$0     | \$32                                              |            |
|           |          |           |       |        |         |                |         |                                                   | \$1,553.40 |

## JUSTIFICATION / NOTES:

assuming mileage rate 0.56/mile. Per diem in San Francisco (2014) for lodging is \$155, meals \$12/18/36. Lodging for ALA usually higher than per diem, so assuming \$180 split between TS and KH. Guesses: airport parking in Madison \$32, airport shuttle in SF \$20 each way. Flights ranged near \$600.

## 2015 PERSONNEL SUMMARY

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**E**= Existing Position or Employee

**N** = **New Position** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: Library      Prepared by: Wendy Rawson

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position                                | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|-----------------------------------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Rawson, Wendy                                                  | Library Director                        | 10/4/10      | 2080                         |                                |                                |                                |
|             | E           | Hansen, Phil                                                   | Circulation<br>Manager                  | 4/18/11      | 2080                         |                                |                                |                                |
|             | E           | Hull, Kate                                                     | Adult/Technical<br>Services Manager     | 5/29/12      | 2080                         |                                |                                |                                |
|             | E           | Powers, Tim                                                    | Youth Services<br>Manager               | 5/26/11      | 2080                         |                                |                                |                                |
|             | E           | Stringfield, Tegan                                             | Electronic Services<br>Librarian        | 7/10/14      | 2080                         |                                |                                |                                |
|             | E           | Bolchen, Tanya                                                 | Library Assistant<br>III, Circulation   | 4/29/13      | 2080                         |                                |                                |                                |
|             | E           | Vacant                                                         | Youth Services<br>Librarian             |              | 2080                         |                                |                                |                                |
|             | E           | Hernandez, Jamie                                               | Teen Librarian                          | 6/9/11       |                              |                                | 1040                           |                                |
|             | E           | Swanson, Rebecca                                               | Reference Librarian                     | 2/5/13       |                              |                                | 1040                           |                                |
|             | E           | Saylor, Erin                                                   | Reference Librarian                     | 5/23/11      |                              |                                | 1040                           |                                |
|             | E           | Liu, Kate                                                      | Administrative<br>Assistant             | 5/9/11       |                              |                                | 1040                           |                                |
|             | E           | Heindel, Matthew                                               | Library Assistant II,<br>Adult Services | 10/16/13     |                              |                                | 1040                           |                                |
|             | E           | Henderson, Kayce                                               | Library Assistant II,<br>Adult Services | 8/23/14      |                              |                                | 1040                           |                                |
|             |             | Total This Page                                                |                                         |              | 14,560                       | 0                              | 6,240                          |                                |

## 2015 PERSONNEL SUMMARY

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position                                | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|-----------------------------------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Munoz, Stephanie                                               | Library Assistant<br>II, Youth Services | 8/5/14       |                              |                                | 1040                           |                                |
|             | E           | Lan, Elizabeth                                                 | Library Assistant<br>II, Youth Services | 6/6/11       |                              |                                | 1040                           |                                |
|             | E           | Vidmar, Carolyn                                                | Library Assistant<br>II, Youth Services | 4/22/14      |                              |                                | 520                            |                                |
|             | E           | Carman, Sarah                                                  | Library Assistant<br>I, Circulation     | 8/10/14      |                              |                                | 1040                           |                                |
|             | E           | Vacant                                                         | Library Assistant<br>I, Circulation     |              |                              |                                | 1040                           |                                |
|             | E           | Hoffman, Abby                                                  | Library Assistant<br>I, Circulation     | 9/24/12      |                              |                                | 1040                           |                                |
|             | E           | Cook, Cameron                                                  | Library Assistant<br>I, Circulation     | 3/12/13      |                              |                                | 1040                           |                                |
|             | E           | McCarthy, Kelsey                                               | Library Assistant<br>I, Circulation LTE | 7/14/14      |                              |                                | 520                            |                                |
|             | E           | Grandon, Debra                                                 | Shelver                                 | 2/19/13      |                              |                                | 520                            |                                |
|             | E           | Schell, Christina                                              | Shelver                                 | 8/29/13      |                              |                                | 520                            |                                |
|             | E           | Brzeszkiewicz,<br>Amanda                                       | Shelver                                 | 11/6/13      |                              |                                | 520                            |                                |
|             | E           | Morse, Michelle                                                | Shelver                                 | 2/24/14      |                              |                                | 520                            |                                |
|             | E           | Widra, Rachel                                                  | Shelver                                 | 3/4/14       |                              |                                | 520                            |                                |
|             | E           | Hasselkus, Carolyn                                             | Shelver                                 | 6/16/14      |                              |                                | 520                            |                                |
|             | E           | Vacant                                                         | Shelver                                 |              |                              |                                | 520                            |                                |
|             | E           | Vacant                                                         | Shelver                                 |              |                              |                                | 520                            |                                |
|             | E           | Vacant                                                         | Shelver                                 |              |                              |                                | 520                            |                                |
|             |             | Note: Custodians<br>shown under<br>Buildings & Grounds         |                                         |              |                              |                                |                                |                                |
|             |             |                                                                |                                         |              |                              |                                |                                |                                |
|             |             | Total This Page                                                |                                         |              |                              | 0                              | 11,960                         |                                |
|             |             | TOTAL ALL<br>PAGES                                             |                                         |              | 14,560                       | 0                              | 18,200                         |                                |



# 2015 PROPOSED MAYORAL BUDGET:

## FIRE

**GENERAL FUND**  
**5220- Fire**

| Account Number         | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5220-110           | SALARIES & WAGES - FIRE DEPT   | 751,053                      | 841,676                        | 364,393                             | 841,676                          | 775,278                    | (66,398)                                |
| 100-5220-115           | OVERTIME                       | 81,378                       | 25,000                         | 68,454                              | 76,540                           | 76,540                     | 51,540                                  |
| 100-5220-120           | PT/LTE/SEASONAL WAGES          | 56,582                       | 76,200                         | 14,052                              | 76,200                           | 56,400                     | (19,800)                                |
| 100-5220-130           | DIRECT FRINGE BENEFITS         | 287,429                      | 288,981                        | 127,043                             | 288,981                          | 279,451                    | (9,530)                                 |
| 100-5220-135           | LONGEVITY                      | 5,610                        | 6,120                          | 6,120                               | 6,120                            | 6,660                      | 540                                     |
| 100-5220-150           | VOLUNTEER SERVICES             | 455,721                      | 546,832                        | 231,847                             | 546,832                          | 708,823                    | 161,991                                 |
| 100-5220-151           | VOLUNTEER ANNUITY CONTRIBUTIO  | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5220-185           | BOND PROGRAM/FLEX MED FEES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5220-190           | HOLIDAY PREMIUM                | 6,507                        | 4,240                          | 2,150                               | 4,240                            | 4,240                      | -                                       |
| 100-5220-210           | PROFESSIONAL SERVICES          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5220-240           | REPAIRS & MAINT - BY OTHERS    | 16,946                       | 19,000                         | 7,814                               | 17,000                           | 19,000                     | -                                       |
| 100-5220-245           | COMPUTER RELATED - REP & MAINT | 14,815                       | 65,182                         | 9,813                               | 65,000                           | 72,000                     | 6,818                                   |
| 100-5220-250           | PUBLIC NOTICES/ADS             | -                            | 1,000                          | -                                   | 700                              | 1,000                      | -                                       |
| 100-5220-290           | OTHER CONTRACTUAL SERVICES     | -                            | -                              | -                                   | -                                | 6,950                      | 6,950                                   |
| 100-5220-310           | OFFICE SUPPLIES & POSTAGE      | 1,751                        | 2,500                          | 977                                 | 2,000                            | 2,500                      | -                                       |
| 100-5220-320           | PUBLICATIONS, DUES & SUBSCRIPT | 6,380                        | 6,140                          | 5,774                               | 6,000                            | 6,140                      | -                                       |
| 100-5220-323           | UNIFORMS                       | 12,110                       | 14,950                         | 9,900                               | 14,500                           | 14,950                     | -                                       |
| 100-5220-324           | PROTECTIVE GEAR                | 33,030                       | 46,500                         | 1,033                               | 44,575                           | 46,500                     | -                                       |
| 100-5220-325           | TRAINING & STAFF DEVELOPMENT   | 20,946                       | 27,000                         | 9,359                               | 26,400                           | 27,000                     | -                                       |
| 100-5220-326           | TUITION REIMBURSEMENT          | 14,065                       | 15,300                         | 2,397                               | 15,300                           | 15,300                     | -                                       |
| 100-5220-330           | VEHICLE USE REIMBURSEMENT      | 253                          | 200                            | -                                   | -                                | 200                        | -                                       |
| 100-5220-335           | VEHICLE EXPENSE (G&O, REPAIRS) | 106,437                      | 82,560                         | 32,425                              | 82,560                           | 82,560                     | -                                       |
| 100-5220-340           | OPERATING MATERIALS & SUPPLIES | 7,375                        | 8,000                          | 1,986                               | 6,500                            | 8,000                      | -                                       |
| 100-5220-341           | MEDICAL/EMS SUPPLIES           | 326                          | 3,000                          | 1,359                               | 3,000                            | 3,000                      | -                                       |
| 100-5220-345           | PUBLIC INFORMATION & EDUCATION | 3,345                        | 3,200                          | -                                   | 3,200                            | 3,200                      | -                                       |
| 100-5220-350           | REPAIR & MAINT SUPPLIES        | 691                          | 2,000                          | 604                                 | 1,500                            | 2,000                      | -                                       |
| 100-5220-355           | EQUIPMENT EXPENSE              | 33,818                       | 35,000                         | 15,736                              | 35,000                           | 35,000                     | -                                       |
| 100-5220-360           | BUILDING REPAIRS & MAINTENANCE | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5220-363           | COMMUNICATIONS EXPENSE         | 28,309                       | 36,788                         | 6,382                               | 24,500                           | 24,725                     | (12,063)                                |
| 100-5220-365           | TELEPHONE                      | 17,145                       | 17,500                         | 7,324                               | 17,500                           | 17,500                     | -                                       |
| 100-5220-390           | OTHER OPERATING EXPENSE        | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5220-395           | EQUIPMENT REPLACEMENT RESERV   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5220-591           | ALLOCATED BENEFIT-HEALTH INS   | 127,797                      | 133,522                        | 61,270                              | 133,522                          | 149,600                    | 16,078                                  |
| 100-5220-592           | ALLOCATED BENEFIT-LIFE INS     | 498                          | 784                            | 342                                 | 784                              | 679                        | (105)                                   |
| 100-5220-593           | ALLOCATED BENEFIT-DISABILITY   | -                            | 4,700                          | -                                   | -                                | 4,306                      | (394)                                   |
| 100-5220-594           | ALLOCATED BENEFIT-DENTAL INS   | 11,145                       | 11,968                         | 5,222                               | 11,968                           | 10,849                     | (1,119)                                 |
| Total FIRE DEPARTMENT: |                                | 2,101,462                    | 2,325,843                      | 993,774                             | 2,352,098                        | 2,460,351                  | 134,508                                 |

## 2015 Budget Expenditure Detail

**Department:** Fire Department

Prepared By: Chad E. Grossen – Deputy Chief

Date Prepared: August 19, 2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

Please refer to the Department's 2014 Annual Report for a complete summary of significant accomplishments. The Department ended 2013 with 1564 total requests for emergency service, which represented a 0.7% decrease from 2012.

A summary of our 2013 and year-to-date 2014 service metrics include:

#### Service Delivery Metrics

|                                    | <u>2013 Year-End</u> | <u>2014 Y-T-D*</u> | <u>2014 Projected</u> |
|------------------------------------|----------------------|--------------------|-----------------------|
| Number of Calls                    | 1564                 | 1063               | 1835                  |
| NFPA 1720 Benchmarks:              |                      |                    |                       |
| First Unit on scene in 5 minutes   | 41.6%                | 38.6%              |                       |
| 15 personnel on scene in 9 minutes | 0-13 (12 min)        | 0-0 (12 Min)       |                       |
| Average Response Time              | 5min 49sec           | 5min 18sec         |                       |

\* YTD as of 8/18/14

#### Fire Inspection/Prevention Metrics

|                       |      |      |
|-----------------------|------|------|
| Fire Code Inspections | 2503 | 1296 |
|-----------------------|------|------|

### NEW INITIATIVES FOR 2015:

Overall the Department is recommending increasing our overall Fire Department operating budget by 3.77%, due to the submittal of two new operating budget proposals. The Department is recommending an increase for the Public Safety Building maintenance budget due to higher cable and utility costs. We are also recommending an increase for Fire Station #2 due to an increase in higher cable, utility and janitorial supply costs.

The Department is focusing on four priorities for 2015:

- Prioritizing recommendations from Ethical Leaders In Action (ELA) – Operational Analysis for personnel openings and funding of leadership positions
- Developing the next 5-Year Staffing Plan for the Department
- Preparing to work with the design and construction teams for the Northwest firehouse
- Emergency Medical Response operations submittal and training plan

**Organizational Study** – The Department is eager to begin working with the recommendations from Ethical Leaders In Action’s (ELA) Organizational and Leadership Analysis. Four personnel proposals have been submitted based on past discussions between fire department administration and City leaders/administration. One internal (City) staffing analysis and two external organizational analyses (one citywide and one fire department) have produced similar recommendations to fill vital positions and increase the leadership staff of the fire department. The fire department has also been working closely with our neighboring Departments looking at ways we can work even closer together than we do today, and look forward to working with the consultant’s recommendations to explore all potential options.

**Staffing Plan** – The Mayor has asked the Department to put together a Staffing Plan to address the needs of the Department as we continue to evolve to meet the needs of the community and a growing City. The Department has identified 5 staffing initiatives that need to be addressed and has started the process of assessing and evaluating how to best proceed, understanding that funding will continue to be a major hurdle for the foreseeable future.

**Northwest Firehouse** – The Department is eager to begin working with City staff and the Construction Management firm for the design and construction of the new northwest firehouse. Many personnel hours on the Department’s side have been put into this project already. Department staff has attended trainings and conferences on new firehouse design/construction. These conferences educate on how to ensure efficiencies and proper building design to get the most space for day-to-day operations.

**Emergency Medical Response Licensure** – The Department has been working on necessary paperwork and creating an operational plan to become a State licensed Emergency Medical Response (EMR) Unit. With an increase in medical calls, the Fire Department is responding in conjunction with Fitch-Rona EMS units or mutual-aid EMS unit that responds into the City. Becoming an EMR unit increases the level of service that we provide to the citizens of Fitchburg. It also ensures a high level of patient care, and in many cases, a faster EMS response, especially to high priority cardiac-type calls where Fire Department units can be on scene before an ambulance arrives to begin life-saving measures.

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |  |                                 |   |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|---------------------------------|---|
| <b>City of Fitchburg</b>                             | <b>FISCAL ESTIMATE FOR<br/>NEW PROPOSAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |  | Proposal #                      | 1 |
| Sponsor/Department:                                  | Fire Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |  | Original (x)                    | X |
| Title/subject:                                       | Paid-On-Call Wage Increase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                   |  | Supplemental (x)                |   |
| Mandatory -<br>Required by                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Permissive<br>(x) |  | <b>NO FISCAL<br/>IMPACT (x)</b> |   |
| Brief Justification:<br>(Area will expand as needed) | <p>This request will fund a critically needed increase of the hourly wage for the part-time, Paid-On-Call (POC) members of the fire department. As recommended by the recent Ethical Leaders In Action – Leadership &amp; Organization Assessment, the city should explicitly align work expectations, compensation, and employment terms to reflect the unique status of the part-time professional firefighters. The fiscal impact of this request also includes a consideration of the anticipated increase in service demand and the department's need to guarantee full daily staffing. Both of these factors have increased the amount of paid-on-call staffing hours required to cover the schedule when compared to the historical averages from previous years.</p> <p>It is well known that there has not been any change in the compensation for POC personnel for over fifteen years. If approved, this proposal will be a significant gesture that will demonstrate to the members the city's commitment and appreciation of the sacrifices and efforts put forth every day by the POC firefighters. This will also facilitate other initiatives to increase the availability, accountability and participation of POC members. The advantage of the increased POC availability is a corresponding decrease in the extreme amount of overtime costs that have been incurred due to the need to utilize full-time personnel to cover open shifts on the fill-in program.</p> <p>The department used 55,584 paid-on-call hours as a benchmark which includes fill-in program hours, emergency response hours, training hours, and miscellaneous hours such as public education and fire prevention events. The overall numbers of fill-in hours have not changed, but we are seeing an increase in the number of emergency responses.</p> <p>The increase to account #100-5220-150 is to reflect the proposed increase as recommended by ELA to increase the base wage by \$1.50 for POC firefighter to \$10/hour, subsequently increasing the driver/operator wage to \$11.50/hour.</p> |                   |  |                                 |   |

| Projected<br>Costs                                                             | Account #<br>(new**)                                                                | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |       |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------|--------------------|----------------|--------|-------|
|                                                                                |                                                                                     |                                      |                    | Tax Levy       | Grants | Other |
| Personnel<br>Costs<br>Employee requests<br>must include<br>supplemental detail | To be completed by Finance Director<br>based on the supplemental detail<br>provided |                                      |                    |                |        |       |

| Projected Costs                                                                       | Account #<br>(new**) | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |        |
|---------------------------------------------------------------------------------------|----------------------|--------------------------------------|--------------------|----------------|--------|--------|
|                                                                                       |                      |                                      |                    | Tax Levy       | Grants | Other  |
| Contractual -<br>Engineering,<br>Consultants                                          |                      |                                      |                    |                |        |        |
| Operating Costs:                                                                      |                      | \$29852.00                           |                    | \$29852.00     |        |        |
| NON CAP Equipment      Submit<br>Detail                                               |                      |                                      |                    |                |        |        |
| TOTAL ESTIMATED<br>Amounts will total automatically - use<br>Table Toolbar, Calculate |                      | \$29852.00                           | \$0.00             | \$29852.00     | \$0.00 | \$0.00 |

### **LONG RANGE FINANCIAL IMPLICATIONS:**

|                                                                                                            |  |      |  |
|------------------------------------------------------------------------------------------------------------|--|------|--|
| If <b>funded</b> , 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 <b>not funded</b> this year, should this be considered for Future Budget? (YES/NO)                      |  | Yes  |  |
| Prepared by                                                                                                |  | Date |  |
| Approved by                                                                                                |  | Date |  |

|                                                      |                                                                                                                                                                                                                                                                                                      |                   |  |                                 |   |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|---------------------------------|---|
| <b>City of Fitchburg</b>                             | <b>FISCAL ESTIMATE FOR<br/>NEW PROPOSAL</b>                                                                                                                                                                                                                                                          |                   |  | Proposal #                      | 2 |
| Sponsor/Department:                                  | Fire Department                                                                                                                                                                                                                                                                                      |                   |  | Original (x)                    | X |
| Title/subject:                                       | Full-Time Fire Chief                                                                                                                                                                                                                                                                                 |                   |  | Supplemental (x)                |   |
| Mandatory -<br>Required by                           |                                                                                                                                                                                                                                                                                                      | Permissive<br>(x) |  | <b>NO FISCAL<br/>IMPACT (x)</b> |   |
| Brief Justification:<br>(Area will expand as needed) | A recent internal city study and two external studies support the need for a full-time chief; the 2014 Ethical Leaders in Action (ELA) Leadership and Organizational Assessment identified the hiring of a full-time fire chief as a top priority. Please see supplement for additional explanation. |                   |  |                                 |   |

| Projected Costs                                                                    | Account #<br>(new**)                                                          | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |        |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------|--------------------|----------------|--------|--------|
|                                                                                    |                                                                               |                                      |                    | Tax Levy       | Grants | Other  |
| Personnel Costs<br>Employee requests must include supplemental detail              | To be completed by Finance Director based on the supplemental detail provided |                                      |                    |                |        |        |
| Contractual - Engineering, Consultants                                             |                                                                               |                                      |                    |                |        |        |
| Operating Costs:                                                                   |                                                                               | \$5,675                              | \$1,650            |                |        |        |
| NON CAP Equipment      Submit Detail                                               |                                                                               |                                      |                    |                |        |        |
| TOTAL ESTIMATED<br>Amounts will total automatically - use Table Toolbar, Calculate |                                                                               | \$0.00                               | \$0.00             | \$0.00         | \$0.00 | \$0.00 |

### LONG RANGE FINANCIAL IMPLICATIONS:

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

|                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                     |          |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>REQUEST FOR NEW EMPLOYEE</b><br><b>OR increase to existing position</b><br><b>Only complete areas which are not shaded</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Supplement to Proposal #</b>                                                                                                     | 2        |
| <b>Position Title</b>                                                                                                         | <b>Full-time Fire Chief</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     |          |
| <b>Reason or Need</b>                                                                                                         | <p>With a rapidly growing City and a department that needs to grow with it, an administrator is needed who will lead and develop the future of the fire department. A recent internal city study and two professional external studies support the need for a full-time chief. As recommended by the 2014 Ethical Leaders In Action (ELA) – Leadership and Organizational Assessment, the hiring of a full-time fire chief was identified as top priority. The 2006 Public Safety &amp; Human Services (PS &amp; HS) – Staffing Survey &amp; Analysis recommended transitioning the fire chief from a paid-on-call to a full-time position when the run volume exceeds 1,500 calls per year (this milestone was reached in 2012). The 2006 Public Management Partners – Citywide Organizational Study supported the full-time chief transition per the PS &amp; HS analysis. As stated in the ELA study, “the fire department needs a strategic and passionate leader who inspires teamwork and fosters a positive and proactive culture. Someone who understands trends in fire and emergency management services and anticipates emerging issues and future opportunities.”</p> <p>Currently, the fire department has many goals and visions for improvement. However, without sufficient personnel to fill key leadership positions, these cannot be effectively accomplished. The hiring of a full-time fire chief represents the first major step toward achieving future excellence.</p> |                                                                                                                                     |          |
| Existing Classification                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>New Classification</b> - (position creation)<br>include draft position description<br>& complete comparable pay section (page 2) | <b>X</b> |

|                                                                                                                   |                                                                                |                         |                 |                                                                                                                |                                            |        |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------|-----------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------|
| <b>FULL TIME EQUIVALENT:</b><br>Annual Hours                                                                      |                                                                                | <b>2,080</b>            |                 | Expected<br>Overtime hours                                                                                     | <b>0</b>                                   |        |
| Estimated Hourly Wage                                                                                             |                                                                                | \$41.60                 |                 | Source: Union<br>Contract, Pay Plan,<br>Comparable Community<br>Average                                        | Non-rep<br>pay plan                        |        |
| <b>Benefit Information</b><br> | Retirement Classification                                                      | General                 | Protective      | Health Insurance<br>(Note: Health & Life<br>Insurance costing will<br>assume maximum<br>Employer Contribution) | Single                                     | Family |
|                                                                                                                   |                                                                                |                         | X               |                                                                                                                |                                            | X      |
|                                                                                                                   | Work Comp Insurance Rate<br>Class                                              | Streets                 | Water<br>Worker | Municipal Operations                                                                                           | Clerical/<br>Mgmt                          | Police |
|                                                                                                                   |                                                                                |                         |                 |                                                                                                                |                                            | X      |
| <b>Uniforms,<br/> Equipment &amp;<br/> Space Costs</b>                                                            | Uniforms & Protective Gear<br>Needed<br>(Account -323 and/or<br>Account - 324) | Uniform - Initial Issue |                 | Uniform Allowance                                                                                              | Protective Gear /<br>Personal<br>Equipment |        |
|                                                                                                                   |                                                                                | \$625                   |                 | \$400                                                                                                          | \$3,400                                    |        |



|          |                                                    |                                            |          |                                |                              |
|----------|----------------------------------------------------|--------------------------------------------|----------|--------------------------------|------------------------------|
|          | Office Equipment Needed<br>(Account - 355)         | Furniture                                  | Computer | Telephone,<br>Calculator, etc. | Misc Supplies<br>(Acct -310) |
|          |                                                    | \$0                                        | \$0      | \$1,000                        | \$250 Network                |
|          | Other Related Expense                              | Description: Training<br>Account #(s) -325 |          |                                | \$                           |
| 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<br>(if different) | Hiring Wage | Maximum Wage | Why is this community Comparable? |
|-----------------------------------------------------|----------------------------------|-------------|--------------|-----------------------------------|
|                                                     |                                  |             |              |                                   |
| SEE <b>See attached spreadsheet for comparables</b> |                                  |             |              |                                   |
|                                                     |                                  |             |              |                                   |
|                                                     |                                  |             |              |                                   |

Other information:

X Pay was determined by – Recently completed non-represented pay study.

**CITY OF FITCHBURG**  
**Position Description**

**Position Title:** Fire Chief  
**Reports To:** Mayor  
**Union Representation:** Non-represented, Grade 12  
**Written by:** LS/JO  
**Revision Date:** 07/20/06

**Position Summary:**

Under the general direction of the Mayor, manages plans, organizes, and coordinates the operations of the Fire Department. Utilizes manpower and equipment in the most efficient manner, develops and trains personnel, prepares the budget and enforces codes and ordinances. Decisions within areas of responsibility are made independently. Supervision received is general. Overall work plans are discussed with periodic review of progress. There is frequent interaction with the general public and other officials outside of the department.

**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:**

- Develops policies and procedures governing emergency and non-emergency operations of the department
- Supervises the investigation of fires and analyzes findings to determine causes
- Prepares budget
- Develops and maintains an effective system of reports and records
- Develops long range plans for training, operations, manpower, and equipment requirements of the department
- Supervises all fire prevention, public education, rescue, and fire suppression activities
- Ensures appropriate staffing levels and utilization of personnel
- Coordinates the development and administration of training programs
- Conducts performance evaluations on a periodic basis
- Plans, organizes, and coordinates all Fire Department training programs
- Establishes minimum standard of training and technical competence for all Fire Department Personnel
- Develops long range training plans

**Other Functions:**

- Develops and implements public fire safety programs for civic, fraternal, educational, institutional, and industrial organizations and agencies
- Develops strategies for marketing the department to the community and receives appropriate feedback
- Make presentation to schools, civic groups and service organizations stressing the need for fire prevention and safety
- Responds to question and concerns of the general public
- Responds to fires and other emergencies
- Serves as Incident Commander, where appropriate
- Determines personnel and equipment needs and proper utilization
- Makes decision concerning the best method of controlling and extinguishing fires
- Directs work of Fire Fighters

**Supervisory Requirements:**

- Assistant Fire Chief, Full-Time Fire Fighters, and Paid-On Call Fire Fighters

**Education and/or Experience Requirements:**

- Associate Degree in Fire Technology or related field required

- Undergraduate degree in Business or Public Administration or related field desired
- Five years at command level in a full time municipal fire department
- Five years of municipal fire experience including experience in fire protection/prevention/suppression/and emergency medial services in a supervisory position

**Licenses, Certifications, etc.**

- Certified Fire Fighter II
- Certified Fire Officer II
- Certified Fire Inspector
- Certified Fire Instructor
- Certified EMT (Paramedic preferred)
- Certified Aerial Truck Operator
- Valid Wisconsin Driver's License upon submission of application

**Knowledge, Skills, and Abilities:**

- Ability to work with laws and regulations, sometime written in legal terms
- Ability to use practical thinking to conduct or supervise investigations
- Ability to supervise other workers
- Ability to plan the work of the department
- Ability to deal with various kinds of people
- Ability to work under pressure or in the face of danger
- Ability to keep physically fit
- Knowledge and ability to use fire-fighting equipment and other safety devices
- Ability to prepare effective written reports and correspondence, and delivering effective oral communication
- Knowledge and ability to properly utilize computer applications
- Ability to identify and analyze problems, evaluate alternative solutions, and make sound judgment in stressful situations
- Knowledge of the ordinances and statues affecting the operation of the department
- Ability to plan and direct programs and activities including employee training and development, and fire prevention and investigation
- Ability to recruit and manage volunteers effectively

**Physical Demands:**

Light work: Exerting in excess of 20 pounds of force occasionally, and/or in excess of 10 pounds of force frequently, and/or in excess of 5 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 Signature

Date

---

Supervisor's Signature

Date

|                                                      |                                                                                                                                                                                                                                |                   |  |                                 |   |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|---------------------------------|---|
| <b>City of Fitchburg</b>                             | <b>FISCAL ESTIMATE FOR<br/>NEW PROPOSAL</b>                                                                                                                                                                                    |                   |  | Proposal #                      | 3 |
| Sponsor/Department:                                  | Fire Department                                                                                                                                                                                                                |                   |  | Original (x)                    | X |
| Title/subject:                                       | Full-Time Firefighter/Inspector - Shift                                                                                                                                                                                        |                   |  | Supplemental (x)                |   |
| Mandatory -<br>Required by                           |                                                                                                                                                                                                                                | Permissive<br>(x) |  | <b>NO FISCAL<br/>IMPACT (x)</b> |   |
| Brief Justification:<br>(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<br>Costs                                                                    | Account #<br>(new**)                                                                | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |        |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------|--------------------|----------------|--------|--------|
|                                                                                       |                                                                                     |                                      |                    | Tax Levy       | Grants | Other  |
| Personnel<br>Costs<br>Employee requests<br>must include<br>supplemental detail        | To be completed by Finance Director<br>based on the supplemental detail<br>provided |                                      |                    |                |        |        |
| Contractual -<br>Engineering,<br>Consultants                                          |                                                                                     |                                      |                    |                |        |        |
| Operating Costs:                                                                      |                                                                                     | \$16,150                             | \$1,300            |                |        |        |
| NON CAP Equipment      Submit<br>Detail                                               |                                                                                     |                                      |                    |                |        |        |
| TOTAL ESTIMATED<br>Amounts will total automatically - use<br>Table Toolbar, Calculate |                                                                                     | \$0.00                               | \$0.00             | \$0.00         | \$0.00 | \$0.00 |

### **LONG RANGE FINANCIAL IMPLICATIONS:**

|                                                                                                                  |              |      |         |  |
|------------------------------------------------------------------------------------------------------------------|--------------|------|---------|--|
| If <b>funded</b> , will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)                        |              |      | Yes     |  |
| If not, please detail any factors which<br>should be considered (other than<br>inflationary or wage increases) : |              |      |         |  |
| If <b>not funded</b> this year, should this be considered for Future Budget? (YES/NO)                            |              |      | Yes     |  |
| Prepared by                                                                                                      | Chad Grossen | Date | 8/12/14 |  |
| Approved by                                                                                                      |              | Date |         |  |

|                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     |  |   |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--|---|
| <b>REQUEST FOR NEW EMPLOYEE</b><br><b>OR increase to existing position</b><br><b>Only complete areas which are not shaded</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Supplement to Proposal #</b>                                                                                                     |  | 3 |
| <b>Position Title</b>                                                                                                         | <b>Full-time Firefighter/Inspector – Shift</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                     |  |   |
| <b>Reason or Need</b>                                                                                                         | <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.</p> <p>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. This proposal will make a significant difference in getting us to that level.</p> |                                                                                                                                     |  |   |
| Existing Classification                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>New Classification</b> - (position creation)<br>include draft position description<br>& complete comparable pay section (page 2) |  | X |

|                                                                                                                       |                           |                                    |            |                                                                                                                |                  |        |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------|------------|----------------------------------------------------------------------------------------------------------------|------------------|--------|
| <b>FULL TIME EQUIVALENT:</b><br>Annual Hours                                                                          |                           | <b>5,424</b><br><b>(2,712 x 2)</b> |            | Expected<br>Overtime hours                                                                                     | 480<br>(240 x 2) |        |
| Estimated Hourly Wage                                                                                                 |                           | \$19.5147                          |            | Source: Union<br>Contract, Pay Plan,<br>Comparable Community<br>Average                                        | Union Contract   |        |
| <b>Benefit Information</b><br>(  ) | Retirement Classification | General                            | Protective | Health Insurance<br>(Note: Health & Life<br>Insurance costing will<br>assume maximum<br>Employer Contribution) | Single           | Family |
|                                                                                                                       |                           |                                    | X          |                                                                                                                |                  | X      |

|                                              |                                                                          |                                         |              |                                    |                                            |           |
|----------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------|--------------|------------------------------------|--------------------------------------------|-----------|
|                                              | Work Comp Insurance Rate Class                                           | Streets                                 | Water Worker | Municipal Operations               | Clerical/ Mgmt                             | Police    |
|                                              |                                                                          |                                         |              |                                    |                                            | X         |
| <b>Uniforms, Equipment &amp; Space Costs</b> | Uniforms & Protective Gear Needed<br>(Account -323 and/or Account - 324) | Uniform - Initial Issue                 |              | Uniform Allowance                  | Protective Gear / Personal Equipment       |           |
|                                              |                                                                          | <b>\$1,250</b><br><b>(\$625 x 2)</b>    |              | <b>\$800</b><br><b>(\$400 x 2)</b> | <b>\$13,600</b><br><b>(\$6,800 x 2)</b>    |           |
|                                              | Office Equipment Needed<br>(Account - 355)                               | Furniture                               | Computer     | Telephone, Calculator, etc.        | Misc Supplies (Acct -310)                  |           |
|                                              |                                                                          | <b>\$0</b>                              | <b>\$</b>    | <b>\$</b>                          | <b>\$500 Network</b><br><b>(\$250 x 2)</b> |           |
|                                              | Other Related Expense                                                    | Description: Training Account #(s) -325 |              |                                    |                                            | <b>\$</b> |
| <b>Vehicles</b>                              | 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<br>(if different) | Hiring Wage | Maximum Wage | Why is this community Comparable? |
|-------------------------------------------------|----------------------------------|-------------|--------------|-----------------------------------|
|                                                 |                                  |             |              |                                   |
| <b>See attached spreadsheet for comparables</b> |                                  |             |              |                                   |
| SEE                                             |                                  |             |              |                                   |
|                                                 |                                  |             |              |                                   |
|                                                 |                                  |             |              |                                   |

Other information:

X Pay was determined by – IAFF CBA

**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.

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Employee's Signature

Date

---

Supervisor's Signature

Date



|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |  |                                 |   |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|---------------------------------|---|
| <b>City of Fitchburg</b>                             | <b>FISCAL ESTIMATE FOR<br/>NEW PROPOSAL</b>                                                                                                                                                                                                                                                                                                                                                                                     |                   |  | Proposal #                      | 4 |
| Sponsor/Department:                                  | Fire Department                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |  | Original (x)                    | X |
| Title/subject:                                       | Part-time Officer In Charge Hourly Pay                                                                                                                                                                                                                                                                                                                                                                                          |                   |  | Supplemental (x)                |   |
| Mandatory -<br>Required by                           |                                                                                                                                                                                                                                                                                                                                                                                                                                 | Permissive<br>(x) |  | <b>NO FISCAL<br/>IMPACT (x)</b> |   |
| Brief Justification:<br>(Area will expand as needed) | This proposal is to continue the funding of the hourly wage for Paid-On-Call (POC) - Officer In Charge coverage. The amount was calculated using 100% participation of POC sworn officers. The hourly rate used was \$11.50/hour depending on the approval of the POC wage increase proposal. The funding for this proposal could use monies already in the FD budget. See attached word document for additional justification. |                   |  |                                 |   |

| Projected<br>Costs                                                                    | Account #<br>(new**)                                                                | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |        |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------|--------------------|----------------|--------|--------|
|                                                                                       |                                                                                     |                                      |                    | Tax Levy       | Grants | Other  |
| Personnel<br>Costs<br>Employee requests<br>must include<br>supplemental detail        | To be completed by Finance Director<br>based on the supplemental detail<br>provided |                                      |                    |                |        |        |
| Contractual -<br>Engineering,<br>Consultants                                          |                                                                                     |                                      |                    |                |        |        |
| Operating Costs:                                                                      |                                                                                     | \$94090                              |                    | \$94090        |        |        |
| NON CAP Equipment      Submit<br>Detail                                               |                                                                                     |                                      |                    |                |        |        |
| TOTAL ESTIMATED<br>Amounts will total automatically - use<br>Table Toolbar, Calculate |                                                                                     | \$94090.00                           | \$0.00             | \$94090.00     | \$0.00 | \$0.00 |

### LONG RANGE FINANCIAL IMPLICATIONS:

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

August 12, 2014

## CONTINUATION OF OIC STAFFING PLAN

The current fire department staffing and deployment model requires that a sworn fire command “Officer-In-Charge” (OIC) with multi-resource incident management experience be available to respond in a department vehicle to serve in the role of Incident Commander (commonly referred to as “Fitchburg Fire Car 1”) on a 24 hours a day, 7 days a week basis. This coverage of the OIC position requires a total of 8,760 personnel hours annually (8,784 hours in a leap year). In the past, coverage of “Car 1” was provided on a rotational basis by eight sworn career and paid-on-call command officers holding the rank of Captain, Division Chief, Deputy Chief, and Fire Chief. Unfortunately, as a result of a combination of personnel changes in 2013 and early 2014, the fire department lost many experienced paid-on-call Command staff due to retirements and resignations, external job opportunities, and the departure of the Fire Chief. What was once a pool of eight individuals who shared the responsibility for providing “Car 1” staffing was reduced down to just three chief officers who were left to handle the same amount of work.

The current OIC staffing plan that was approved in February 2014 utilizes the three remaining chief officers as well as five lieutenants to cover the OIC shift hours. Two of the POx lieutenants who live outside of the City of Fitchburg are required to report to and remain at one of the fire stations while covering an OIC shift on “Car 1.” Therefore, with these factors in mind, continuation of the 2014 OIC staffing plan and cost analysis that follows is based upon these assumptions:

- Acting Chief Grossen will continue to cover as the OIC during his normal Monday through Friday daytime schedule.
- Weekday evening and overnight OIC shifts, as well as weekend OIC shifts will be covered on a rotational basis by the remaining two chiefs and five lieutenants (collectively referred to as “sworn officers”).

Five of these sworn officers are paid-on-call (POC) or paid-on-premises (POP) employees, and the other two are career employees. If a POC or POP officer covers a duty shift, they would be compensated at a wage rate of \$11.50 per hour. Either of the two career lieutenants would also be available to work an OIC shift on their regularly scheduled shift rotation (instead of working as the engine company officer). This option would be cost neutral, except that the engine company officer position would then need to be covered by a career firefighter (who is already scheduled on the engine crew) who would then in turn have his position backfilled with another driver qualified POC or POX firefighter. Regardless of which option is used, the only additional cost would be for the firefighter who would be working in the backfilled position and who would then be compensated their normal wage rate (this rate would vary between \$10.00 to \$11.50 per hour, or in rare cases, the overtime rate for a career firefighter).

This staffing plan will deliver three key elements:

- Critical coverage of the fire department OIC will be maintained until a full-time fire chief is appointed and a comprehensive restructuring of the fire department is done.
- The current sworn officers have agreed to continue their commitment to covering the OIC shifts under the 2014 staffing plan.
- The City will be in compliance with Wisconsin labor laws regarding compensable time for OIC shifts.

Continuation of the current method of addressing the OIC staffing shortage is likely the most cost effective way of temporarily maintaining “Car 1” coverage. This is a win-win situation no matter how you look at it. This proposal, on behalf of the fire department command staff members is formally requesting that the City Council continue with the previously approved “short-term” OIC staffing plan and continue to compensate all sworn officers who are covering “Car 1” on an hourly basis.

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |     |                             |     |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----|-----------------------------|-----|
| <b>City of Fitchburg</b>                             | <b>FISCAL ESTIMATE FOR<br/>NEW PROPOSAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |     | Proposal #                  | 5   |
| Sponsor/Department:                                  | Fire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |     | Original (x)                | (X) |
| Title/subject:                                       | Blue Card Incident Command Training and Certification Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |     | Supplemental (x)            |     |
| Mandatory - Required by                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Permissive (x) | (X) | <b>NO FISCAL IMPACT (x)</b> |     |
| Brief Justification:<br>(Area will expand as needed) | <p>As one of their final recommendations, Ethical Leaders in Action (ELA) stated that the fire department should implement a Blue Card (BC) Incident Command Training and Certification program for staff-level fire officers, company fire officers, acting company-level fire officers and senior firefighters.</p> <p>The Blue Card training program would provide the department with an incident management training and certification system that defines the best Standard Command Practices for common, local emergency operations conducted on events that are classified as Type 4 &amp; 5 under the National Incident Management System (NIMS).</p> <p>The Blue Card training program consists of the following four main components:</p> <ol style="list-style-type: none"> <li>1. BC 1<sup>st</sup> Responder Incident Command Overview Module (on-line)</li> <li>2. BC On-line Training Program (50 hours)</li> <li>3. BC Simulation and Certification Laboratory (3 days – 24 hours)</li> <li>4. BC Annual Continuing Education (quarterly – 12 hours/year)</li> </ol> <p>The Fire Department proposes to phase in the BC Incident Command Training and Certification program recommended by ELA over a period of five years.</p> <p>In 2015, \$9080.00 would be required to offer the overview component to all members of the department and to enroll all currently authorized officer positions at the rank of Captain or above in the on-line BC training program.</p> <p>In Fiscal Years 2016 through 2019, approximately \$10,000.00 will be required annually to phase in the remaining components of the BC program and extend the training to all fire department officers, acting officers and senior firefighters as recommended by ELA and to provide the overview training to new department staff during that same period of time. By fiscal year 2020 the BC training program would be fully implemented and would require approximately \$10,000 annually to maintain certification.</p> <p>All costs are based on the current course price list. Costs for future fiscal years have not been adjusted for inflation or any other anticipated price increase.</p> |                |     |                             |     |

| Projected Costs | Account #<br>(new**) | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |       |
|-----------------|----------------------|--------------------------------------|--------------------|----------------|--------|-------|
|                 |                      |                                      |                    | Tax Levy       | Grants | Other |

| Projected Costs                                                                    | Account #<br>(new**)                                                          | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |        |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------|--------------------|----------------|--------|--------|
|                                                                                    |                                                                               |                                      |                    | Tax Levy       | Grants | Other  |
| Personnel Costs<br>Employee requests must include supplemental detail              | To be completed by Finance Director based on the supplemental detail provided |                                      | 0.00               |                |        |        |
| Contractual - Engineering, Consultants                                             |                                                                               | 0.00                                 | 0.00               |                |        |        |
| Operating Costs:                                                                   |                                                                               | 9080.00                              | 10,000.00          |                |        |        |
| NON CAP Equipment      Submit Detail                                               |                                                                               |                                      |                    |                |        |        |
| TOTAL ESTIMATED<br>Amounts will total automatically - use Table Toolbar, Calculate |                                                                               | \$9080.00                            | \$10,000.00        | \$0.00         | \$0.00 | \$0.00 |

### **LONG RANGE FINANCIAL IMPLICATIONS:**

|                                                                                                            |  |      |  |
|------------------------------------------------------------------------------------------------------------|--|------|--|
| If <b>funded</b> , 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 <b>not funded</b> this year, should this be considered for Future Budget? (YES/NO)                      |  | Yes  |  |
| Prepared by                                                                                                |  | Date |  |
| Approved by                                                                                                |  | Date |  |

# BLUE CARD (BC) COMMAND TRAINING AND CERTIFICATION PROGRAM

| Fiscal Yr   |                                     | # Attending | \$ Per Person | Cost      |                     |
|-------------|-------------------------------------|-------------|---------------|-----------|---------------------|
| <b>2015</b> | BC Overview Module                  | 100         | \$            | \$ 60.00  | \$ 6,000.00         |
|             | ICS On-line Module                  | 8           | \$            | \$ 385.00 | \$ 3,080.00         |
|             | Simulation/Certification Laboratory | 0           | \$            | \$ 330.00 | \$ -                |
|             | Annual Continuing Education (CE)    | 0           | \$            | \$ 90.00  | \$ -                |
|             | Annual Total Cost                   |             |               |           | <b>\$ 9,080.00</b>  |
| <b>2016</b> | BC Overview Module                  | 11          | \$            | \$ 60.00  | \$ 660.00           |
|             | ICS On-line Module                  | 9           | \$            | \$ 385.00 | \$ 3,465.00         |
|             | Simulation/Certification Laboratory | 8           | \$            | \$ 330.00 | \$ 2,640.00         |
|             | Annual Continuing Education (CE)    | 8           | \$            | \$ 90.00  | \$ 720.00           |
|             | Annual Total Cost                   |             |               |           | <b>\$ 7,485.00</b>  |
| <b>2017</b> | BC Overview Module                  | 11          | \$            | \$ 60.00  | \$ 660.00           |
|             | ICS On-line Module                  | 10          | \$            | \$ 385.00 | \$ 3,850.00         |
|             | Simulation/Certification Laboratory | 9           | \$            | \$ 330.00 | \$ 2,970.00         |
|             | Annual Continuing Education (CE)    | 17          | \$            | \$ 90.00  | \$ 1,530.00         |
|             | Annual Total Cost                   |             |               |           | <b>\$ 9,010.00</b>  |
| <b>2018</b> | BC Overview Module                  | 11          | \$            | \$ 60.00  | \$ 660.00           |
|             | ICS On-line Module                  | 9           | \$            | \$ 385.00 | \$ 3,465.00         |
|             | Simulation/Certification Laboratory | 10          | \$            | \$ 330.00 | \$ 3,300.00         |
|             | Annual Continuing Education (CE)    | 27          | \$            | \$ 90.00  | \$ 2,430.00         |
|             | Annual Total Cost                   |             |               |           | <b>\$ 9,855.00</b>  |
| <b>2019</b> | BC Overview Module                  | 11          | \$            | \$ 60.00  | \$ 660.00           |
|             | ICS On-line Module                  | 9           | \$            | \$ 385.00 | \$ 3,465.00         |
|             | Simulation/Certification Laboratory | 9           | \$            | \$ 330.00 | \$ 2,970.00         |
|             | Annual Continuing Education (CE)    | 36          | \$            | \$ 90.00  | \$ 3,240.00         |
|             | Annual Total Cost                   |             |               |           | <b>\$ 10,335.00</b> |
| <b>2020</b> | BC Overview Module                  | 11          | \$            | \$ 60.00  | \$ 660.00           |
|             | ICS On-line Module                  | 9           | \$            | \$ 385.00 | \$ 3,465.00         |
|             | Simulation/Certification Laboratory | 9           | \$            | \$ 330.00 | \$ 2,970.00         |
|             | Annual Continuing Education (CE)    | 45          | \$            | \$ 90.00  | \$ 4,050.00         |
|             | Annual Total Cost                   |             |               |           | <b>\$ 11,145.00</b> |

Overview for all FD personnel  
On-line for new BC candidates  
Sim/Cert for senior firefighters  
CE for all personnel classes identified by ELA

Overview for new FD personnel  
On-line for new BC candidates  
Sim/Cert for BC online class from previous year  
CE for all BC trained personnel from earlier years  
BC ICS program is now fully installed

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |  |                             |     |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--|-----------------------------|-----|
| <b>City of Fitchburg</b>                             | <b>FISCAL ESTIMATE FOR<br/>NEW PROPOSAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |  | Proposal #                  | 6   |
| Sponsor/Department:                                  | Fire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |  | Original (x)                | Yes |
| Title/subject:                                       | Firefighter Respiratory Protection Medical Evaluation Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |  | Supplemental (x)            |     |
| Mandatory – Required by                              | Yes – Required by Chapter SPS 330, Wis. Adm. Code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Permissive (x) |  | <b>NO FISCAL IMPACT (x)</b> |     |
| Brief Justification:<br>(Area will expand as needed) | <p>Section SPS 330.12 (1) (c), Wis. Admin. Code, requires the fire department to adopt and maintain a firefighter respiratory protection program that satisfies the requirements of 29 CFR 1910.134 as adopted by reference in Chapter SPS 332, Wis. Admin. Code. Failure to comply with this requirement may result in penalties that range from \$10 to \$100 for each day of noncompliance. Recently, the Wisconsin Department of Safety and Professional Services clarified the medical evaluation component associated with the respiratory protection program requirements.</p> <p>At a minimum, each firefighter must complete a confidential medical questionnaire that is to be sent directly to the employer's physician or other designated licensed healthcare professional (LHP). Based on a firefighter's answers to the questions, the fire department's proposed use of respiratory protection devices, and the results of any other medical tests ordered by the physician or LHP, the physician or LHP will provide the employer and the firefighter with a written evaluation indicating whether or not the firefighter is medically able to wear the respiratory protection devices.</p> <p>This evaluation is to be repeated whenever there is a change in the type of respiratory protection devices that are being used or there is any observed adverse change in a firefighter's ability to use the designated respiratory protection devices.</p> <p>The cost per firefighter to have the questionnaire evaluated is approximately \$40.00. For the 86 currently authorized positions that are affected by this requirement, the three firefighter interns that will start in the next fiscal year, and 11 part-time firefighters that will likely be hired in 2015 due to routine staff turnover, the amount needed for initiating the medical questionnaire evaluation in 2015 is \$4000.00.</p> <p>The cost per firefighter for additional medical evaluation tests that may be required by the physician or LHP (usually a pulmonary function test [\$140.00] and chest x-ray [\$155.00]) is approximately \$295.00. Assuming that no more than 10% of 100 initial individual questionnaire evaluations would require further medical tests as part of the evaluation, the cost anticipated for additional medical evaluations would be \$2950.00 in the first year of the program.</p> <p>Total first year costs for implementing the respiratory protection medical evaluation program would be \$6950.00</p> <p>In subsequent fiscal year (2016 and beyond), annual cost to maintain the program is estimated to be \$2175.00. This is based on the assumption that staff turnover or staff reevaluation does not exceed requiring questionnaire evaluations for more than 20 firefighters per year and that additional medical tests would not be required for more than 5 firefighters per year in future budget cycles.</p> |                |  |                             |     |

| Projected Costs                                                                    | Account #<br>(new**)                                                          | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |        |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------|--------------------|----------------|--------|--------|
|                                                                                    |                                                                               |                                      |                    | Tax Levy       | Grants | Other  |
| Personnel Costs<br>Employee requests must include supplemental detail              | To be completed by Finance Director based on the supplemental detail provided |                                      | 0.00               |                |        |        |
| Contractual - Engineering, Consultants                                             |                                                                               | 0.00                                 | 0.00               |                |        |        |
| Operating Costs:                                                                   |                                                                               | \$6950.00                            | \$2175.00          |                |        |        |
| NON CAP Equipment Submit Detail                                                    |                                                                               | 0.00                                 | 0.00               |                |        |        |
| TOTAL ESTIMATED<br>Amounts will total automatically - use Table Toolbar, Calculate |                                                                               | \$6950.00                            | \$2175.00          | \$6950.00      | \$0.00 | \$0.00 |

### **LONG RANGE FINANCIAL IMPLICATIONS:**

|                                                                                                            |  |      |  |
|------------------------------------------------------------------------------------------------------------|--|------|--|
| If <b>funded</b> , 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 <b>not funded</b> this year, should this be considered for Future Budget? (YES/NO)                      |  | Yes  |  |
| Prepared by                                                                                                |  | Date |  |
| Approved by                                                                                                |  | Date |  |



## 100-5220 – Fire Department Operating Budget

| Account #                                         | Account Title                          | Usual Expenditures for this Account                                                                                                                                                                      | Detail of Proposed Expenditures                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                        |                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 110                                               | Salaries & Wages                       | Compensation – Career members                                                                                                                                                                            | <b>Proposal submitted for two new FT Firefighters</b><br><b>Budget amount to be input by Finance Department</b>                                                                                                                                                                                                                                                                                                           |
| 115                                               | Overtime                               | Compensation – Overtime of career members                                                                                                                                                                | <b>No proposed change to base allocation</b><br><b>Budget amount to be input by Finance Department</b>                                                                                                                                                                                                                                                                                                                    |
| 120                                               | PT/LTE/Seasonal                        | Compensation – Paid-on-Premises Members<br><i>Detail of this account are Contained within the detail provided for account 150</i>                                                                        | <b>No proposed changes to base allocation</b><br><b>Budget amount to be input by Finance Department</b>                                                                                                                                                                                                                                                                                                                   |
| 130                                               | Direct Fringe Benefits                 |                                                                                                                                                                                                          | <b>No proposed change to base allocation</b><br><b>Budget amount to be input by Finance Department</b>                                                                                                                                                                                                                                                                                                                    |
| 135                                               | Longevity                              |                                                                                                                                                                                                          | <b>No proposed change to base allocation</b><br><b>Budget amount to be input by Finance Department</b>                                                                                                                                                                                                                                                                                                                    |
| 140                                               | Per Diem for Commission & Committees   | NA – All Police and Fire Commission (PFC) per diems are contained in the HR budget                                                                                                                       | <b>NA – Expense not included in Fire Department budget</b><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                                                                                                     |
| -150                                              | <b>Volunteer Services</b>              | Compensation – paid-on-call, paid-on-premises, and Intern members<br><i>Detail of this account to be submitted with budget proposal.</i>                                                                 | <b>Proposal submitted for POX wage increase</b><br><b>Budget amount to be input by Finance Department</b>                                                                                                                                                                                                                                                                                                                 |
| <b>CONTRACTUAL SERVICES</b>                       |                                        |                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| -210                                              | Professional Services                  | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                        | <b>NA - This account is not funded</b><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                                                                                                                                         |
| -240                                              | Repairs & Maintenance by Others        | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below) | Annual testing of equipment and preventative maintenance = \$6,000<br>Annual repairs to equipment = \$9,000<br>Repairs to general systems = \$4,000<br><b>No change from 2014 budget</b><br><b>Proposed 2015 budget amount: \$19,000.00</b>                                                                                                                                                                               |
| -245                                              | Computer Related Repairs & Maintenance | Includes any maintenance agreements, Time/Materials charges for Hardware or Software repairs, enhancements or replacement.                                                                               | Annual Fire Dept. Records Management and Scheduling software support agreements = \$5,000<br>IT assessment of Citywide software licensing = \$2,500<br>Computer/IT break-fix and hardware = \$7,500<br>Software and network account licenses = \$57,000<br><br><b>Per input from Kevin Wunder, the department is recommending this account be increased by \$6,818</b><br><b>Proposed 2015 budget amount: \$72,000.00</b> |

|                                         |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -250                                    | Publication of Notices, Recruitment Ads, or other Advertisements                                                          | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles                                 | Recruitment materials = \$1,000<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$1000.00</b>                                                                                                                                                                                                                                                                                 |
| -290                                    | Other <b>Contractual Services - LIST:</b>                                                                                 | Includes services purchased for department not more accurately described elsewhere. <i><b>Detail of this account to be submitted with budget proposal.</b></i>                                                                                | Review of medical questionnaires and cost of medical evaluation tests = \$6950<br><br><b>Per New Proposal #6, the Department requests that this account be funded</b><br><br><b>Proposed 2015 budget amount: \$6,950</b>                                                                                                                                                                                      |
| <b>OPERATING SUPPLIES &amp; EXPENSE</b> |                                                                                                                           |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                               |
| -310                                    | Office Supplies & Postage                                                                                                 | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | Office supplies, copies, paper = \$1,500<br>Business Cards, misc. printing = \$500<br>Shipping, including City meter charges = \$500<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$2,500.00</b>                                                                                                                                                                           |
| -320                                    | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           | Annual subscriptions = \$2,300<br>Association/Membership dues = \$3,840<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$6,140.00</b>                                                                                                                                                                                                                                        |
| -323                                    | Uniforms                                                                                                                  | Uniform allowance set by union contract or common council.                                                                                                                                                                                    | Uniform allowance per collective bargaining agreement = \$4,750<br>POC/POP/Intern annual clothing allowance = \$9,000<br>Class B Initial Issue = \$1,200<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$14,950.00</b>                                                                                                                                                      |
| -324                                    | Protective Gear                                                                                                           | Personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                                                                                | Annual replacement of turnout gear = \$21,500<br>New member turnout gear = \$20,000<br>Repairs to turnout gear = \$5,000<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$46,500.00</b>                                                                                                                                                                                      |
| -325                                    | <b>Training &amp; Staff Development - Staff Development</b> includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <i><b>Detail of this account to be submitted with budget proposal.</b></i> | Externally delivered training = \$17,000<br>Materials for in-house training (incl books, videos, extrication cars) = \$3,000<br>Certification expenses = \$7,000<br><br>The Department recommends this account is increased by \$13,080 due to increased training expenses to maintain State requirements for Emergency Medical Responder (EMR) licensure<br><br><b>Proposed 2015 budget amount: \$27,000</b> |

|      |                                |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                  |
|------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -326 | Tuition Reimbursements         | Includes reimbursements to Firefighter-Interns as part of the Department's Intern program                                                                                                                                            | Intern Program tuition reimbursement = \$15,300<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$15,300.00</b>                                                                                                                                                                                                  |
| -330 | Vehicle Use Reimbursements     | Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.                                                                                                                                     | Mileage for use of personal vehicles = \$200<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$200.00</b>                                                                                                                                                                                                        |
| -335 | Vehicle Expense                | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                     | Annual fuel costs = \$38,000<br>Labor and materials for vehicle repairs = \$44,560<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$82,560.00</b>                                                                                                                                                               |
| -340 | Operating Materials & Supplies | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.               | Meals while hosting regional committee meetings, interview panels = \$2,500<br>Department portraits = \$2,000<br>Misc. operating supplies, including batteries = \$3,500<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$8,000.00</b>                                                                          |
| -341 | Medical/EMS Supplies           | Includes typical medical and EMS supplies necessary to carry out the emergency medical first response functions of the department. Includes refilling oxygen bottles and miscellaneous EMS supplies such as bandages, splints, etc., | New and replacement medical/EMS supplies used on emergency calls, including oxygen tank refill = \$3,000<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$3000.00</b>                                                                                                                                           |
| -345 | Public Information & Education | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                         | Public education materials = \$3,200<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$3200.00</b>                                                                                                                                                                                                               |
| -350 | Repair & Maintenance Supplies  | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                       | Misc. hardware and tools for general maintenance and repairs to both stations = \$2,000<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$2000.00</b>                                                                                                                                                            |
| -355 | <b>Equipment Expense</b>       | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                                          | New and replacement firefighting and rescue equipment carried on fire apparatus = \$28,166<br>Monthly copier lease payment (station 1) = \$5,064<br>Quarterly copier lease payment (FR) = \$1,770<br><br>Refer to Attachments 1 and 2 for detail<br><br><b>No change from 2014 budget</b><br><br><b>Proposed 2015 budget amount: \$35,000.00</b> |
| -360 | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.                                                                                    | <b>NA – All building expenses are charged to accounts 100-5162 or 100-5163.</b><br><br><b>Proposed 2015 budget amount: \$0</b>                                                                                                                                                                                                                   |

|      |                        |                                                                                                                                       |                                                                                                                                                                                                                                             |
|------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -363 | Communications Expense | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense and video conferencing expenses. | <p>Monthly lease payment for video conferencing equipment = \$5,420<br/> Monthly cellular service = \$12,200<br/> Repairs to communications equipment = \$6,880<br/> Dane Com \$225</p> <p><b>Proposed 2015 budget amount: \$24,725</b></p> |
| -365 | Utilities & Telephone  | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                | <p>Monthly payment for IP video circuit = \$7,380<br/> Monthly local &amp; long distance phones = \$7,120</p> <p><b>No change from 2014 budget</b></p> <p><b>Proposed 2015 budget amount: \$17,500.00</b></p>                               |
| -370 | Roadway Supplies       | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc.                | <p><b>NA - This account is not funded</b></p> <p><b>Proposed 2015 budget amount: \$0</b></p>                                                                                                                                                |
| -390 | Other                  | Departmental specific items                                                                                                           | <p><b>NA - This account is not funded</b></p> <p><b>Proposed 2015 budget amount: \$0</b></p>                                                                                                                                                |

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: (TBD) EMPLOYEE TITLE: (TBD)

PURPOSE OF TRIP: Fire Dept Instructors Conference (FDIC) DATE OF TRIP: 4/20-4/25/15

SEMINAR OR CONFERENCE FEES: \$1,390 CITY/STATE: Indianapolis, IN

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

**www.gsa.gov**

| Date      | Mileage   | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS  |
|-----------|-----------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|---------|
| 4/20/2015 | Staff Car |           |       | \$31   | \$220   |                     | \$28               |                                                            | \$279   |
| 4/21/2015 |           | \$10      | incl  | \$31   | \$220   |                     | \$28               |                                                            | \$289   |
| 4/22/2015 |           | \$10      | incl  | \$31   | \$220   |                     | \$28               |                                                            | \$289   |
| 4/23/2015 |           | \$10      | \$15  | \$31   | \$220   |                     | \$28               |                                                            | \$304   |
| 4/24/2015 |           | \$10      | \$15  | \$31   | \$220   |                     | \$28               |                                                            | \$304   |
| 4/25/2015 | Staff Car | \$10      |       |        |         |                     | \$5                |                                                            | \$15    |
|           |           |           |       |        |         |                     |                    |                                                            | \$0     |
|           |           |           |       |        |         |                     |                    |                                                            | \$0     |
|           |           |           |       |        |         |                     |                    |                                                            | \$0     |
| TOTALS    | 0         | \$50      | \$30  | \$155  | \$1,100 | \$0                 | \$145              | \$0                                                        | \$1,480 |
|           |           |           |       |        |         |                     |                    |                                                            |         |

JUSTIFICATION:

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: (TBD) EMPLOYEE TITLE: (TBD)

PURPOSE OF TRIP: Fire Dept Instructors Conference (FDIC) DATE OF TRIP: 4/20-4/25/15

SEMINAR OR CONFERENCE FEES: \$1,390 CITY/STATE: Indianapolis, IN

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

**www.gsa.gov**

| Date      | Mileage   | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS  |
|-----------|-----------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|---------|
| 4/20/2015 | Staff Car |           |       | \$31   | \$220   |                     | \$28               |                                                            | \$279   |
| 4/21/2015 |           | \$10      | incl  | \$31   | \$220   |                     | \$28               |                                                            | \$289   |
| 4/22/2015 |           | \$10      | incl  | \$31   | \$220   |                     | \$28               |                                                            | \$289   |
| 4/23/2015 |           | \$10      | \$15  | \$31   | \$220   |                     | \$28               |                                                            | \$304   |
| 4/24/2015 |           | \$10      | \$15  | \$31   | \$220   |                     | \$28               |                                                            | \$304   |
| 4/25/2015 | Staff Car | \$10      |       |        |         |                     | \$5                |                                                            | \$15    |
|           |           |           |       |        |         |                     |                    |                                                            | \$0     |
|           |           |           |       |        |         |                     |                    |                                                            | \$0     |
|           |           |           |       |        |         |                     |                    |                                                            | \$0     |
| TOTALS    | 0         | \$50      | \$30  | \$155  | \$1,100 | \$0                 | \$145              | \$0                                                        | \$1,480 |
|           |           |           |       |        |         |                     |                    |                                                            |         |

JUSTIFICATION:

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL  
2015 BUDGET

EMPLOYEE NAME: TBD

EMPLOYEE TITLE: TBD

PURPOSE OF TRIP: Fire Dept Instructors Conference (FDIC)

DATE OF TRIP: 4/20-4/25/15

SEMINAR OR CONFERENCE FEES: \$75

CITY/STATE: Indianapolis, IN

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below  
\*Out of State Training Allowances Found at  
[www.gsa.gov](http://www.gsa.gov)

| Date      | Mileage   | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS |
|-----------|-----------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|--------|
| 4/22/2015 | Staff Car |           |       | \$31   | \$220   |                     | \$28               |                                                            | \$279  |
| 4/23/2015 |           | \$10      | \$15  | \$31   | \$220   |                     | \$28               |                                                            | \$304  |
| 4/24/2015 |           | \$10      | \$15  | \$31   | \$220   |                     | \$28               |                                                            | \$304  |
| 4/25/2015 | Staff Car | \$10      |       |        |         |                     | \$5                |                                                            | \$15   |
|           |           |           |       |        |         |                     |                    |                                                            | \$0    |
|           |           |           |       |        |         |                     |                    |                                                            | \$0    |
|           |           |           |       |        |         |                     |                    |                                                            | \$0    |
|           |           |           |       |        |         |                     |                    |                                                            | \$0    |
|           |           |           |       |        |         |                     |                    |                                                            | \$0    |
| TOTALS    | 0         | \$30      | \$30  | \$93   | \$660   | \$0                 | \$89               | \$0                                                        | \$902  |
|           |           |           |       |        |         |                     |                    |                                                            |        |

JUSTIFICATION:

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: TBD EMPLOYEE TITLE: TBD

PURPOSE OF TRIP: Fire Dept Instructors Conference (FDIC) DATE OF TRIP: 4/20-4/25/15

SEMINAR OR CONFERENCE FEES: \$75 CITY/STATE: Indianapolis, IN

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

**www.gsa.gov**

| Date      | Mileage   | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS |
|-----------|-----------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|--------|
| 4/22/2015 | Staff Car |           |       | \$31   | \$220   |                     | \$28               |                                                            | \$279  |
| 4/23/2015 |           | \$10      | \$15  | \$31   | \$220   |                     | \$28               |                                                            | \$304  |
| 4/24/2015 |           | \$10      | \$15  | \$31   | \$220   |                     | \$28               |                                                            | \$304  |
| 4/25/2015 | Staff Car | \$10      |       |        |         |                     | \$5                |                                                            | \$15   |
|           |           |           |       |        |         |                     |                    |                                                            | \$0    |
|           |           |           |       |        |         |                     |                    |                                                            | \$0    |
|           |           |           |       |        |         |                     |                    |                                                            | \$0    |
|           |           |           |       |        |         |                     |                    |                                                            | \$0    |
|           |           |           |       |        |         |                     |                    |                                                            | \$0    |
| TOTALS    | 0         | \$30      | \$30  | \$93   | \$660   | \$0                 | \$89               | \$0                                                        | \$902  |
|           |           |           |       |        |         |                     |                    |                                                            |        |

JUSTIFICATION:



# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2014 BUDGET

EMPLOYEE NAME: (TBD) EMPLOYEE TITLE: TBD

PURPOSE OF TRIP: Firehouse Software Education & Training Seminar DATE OF TRIP: 4 days in Oct/Nov, 2014

SEMINAR OR CONFERENCE FEES: \$895 CITY/STATE: TBD

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

**www.gsa.gov**

| Date   | Mileage | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS  |
|--------|---------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|---------|
| Day 1  |         | \$10      | \$15  | \$31   | \$160   | \$150               |                    |                                                            | \$366   |
| Day 2  |         | \$10      | \$15  | \$31   | \$160   |                     |                    |                                                            | \$216   |
| Day 3  |         | \$10      | \$15  | \$31   | \$160   |                     |                    |                                                            | \$216   |
| Day 4  |         | \$10      | \$15  | \$31   |         | \$150               |                    |                                                            | \$206   |
|        |         |           |       |        |         |                     |                    |                                                            | \$0     |
|        |         |           |       |        |         |                     |                    |                                                            | \$0     |
|        |         |           |       |        |         |                     |                    |                                                            | \$0     |
|        |         |           |       |        |         |                     |                    |                                                            | \$0     |
|        |         |           |       |        |         |                     |                    |                                                            | \$0     |
| TOTALS | 0       | \$40      | \$60  | \$124  | \$480   | \$300               | \$0                | \$0                                                        | \$1,004 |
|        |         |           |       |        |         |                     |                    |                                                            |         |

## JUSTIFICATION:

The Fire Department utilizes Firehouse as our records management system. The Firehouse Education and Training Seminar is Firehouse' annual training and users' conference.

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL  
2015 BUDGET

EMPLOYEE NAME: TBDEMPLOYEE TITLE: Officer

PURPOSE OF TRIP: Intl Assn of Fire Chiefs/Fire-Rescue Intl ConfDATE OF TRIP: 8/25-8/29/15

SEMINAR OR CONFERENCE FEES: \$575CITY/STATE: Atlanta, GA

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below  
\*Out of State Training Allowances Found at  
[www.gsa.gov](http://www.gsa.gov)

| Date      | Mileage | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS  |
|-----------|---------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|---------|
| 8/25/2015 |         |           | \$18  | \$36   | \$250   | \$150               |                    |                                                            | \$454   |
| 8/26/2015 |         | \$12      | \$18  | \$36   | \$250   |                     |                    |                                                            | \$316   |
| 8/27/2015 |         | \$12      | \$18  | \$36   | \$250   |                     |                    |                                                            | \$316   |
| 8/28/2015 |         | \$12      | \$18  | \$36   | \$250   |                     |                    |                                                            | \$316   |
| 8/29/2015 |         | \$12      | \$18  | \$36   |         | \$150               |                    |                                                            | \$216   |
|           |         |           |       |        |         |                     |                    |                                                            | \$0     |
|           |         |           |       |        |         |                     |                    |                                                            | \$0     |
|           |         |           |       |        |         |                     |                    |                                                            | \$0     |
|           |         |           |       |        |         |                     |                    |                                                            | \$0     |
| TOTALS    | 0       | \$48      | \$90  | \$180  | \$1,000 | \$300               | \$0                | \$0                                                        | \$1,618 |
|           |         |           |       |        |         |                     |                    |                                                            |         |

JUSTIFICATION:

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL  
2015 BUDGET

EMPLOYEE NAME: TBDEMPLOYEE TITLE: Officer

PURPOSE OF TRIP: Intl Assn of Fire Chiefs/Fire-Rescue Intl ConfDATE OF TRIP: 8/25-8/29/15

SEMINAR OR CONFERENCE FEES: \$575CITY/STATE: Atlanta, GA

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below  
\*Out of State Training Allowances Found at  
[www.gsa.gov](http://www.gsa.gov)

| Date      | Mileage | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS  |
|-----------|---------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|---------|
| 8/25/2015 |         |           | \$18  | \$36   | \$250   | \$150               |                    |                                                            | \$454   |
| 8/26/2015 |         | \$12      | \$18  | \$36   | \$250   |                     |                    |                                                            | \$316   |
| 8/27/2015 |         | \$12      | \$18  | \$36   | \$250   |                     |                    |                                                            | \$316   |
| 8/28/2015 |         | \$12      | \$18  | \$36   | \$250   |                     |                    |                                                            | \$316   |
| 8/29/2015 |         | \$12      | \$18  | \$36   |         | \$150               |                    |                                                            | \$216   |
|           |         |           |       |        |         |                     |                    |                                                            | \$0     |
|           |         |           |       |        |         |                     |                    |                                                            | \$0     |
|           |         |           |       |        |         |                     |                    |                                                            | \$0     |
|           |         |           |       |        |         |                     |                    |                                                            | \$0     |
| TOTALS    | 0       | \$48      | \$90  | \$180  | \$1,000 | \$300               | \$0                | \$0                                                        | \$1,618 |
|           |         |           |       |        |         |                     |                    |                                                            |         |

JUSTIFICATION:

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL  
2015 BUDGET

EMPLOYEE NAME: TBD

EMPLOYEE TITLE: Intern/POC

PURPOSE OF TRIP: IL Fire Service Institute, Annual Fire College

DATE OF TRIP: 1-Jun-15

SEMINAR OR CONFERENCE FEES: \$600

CITY/STATE: Champaign, IL

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below  
\*Out of State Training Allowances Found at  
[www.gsa.gov](http://www.gsa.gov)

| Date     | Mileage   | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS |
|----------|-----------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|--------|
| 6/X/2015 | Staff Car |           |       | \$23   | \$121   |                     |                    |                                                            | \$144  |
| 6/X/2015 |           | \$7       | \$11  | \$23   | \$121   |                     |                    |                                                            | \$162  |
| 6/X/2015 |           | \$7       | \$11  | \$23   | \$121   |                     |                    |                                                            | \$162  |
| 6/X/2015 |           | \$7       | \$11  | \$23   | \$121   |                     |                    |                                                            | \$162  |
| 6/X/2015 | Staff Car | \$7       | \$11  | \$12   |         |                     |                    |                                                            | \$30   |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
| TOTALS   | 0         | \$28      | \$44  | \$104  | \$484   | \$0                 | \$0                | \$0                                                        | \$660  |
|          |           |           |       |        |         |                     |                    |                                                            |        |

JUSTIFICATION:

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL  
2015 BUDGET

EMPLOYEE NAME: TBD

EMPLOYEE TITLE: Intern/POC

PURPOSE OF TRIP: IL Fire Service Institute, Annual Fire College

DATE OF TRIP: 1-Jun-15

SEMINAR OR CONFERENCE FEES: \$600

CITY/STATE: Champaign, IL

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below  
\*Out of State Training Allowances Found at  
[www.gsa.gov](http://www.gsa.gov)

| Date     | Mileage   | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS |
|----------|-----------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|--------|
| 6/X/2015 | Staff Car |           |       | \$23   |         |                     |                    |                                                            | \$23   |
| 6/X/2015 |           | \$7       | \$11  | \$23   |         |                     |                    |                                                            | \$41   |
| 6/X/2015 |           | \$7       | \$11  | \$23   |         |                     |                    |                                                            | \$41   |
| 6/X/2015 |           | \$7       | \$11  | \$23   |         |                     |                    |                                                            | \$41   |
| 6/X/2015 | Staff Car | \$7       | \$11  | \$12   |         |                     |                    |                                                            | \$30   |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
| TOTALS   | 0         | \$28      | \$44  | \$104  | \$0     | \$0                 | \$0                | \$0                                                        | \$176  |
|          |           |           |       |        |         |                     |                    |                                                            |        |

JUSTIFICATION:

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL  
2015 BUDGET

EMPLOYEE NAME: TBDEMPLOYEE TITLE: Intern/POC

PURPOSE OF TRIP: IL Fire Service Institute, Annual Fire CollegeDATE OF TRIP: 1-Jun-15

SEMINAR OR CONFERENCE FEES: \$600CITY/STATE: Champaign, IL

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below  
\*Out of State Training Allowances Found at  
[www.gsa.gov](http://www.gsa.gov)

| Date     | Mileage   | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS |
|----------|-----------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|--------|
| 6/X/2015 | Staff Car |           |       | \$23   |         |                     |                    |                                                            | \$23   |
| 6/X/2015 |           | \$7       | \$11  | \$23   |         |                     |                    |                                                            | \$41   |
| 6/X/2015 |           | \$7       | \$11  | \$23   |         |                     |                    |                                                            | \$41   |
| 6/X/2015 |           | \$7       | \$11  | \$23   |         |                     |                    |                                                            | \$41   |
| 6/X/2015 | Staff Car | \$7       | \$11  | \$12   |         |                     |                    |                                                            | \$30   |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
| TOTALS   | 0         | \$28      | \$44  | \$104  | \$0     | \$0                 | \$0                | \$0                                                        | \$176  |
|          |           |           |       |        |         |                     |                    |                                                            |        |

JUSTIFICATION:

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL  
2015 BUDGET

EMPLOYEE NAME: TBDEMPLOYEE TITLE: Intern/POC

PURPOSE OF TRIP: IL Fire Service Institute, Annual Fire CollegeDATE OF TRIP: June, 2015

SEMINAR OR CONFERENCE FEES: \$300CITY/STATE: Champaign, IL

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below  
\*Out of State Training Allowances Found at  
[www.gsa.gov](http://www.gsa.gov)

| Date     | Mileage   | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS |
|----------|-----------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|--------|
| 6/x/2015 | Staff Car |           |       | \$23   | \$121   |                     |                    |                                                            | \$144  |
| 6/x/2015 |           | \$7       | \$11  | \$23   | \$121   |                     |                    |                                                            | \$162  |
| 6/x/2015 | Staff Car | \$7       | \$11  | \$23   |         |                     |                    |                                                            | \$41   |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
| TOTALS   | 0         | \$14      | \$22  | \$69   | \$242   | \$0                 | \$0                | \$0                                                        | \$347  |
|          |           |           |       |        |         |                     |                    |                                                            |        |

JUSTIFICATION:

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL  
2015 BUDGET

EMPLOYEE NAME: TBDEMPLOYEE TITLE: Intern/POC

PURPOSE OF TRIP: IL Fire Service Institute, Annual Fire CollegeDATE OF TRIP: June, 2015

SEMINAR OR CONFERENCE FEES: \$300CITY/STATE: Champaign, IL

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below  
\*Out of State Training Allowances Found at  
[www.gsa.gov](http://www.gsa.gov)

| Date     | Mileage   | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS |
|----------|-----------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|--------|
| 6/x/2015 | Staff Car |           |       | \$23   |         |                     |                    |                                                            | \$23   |
| 6/x/2015 |           | \$7       | \$11  | \$23   |         |                     |                    |                                                            | \$41   |
| 6/x/2015 | Staff Car | \$7       | \$11  | \$23   |         |                     |                    |                                                            | \$41   |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
| TOTALS   | 0         | \$14      | \$22  | \$69   | \$0     | \$0                 | \$0                | \$0                                                        | \$105  |
|          |           |           |       |        |         |                     |                    |                                                            |        |

JUSTIFICATION:



OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL  
2015 BUDGET

EMPLOYEE NAME: TBDEMPLOYEE TITLE: Intern/POC

PURPOSE OF TRIP: IL Fire Service Institute, Annual Fire CollegeDATE OF TRIP: June, 2015

SEMINAR OR CONFERENCE FEES: \$300CITY/STATE: Champaign, IL

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below  
\*Out of State Training Allowances Found at  
[www.gsa.gov](http://www.gsa.gov)

| Date     | Mileage   | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS |
|----------|-----------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|--------|
| 6/x/2015 | Staff Car |           |       | \$23   | \$121   |                     |                    |                                                            | \$144  |
| 6/x/2015 |           | \$7       | \$11  | \$23   | \$121   |                     |                    |                                                            | \$162  |
| 6/x/2015 | Staff Car | \$7       | \$11  | \$23   |         |                     |                    |                                                            | \$41   |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
| TOTALS   | 0         | \$14      | \$22  | \$69   | \$242   | \$0                 | \$0                | \$0                                                        | \$347  |
|          |           |           |       |        |         |                     |                    |                                                            |        |

JUSTIFICATION:

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL  
2015 BUDGET

EMPLOYEE NAME: TBD

EMPLOYEE TITLE: Intern/POC

PURPOSE OF TRIP: IL Fire Service Institute, Annual Fire College

DATE OF TRIP: June, 2015

SEMINAR OR CONFERENCE FEES: \$300

CITY/STATE: Champaign, IL

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below  
\*Out of State Training Allowances Found at  
[www.gsa.gov](http://www.gsa.gov)

| Date     | Mileage   | Breakfast | Lunch | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS |
|----------|-----------|-----------|-------|--------|---------|---------------------|--------------------|------------------------------------------------------------|--------|
| 6/x/2015 | Staff Car |           |       | \$23   |         |                     |                    |                                                            | \$23   |
| 6/x/2015 |           | \$7       | \$11  | \$23   |         |                     |                    |                                                            | \$41   |
| 6/x/2015 | Staff Car | \$7       | \$11  | \$23   |         |                     |                    |                                                            | \$41   |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
|          |           |           |       |        |         |                     |                    |                                                            | \$0    |
| TOTALS   | 0         | \$14      | \$22  | \$69   | \$0     | \$0                 | \$0                | \$0                                                        | \$105  |
|          |           |           |       |        |         |                     |                    |                                                            |        |

JUSTIFICATION:

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL  
2015 BUDGET

EMPLOYEE NAME: TBDEMPLOYEE TITLE: Adult Chaperone

PURPOSE OF TRIP: IL Fire Service Institute Explorer-Cadet Fire SchoolDATE OF TRIP: June, 2015

SEMINAR OR CONFERENCE FEES: \$220CITY/STATE: Champaign, IL

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below  
\*Out of State Training Allowances Found at  
[www.gsa.gov](http://www.gsa.gov)

| Date      | Mileage   | Breakfast | Lunch  | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS |
|-----------|-----------|-----------|--------|--------|---------|---------------------|--------------------|------------------------------------------------------------|--------|
| 6/XX/2015 | Staff Car | \$10      | \$11   | (incl) | (incl)  |                     |                    |                                                            | \$21   |
| 6/XX/2015 |           | (incl)    | (incl) | (incl) | (incl)  |                     |                    |                                                            | \$0    |
| 6/XX/2015 |           | (incl)    | (incl) | (incl) | (incl)  |                     |                    |                                                            | \$0    |
| 6/XX/2015 | Staff Car | (incl)    | \$11   |        |         |                     |                    |                                                            | \$11   |
|           |           |           |        |        |         |                     |                    |                                                            | \$0    |
|           |           |           |        |        |         |                     |                    |                                                            | \$0    |
|           |           |           |        |        |         |                     |                    |                                                            | \$0    |
|           |           |           |        |        |         |                     |                    |                                                            | \$0    |
|           |           |           |        |        |         |                     |                    |                                                            | \$0    |
| TOTALS    | 0         | \$10      | \$22   | \$0    | \$0     | \$0                 | \$0                | \$0                                                        | \$32   |
|           |           |           |        |        |         |                     |                    |                                                            |        |

JUSTIFICATION:

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: TBD EMPLOYEE TITLE: Adult Chaperone

PURPOSE OF TRIP: IL Fire Service Institute Explorer-Cadet Fire School DATE OF TRIP: June, 2015

SEMINAR OR CONFERENCE FEES: \$220 CITY/STATE: Champaign, IL

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

**www.gsa.gov**

| Date      | Mileage   | Breakfast | Lunch  | Dinner | Lodging | Trans-<br>portation | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS |
|-----------|-----------|-----------|--------|--------|---------|---------------------|--------------------|------------------------------------------------------------|--------|
| 6/xx/2015 | Staff Car | \$10      | \$11   | (incl) | (incl)  |                     |                    |                                                            | \$21   |
| 6/xx/2015 |           | (incl)    | (incl) | (incl) | (incl)  |                     |                    |                                                            | \$0    |
| 6/xx/2015 |           | (incl)    | (incl) | (incl) | (incl)  |                     |                    |                                                            | \$0    |
| 6/xx/2015 | Staff Car | (incl)    | \$11   |        |         |                     |                    |                                                            | \$11   |
|           |           |           |        |        |         |                     |                    |                                                            | \$0    |
|           |           |           |        |        |         |                     |                    |                                                            | \$0    |
|           |           |           |        |        |         |                     |                    |                                                            | \$0    |
|           |           |           |        |        |         |                     |                    |                                                            | \$0    |
|           |           |           |        |        |         |                     |                    |                                                            | \$0    |
| TOTALS    | 0         | \$10      | \$22   | \$0    | \$0     | \$0                 | \$0                | \$0                                                        | \$32   |
|           |           |           |        |        |         |                     |                    |                                                            |        |

JUSTIFICATION:

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: TBD EMPLOYEE TITLE: TBD

PURPOSE OF TRIP: Executive Fire Officer Program (year 1 of 3) DATE OF TRIP: 2 weeks

SEMINAR OR CONFERENCE FEES: N/A CITY/STATE: Emmitsburg, MD

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

**www.gsa.gov**

| Date   | Mileage | Breakfast | Lunch    | Dinner   | Lodging                         | Trans-<br>portation                                  | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS   |
|--------|---------|-----------|----------|----------|---------------------------------|------------------------------------------------------|--------------------|------------------------------------------------------------|----------|
| Sun    |         |           | \$15.00  | \$11.27  | Lodging provided by FEMA at N/C | Airfare reimbursed by FEMA 6 weeks after<br>training |                    |                                                            | \$26.27  |
| Mon    |         | \$5.81    | \$7.96   | \$11.27  |                                 |                                                      |                    |                                                            | \$25.04  |
| Tues   |         | \$5.81    | \$7.96   | \$11.27  |                                 |                                                      |                    |                                                            | \$25.04  |
| Wed    |         | \$5.81    | \$7.96   | \$11.27  |                                 |                                                      |                    |                                                            | \$25.04  |
| Thurs  |         | \$5.81    | \$7.96   | \$11.27  |                                 |                                                      |                    |                                                            | \$25.04  |
| Fri    |         | \$5.81    | \$7.96   | \$11.27  |                                 |                                                      |                    |                                                            | \$25.04  |
| Sat    |         | \$5.81    | \$7.96   | \$11.27  |                                 |                                                      |                    |                                                            | \$25.04  |
| Sun    |         | \$5.81    | \$7.96   | \$11.27  |                                 |                                                      |                    |                                                            | \$25.04  |
| Mon    |         | \$5.81    | \$7.96   | \$11.27  |                                 |                                                      |                    |                                                            | \$25.04  |
| Tues   |         | \$5.81    | \$7.96   | \$11.27  |                                 |                                                      |                    |                                                            | \$25.04  |
| Wed    |         | \$5.81    | \$7.96   | \$11.27  |                                 |                                                      |                    |                                                            | \$25.04  |
| Thurs  |         | \$5.81    | \$7.96   | \$11.27  |                                 |                                                      |                    |                                                            | \$25.04  |
| Fri    |         | \$5.81    | \$7.96   | \$11.27  |                                 |                                                      |                    |                                                            | \$25.04  |
|        |         |           |          |          |                                 |                                                      |                    |                                                            | \$0.00   |
|        |         |           |          |          |                                 |                                                      |                    |                                                            | \$0.00   |
|        |         |           |          |          |                                 |                                                      |                    |                                                            | \$0.00   |
| TOTALS | 0       | \$69.72   | \$110.52 | \$146.51 | \$0.00                          | \$0.00                                               | \$0.00             | \$0.00                                                     | \$326.75 |
|        |         |           |          |          |                                 |                                                      |                    |                                                            |          |

JUSTIFICATION:

# OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: TBD EMPLOYEE TITLE: TBD

PURPOSE OF TRIP: TBD DATE OF TRIP: TBD

SEMINAR OR CONFERENCE FEES: N/A CITY/STATE: Emmitsburg, MD

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

**www.gsa.gov**

| Date       | Mileage | Breakfast                                                                                                                    | Lunch   | Dinner  | Lodging                            | Trans-<br>portation                                     | Tolls /<br>Parking | Other<br><i>Attach detail<br/>for unusual<br/>expenses</i> | TOTALS   |
|------------|---------|------------------------------------------------------------------------------------------------------------------------------|---------|---------|------------------------------------|---------------------------------------------------------|--------------------|------------------------------------------------------------|----------|
| Travel Day |         |                                                                                                                              | \$15.00 | \$11.27 | Lodging provided by<br>FEMA at N/C | Airfare reimbursed by<br>FEMA 6 weeks after<br>training |                    |                                                            | \$26.27  |
| Day 1      |         | \$5.81                                                                                                                       | \$7.96  | \$11.27 |                                    |                                                         |                    |                                                            | \$25.04  |
| Day 2      |         | \$5.81                                                                                                                       | \$7.96  | \$11.27 |                                    |                                                         |                    |                                                            | \$25.04  |
| Day 3      |         | \$5.81                                                                                                                       | \$7.96  | \$11.27 |                                    |                                                         |                    |                                                            | \$25.04  |
| Day 4      |         | \$5.81                                                                                                                       | \$7.96  | \$11.27 |                                    |                                                         |                    |                                                            | \$25.04  |
| Day 5      |         | \$5.81                                                                                                                       | \$7.96  | \$11.27 |                                    |                                                         |                    |                                                            | \$25.04  |
|            |         |                                                                                                                              |         |         |                                    |                                                         |                    |                                                            | \$0.00   |
|            |         | *These dollar amounts for meals are based on<br>the meal ticket prices as detailed on page 20 of<br>the NETC Welcome package |         |         |                                    |                                                         |                    |                                                            | \$0.00   |
|            |         |                                                                                                                              |         |         |                                    |                                                         |                    |                                                            | \$0.00   |
| TOTALS     | 0       | \$29.05                                                                                                                      | \$54.80 | \$67.62 | \$0.00                             | \$0.00                                                  | \$0.00             | \$0.00                                                     | \$151.47 |
|            |         |                                                                                                                              |         |         |                                    |                                                         |                    |                                                            |          |

## JUSTIFICATION:

The Emergency Management Institute (EMI) offers a wide range of emergency management training programs not offered anywhere else in the country.

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL
2015 BUDGET

EMPLOYEE NAME: Meredith Shelton EMPLOYEE TITLE: Business Manager
PURPOSE OF TRIP: Annual Conference DATE OF TRIP: August, 2015
SEMINAR OR CONFERENCE FEES: \$495.00 CITY/STATE: Clearwater, FL

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below
\*Out of State Training Allowances Found at

www.gsa.gov

| Date      | Mileage | Breakfast | Lunch    | Dinner   | Lodging   | Transportation | Tolls / | Other                              | TOTALS    |
|-----------|---------|-----------|----------|----------|-----------|----------------|---------|------------------------------------|-----------|
| Saturday  | 0       |           |          | \$26     | \$113     |                |         | Attach detail for unusual expenses | \$ 139.00 |
| Sunday    |         | incl      | \$12     | incl     | \$113     |                |         |                                    | \$ 125.00 |
| Monday    |         | incl      | \$12     | \$26     | \$113     |                |         |                                    | \$ 151.00 |
| Tuesday   |         | incl      | \$12     | \$26     | \$113     |                |         |                                    | \$ 151.00 |
| Wednesday |         | incl      | \$12     |          |           |                |         |                                    | \$ 12.00  |
|           |         |           |          |          |           |                |         |                                    | \$ -      |
|           |         |           |          |          |           |                |         |                                    | \$ -      |
|           |         |           |          |          |           |                |         |                                    | \$ -      |
|           |         |           |          |          |           |                |         |                                    | \$ -      |
|           |         |           |          |          |           |                |         |                                    | \$ -      |
|           |         |           |          |          |           |                |         |                                    | \$ -      |
|           |         |           |          |          |           |                |         |                                    | \$ -      |
| TOTALS    | 0       | \$ -      | \$ 36.00 | \$ 52.00 | \$ 226.00 | \$ -           | \$ -    | \$ -                               | \$ 314.00 |
|           |         |           |          |          |           |                |         |                                    |           |

JUSTIFICATION:

Expand on training by learning from public information officer colleagues by hearing about real-world experiences. Improve ability to serve the fire department in the role of PIO, and well as better serve the City as a whole in a PIO/communication management role.

## 2015 PERSONNEL SUMMARY

**E**= Existing Position or Employee

**N = New Position** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: Fire Department

Prepared by: Chad Grossen

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep                                                                                                                                                                                                                                                                                  | Position                                         | Date of<br>Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differen-<br>tial Hours |
|-------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------|------------------------------|--------------------------------|--------------------------------|----------------------------------|
|             | E           | Vacant                                                                                                                                                                                                                                                                                                                                          | Fire Chief                                       |                 |                              | 0                              | (\$24,000<br>Annual stipend)   |                                  |
|             | E           | Chad Grossen                                                                                                                                                                                                                                                                                                                                    | Deputy Chief (Day)                               | 10/04/96        | 2080                         | 0                              |                                |                                  |
|             | E           | Vacant                                                                                                                                                                                                                                                                                                                                          | Division Chief<br>Prevention/Inspection<br>(Day) |                 | 0                            | 0                              |                                |                                  |
|             | E           | Dave Berman                                                                                                                                                                                                                                                                                                                                     | Lieutenant (Shift)                               | 07/26/99        | 2712                         | 215                            |                                |                                  |
|             | E           | Rob Kunze                                                                                                                                                                                                                                                                                                                                       | Lieutenant (Shift)                               | 01/06/03        | 2712                         | 215                            |                                |                                  |
|             | E           | Andrew Brandl                                                                                                                                                                                                                                                                                                                                   | Firefighter (Shift)                              | 09/26/94        | 2712                         | 215                            |                                |                                  |
|             | E           | Wayne Aeschbach                                                                                                                                                                                                                                                                                                                                 | Firefighter (Shift)                              | 10/20/97        | 2712                         | 215                            |                                |                                  |
|             | E           | Jason Ladwig                                                                                                                                                                                                                                                                                                                                    | Firefighter (Shift)                              | 09/21/98        | 2712                         | 215                            |                                |                                  |
|             | E           | Dale Struckmeyer                                                                                                                                                                                                                                                                                                                                | Firefighter (Shift)                              | 03/03/03        | 2712                         | 215                            |                                |                                  |
|             | E           | Vacant                                                                                                                                                                                                                                                                                                                                          | Firefighter (Shift)                              |                 | 2712                         | 145                            |                                |                                  |
|             | E           | Jon Engelhart                                                                                                                                                                                                                                                                                                                                   | Firefighter (Shift)                              | 11/06/06        | 2712                         | 215                            |                                |                                  |
|             | E           | Jeremy Brueggemann                                                                                                                                                                                                                                                                                                                              | Firefighter (Shift)                              | 09/16/03        | 2712                         | 215                            |                                |                                  |
|             | E           | Adam Dorn                                                                                                                                                                                                                                                                                                                                       | Firefighter (Day)                                | 11/06/06        | 2080                         | 283                            |                                |                                  |
|             | E           | Meredith Shelton                                                                                                                                                                                                                                                                                                                                | Business Manager                                 | 10/13/08        | 2080                         | -                              |                                |                                  |
|             | E           | Logan McCormick (1 <sup>st</sup> Yr)<br>Nicholas Milewski (1 <sup>st</sup> Yr)<br>Zachary Kersten (1 <sup>st</sup> Yr)<br>Davin Blazek (2 <sup>nd</sup> Yr)<br>Bryce Anderson (2 <sup>nd</sup> Yr)<br>Andrew Hoffman (2 <sup>nd</sup> Yr)<br>Casey Henthorne (3 <sup>rd</sup> Yr)<br>Vacant (3 <sup>rd</sup> Yr)<br>Vacant (3 <sup>rd</sup> Yr) | Firefighter - Intern                             | -               | -                            | -                              | \$32,400<br>Annual<br>stipends |                                  |
|             |             | Total This Page                                                                                                                                                                                                                                                                                                                                 |                                                  |                 | 30,648                       | 2,148                          |                                |                                  |



## 2015 PERSONNEL SUMMARY

|  |   |                                     |                                                                                                                                 |   |        |       |                                               |  |
|--|---|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---|--------|-------|-----------------------------------------------|--|
|  | E | All other members of the Department | Paid-on-Call (50)<br>Paid-on-Premises (10)                                                                                      | - | -      | -     | 56,295                                        |  |
|  | E | POC Officers Monthly Stipends       | Deputy Chief (1) @ \$300/month<br>Division Chief (2) @ \$225/month<br>Captain (2) @ \$150/month<br>Lieutenant (6) @ \$100/month |   |        |       | \$19,800 Annual Stipends                      |  |
|  | E | Officer In Charge (OIC) Stipends    | 1 OIC per shift, 2 shifts per day @ \$15 per shift                                                                              |   |        |       | replaced                                      |  |
|  | E | Company Officer Stipends            | 2 Company Officers per shift, 2 shifts per day @ \$10 per shift                                                                 |   |        |       | \$14,600 Annual Stipends                      |  |
|  |   | Total from Previous Pages           |                                                                                                                                 |   |        |       |                                               |  |
|  |   | TOTAL ALL PAGES                     |                                                                                                                                 |   | 30,648 | 2,148 | 56,295 hours<br>Plus \$90,800 Annual Stipends |  |

INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.

# 2015 PROPOSED MAYORAL BUDGET: FINANCE

REVENUES

FINANCE DEPARTMENT

DEBT SERVICE

CAPITAL PROJECTS

INSURANCE

INTERDEPARTMENTAL

| GENERAL FUND<br>REVENUES |                                           | 2013<br>Actual      | 2014<br>Budget      | 2014<br>Actual<br>6/30/14 | 2014<br>Projected   | 2015<br>Proposed<br>Budget |
|--------------------------|-------------------------------------------|---------------------|---------------------|---------------------------|---------------------|----------------------------|
| <b>ACCOUNT</b>           | <b>ACCOUNT DESCRIPTION</b>                |                     |                     |                           |                     |                            |
| 100-4111-000             | LOCAL PROPERTY TAXES                      | \$12,508,311        | \$12,832,476        | \$12,832,476              | \$12,832,476        | \$12,871,383               |
| 100-4111-100             | OMITTED TAXES                             | \$1,723             | \$0                 | \$0                       |                     | \$0                        |
| 100-4111-999             | BAD DEBT EXPENSE - DEL PP TAX             | (\$25,231)          | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4114-000             | MOBILE HOME/MISC TAXES                    | \$4,571             | \$3,800             | \$1,539                   | \$3,800             | \$3,800                    |
| 100-4118-100             | TIF DISTRIBUTIONS                         | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4121-000             | HOTEL ROOM TAX, CITY SHARE                | \$24,059            | \$23,000            | \$4,979                   | \$24,298            | \$24,083                   |
| 100-4131-000             | TAX EQUIVALENT - UTILITY                  | \$604,840           | \$595,344           | \$151,139                 | \$604,556           | \$619,000                  |
| 100-4180-000             | INTEREST ON DELINQUENT PP TAX             | \$8,370             | \$10,000            | \$3,434                   | \$4,000             | \$4,000                    |
| 100-4180-100             | USE VALUE PENALTIES - CITY SHARE          | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4190-000             | USE VALUE PENALTIES - CITY SHARE          | \$19,088            | \$0                 | \$0                       | 0                   | 0                          |
| <b>41</b>                | <b>TAXES &amp; TAX EQUIVALENT PAYMENT</b> | <b>\$13,145,731</b> | <b>\$13,464,620</b> | <b>\$12,993,567</b>       | <b>\$13,469,130</b> | <b>\$13,522,266</b>        |
| 100-4321-100             | FEDERAL HWY SAFETY GRANTS                 | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4321-200             | FEDERAL DISASTER GRANTS                   | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4321-400             | FEDERAL POLICE PERSONNEL GRANTS           | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4330-000             | FEDERAL LAND AIDS                         | \$1,623             | \$2,496             | \$0                       | \$1,904             | \$1,900                    |
| 100-4341-000             | STATE SHARED REVENUES                     | \$474,662           | \$479,102           | \$0                       | \$470,145           | \$474,211                  |
| 100-4341-100             | EXPENDITURE RESTRAINT PROGRAM             | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4342-000             | FIRE INSURANCE TAXES (2% DUES)            | \$84,114            | \$84,000            | \$0                       | \$98,833            | \$98,000                   |
| 100-4351-200             | STATE DISASTER GRANTS                     | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4353-000             | STATE HIGHWAY AIDS                        | \$931,896           | \$1,071,680         | \$535,840                 | \$1,071,680         | \$1,232,432                |
| 100-4354-000             | COMPUTER AID                              | \$160,621           | \$160,000           | \$0                       | \$205,722           | \$200,000                  |
| 100-4361-000             | PAYMENTS FOR MUNICIPAL SERVICE            | \$49,975            | \$49,975            | (\$9)                     | \$49,811            | \$49,500                   |
| 100-4362-000             | STATE LAND AIDS                           | \$23,054            | \$23,000            | \$24,171                  | \$24,171            | \$24,000                   |
| 100-4373-100             | BIKE PATH GRANT-COUNTY                    | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4374-000             | SENIOR REIMBURSEMENTS-COUNTY              | \$40,613            | \$39,182            | \$18,497                  | \$39,182            | \$46,347                   |
| 100-4374-100             | DCNET REIMBURSEMENT                       | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4374-200             | SENIOR CONCERT/SOAAAR GRANT               | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4374-300             | SENIOR TRANSPORTATION GRANT               | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4375-000             | DARE POLICE GRANT                         | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4376-000             | OTHER POLICE GRANTS                       | \$20,891            | \$4,000             | \$5,102                   | \$7,586             | \$0                        |
| 100-4377-000             | MADISON COMM FOUNDATION GRANT             | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4377-100             | MISC GRANTS                               | \$15,329            | \$21,940            | \$1,343                   | \$21,940            | \$19,578                   |
| <b>43</b>                | <b>INTERGOVERNMENTAL REVENUES</b>         | <b>\$1,802,779</b>  | <b>\$1,935,375</b>  | <b>\$584,944</b>          | <b>\$1,990,974</b>  | <b>\$2,145,968</b>         |
| 100-4410-000             | BUSINESS & OCCUPATIONAL LIC               | \$38,075            | \$35,440            | \$39,290                  | \$42,645            | \$37,270                   |
| 100-4420-000             | NON BUSINESS LICENSES                     | \$12,738            | \$8,706             | \$5,330                   | \$8,674             | \$8,797                    |
| 100-4430-000             | BLDG PERMIT & INSPECTION FEES             | \$342,937           | \$250,000           | \$118,651                 | \$250,000           | \$261,000                  |
| 100-4440-000             | ZONING PERMITS & FEES                     | \$161,485           | \$64,000            | \$99,269                  | \$150,000           | \$120,000                  |
| 100-4490-000             | OTHER REGULATION & COMPLIANCE             | \$17,075            | \$10,915            | \$9,189                   | \$15,000            | \$15,000                   |
| <b>44</b>                | <b>LICENSES AND PERMITS</b>               | <b>\$572,310</b>    | <b>\$369,061</b>    | <b>\$271,728</b>          | <b>\$466,319</b>    | <b>\$442,067</b>           |
| 100-4510-000             | LAW & ORDINANCE VIOLATIONS                | \$285,783           | \$440,000           | \$241,511                 | \$335,000           | \$290,000                  |
| 100-4510-100             | YEAR END RECEIVABLE ADJUSTMENT            | \$220,522           | \$0                 | \$0                       | \$220,000           | \$250,000                  |
| <b>45</b>                | <b>FINES, FORFEITS &amp; PENALTIES</b>    | <b>\$506,305</b>    | <b>\$440,000</b>    | <b>\$241,511</b>          | <b>\$555,000</b>    | <b>\$540,000</b>           |
| 100-4610-100             | GENERAL GOVERNMENT CHARGES                | \$14,922            | \$12,000            | \$9,751                   | \$12,000            | \$12,000                   |
| 100-4621-100             | PUBLIC SAFETY CHARGES                     | \$29,184            | \$25,367            | \$18,928                  | \$27,000            | \$27,150                   |
| 100-4631-100             | ENGINEERING CHARGES TO OTHERS             | \$10,596            | \$0                 | \$0                       | \$93                | \$0                        |
| 100-4672-100             | RECREATION FEES                           | \$145,909           | \$140,000           | \$92,524                  | \$140,000           | \$145,000                  |
| 100-4672-200             | PARK SHELTER RENTAL FEES                  | \$21,306            | \$21,000            | \$19,510                  | \$25,000            | \$25,000                   |
| 100-4672-300             | SENIOR PROGRAM FEES                       | \$15,606            | \$14,600            | \$8,645                   | \$14,600            | \$16,600                   |
| 100-4690-000             | OTHER PUBLIC CHGS FOR SERVICE             | \$2,324             | \$3,000             | \$1,575                   | \$2,300             | \$2,300                    |
| <b>46</b>                | <b>PUBLIC CHARGES FOR SERVICES</b>        | <b>\$239,847</b>    | <b>\$215,967</b>    | <b>\$150,934</b>          | <b>\$220,993</b>    | <b>\$228,050</b>           |
| 100-4730-100             | RENT - MPSISC                             | \$0                 | \$0                 | \$0                       | \$0                 | \$0                        |
| 100-4730-101             | REIMB FOR SYSTEM ADMIN - MPSISC           | \$78,246            | \$78,141            | \$23,301                  | \$78,141            | \$82,690                   |
| 100-4730-102             | DANECOM REIMBURSEMENT                     | \$0                 | \$0                 | \$0                       | \$0                 | \$5,424                    |
| 100-4740-100             | ADMINISTRATIVE CHGS TO UTILITIES          | \$70,000            | \$71,796            | \$35,898                  | \$71,796            | \$73,900                   |
| 100-4740-250             | ADMINISTRATIVE CHGS TO LIBRARY            | \$91,900            | \$94,200            | \$47,100                  | \$94,200            | \$110,000                  |

**GENERAL FUND  
REVENUES**

| ACCOUNT      | ACCOUNT DESCRIPTION              |
|--------------|----------------------------------|
| 100-4740-207 | ADMINISTRATIVE CHGS TO FACTV     |
| 100-4740-401 | CEMETERY ADMIN & MAINT REIMBURSE |
| 47           | INTERGOVERNMENTAL CHGS FOR SVC   |

| 2013<br>Actual | 2014<br>Budget | 2014<br>Actual<br>6/30/14 | 2014<br>Projected | 2015<br>Proposed<br>Budget |
|----------------|----------------|---------------------------|-------------------|----------------------------|
| \$21,100       | \$21,649       | \$10,825                  | \$21,649          | \$22,200                   |
| \$30           | \$30           | \$0                       | \$30              | \$30                       |
| \$261,276      | \$265,816      | \$117,124                 | \$265,816         | \$294,244                  |
|                |                |                           |                   |                            |

| GENERAL FUND<br>REVENUES |                                                       | 2013<br>Actual | 2014<br>Budget | 2014<br>Actual<br>6/30/14 | 2014<br>Projected | 2015<br>Proposed<br>Budget |
|--------------------------|-------------------------------------------------------|----------------|----------------|---------------------------|-------------------|----------------------------|
| ACCOUNT                  | ACCOUNT DESCRIPTION                                   |                |                |                           |                   |                            |
| 100-4810-100             | INTEREST ON TEMP INVESTMENTS                          | \$106,746      | \$110,000      | \$73,413                  | \$110,000         | \$110,000                  |
| 100-4810-101             | INTEREST ON ADVANCE TO UD#1                           | \$0            | \$0            | \$0                       | \$0               | \$0                        |
| 100-4810-102             | ADJ INVESTMENT TO MARKET Y/E                          | (\$177,276)    | \$0            | \$0                       | \$0               | \$0                        |
| 100-4810-200             | INTEREST ON DELINQUENT S/A                            | \$4,427        | \$5,000        | \$206                     | \$1,000           | \$1,000                    |
| 100-4810-300             | OTHER INTEREST REVENUE                                | \$22           | \$500          | \$3                       | \$50              | \$50                       |
| 100-4820-100             | LAND RENTAL & LEASES                                  | \$0            | \$0            | \$0                       | \$0               | \$0                        |
| 100-4820-200             | BUILDING RENTALS (CC & FS#2)                          | \$4,522        | \$16,250       | \$6,295                   | \$9,000           | \$10,000                   |
| 100-4820-300             | EMS RENTAL - FIRE STATION #2                          | \$4,677        | \$3,000        | \$1,069                   | \$4,275           | \$2,000                    |
| 100-4820-400             | TOWER LEASE - FIRE STATION #1                         | \$15,876       | \$15,876       | \$9,120                   | \$18,240          | \$20,600                   |
| 100-4830-100             | LAND SALES                                            | \$14,420       | \$0            | \$0                       | \$0               | \$0                        |
| 100-4830-200             | SR NEWSLETTER SUBS & ADVERTISING                      | \$2,420        | \$2,000        | \$1,543                   | \$2,500           | \$2,500                    |
| 100-4830-500             | UTILITY REIMBURSEMENT-MAINT FACIL                     | \$824          | \$1,600        | \$468                     | \$2,050           | \$2,100                    |
| 100-4830-600             | SUD REIMBURSEMENT FOR HWY WORK                        | \$68,476       | \$90,000       | \$0                       | \$90,000          | \$90,000                   |
| 48                       | COMMERCIAL REVENUES                                   | \$45,134       | \$244,226      | \$92,118                  | \$237,115         | \$238,250                  |
| 100-4850-000             | DONATIONS                                             | \$1,864        | \$700          | \$885                     | \$895             | \$700                      |
| 100-4890-000             | MISCELLANEOUS INCOME                                  | \$7,732        | \$7,500        | \$1,289                   | \$3,000           | \$3,000                    |
| 100-4890-100             | WORKER'S COMP REIMBURSEMENT                           | \$507          | \$0            | \$0                       | \$0               | \$0                        |
| 100-4890-200             | VENDING MACHINES                                      | \$0            | \$0            | \$0                       | \$0               | \$0                        |
| 100-4890-300             | WPRA TICKET COMMISSION                                | \$187          | \$250          | \$23                      | \$161             | \$150                      |
| 100-4890-400             | REFUND PRIOR YR EXP/INS REBATE                        | \$110,214      | \$74,271       | \$11                      | \$55,665          | \$68,800                   |
| 100-4890-500             | INSURANCE RECOVERIES                                  | \$44,103       | \$0            | \$17,875                  | \$35,308          | \$0                        |
| 100-4890-600             | SALE OF FIXED ASSETS                                  | \$28,194       | \$0            | \$0                       | \$8,000           | \$0                        |
| 48                       | MISCELLANEOUS REVENUES                                | \$192,801      | \$82,721       | \$20,082                  | \$103,029         | \$72,650                   |
| 100-4922-100             | TRANS FROM PARKS-REIMB STAFF                          | \$0            | \$0            | \$0                       | \$0               | \$0                        |
| 100-4922-123             | TRANSFERS FROM MISC OTHER FUNDS                       | \$0            | \$0            | \$0                       | \$0               | \$0                        |
| 100-4922-200             | TRANS CABLE INSURANCE REIMB                           | \$0            | \$0            | \$0                       | \$0               | \$0                        |
| 100-4922-202             | TRANSFER FROM PARK DEDICATION                         | \$0            | \$0            | \$0                       | \$0               | \$0                        |
| 100-4922-215             | TRANSFER FROM CDBG                                    | \$0            | \$0            | \$0                       | \$0               | \$0                        |
| 100-4922-225             | TRANSFER FROM CEDA                                    | \$42,440       | \$44,180       | \$22,090                  | \$44,180          | \$50,141                   |
| 100-4922-300             | TRANSFER BRUSH COLLECTION REIM                        | \$18,000       | \$19,643       | \$19,643                  | \$19,643          | \$20,000                   |
| 100-4922-320             | TRANSFER FROM TID (REIMB FOR TIF ADMINISTRATIVE CHGS) | \$23,400       | \$35,000       | \$10,180                  | \$48,000          | \$48,000                   |
| 100-4924-000             | REIMBURSEMENT FROM CAP PROJ                           | \$0            | \$0            | \$0                       | \$0               | \$0                        |
| 100-4930-100             | FUND BAL APPLIED-SURPLUS                              | \$0            | \$0            | \$0                       | \$0               | \$0                        |
| 100-4940-000             | SALE OF FIXED ASSETS                                  | \$0            | \$0            | \$0                       | \$0               | \$0                        |
| 49                       | OTHER FINANCING SOURCES                               | \$83,840       | \$98,823       | \$51,913                  | \$111,823         | \$118,141                  |
| 100                      | TOTAL REVENUE & OTHER FINANCING SOURCES               | \$16,850,022   | \$17,116,609   | \$14,523,922              | \$17,420,199      | \$17,601,636               |

## GENERAL FUND

## 5152- Finance

| Account Number            | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|---------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5152-110              | SALARIES & WAGES - FINANCE     | 181,902                      | 183,043                        | 80,194                              | 183,043                          | 186,070                    | 3,027                                   |
| 100-5152-115              | OVERTIME WAGES                 | -                            | 1,410                          | -                                   | -                                | -                          | (1,410)                                 |
| 100-5152-120              | PT/LTE/SEASONAL WAGES          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5152-130              | DIRECT FRINGE BENEFITS         | 26,062                       | 27,207                         | 11,723                              | 26,816                           | 27,083                     | (124)                                   |
| 100-5152-135              | LONGEVITY BENEFIT              | 1,170                        | 1,260                          | 1,260                               | 1,260                            | 1,350                      | 90                                      |
| 100-5152-185              | BOND PROGRAM/FLEX MED FEES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5152-210              | PROFESSIONAL SERVICES          | 3,000                        | 10,000                         | -                                   | -                                | -                          | (10,000)                                |
| 100-5152-240              | REP & MAINT - BY OTHERS        | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5152-245              | COMPUTER RELATED - REP & MAINT | 9,086                        | 9,750                          | 5,788                               | 13,331                           | 10,560                     | 810                                     |
| 100-5152-290              | OTHER CONTRACTUAL              | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5152-310              | OFFICE SUPPLIES & POSTAGE      | 5,535                        | 6,850                          | 1,671                               | 6,700                            | 6,850                      | -                                       |
| 100-5152-320              | PUBLICATIONS, DUES & SUBSCRIPT | -                            | 200                            | 25                                  | 25                               | 640                        | 440                                     |
| 100-5152-325              | TRAINING & STAFF DEVELOPMENT   | 793                          | 1,480                          | -                                   | 1,480                            | 3,650                      | 2,170                                   |
| 100-5152-330              | VEHICLE USE REIMBURSEMENT      | 148                          | 200                            | -                                   | 150                              | 150                        | (50)                                    |
| 100-5152-340              | OPERATING MATERIALS & SUPPLIES | 2,593                        | 2,725                          | 125                                 | 2,725                            | 2,865                      | 140                                     |
| 100-5152-355              | EQUIPMENT OPERATING EXPENSE    | 3,251                        | -                              | -                                   | -                                | -                          | -                                       |
| 100-5152-395              | EQUIPMENT REPLACEMENT ***      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5152-591              | ALLOCATED BENEFIT-HEALTH INS   | 36,181                       | 39,709                         | 18,823                              | 39,709                           | 40,644                     | 935                                     |
| 100-5152-592              | ALLOCATED BENEFIT-LIFE INS     | 525                          | 561                            | 284                                 | 561                              | 806                        | 245                                     |
| 100-5152-593              | ALLOCATED BENEFIT-DISABILITY   | -                            | 1,012                          | -                                   | -                                | 1,019                      | 7                                       |
| 100-5152-594              | ALLOCATED BENEFIT-DENTAL INS   | 2,635                        | 2,636                          | 1,248                               | 2,636                            | 2,635                      | (1)                                     |
| Total FINANCE & TREASURY: |                                | 272,881                      | 288,043                        | 121,141                             | 278,436                          | 284,322                    | (3,721)                                 |

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## 2015 Budget Expenditure Detail

**Department:**        **Finance**

Prepared By:            Misty Dodge

Date Prepared:         September 8, 2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

- Several months with Finance Director vacancy and hiring of new Finance Director.
- Assisted in the compilation of the 2015 budget.
- Audit completed and presented to Finance Committee in June.
- Presented monthly financial reports to Finance Committee.
- Implemented miPayOnline, which allows for employee on-demand, online access to pay stub information.

### NEW INITIATIVES FOR 2015:

- Further organize accounting records to ensure appropriate documentation is retained and available for audit purposes.
- Continue to improve on electronic systems already in place, converting paper documents to electronic files.
- Continue commitment to staff training.
- Progress towards creation of Comprehensive Annual Finance Report (CAFR) and future submission to Government Finance Officers Association (GFOA) for excellence award.
- Consider implementation of City-wide purchasing card program through VALUE group Wisconsin municipality consortium. This program streamlines the City's purchasing process and provides a rebate back to the City based on volume of purchases. Also review City's purchasing policy in conjunction with new program.
- Implement new City-wide inventory system using WASP software.

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                           |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                           |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; _____ estimated _____ meetings                                                                                                                                           |                                                                                                                                                                           |
| ___                                               | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                           |
| ___                                               | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                           |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                                                                                                           |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                                                                                                                           |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | PY \$10,000<br><br>Arbitrage Monitoring: GO Notes 2012A and GO Corporate Purpose Bonds 2012B (Ehler's & Associates)<br>**moved to debt service fund**<br><br><b>\$-0-</b> |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      |                                                                                                                                                                           |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | PY \$9,750<br><br>Accounting software support \$10,560<br>(includes new miPayOnline software \$1,200 and 3% increase in annual fees)<br><br><b>\$10,560</b>               |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles |                                                                                                                                                                           |



|                                         |                                                                                                                                      |                                                                                                                                                                                                                                               |                                                                                                                                                                                      |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -290                                    | Other<br><b>Contractual<br/>Services - LIST:</b>                                                                                     | Includes services purchased for department not more accurately described elsewhere. <i><b>Detail of this account to be submitted with budget proposal.</b></i>                                                                                |                                                                                                                                                                                      |
| <b>OPERATING SUPPLIES &amp; EXPENSE</b> |                                                                                                                                      |                                                                                                                                                                                                                                               |                                                                                                                                                                                      |
| -310                                    | Office Supplies<br>& Postage                                                                                                         | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | PY \$6,850<br><br>Office Supplies \$250<br>Postage (including tax bills, A/P, A/R) \$6,600<br><br><b>\$6,850</b>                                                                     |
| -320                                    | Publications,<br>Subscriptions &<br>Dues                                                                                             | Professional Organization dues, reference materials or publications                                                                                                                                                                           | PY \$200<br><br>WGFOA \$25<br>GFOA \$250 (increase based on actual costs)<br>CPA license renewal \$85 (new – odd years)<br>WICPA \$280 (new)<br>MTAW \$-0- (cut)<br><br><b>\$640</b> |
| -323                                    | Uniforms &<br>Protective Gear                                                                                                        | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     |                                                                                                                                                                                      |
| -325                                    | <b>Training &amp;<br/>Staff<br/>Development -</b><br>Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <i><b>Detail of this account to be submitted with budget proposal.</b></i> | PY \$1,480<br><br>Finance Director – WGFOA, GFOA, Ehlers, Misc \$3,050<br>2 other employees @ \$300 each \$600<br><br><b>\$3,650</b>                                                 |
| -330                                    | Vehicle Use<br>Reimbursements                                                                                                        | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.56 per mile.                                                                                                                                | PY \$200<br><br>Mileage primarily for training for situations where a fleet car is not available<br><br><b>\$150</b>                                                                 |
| -335                                    | Vehicle Expense                                                                                                                      | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              |                                                                                                                                                                                      |

|                                    |                                |                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -340                               | Operating Materials & Supplies | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere. | PY \$2,725<br>W-2s \$500<br>1099's \$20<br>Budget materials \$100<br>Tax Bills – return envelopes \$625<br>Tax Bills – insert printing \$750<br>Tax Bills – envelopes (County) \$250<br>Dog/Cat license applications \$300<br>Dog/Cat tags \$70<br>Miscellaneous (storage boxes, County directory, etc) \$250<br><b>\$2,865</b> |
| -345                               | Public Information & Education | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                           |                                                                                                                                                                                                                                                                                                                                 |
| -350                               | Repair & Maintenance Supplies  | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                         |                                                                                                                                                                                                                                                                                                                                 |
| -355                               | <b>Equipment Expense</b>       | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                            |                                                                                                                                                                                                                                                                                                                                 |
| -360                               | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.                                                                      |                                                                                                                                                                                                                                                                                                                                 |
| -363                               | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                                                                               |                                                                                                                                                                                                                                                                                                                                 |
| -365                               | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                                                                                                 |                                                                                                                                                                                                                                                                                                                                 |
| -370                               | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                                                                                                  |                                                                                                                                                                                                                                                                                                                                 |
| Other: Departmental Specific Items |                                |                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                 |
|                                    |                                |                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                 |
|                                    |                                |                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                 |
|                                    |                                |                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                 |

## OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2015 BUDGET

EMPLOYEE NAME: Misty Dodge  
Government Finance Officers Association (GFOA)

EMPLOYEE TITLE: Finance Director

PURPOSE OF TRIP: Annual National Conference

DATE OF TRIP: 5/31/15-6/3/15

|                             |       |
|-----------------------------|-------|
| SEMINAR OR CONFERENCE FEES: | \$500 |
|-----------------------------|-------|

DESTINATION CITY/STATE: Philadelphia, PA

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

**\*Out of State Training Allowances Found at**

**www.gsa.gov**

| Date      | Mileage | Breakfast | Lunch | Dinner | Lodging | Transportation | Tolls / | Other                                             | TOTALS    |
|-----------|---------|-----------|-------|--------|---------|----------------|---------|---------------------------------------------------|-----------|
| 5/31/2015 |         | \$11      | \$16  | \$34   | \$250   | 300            |         | Other<br>Attach detail<br>for unusual<br>expenses | \$ 611.00 |
| 6/1/2015  |         | \$11      | \$16  | \$34   | \$250   |                |         |                                                   | \$ 311.00 |
| 6/2/2015  |         | \$11      | \$16  | \$34   | \$250   |                |         |                                                   | \$ 311.00 |
| 6/3/2015  |         | \$11      | \$16  | \$34   |         |                |         |                                                   | \$ 61.00  |
|           |         |           |       |        |         |                |         |                                                   | \$ -      |
|           |         |           |       |        |         |                |         |                                                   | \$ -      |
|           |         |           |       |        |         |                |         |                                                   | \$ -      |
|           |         |           |       |        |         |                |         |                                                   | \$ -      |
|           |         |           |       |        |         |                |         |                                                   | \$ -      |
|           |         |           |       |        |         |                |         |                                                   | \$ -      |
|           |         |           |       |        |         |                |         |                                                   | \$ -      |
|           |         |           |       |        |         |                |         |                                                   | \$ -      |
| TOTALS    | 0       | \$44      | \$64  | \$136  | \$750   | \$300          | \$0     | \$0                                               | \$1,294   |
|           |         |           |       |        |         |                |         |                                                   |           |

JUSTIFICATION:

The annual national conference is an opportunity to attend sessions about a variety of topics including debt, cash, technology, management, accounting/financial reporting, and other areas of interest to Finance Directors. It is also a chance to network with other Finance Directors to share ideas and best practices.

## 2015 PERSONNEL SUMMARY

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**E**= Existing Position or Employee

**N** = **New Position** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: Finance

Prepared by: Misty Dodge

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position                            | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|-------------------------------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Dodge                                                          | Finance Director                    | 9/2/14       | 2,080                        | -0-                            |                                |                                |
|             | E           | Jordan                                                         | Account Clerk                       | 3/12/92      | 2,080                        | -0-                            |                                |                                |
|             | E           | Uselmann                                                       | Account Clerk                       | 10/30/06     | 2,080                        | -0-                            |                                |                                |
|             |             |                                                                |                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                     |              |                              |                                |                                |                                |
|             |             | In Utility Budgets                                             |                                     |              |                              |                                |                                |                                |
|             | E           | Hauge                                                          | Billing Specialist                  | 9/23/06      | 2,080                        | 10                             |                                |                                |
|             | E           | Peterson                                                       | Utility<br>Accounting<br>Supervisor | 12/1/04      | 2,080                        | 15                             |                                |                                |
|             |             |                                                                |                                     |              |                              |                                |                                |                                |
|             |             | In Fire Budget                                                 |                                     |              |                              |                                |                                |                                |
|             | E           | Shelton                                                        | Business Manager                    | 10/13/08     | 2,080                        | -0-                            |                                |                                |
|             |             |                                                                |                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                     |              |                              |                                |                                |                                |
|             |             |                                                                |                                     |              |                              |                                |                                |                                |
|             |             | Total This Page                                                | FINANCE ONLY                        |              | 6,240                        | 25                             |                                |                                |
|             |             | Total from Previous<br>Pages                                   | OTHER DEPTS                         |              | 6,240                        | 25                             |                                |                                |
|             |             | TOTAL ALL<br>PAGES                                             |                                     |              | 12,480                       | 50                             |                                |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**

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## GENERAL FUND

## 5154- Interdepartmental

| Account Number                       | Account Title                          | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|--------------------------------------|----------------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5154-510                         | BOILER INSURANCE                       | -                            | 1,501                          | -                                   | 1,503                            | 1,505                      | 4                                       |
| 100-5154-511                         | PROPERTY INSURANCE - LGIP              | 53,761                       | 52,717                         | (13)                                | 56,391                           | 58,266                     | 5,549                                   |
| 100-5154-512                         | LIABILITY INSURANCE - GENERAL          | 119,923                      | 92,978                         | 70,693                              | 94,257                           | 104,289                    | 11,311                                  |
| 100-5154-513                         | POLICE PROFESSIONAL E & O              | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5154-514                         | AUTOMOBILE LIABILITY                   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5154-515                         | UMBRELLA LIABILITY                     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5154-516                         | UTILITY INSURANCE (REIMBURSED)         | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5154-517                         | PUBLIC OFFICIALS LIABILITY             | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5154-519                         | UNINSURED CLAIMS/DEDUCTIBLE<br>RESERVE | -                            | 15,000                         | -                                   | -                                | -                          | (15,000)                                |
| 100-5154-520                         | EMPLOYEE BONDS & OTHER                 | 1,447                        | 1,447                          | -                                   | 1,447                            | 1,450                      | 3                                       |
| 100-5154-595                         | WORKER'S COMPENSATION INSUR            | 233,651                      | 204,045                        | 155,175                             | 206,900                          | 239,950                    | 35,905                                  |
| 100-5154-596                         | UNEMPLOYMENT INSURANCE<br>EXPEN        | 3,233                        | 10,000                         | 5,131                               | 6,000                            | 6,000                      | (4,000)                                 |
| 100-5154-599                         | VOL FF ACCIDENT & HEALTH               | 7,285                        | 7,285                          | 7,285                               | 7,285                            | 7,285                      | -                                       |
| Total INSURANCE - INTERDEPARTMENTAL: |                                        | 419,300                      | 384,973                        | 238,271                             | 373,783                          | 418,745                    | 33,772                                  |
|                                      |                                        |                              |                                |                                     |                                  |                            | -                                       |

## 2015 INSURANCE SPLITS

### SUMMARY

|                                           | PREMIUM           | GENERAL           | %       | WATER            | %     | SEWER            | %     | STORM            | %     | LIBRARY          | %     | TOTAL          |
|-------------------------------------------|-------------------|-------------------|---------|------------------|-------|------------------|-------|------------------|-------|------------------|-------|----------------|
| Boiler Insurance                          | \$ 1,505          | \$ 1,505          | 100.00% |                  |       |                  |       |                  |       |                  |       | \$ 1,506       |
| Property Insurance - LGIP - 10,000/5000   | \$ 72,947         | \$ 58,266         | 79.87%  | \$ 4,290         | 5.88% | \$ 4,290         | 5.88% |                  |       | \$ 6,100         | 8.36% | \$ 72,948      |
| Liability Insurance - General             | \$ 141,916        | \$ 104,289        | 73.49%  | \$ 11,236        | 7.92% | \$ 10,266        | 7.23% | \$ 5,547         | 3.91% | \$ 10,579        | 7.45% | \$ 141,917     |
| Uninsured claims/Deductible Reserve - NEW | \$ -              | \$ -              | #DIV/0! |                  |       |                  |       |                  |       |                  |       | #DIV/0!        |
| Employee Bonds & Other                    | \$ 1,450          | \$ 1,450          | 100.00% |                  |       |                  |       |                  |       |                  |       | \$ 1,451       |
| Workers Compensation                      | \$ 262,266        | \$ 239,914        | 91.48%  | \$ 13,958        | 5.32% | \$ 1,358         | 0.52% | \$ 5,053         | 1.93% | \$ 1,983         | 0.76% | \$ 262,267     |
| Unemployment                              | \$ 6,000          | \$ 6,000          | 100.00% |                  |       |                  |       |                  |       |                  |       | \$ 6,001       |
| Vol FF Accident & Health                  | \$ 7,285          | \$ 7,285          | 100.00% |                  |       |                  |       |                  |       |                  |       | \$ 7,286       |
| <b>TOTAL EXPENDITURE BUDGET</b>           | <b>\$ 493,368</b> | <b>\$ 418,708</b> |         | <b>\$ 29,484</b> |       | <b>\$ 15,914</b> |       | <b>\$ 10,599</b> |       | <b>\$ 18,663</b> |       | <b>#DIV/0!</b> |
| LESS: (SHOW AS REVENUE SOURCE)            |                   |                   |         |                  |       |                  |       |                  |       |                  |       |                |
| INSURANCE DIVIDEND - 20% OF WC/LIAB       | \$ (80,836)       | \$ (68,840)       | 85.16%  | \$ (5,039)       | 6.23% | \$ (2,325)       | 2.88% | \$ (2,120)       | 2.62% | \$ (2,512)       | 3.11% | \$ (80,835)    |
| <b>NET INSURANCE COST</b>                 | <b>\$ 412,532</b> | <b>\$ 349,868</b> |         | <b>\$ 24,445</b> |       | <b>\$ 13,589</b> |       | <b>\$ 8,479</b>  |       | <b>\$ 16,150</b> |       | <b>#DIV/0!</b> |

### LIABILITY

BASED ON % OF TOTAL BUDGETS

|              | 2014 Amended         |                | 2015 EST FOR      |  | 2015 EST FOR     |  | 2015 EST FOR      |
|--------------|----------------------|----------------|-------------------|--|------------------|--|-------------------|
| GENL         | \$ 16,760,166        | 69.66%         | \$ 86,387         |  | \$ 17,901        |  | \$ 104,289        |
| LIBRARY      | \$ 2,052,480         | 8.53%          | \$ 10,579         |  | \$ 10,579        |  | \$ 10,579         |
| WATER        | \$ 2,179,850         | 9.06%          | \$ 11,236         |  | \$ 11,236        |  | \$ 11,236         |
| SEWER        | \$ 1,991,700         | 8.28%          | \$ 10,266         |  | \$ 10,266        |  | \$ 10,266         |
| STORM        | \$ 1,076,094         | 4.47%          | \$ 5,547          |  | \$ 5,547         |  | \$ 5,547          |
| <b>TOTAL</b> | <b>\$ 24,060,290</b> | <b>100.00%</b> | <b>\$ 124,014</b> |  | <b>\$ 17,901</b> |  | <b>\$ 141,916</b> |

(NOT INCLUDING POLICE PROF)

|                          | 3/14-3/15 Quote |    | 2015 ESTIMATED    |
|--------------------------|-----------------|----|-------------------|
| GENERAL LIABILITY        | \$ 30,175       | 5% | \$ 31,684         |
| AUTO                     | \$ 44,815       | 5% | \$ 47,056         |
| UMBRELLA                 | \$ 19,964       | 5% | \$ 20,962         |
| PUB OFFICIALS/LINEBACKER | \$ 17,923       | 5% | \$ 18,819         |
| DATA COMPROMISE          | \$ 677          | 5% | \$ 711            |
| EQUIPMENT                | \$ 4,555        | 5% | \$ 4,783          |
| <b>SUBTOTAL</b>          |                 |    | <b>\$ 124,014</b> |

|             |           |    |           |
|-------------|-----------|----|-----------|
| POLICE PROF | \$ 17,049 | 5% | \$ 17,901 |
|-------------|-----------|----|-----------|

# LOCAL GOVERNMENT PROPERTY INSURANCE 2015 BUDGET

## UTILITY PORTION

10/01/14 TO 10/01/15

VALUE EST. (PY)

BUILDINGS, CONTENTS & PROPERTY IN THE OPEN

CONTRACTOR EQUIPMENT

#1 MOTOR VEHICLE COMPREHENSIVE

#1 MOTOR VEHICLE COLLISION

#2 MOTOR VEHICLE COMPREHENSIVE

#2 MOTOR VEHICLE COLLISION

## UTILITY PORTION

LIBRARY PORTION ( 12.979459 @ BLDG RATE/100)

PREMIUM TOTAL

## CITY PORTION

2014 CITY BUDGET

INCREASE (DECREASE)

ADD: UNINSURED CLAIMS/DEDUCTIBLE RESERVE

TOTAL PROPERTY INSURANCE INCREASE (DECREASE)

## GROUP #1

2012 SILVERADO 2WD PU

## GROUP #2

1992 LUKE TRAILOR

2000 INTL 2554 6X4

2002 GMC SIERRA

2003 DODGE DAKOTA TRUCK

2004 TRAILER MOUNTED HYDROSEEDER

2004 FOR 350 PU

2005 GMC SIERRA

2005 Olympic Glatbed for mower

2005 Olympic Trailer

2008 GMC TRUCK

2012 SILVERADO 2WD PU

\*see spreadsheet from Susan

|                   |       |       |       |              |
|-------------------|-------|-------|-------|--------------|
| BLDG - 10,000     |       |       |       |              |
| VEH - 5000        |       |       |       |              |
| DEDUCTIBLE        |       | BY ↑  |       |              |
| RATE PER \$100 PY | 0.047 | 3.00% | 0.048 | EST PREMIUM  |
|                   | 0.174 |       | 0.179 | \$ 6,284.55  |
|                   | 0.091 |       | 0.094 | \$ 119.74    |
|                   | 0.349 |       | 0.359 | \$ -         |
|                   | 0.115 |       | 0.118 | \$ -         |
|                   | 0.444 |       | 0.457 | \$ 447.72    |
|                   |       |       |       | \$ 1,728.60  |
|                   |       |       |       | \$ 8,580.61  |
|                   |       |       |       | \$ 6,100.35  |
| \$ 70,822         |       | 3.00% |       | \$ 72,946.66 |
|                   |       |       |       | \$ 58,265.70 |
|                   |       |       |       | \$ 52,717.00 |
|                   |       |       |       | \$ 5,548.70  |
|                   |       |       |       | \$ 15,000.00 |
|                   |       |       |       | \$ 20,548.70 |

|  |         |
|--|---------|
|  | -       |
|  |         |
|  | 10,000  |
|  | 241,703 |
|  | 24,729  |
|  | 18,000  |
|  | 7,500   |
|  | 15,000  |
|  | 22,305  |
|  | 1,265   |
|  | 1,625   |
|  | 17,408  |
|  | 18,450  |
|  | 377,985 |

# **WORKERS COMPENSATION ESTIMATE**

*Rates & Experience Modification based on assumptions - estimates expected in October*

2015 BUDGET

5%

| Classification                          | Code | Exposure (based on 2015 budget) | Rate (↑ est per Gallagher) | Premium Estimate |
|-----------------------------------------|------|---------------------------------|----------------------------|------------------|
| Police                                  | 7720 | \$ 3,688,739                    | 4.07                       | \$ 150,279       |
| Firefighters                            | 7704 | \$ 1,576,774                    | 4.73                       | \$ 74,503        |
| Municipal Operations                    | 9412 | \$ 2,230,599                    | 4.31                       | \$ 96,027        |
| Clerical/Office                         | 8810 | \$ 2,152,343                    | 0.28                       | \$ 6,102         |
|                                         |      | \$ 9,648,455                    |                            | \$ 326,911       |
| Employers Liability                     | 9807 |                                 |                            | \$ 3,000         |
| Experience Modification                 | 9898 | ESTIMATED (PY = .88)            | 0.88                       | \$ (39,229.32)   |
| Premium Discount (10% estimated)        |      |                                 |                            | \$ (32,691)      |
| Terrorism                               | 9740 |                                 |                            | \$ 3,000         |
| Catastrophe                             | 9741 |                                 |                            | \$ 1,050         |
| Expense Constants                       | 900  |                                 |                            | \$ 225           |
| ESTIMATE FOR 2015 WORKER'S COMPENSATION |      |                                 |                            | \$ 262,266       |
| <b>LIBRARY</b>                          | 8810 | \$ 794,959                      | 0.28                       | \$ 2,254         |
| EXPERIENCE MODIFICATION                 |      |                                 |                            | \$ (270.45)      |
|                                         |      |                                 |                            | \$ 1,983         |
| <b>RECYCLING</b>                        | 9412 | \$ 52,412                       | 4.31                       | \$ 2,256         |
|                                         | 7520 | \$ 5,190                        | 4.63                       | \$ 240           |
| EXPERIENCE MODIFICATION                 |      |                                 |                            | \$ 2,497         |
|                                         |      |                                 |                            | \$ (299.60)      |
|                                         |      |                                 |                            | \$ 2,197         |
| <b>FACTV</b>                            | 8810 | \$ 150,596                      | 0.28                       | \$ 427           |
| EXPERIENCE MODIFICATION                 |      |                                 |                            | \$ (51.23)       |
|                                         |      |                                 |                            | \$ 376           |
| <b>UTILITY</b>                          | 7520 | \$ 362,087                      | 4.63                       | \$ 16,766        |
| Waterworks - Water                      | 8810 | \$ 79,180                       | 0.28                       | \$ 224           |
| Clerical/Office - SEWER                 | 9412 | \$ 31,540                       | 4.31                       | \$ 1,358         |
| MUN OPERATION - SEWER                   | 9412 | \$ 117,364                      | 4.31                       | \$ 5,053         |
| MUN OPERATION - SUD                     |      |                                 |                            | \$ 23,401        |
| EXPERIENCE MODIFICATION                 |      |                                 |                            | \$ (2,808.15)    |
|                                         |      |                                 |                            | \$ 20,593        |
| NET WATERWORKS                          |      |                                 |                            |                  |



## GENERAL FUND

## 5190- Interdepartmental &amp; Other

| Account Number                   | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|----------------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5190-130                     | DIRECT FRINGE-RETIREMENT PAYS  | 2,104                        | 2,345                          | 1,296                               | 3,400                            | 3,850                      | 1,505                                   |
| 100-5190-181                     | MERIT PAY                      | -                            | -                              | -                                   | -                                | 24,700                     | 24,700                                  |
| 100-5190-183                     | DIRECT FRINGE BENEFITS - MERIT | -                            | -                              | -                                   | -                                | 2,550                      | 2,550                                   |
| 100-5190-185                     | SAVINGS BOND PROGRAM           | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5190-189                     | EMPLOYEE RETIREMENT RESERVE    | 25,780                       | 32,376                         | 17,005                              | 44,326                           | 43,560                     | 11,184                                  |
| 100-5190-195                     | DMG IMPLEMENTATION PLAN        | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5190-210                     | PROFESSIONAL SERVICES          | 45,000                       | 47,500                         | 11,250                              | 47,500                           | 50,000                     | 2,500                                   |
| 100-5190-245                     | COMPUTER RELATED REP & MAINT   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5190-250                     | PUBLIC NOTICES/ADS-RECRUITMENT | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5190-255                     | DEBT COLLECTION EXPENSE        | 5,686                        | 7,000                          | 1,375                               | 7,000                            | 7,000                      | -                                       |
| 100-5190-290                     | OTHER CONTRACTUAL SERVICES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5190-310                     | OFFICE SUPPLIES - INTERDEPT    | 15,294                       | 16,000                         | 4,839                               | 16,000                           | 16,000                     | -                                       |
| 100-5190-325                     | TRAINING & STAFF DEVELOPMENT   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5190-349                     | LOSS PD BY INSURANCE RECOVERY  | 4,955                        | -                              | 19,058                              | 35,101                           | -                          | -                                       |
| 100-5190-380                     | EMPLOYEE RECOG & MEMORIALS     | 2,955                        | 2,500                          | 150                                 | 2,500                            | 2,500                      | -                                       |
| 100-5190-381                     | SAFETY & HEALTH PROGRAMS       | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5190-730                     | ILLEGAL TAXES, REFUND OF TAXES | 30,582                       | -                              | 2,232                               | 2,232                            | -                          | -                                       |
| 100-5190-735                     | SPECIAL ASSESSMENTS-CITY       | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5190-800                     | REFUND OF RESERVE CLASS B LIC  | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5190-801                     | ACT 11 CREDIT EXPENDITURE      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5190-900                     | CONTINGENCY - UNDESIGNATED     | -                            | 12,500                         | -                                   | 12,500                           | 12,500                     | -                                       |
| 100-5190-901                     | CONTINGENCY - DESIGNATED       | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5190-990                     | PRIOR YEAR EXPENSE             | 14,011                       | -                              | -                                   | -                                | -                          | -                                       |
| 100-5190-991                     | BAD DEBT EXPENSE               | 233,420                      | -                              | -                                   | -                                | -                          | -                                       |
| Total INTERDEPARTMENTAL - OTHER: |                                | 379,787                      | 120,221                        | 57,205                              | 170,559                          | 162,660                    | 42,439                                  |

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GENERAL FUND  
5139- Other Professional Services

| Account Number                     | Account Title         | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|------------------------------------|-----------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5139-212                       | Auditing & Accounting | 35,793                       | 45,000                         | 29,656                              | 40,000                           | 45,000                     | -                                       |
| 100-5139-290                       | Other Contractual     | -                            | -                              | 48,293                              | -                                | -                          | -                                       |
| Total OTHER PROFESSIONAL SERVICES: |                       | 35,793                       | 45,000                         | 77,949                              | 40,000                           | 45,000                     | -                                       |
|                                    |                       |                              |                                |                                     |                                  |                            | -                                       |

## GENERAL FUND

## 5920- Transfers to Other Funds

| Account Number                  | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|---------------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5920-920                    | SPEC REV FUND-POLICE GRANTS    | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5920-921                    | TRANS TO POLICE TRAINING FUND  | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5920-922                    | TRANSFER TO DRUG ENFORCEMENT   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5920-930                    | TRANSFER TO DEBT SERV-TAX ROLL | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5920-931                    | TRANSFER TO DEBT SERV-FIRE IMP | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5920-951                    | TRANSFER TO CAP PROJ - EQUIP   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5920-952                    | TRANSFER TO CAP PROJ - ROADS   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5920-953                    | TRANSFER TO CAP PROJ - PARKS   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5920-954                    | OTHER TRANS TO FUND 400        | 230,400                      | -                              | -                                   | -                                | -                          | -                                       |
| 100-5920-959                    | TRANSFER TO CAP PROJ-PRIOR YR  | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5920-990                    | OTHER TRANSFERS - PRIOR YEAR   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| Total TRANSFERS TO OTHER FUNDS: |                                | 230,400                      | -                              | -                                   | -                                | -                          | -                                       |
|                                 |                                |                              |                                |                                     |                                  |                            | -                                       |

# DEBT SERVICE FUND      2015 ADOPTED BUDGET

FUND NUMBER: 300

| ACCOUNT<br>NUMBER                    | ACCOUNT DESCRIPTION                      | 2013<br>ACTUAL   | 2014<br>AMENDED<br>BUDGET | 2014<br>ACTUAL<br>6/30/2014 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET | INCREASE<br>(DECREASE) |
|--------------------------------------|------------------------------------------|------------------|---------------------------|-----------------------------|-----------------------------|----------------------------|------------------------|
| <b>REVENUES</b>                      |                                          |                  |                           |                             |                             |                            |                        |
| 300-4111-000                         | TAX APPORTIONMENT FOR DEBT SERVICE       | \$2,819,689      | \$3,214,036               | \$3,214,036                 | \$3,214,036                 | <b>\$3,618,232</b>         | \$404,196              |
| 300-4200-000                         | SPECIAL ASSESS INSTALLMENTS              | 35,445           | 193,133                   | 192,195                     | 192,195                     | <b>180,472</b>             | (12,661)               |
| 300-4200-100                         | SPECIAL ASSESS - ADVANCE COLL            | 63,509           | 9,157                     | 9,520                       | 9,520                       | <b>9,500</b>               | 343                    |
| 300-4810-100                         | INTEREST ON ADVANCE SPECIALS             | -                | -                         | -                           | -                           | -                          | -                      |
| 300-4810-200                         | INTEREST ON S/A                          | -                | 30,003                    | 29,969                      | 29,969                      | <b>19,500</b>              | (10,503)               |
| 300-4810-201                         | MISCELLANEOUS REVENUE (BAB's REBATE)     | 77,274           | 72,863                    | 31,301                      | 72,862                      | <b>70,703</b>              | (2,160)                |
| <b>Total General Revenues</b>        |                                          | <b>2,995,916</b> | <b>3,519,192</b>          | <b>3,477,021</b>            | <b>3,518,581</b>            | <b>3,898,407</b>           | <b>379,215</b>         |
| 300-4924-014                         | TRANSFER FROM TID #4                     | 1,117,799        | 987,690                   | 616,289                     | 987,690                     | <b>1,095,990</b>           | 108,300                |
| 300-4924-213                         | TRANSFER FROM RECYCLE FUND-RENT          | 2,513            | 2,513                     | 2,513                       | 2,513                       | <b>2,513</b>               | -                      |
| 300-4925-000                         | UTILITY DIST #1 REIMBURSEMENT            | -                | 35,701                    | -                           | 35,701                      | <b>36,562</b>              | 861                    |
| 300-4925-001                         | UTILITY DIST #1 RENT CHG                 | 51,667           | 51,667                    | 25,834                      | 51,667                      | <b>51,667</b>              | -                      |
| 300-4925-100                         | STORM WATER UTILITY RENT CHG & SODFATHER | 2,513            | 2,513                     | 1,257                       | 2,513                       | <b>2,513</b>               | -                      |
| <b>Total Other Sources of Funds</b>  |                                          | <b>1,174,492</b> | <b>1,080,084</b>          | <b>645,892</b>              | <b>1,080,084</b>            | <b>1,189,245</b>           | <b>109,161</b>         |
| 300-4930-300                         | FUND BALANCE APPLIED - GENERAL DS        | -                | -                         | -                           | -                           | -                          | -                      |
| 300-4950-000                         | REFINANCE PROCEEDS                       | -                | -                         | -                           | -                           | -                          | -                      |
| 300-4950-100                         | PREMIUM ON DEBT ISSUANCE                 | -                | -                         | -                           | -                           | -                          | -                      |
| <b>Total Other Financing Sources</b> |                                          | -                | -                         | -                           | -                           | -                          | -                      |
| <b>TOTAL REVENUES &amp; SOURCES</b>  |                                          | <b>4,170,409</b> | <b>4,599,276</b>          | <b>4,122,913</b>            | <b>4,598,665</b>            | <b>5,087,652</b>           | <b>488,376</b>         |

# DEBT SERVICE FUND 2015 ADOPTED BUDGET

FUND NUMBER: 300

| ACCOUNT<br>NUMBER                         | ACCOUNT DESCRIPTION                               | 2013<br>ACTUAL | 2014<br>AMENDED<br>BUDGET | 2014<br>ACTUAL<br>6/30/2014 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET | INCREASE<br>(DECREASE) |
|-------------------------------------------|---------------------------------------------------|----------------|---------------------------|-----------------------------|-----------------------------|----------------------------|------------------------|
| <b>EXPENSES - Principal</b>               |                                                   |                |                           |                             |                             |                            |                        |
| 300-5810-051                              | PRINCIPAL - 2005 G.O. NOTES                       | 125,000        | 125,000                   | -                           | 125,000                     | 125,000                    | -                      |
| 300-5810-052                              | PRINCIPAL - 2005 REFUNDING NOTES                  | 570,000        | 615,000                   | -                           | 615,000                     | 670,000                    | 55,000                 |
| 300-5810-054                              | PRINCIPAL - 2005 STATE TRUST, LT PROJECTS         | 48,234         | 50,164                    | 50,164                      | 50,164                      | 52,171                     | 2,007                  |
| 300-5810-070                              | PRINCIPAL - 2007 G.O. NOTES                       | 75,000         | 80,000                    | -                           | 80,000                      | 70,000                     | (10,000)               |
| 300-5810-090                              | PRINCIPAL - 2009 G.O. NOTES                       | 585,000        | 560,000                   | -                           | 560,000                     | 510,000                    | (50,000)               |
| 300-5810-100                              | PRINCIPAL - 2010 G.O. BONDS - LIBRARY             | 190,000        | 195,000                   | -                           | 195,000                     | 200,000                    | 5,000                  |
| 300-5810-101                              | PRINCIPAL - 2010 G.O. NOTES                       | 240,000        | 240,000                   | -                           | 240,000                     | 245,000                    | 5,000                  |
| 300-5810-110                              | PRINCIPAL - 2011 G.O. NOTES                       | 185,000        | 185,000                   | -                           | 185,000                     | 190,000                    | 5,000                  |
| 300-5810-111                              | PRINCIPAL - 2011 G.O. BONDS - TID 4               | 100,000        | 100,000                   | -                           | 100,000                     | 120,000                    | 20,000                 |
| 300-5810-120                              | PRINCIPAL - 2012 G.O. NOTES                       | 725,000        | 730,000                   | 730,000                     | 730,000                     | 730,000                    | -                      |
| 300-5810-121                              | PRINCIPAL - 2012 G.O. BONDS (REFUNDING 54 & 56)   | 120,000        | 125,000                   | 125,000                     | 125,000                     | 125,000                    | -                      |
| 300-5810-122                              | PRINCIPAL - 2012 G.O. BONDS (TID 4 & REF 91)      | 355,000        | 515,000                   | 515,000                     | 515,000                     | 620,000                    | 105,000                |
| 300-5810-130                              | PRINCIPAL - 2013 G.O. BONDS (CIP)                 | -              | 50,000                    | -                           | 50,000                      | 75,000                     | 25,000                 |
| 300-5810-140                              | PRINCIPAL - 2014 G.O. BONDS (CIP)                 | -              | -                         | -                           | -                           | 300,000                    | 300,000                |
| 5810                                      | DEBT SERVICE PRINCIPAL                            | 3,318,234      | 3,570,164                 | 1,420,164                   | 3,570,164                   | 4,032,171                  | 462,007                |
| <b>EXPENSES - Interest</b>                |                                                   |                |                           |                             |                             |                            |                        |
| 300-5820-051                              | INTEREST - 2005 G.O. NOTES                        | 13,438         | 9,125                     | 4,563                       | 9,125                       | 4,625                      | (4,500)                |
| 300-5820-052                              | INTEREST - 2005 REFUNDING NOTES                   | 121,718        | 101,768                   | 50,884                      | 101,768                     | 80,243                     | (21,525)               |
| 300-5820-054                              | INTEREST - STATE TRUST, LT PROJECTS               | 6,023          | 4,094                     | 4,093                       | 4,093                       | 2,087                      | (2,007)                |
| 300-5820-070                              | INTEREST - 2007 G.O. NOTES                        | 14,482         | 11,595                    | 5,797                       | 11,596                      | 8,495                      | (3,100)                |
| 300-5820-090                              | INTEREST - 2009 G.O. NOTES                        | 94,644         | 82,944                    | 41,472                      | 82,944                      | 71,744                     | (11,200)               |
| 300-5820-100                              | INTEREST - 2010 G.O. BONDS - LIBRARY              | 178,878        | 176,503                   | 88,251                      | 176,503                     | 173,578                    | (2,925)                |
| 300-5820-101                              | INTEREST - 2010 G.O. NOTES                        | 50,345         | 47,825                    | 23,913                      | 47,825                      | 44,105                     | (3,720)                |
| 300-5820-110                              | INTEREST - 2011 G.O. NOTES                        | 20,510         | 16,810                    | 8,405                       | 16,810                      | 13,110                     | (3,700)                |
| 300-5820-111                              | INTEREST - 2011 G.O. BONDS - TID 4                | 124,438        | 122,438                   | 61,219                      | 122,438                     | 120,438                    | (2,000)                |
| 300-5820-120                              | INTEREST - 2012 G.O. NOTES                        | 94,750         | 87,475                    | 45,563                      | 87,475                      | 80,175                     | (7,300)                |
| 300-5820-121                              | INTEREST - 2012 G.O. BONDS (REFUNDING 54 & 56)    | 5,783          | 3,253                     | 1,845                       | 3,253                       | 2,253                      | (1,000)                |
| 300-5820-122                              | INTEREST - 2012 G.O. BONDS (TID 4 & REF 54,56,91) | 516,378        | 347,700                   | 176,425                     | 347,700                     | 336,350                    | (11,350)               |
| 300-5820-130                              | INTEREST - 2013 G.O. BONDS (CIP)                  | -              | 15,882                    | 7,644                       | 15,882                      | 16,278                     | 396                    |
| 300-5820-140                              | INTEREST - 2014 G.O. BONDS (CIP) ESTIMATED        | -              | -                         | -                           | -                           | 90,000                     | 90,000                 |
| 5820                                      | DEBT SERVICE INTEREST EXPENSE                     | 1,241,385      | 1,027,412                 | 520,072                     | 1,027,412                   | 1,043,481                  | 16,069                 |
| 300-5831-000                              | NEW DEBT ISSUANCE COSTS                           | 480            | 1,000                     | 350                         | 1,000                       | 1,000                      | -                      |
| 300-5832-000                              | PAYMENT TO ESCROW AGENT                           | 1,000          | 700                       | 650                         | 950                         | 1,000                      | 300                    |
| 300-5833-000                              | ARBITRAGE AND OTHER DEBT SERVICES                 | -              | -                         | -                           | 10,000                      | 10,000                     | 10,000                 |
| 5831                                      | COSTS ASSOCIATED WITH NEW DEBT                    | 1,480          | 1,700                     | 1,000                       | 11,950                      | 12,000                     | 10,300                 |
| 300                                       | EXPENDITURE TOTAL                                 | 4,561,099      | 4,599,276                 | 1,941,236                   | 4,609,526                   | 5,087,652                  | 488,376                |
| 300-5921-001                              | FUND BALANCE ADDED-TIF #1                         | -              | -                         | -                           | -                           | -                          | -                      |
| 300-5921-002                              | FUND BALANCE ADDED-TIF #2                         | -              | -                         | -                           | -                           | -                          | -                      |
| 300-5921-003                              | FUND BALANCE ADDED-TIF #3                         | -              | -                         | -                           | -                           | -                          | -                      |
| <b>TRANSFERS</b>                          |                                                   |                |                           |                             |                             |                            |                        |
|                                           |                                                   |                |                           |                             |                             |                            |                        |
| <b>TOTAL EXPENDITURES &amp; TRANSFERS</b> |                                                   |                |                           |                             |                             |                            |                        |
|                                           |                                                   | 4,561,099      | 4,599,276                 | 1,941,236                   | 4,609,526                   | 5,087,652                  | 488,376                |
| Estimated Fund Balance Added (Used)       |                                                   |                |                           |                             |                             |                            |                        |
|                                           |                                                   | (390,690)      | -                         |                             | (10,861)                    | -                          |                        |
| 12/31/13 FUND BALANCE PER AUDIT           |                                                   |                |                           |                             |                             |                            |                        |
|                                           |                                                   |                |                           |                             | 154,954                     |                            |                        |
|                                           |                                                   |                |                           |                             | <u>144,093</u>              |                            |                        |

City of Fitchburg  
Schedule of Indebtedness  
2015 Adopted Budget

| Debt Issuance                                   | Balance<br>at 12/31/13 | Additions           | Payments              | Balance<br>at 12/31/14 | Budgeted<br>New Debt | 2015<br>Budgeted<br>Payments | Projected<br>Balance<br>at 12/31/15 | Total Issue<br>Balance | Maturity<br>Date |
|-------------------------------------------------|------------------------|---------------------|-----------------------|------------------------|----------------------|------------------------------|-------------------------------------|------------------------|------------------|
| 2005 Gen'l Obligation Notes (CIP)               | \$ 250,000             | \$                  | \$ (125,000)          | \$ 125,000             |                      | (\$125,000)                  | \$0                                 | \$0                    | 2015             |
| 2005 Gen'l Obligation Bonds- Refunding (City)   | \$ 2,810,000           | \$                  | \$ (615,000)          | \$ 2,195,000           |                      | (\$670,000)                  | \$1,525,000                         | \$1,525,000            | 2017             |
| 2005 State Trust Fund Loan (CIP)                | \$ 102,335             | \$                  | \$ (50,164)           | \$ 52,171              |                      | (\$52,171)                   | \$0                                 | \$0                    | 2015             |
| 2007 Gen'l Obligation Notes (Assessed)          | \$ 20,000              | \$                  | \$ (20,000)           | \$ -                   |                      | \$0                          | \$0                                 |                        |                  |
| 2007 Gen'l Obligation Notes (CIP)               | \$ 275,000             | \$                  | \$ (60,000)           | \$ 215,000             |                      | (\$70,000)                   | \$145,000                           |                        |                  |
| 2007 Gen'l Obligation Notes (SUD)               | \$ 500,000             | \$                  | \$ (100,000)          | \$ 400,000             |                      | (\$125,000)                  | \$275,000                           | \$420,000              | 2017             |
| 2009 Gen'l Obligation Notes (Assessed)          | \$ 90,000              | \$                  | \$ (30,000)           | \$ 60,000              |                      | (\$30,000)                   | \$30,000                            |                        |                  |
| 2009 Gen'l Obligation Notes (CIP)               | \$ 2,545,000           | \$                  | \$ (445,000)          | \$ 2,100,000           |                      | (\$395,000)                  | \$1,705,000                         |                        |                  |
| 2009 Gen'l Obligation Notes (TID #4)            | \$ 550,000             | \$                  | \$ (85,000)           | \$ 465,000             |                      | (\$85,000)                   | \$380,000                           | \$2,115,000            | 2019             |
| 2010 Gen'l Obligation Bonds - Library (BAB's)   | \$ 4,435,000           | \$                  | \$ (195,000)          | \$ 4,240,000           |                      | (\$200,000)                  | \$4,040,000                         | \$4,040,000            | 2030             |
| 2010 Gen'l Obligation Notes (CIP)(BAB's)        | \$ 1,840,000           | \$                  | \$ (240,000)          | \$ 1,600,000           |                      | (\$245,000)                  | \$1,355,000                         | \$1,355,000            | 2020             |
| 2011 Gen'l Obligation Notes (CIP)               | \$ 835,000             | \$                  | \$ (185,000)          | \$ 650,000             |                      | (\$190,000)                  | \$460,000                           | \$460,000              | 2019             |
| 2011 Gen'l Obligation Notes (TID #4))           | \$ 5,295,000           | \$                  | \$ (100,000)          | \$ 5,195,000           |                      | (\$120,000)                  | \$5,075,000                         | \$5,075,000            | 2021             |
| 2012 Gen'l Obligation Notes (CIP)               | \$ 2,950,000           | \$                  | \$ (310,000)          | \$ 2,640,000           |                      | (\$310,000)                  | \$2,330,000                         |                        |                  |
| 2012 Gen'l Obligation Notes (Assessed)          | \$ 2,520,000           | \$                  | \$ (420,000)          | \$ 2,100,000           |                      | (\$420,000)                  | \$1,680,000                         |                        |                  |
| 2012 Gen'l Obligation Notes (TID #4)            | \$ 10,340,000          | \$                  | \$ (300,000)          | \$ 10,040,000          |                      | (\$400,000)                  | \$9,640,000                         | \$13,650,000           | 2022             |
| 2012 Gen'l Obligation Bonds Refunding (Library) | \$ 4,655,000           | \$                  | \$ (215,000)          | \$ 4,440,000           |                      | (\$220,000)                  | \$4,220,000                         | \$4,220,000            | 2029             |
| 2012 Gen'l Obligation Bonds Refunding (TID #4)  | \$ 380,000             | \$                  | \$ (125,000)          | \$ 255,000             |                      | (\$125,000)                  | \$130,000                           | \$130,000              | 2017             |
| 2013 Gen'l Obligation NOTE - (CIP)              | \$ 1,040,000           | \$                  | \$ (50,000)           | \$ 990,000             |                      | (\$75,000)                   | \$915,000                           | \$915,000              | 2023             |
| 2014 Gen'l Obligation Bonds - (CIP)             | \$ -                   | \$ 3,000,000        | \$                    | \$ 3,000,000           |                      | \$ (300,000)                 | \$2,700,000                         | \$2,700,000            | TBD              |
| 2015 Gen'l Obligation Bonds - (CIP)             | \$ -                   | \$ -                | \$ -                  | \$ -                   |                      | \$ -                         | \$2,000,000                         | \$2,000,000            | TBD              |
| <b>TOTAL INDEBTEDNESS</b>                       | <b>\$ 41,432,335</b>   | <b>\$ 3,000,000</b> | <b>\$ (3,670,164)</b> | <b>\$ 40,762,171</b>   | <b>\$ 2,000,000</b>  | <b>\$ (4,157,171)</b>        | <b>\$ 38,605,000</b>                | <b>\$ 38,605,000</b>   |                  |

|                              | Balance<br>at 12/31/13 | Additions          | Payments              | Balance<br>at 12/31/14 | 2015<br>Budgeted<br>New Debt | 2015<br>Budgeted<br>Payments | Projected<br>Balance<br>at 12/31/15 |
|------------------------------|------------------------|--------------------|-----------------------|------------------------|------------------------------|------------------------------|-------------------------------------|
| Stormwater Utility District  | \$500,000              | \$0                | \$ (100,000)          | \$400,000              | \$0                          | (\$125,000)                  | \$275,000                           |
| Tax Increment District #4    | \$16,565,000           | \$0                | \$ (610,000)          | \$15,955,000           | \$0                          | (\$730,000)                  | \$15,225,000                        |
| Assessed                     | \$2,630,000            | \$0                | \$ (470,000)          | \$2,160,000            | \$0                          | (\$450,000)                  | \$1,710,000                         |
| <b>TOTAL DEBT - NON LEVY</b> | <b>\$19,695,000</b>    | <b>\$0</b>         | <b>\$ (1,180,000)</b> | <b>\$18,515,000</b>    | <b>\$0</b>                   | <b>\$ (1,305,000)</b>        | <b>\$17,210,000</b>                 |
| Library                      | \$9,090,000            | \$0                | \$ (410,000)          | \$8,680,000            | \$0                          | (\$420,000)                  | \$8,260,000                         |
| CIP                          | \$12,647,335           | \$3,000,000        | \$ (2,080,164)        | \$13,567,171           | \$2,000,000                  | (\$2,432,171)                | \$13,135,000                        |
| <b>TOTAL DEBT - TAX LEVY</b> | <b>\$21,737,335</b>    | <b>\$3,000,000</b> | <b>\$ (2,490,164)</b> | <b>\$22,247,171</b>    | <b>\$2,000,000</b>           | <b>\$ (2,852,171)</b>        | <b>\$21,395,000</b>                 |
| <b>TOTAL INDEBTEDNESS</b>    | <b>\$41,432,335</b>    | <b>\$3,000,000</b> | <b>\$ (3,670,164)</b> | <b>\$40,762,171</b>    | <b>\$2,000,000</b>           | <b>\$ (4,157,171)</b>        | <b>\$38,605,000</b>                 |

Note: Tax Increment District, SUD, and Utility District #1 borrowing do not require general tax levy to service debt. Assessed projects also do not typically require general tax levy to service debt.

|                                            | Equalized<br>Value (TID in) | Debt Maximum -<br>State (5%) | Debt Maximum -<br>City (3%) |
|--------------------------------------------|-----------------------------|------------------------------|-----------------------------|
| 2014 Value (TID in)                        | 2,623,964,200               | \$ 131,198,210               | \$ 78,718,926               |
| 12/31/14 Projected Debt as a Percent of EV | 1.55%                       | 31.07%                       | 51.78%                      |



# CAPITAL PROJECTS FUND

FUND NUMBER 400

| ACCOUNT #                   | ACCOUNT DESCRIPTION                             | 2013<br>ACTUAL | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/2014 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
|-----------------------------|-------------------------------------------------|----------------|---------------------------|-----------------------------|-----------------------------|----------------------------|
| <b>REVENUES</b>             |                                                 |                |                           |                             |                             |                            |
| <b>400-411</b>              | <b>CAPITAL PROJECTS FUND LEVY</b>               |                |                           |                             |                             |                            |
| 400-4111-005                | 1005 - Computer Replacement Program             | 30,000         | -                         | -                           | -                           |                            |
| 400-4111-008                | 1008 - Computer Replacement Program - Fire      | 4,000          | -                         | -                           | -                           |                            |
| 400-4111-012                | 1012 - Information Technology Upgrade and Repl  | 55,000         | -                         | -                           | -                           |                            |
| 400-4111-022                | 1022 - Enterprise Content Mgmt System           |                |                           |                             |                             | 15,000                     |
| 400-4112-014                | 2014 - GIS System Maintenance & Upgrades        | 9,191          | -                         | -                           | -                           | 9,191                      |
| 400-4112-104                | 2104 - Mobile Data Computers                    | 30,000         | -                         | -                           | -                           | 20,000                     |
| 400-4112-105                | 2105 - Computer Replacement Program, Police     | 30,000         | -                         | -                           | -                           | 30,000                     |
| 400-4112-109                | 2109 - Replacement of Mobile Video Cameras      | 28,000         | 17,500                    | 17,500                      | 17,500                      | 21,000                     |
| 400-4112-230                | 2230 - Fire Dept Mobile Date & Wireless Network | 10,000         | 13,200                    | 13,200                      | 13,200                      | -                          |
| 400-4112-303                | 2303 - Fitch-Rona Equipment Replacement         | 6,709          | -                         | -                           | -                           | 13,740                     |
| 400-4113-101                | 3101 - Highway Equipment Replacement Plan       | 20,000         | 100,000                   | 102,510                     | 102,510                     | 260,500                    |
| 400-4113-319                | 3319 - Street Resurfacing Program               | 350,000        | 450,000                   | 450,000                     | 450,000                     | 500,000                    |
| 400-4113-427                | 3427 - Pedestrian and Bike System Improvements  | 15,000         | 50,500                    | 51,166                      | 51,166                      | 80,000                     |
| 400-4113-479                | 3479 - Update Street Lighting                   |                |                           |                             | -                           | 15,000                     |
| 400-4114-630                | 4630 - Verona Rd Utiltiy Relocation & Related   |                |                           |                             | -                           | 25,000                     |
| 400-4116-221                | 6221 - Neighborhood Parks Improvements          | 22,600         | 38,700                    | 38,700                      | 38,700                      | 53,000                     |
| 400-4116-302                | 6302 - City Campus Building Systems             | -              | -                         | -                           | -                           | 50,000                     |
| 400-4116-351                | 6351 - Senior Ctr Community Ctr Furnishings     | 10,000         | -                         | -                           | -                           | 2,955                      |
| <b>TAXES - CITY LEVY</b>    |                                                 | <b>620,500</b> | <b>669,900</b>            | <b>673,076</b>              | <b>\$673,076</b>            | <b>\$1,095,386</b>         |
| 400-412                     | <b>CAPITAL PROJECTS FUND - LIBRARY LEVY</b>     |                |                           |                             |                             |                            |
| 400-4125-201                | 5201 - Library Computers                        |                |                           |                             |                             | \$16,000                   |
| <b>TAXES - LIBRARY LEVY</b> |                                                 |                |                           |                             |                             | <b>\$16,000</b>            |
| 400-422                     | <b>BORROWING-SPEC ASSESSED-SEWER</b>            |                |                           |                             |                             |                            |
| 400-423                     | <b>BORROWING-SPEC ASSESSED-ROADS</b>            |                |                           |                             |                             |                            |
| 400-4233-319                | 3319 - Street Resurfacing Program               |                |                           |                             |                             | 10,000                     |
| 400-4233-480                | 3480 - Arrowhead Redevelop - Phase I            |                |                           |                             |                             |                            |
| 400-424                     | <b>INT ON BOND PROC/ S/A PROJECTS</b>           |                |                           |                             |                             |                            |
| <b>SPECIAL ASSESSMENTS</b>  |                                                 |                | -                         | -                           | -                           | 10,000                     |
| 400-435                     | <b>STATE GRANTS</b>                             |                |                           |                             |                             |                            |
| 400-435 -                   | <b>PRIOR YEAR STATE GRANTS</b>                  | -              | -                         | -                           | -                           |                            |
| 400-4353-319                | 3319 - Street Resurfacing Program               | -              | -                         | (54,883)                    | (54,883)                    | 55,000                     |
| 400-4353-463                | 3463 - Cannonball & Capital City Trail Projects | -              | -                         | -                           |                             |                            |
| <b>STATE GRANTS</b>         |                                                 | -              | -                         | (54,883)                    | (54,883)                    | 55,000                     |



# CAPITAL PROJECTS FUND

FUND NUMBER 400

| ACCOUNT #      | ACCOUNT DESCRIPTION                             | 2013<br>ACTUAL | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/2014 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
|----------------|-------------------------------------------------|----------------|---------------------------|-----------------------------|-----------------------------|----------------------------|
| <b>400-436</b> | <b>EXPENDITURE RESTRAINT</b>                    |                |                           |                             |                             |                            |
| 400-4355-000   |                                                 | -              | MEMO ONLY:                | -                           |                             |                            |
| 400-4361-005   | 1005 - Computer Replacement Program             | -              | 40,000                    | -                           |                             | 35,000                     |
| 400-4361-008   | 1008 - Computer Replacement Pgrm-Fire           | -              | 8,000                     | -                           |                             | 8,000                      |
| 400-4361-012   | 1012 - Information Technology Upgrade and Repl  | -              | 80,000                    | -                           |                             | 80,000                     |
| 400-4361-016   | 1016 - Telephone System Replacement             | 9,925          | 10,000                    | -                           | 10,000                      | 100,000                    |
| 400-4361-018   | 1018 - Old City Hall Demolition                 | -              | 100,000                   | -                           | 100,000                     |                            |
| 400-4361-024   | 1024 - Website & E-Mail Upgrades                | 72,900         | -                         | -                           |                             |                            |
| 400-4361-028   | 1028 - Election Equipment                       | -              | -                         | -                           |                             | 16,800                     |
| 400-4361-029   | 1029 - Library Solar Array                      | -              | -                         | -                           |                             | 20,000                     |
| 400-4361-030   | 1030 - Logo Implementation & Wayfinding Signs   | -              | 20,000                    | -                           | 20,000                      | 10,000                     |
| 400-4361-032   | 1032 - Exercise Equip Replacement               | -              | -                         | -                           |                             | 5,000                      |
| 400-4361-033   | 1033 - Data Center Uninterruptible Pwr Supply   | -              | -                         | -                           |                             | 48,000                     |
| 400-4362-014   | 2014 - GIS System Maintenance & Upgrades        | -              | 18,382                    | -                           | 18,382                      |                            |
| 400-4362-109   | 2109 - Replacement of Mobile Video Cameras      | -              | 3,500                     | -                           | 3,500                       |                            |
| 400-4362-121   | 2121 - Ballistic Vests (PD)                     | -              | 26,233                    | -                           | 26,233                      |                            |
| 400-4362-130   | 2130 - Admin Vehicle Replace (PD)               | -              | 25,000                    | -                           | 2,500                       |                            |
| 400-4362-133   | 2133 - Lightbar Replacement (PD)                | 12,000         | -                         | -                           |                             |                            |
| 400-4362-134   | 2134 - Fleet Vehicle Replacement (PD)           | 27,000         | -                         | -                           |                             |                            |
| 400-4362-135   | 2135 - Fleet Vehicle Replacement #63            | -              | -                         | -                           |                             | 27,000                     |
| 400-4362-245   | 2245 - Replacement of 2002 staff vehicle (Fire) | 60,500         | -                         | -                           |                             |                            |
| 400-4362-251   | 2251 - Replacement of 2004 Staff Vehicle        | -              | -                         | -                           |                             | 55,000                     |
| 400-4362-303   | 2303 - Fitch-Rona Equipment Replacement         | -              | 26,946                    | -                           | 26,946                      |                            |
| 400-4362-306   | 2306 - Fitch-Rona Protective Gear               | -              | 5,687                     | -                           | 5,687                       |                            |
| 400-4363-101   | 3101 - Streets/PW Equip Replacement Plan        | 140,000        | -                         | -                           |                             |                            |
| 400-4363-319   | 3319 - Street Resurfacing Program               | 75,000         | -                         | -                           |                             |                            |
| 400-4366-260   | 6260 - House on FH & Irish                      | -              | -                         | -                           |                             | 15,000                     |
| 400-436302     | 6302 - City Campus Building Systems Replacement | -              | -                         | -                           |                             |                            |
| 400-436351     | 6351 - Senior Ctr/Community Ctr Furnishings     | -              | -                         | -                           |                             | 37,045                     |
|                | EXPENDITURE RESTRAINT                           | 397,325        | 363,748                   | -                           | 213,248                     | 456,845                    |
|                | OTHER INTERGOVERNMENTAL                         |                | -                         |                             |                             |                            |
| <b>400-437</b> | <b>COUNTY GRANTS</b>                            |                |                           |                             |                             |                            |
| 400-437 -      |                                                 |                | -                         | -                           |                             |                            |
| <b>400-438</b> | <b>CO SHARE OF PROJECTS</b>                     |                |                           |                             |                             |                            |
| 400-438 -      |                                                 | -              | -                         | 250,000                     | 250,000                     |                            |
| <b>400-439</b> | <b>GRANTS - OTHER SHARE</b>                     |                |                           |                             |                             |                            |
| 400-4390-000   | OTHER GOVERNMENTS - SHARE OF CAP PROJECTS       | -              | -                         | -                           |                             |                            |
| 400-4392-133   | Police Grant - Lightbars                        | -              | -                         | -                           |                             |                            |
| <b>400-440</b> | <b>AMOUNT TO BE REIMBURSED BY FUTURE TID's</b>  |                |                           |                             |                             |                            |
| 400-4403-480   | 3480 - Arrowwood Redevelopment - Phase I        | -              | -                         | -                           |                             |                            |
|                | OTHER INTERGOVERNMENTAL                         | -              | -                         | 250,000                     | 250,000                     | -                          |
|                | <b>TOTAL INTERGOVERNMENTAL REVENUES</b>         | 397,325        | 363,748                   | 195,117                     | 408,365                     | 511,845                    |
| <b>400-462</b> | <b>IMPACT FEES RECEIVED</b>                     |                |                           |                             |                             |                            |
| 400-4620-330   | FIRE IMPACT FEES RECEIVED (#330)                | 196,154        | 65,000                    | 32,498                      | 65,000                      |                            |
|                | <b>PUBLIC CHARGES FOR SERVICES</b>              | \$196,154      | \$65,000                  | \$32,498                    | \$65,000                    | \$0                        |
| <b>400-481</b> | <b>INTEREST INCOME</b>                          |                |                           |                             |                             |                            |
| 400-481 -      |                                                 | 2,547          | 34,537                    | 9                           | 34,537                      |                            |
| 400-4815-050   | Interest from SUD - Sodfather Repayment         |                |                           |                             |                             |                            |
| <b>400-482</b> | <b>DEVELOPER CONTRIBUTIONS</b>                  |                |                           |                             |                             |                            |
| 400-482 -      |                                                 | -              | -                         | -                           |                             |                            |

# CAPITAL PROJECTS FUND

FUND NUMBER 400

| ACCOUNT #      | ACCOUNT DESCRIPTION                            | 2013<br>ACTUAL   | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/2014 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
|----------------|------------------------------------------------|------------------|---------------------------|-----------------------------|-----------------------------|----------------------------|
| <b>400-485</b> | <b>DONATIONS</b>                               |                  |                           |                             |                             |                            |
| 400-4850-303   | 303 - Donations - Senior Center Programs       | 9,889            | 2,000                     | 4,430                       | 4,430                       | 2,000                      |
| 400-4850-311   | 311 - Senior Concerts                          | 3,900            | 4,000                     | 8,800                       | 8,800                       | 6,000                      |
| 400-4850-341   | 341 - Donations - Recreation                   | -                | -                         | -                           | -                           |                            |
| 400-4850-345   | 345 - Donations - Parks                        | 5,200            | -                         | 1,114                       | 1,114                       |                            |
| 400-4856-312   | 6312 - Splash Pad                              | (6,340)          | -                         | 11,900                      | 11,900                      |                            |
| 400-485 -      | DONATIONS - OTHER                              | 31,345           | -                         | 4,897                       | 4,897                       |                            |
|                | <b>DONATIONS</b>                               | <b>43,994</b>    | <b>6,000</b>              | <b>31,142</b>               | <b>31,142</b>               | <b>8,000</b>               |
| <b>400-488</b> | <b>SALE OF FIXED ASSETS</b>                    |                  |                           |                             |                             |                            |
| 400-4882-130   | 2130 - Sale of Admin Vehicle (PD)              |                  |                           |                             |                             | 1,000                      |
| 400-4882-135   | 2135 - Sale of Fleet Vehicle #63               |                  |                           |                             |                             |                            |
| 400-4882-243   | 2243 - Sale of SCBA Equipment                  | -                | -                         | -                           | -                           |                            |
| 400-4882-245   | 2245 - Sale of Fire Staff Vehicle              | -                | -                         | 4,224                       | 4,224                       |                            |
| 400-4882-251   | 2251 - Replacement of 2004 Staff Vehicle       |                  |                           |                             |                             | 2,000                      |
| 400-4882-256   | 2256 - Replacemt Hurst Extrication Equip       |                  |                           |                             |                             | 15,000                     |
| 400-4883-101   | 3101 - Sale of Highway Equipment               |                  |                           |                             |                             | 48,500                     |
| 400-4886-210   | 6210 - Sale of Parks Equipment                 | 24,600           | -                         | -                           | -                           |                            |
| <b>400-489</b> | <b>MISCELLANEOUS REVENUES</b>                  |                  |                           |                             |                             |                            |
| 400-4890-366   | MISC INC - LIBRARY REIMB MCF                   | (185,479)        | -                         | -                           |                             |                            |
| 400-4891-010   | MISC INC-LIBRARY REIMB                         | 556,821          | -                         | -                           |                             |                            |
| 400-4894-102   | MISC INC-RAILROAD                              | -                | -                         | -                           |                             |                            |
| 400-4895-050   | MISC INC-SODFATHR CITY PORTION                 | 83,271           | -                         | -                           |                             |                            |
| 400-4893-463   | CANNONBALL SPAN CONTRIB - PAUL                 | 46,750           | -                         | -                           |                             |                            |
|                | <b>MISCELLANEOUS REVENUES</b>                  | <b>572,504</b>   | <b>40,537</b>             | <b>35,375</b>               | <b>69,902</b>               | <b>74,500</b>              |
| <b>400-490</b> | <b>PROCEEDS FROM LONG TERM DEBT</b>            |                  |                           |                             |                             |                            |
| 400-4901-021   | 1021 - Maintenance Facility Expansion          | -                | 750,000                   | -                           | 750,000                     |                            |
| 400-4901-022   | 1022 - Enterprise Content Management System    | -                | 88,500                    | -                           | 88,500                      |                            |
| 400-4901-035   | 1035 - Video Security System Upgrade           |                  |                           |                             |                             | 95,000                     |
| 400-4902-220   | 2220 - Refurbish Fire Station #1               | -                | 78,000                    | -                           | 78,000                      |                            |
| 400-4902-241   | 2241 - Refurbish Fire Station #2               |                  |                           |                             |                             | 100,000                    |
| 400-4902-249   | 2249 - Future Fire Sta. Land & Bldgs           |                  |                           |                             |                             | 300,160                    |
| 400-4902-256   | 2256 - Replacement of Hurst Extrication Equip  |                  |                           |                             |                             | 108,500                    |
| 400-4902-302   | 2302 - Ambulance Replacement                   | 115,775          | -                         | -                           |                             | 117,952                    |
| 400-4903-319   | 3319 - Street Resurfacing Program              | -                | 250,000                   | -                           | 250,000                     | 225,000                    |
| 400-4903-468   | 3468 - Lacy Rd Comm Ctr to Syene Rd            |                  |                           |                             |                             | 300,000                    |
| 400-4906-210   | 6210 - Parks Equipment Replacement Plan        | 70,293           | -                         | -                           |                             |                            |
| 400-4906-212   | 6212 - McKee Farms Park Improvements           |                  |                           |                             |                             | 70,000                     |
| 400-4906-257   | 6257 - Huegel/Jamestown Park Improvements      | -                | -                         | -                           |                             | 200,000                    |
| 400-4906-259   | 6259 - Park System Improvements                | 51,686           | 60,000                    | -                           | 60,000                      | 60,000                     |
| 400-4906-301   | 6301 - City Campus Improvements                | 131,745          | -                         | -                           |                             |                            |
| 400-4906-312   | 6312 - Splash Pad                              | 242,923          | -                         | (3,900)                     | -                           |                            |
|                | <b>TOTAL PROCEEDS FROM DEBT</b>                | <b>\$612,422</b> | <b>\$1,226,500</b>        | <b>(\$3,900)</b>            | <b>\$1,226,500</b>          | <b>\$1,576,612</b>         |
| <b>400-491</b> | <b>INTEREST OR PREMIUM ON BOND/NOTE ISSUES</b> |                  |                           |                             |                             |                            |
| 400-491 -      |                                                | -                | -                         | -                           |                             |                            |
| <b>400-492</b> | <b>TRANSFER FROM GENERAL FUND</b>              |                  |                           |                             |                             |                            |
| 400-492 -      |                                                | 230,400          | -                         | -                           |                             |                            |
| 400-4921-019   | 1019 - Facilities Study                        |                  |                           |                             |                             |                            |
| <b>400-493</b> | <b>TRANSFER FROM PARK DEDICATION</b>           |                  |                           |                             |                             |                            |
| 400-4936-211   | TRANS FR PARK DED-MCGAW PK IMP                 | 134,750          | 250,000                   | -                           | 250,000                     |                            |
| 400-4936-212   | TRANS FR PARK DED - MCKEE FMS                  | -                | -                         | -                           |                             |                            |
| 400-4936-230   | TRANS FR PK DED - HARLAN SP PK                 | -                | -                         | -                           |                             |                            |
| 400-4936-231   | TRANS FR PARK DED-QUARRY HILL                  | -                | -                         | -                           |                             |                            |
| 400-4936-232   | TRNS FR PARK DED-SWAN CRK PK                   | -                | -                         | -                           |                             |                            |
| 400-4936-237   | TRANS FR PARK DED-OAK MEADW PK                 | -                | -                         | -                           |                             |                            |
| 400-4936-243   | TRANS FR PARK DED-SEMINOLE GLN                 | -                | -                         | -                           |                             |                            |

| CAPITAL PROJECTS FUND<br>FUND NUMBER 400 |                                               | 2013<br>ACTUAL   | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/2014 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
|------------------------------------------|-----------------------------------------------|------------------|---------------------------|-----------------------------|-----------------------------|----------------------------|
| ACCOUNT #                                | ACCOUNT DESCRIPTION                           |                  |                           |                             |                             |                            |
| <b>400-497</b>                           | <b>TRANSFER - FACT EQUIPMENT</b>              |                  |                           |                             |                             |                            |
| 400-4971-702                             | 1702 - FACT Equipment Repl & Digital Trans    | 21,000           | 20,000                    | -                           | 20,000                      |                            |
| 400-4971-704                             | 1704 - FACT Equipment Cable Casting           |                  |                           |                             |                             | 12,000                     |
| 400-4971-705                             | 1705 - FACT Equipment - Council Chambers      | 25,000           | -                         | -                           |                             |                            |
| 400-4971-710                             | 1710 - FACT City Hall Campus Equipment        |                  |                           |                             |                             | 25,000                     |
| 400-4971-024                             | 1024 - Website/Email upgrades                 | 5,400            | -                         | -                           |                             |                            |
| <b>400-495</b>                           | <b>TRANSFER FROM CEDA - FUND 225</b>          |                  |                           |                             |                             |                            |
| 400-4951-024                             | 1024 - Website/Email upgrades                 | 5,400            | -                         | -                           |                             |                            |
| <b>400-499</b>                           | <b>FUND BALANCE APPLIED</b>                   |                  |                           |                             |                             |                            |
| 400-4990-330                             | 330 - Fire Impact Fees (to #2200)             | -                | -                         | -                           |                             |                            |
| 400-4991-000                             | 1000 - Future Capital Projects (to #2200)     | -                | -                         | -                           |                             |                            |
| 400-4991-702                             | 1702 - FACT Equipment Repl & Digital Trans    | -                | -                         | -                           |                             |                            |
| 400-4991-703                             | 1703 - FACT Equipment (Contrib to CC Expan)   | -                | -                         |                             |                             |                            |
| 400-4991-704                             | 1704 - FACT Equipment (Cable Casting)         | -                | -                         |                             |                             |                            |
| 400-4991-705                             | 1705 - FACT Equipment - Council Chambers      | -                | -                         |                             |                             |                            |
| 400-4991-708                             | 1708 - FACT Equipment - Special Opportunities | -                | -                         |                             |                             |                            |
| 400-4991-709                             | 1709 - FACT Video Provider Digital Signals    | -                | -                         |                             |                             |                            |
| 400-4991-710                             | 1710 - FACT City Hall Campus Equipment        | -                | -                         |                             |                             |                            |
| 400-4992-014                             | 2014 - GIS System Maint & Upgrades            | -                | -                         |                             |                             |                            |
| 400-4992-104                             | 2104 - Police Mobile Data Computers           |                  |                           |                             |                             | 15,000                     |
| 400-4992-105                             | 2105 - Police Computer Replacement Program    |                  |                           |                             |                             | 10,000                     |
| 400-4992-121                             | 2121 - Ballistic Vests (PD)                   |                  |                           |                             |                             |                            |
| 400-4992-238                             | 2238 - Early Warning Sirens                   |                  |                           |                             |                             | 25,000                     |
| 400-4992-241                             | 2241 - Refurbish Fire Station #2              |                  |                           |                             |                             |                            |
| 400-4992-249                             | 2249 - Future Fire Sta. Land & Bldgs          |                  |                           |                             |                             | 487,000                    |
| 400-4992-303                             | 2303 - FitchRona Equipment Replacement        | -                | 14,000                    | -                           | 14,000                      |                            |
| 400-4993-427                             | 3427 - Pedestrian & Bike System Improvements  | -                | -                         | -                           |                             |                            |
| 400-4993-450                             | 3450 - Traffic Calming Program                | -                | 15,000                    | -                           | 15,000                      | 15,000                     |
| 400-4993-463                             | 3463 - Cannonball Trail Project               | -                | -                         | -                           |                             |                            |
| 400-4995-050                             | 5050 - Sodfather - City (from SUD)            |                  |                           |                             |                             |                            |
| 400-4996-212                             | 6212 - McKee Farms Park Improvement           | -                | -                         | -                           |                             |                            |
| <b>OTHER FINANCING SOURCES</b>           |                                               | <b>421,950</b>   | <b>299,000</b>            | <b>-</b>                    | <b>299,000</b>              | <b>589,000</b>             |
| <b>TOTAL REVENUE</b>                     |                                               | <b>2,820,855</b> | <b>2,664,685</b>          | <b>932,165</b>              | <b>2,741,843</b>            | <b>3,873,343</b>           |
| * Budget Modification to Adopted CIP     |                                               |                  |                           |                             |                             |                            |
| <b>PROJECT EXPENDITURES</b>              |                                               |                  |                           |                             |                             |                            |
| <b>400-570</b>                           | <b>REIMBURSED EXPENDITURES</b>                |                  |                           |                             |                             |                            |
| 400-5700-303                             | 303 - SENIOR CTR EXP-PD BY DONATIONS          |                  | 2,000                     | 3,588                       | 3,588                       | 2,000                      |
| 400-5700-304                             | 304 - FARM FESTIVAL/AG FUND RAISERS           |                  | -                         | -                           | -                           |                            |
| 400-5700-308                             | 308 - FITCHBURG EXPLORERS EXPENDITURES        |                  | -                         | -                           | -                           |                            |
| 400-5700-311                             | 311 - SENIOR CONCERTS                         |                  | 4,000                     | 3,325                       | 4,000                       | 6,000                      |
| 400-5700-340                             | 340 - CC EQUIP-PD BY RENTALS                  |                  | -                         | -                           | -                           |                            |
| 400-5700-341                             | 341 - REC DEPT EXP PD BY DONATION             |                  | -                         | 500                         | 500                         |                            |
| 400-5700-345                             | 345 - PARK DEPT EXP PD BY DONATIONS           |                  | -                         | 1,660                       | 1,660                       |                            |
| 400-5700-350                             | 350 - CARPC CONSULTANT GRANT EXP              |                  | -                         | -                           | -                           |                            |
| 400-5704-102                             | 4102 - RAILROAD ACQUISITION/OPERATION         |                  | -                         | -                           | -                           |                            |
| <b>REIMBURSED EXPENDITURES</b>           |                                               |                  | <b>6,000</b>              | <b>9,073</b>                | <b>9,748</b>                | <b>8,000</b>               |

# CAPITAL PROJECTS FUND

FUND NUMBER 400

| ACCOUNT #           | ACCOUNT DESCRIPTION                             | 2013<br>ACTUAL | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/2014 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
|---------------------|-------------------------------------------------|----------------|---------------------------|-----------------------------|-----------------------------|----------------------------|
| <b>400-571</b>      | <b>CAPITAL EQUIPMENT - GENERAL</b>              |                |                           |                             |                             |                            |
| <b>400-5711-005</b> | 1005 - Computer Replacement Program             |                | 40,000                    | 11,105                      | 40,000                      | 35,000                     |
| <b>400-5711-008</b> | 1008 - Computer Replacement Program (Fire)      |                | 8,000                     | 4,215                       | 8,000                       | 8,000                      |
| <b>400-5711-010</b> | 1010 - Library Capital Campaign Pd Expense      |                | -                         | -                           |                             |                            |
| <b>400-5711-012</b> | 1012 - Information Technology Upgrade and Repl  |                | 80,000                    | 11,998                      | 80,000                      | 80,000                     |
| <b>400-5711-016</b> | 1016 - Telephone System Replacement             |                | 10,000                    | 702                         | 10,000                      | 100,000                    |
| <b>400-5711-018</b> | 1018 - Old City Hall Demolition                 |                | 100,000                   | -                           | 100,000                     |                            |
| <b>400-5711-019</b> | 1019 - Facilities Study                         |                |                           |                             |                             |                            |
| <b>400-5711-021</b> | 1021 - Maintenance Facility Expansion           |                | 750,000                   | 24,138                      | 750,000                     |                            |
| <b>400-5711-022</b> | 1022 - Enterprise Content Management Syste,     |                | 88,500                    | -                           | 88,500                      | 15,000                     |
| <b>400-5711-024</b> | 1024 - Website & Email Upgrades                 |                | -                         | 13,044                      | 13,044                      |                            |
| <b>400-5711-028</b> | 1028 - Election Equipment                       |                | 80,000                    | -                           | 80,000                      | 16,800                     |
| <b>400-5711-029</b> | 1029 - Library Solar Array                      |                | -                         | -                           |                             | 20,000                     |
| <b>400-5711-030</b> | 1030 - Logo Implementation & Wayfinding Signs   |                | 20,000                    | -                           | 20,000                      | 10,000                     |
| <b>400-5711-032</b> | 1032 - Exercise Equipment & Replacement         |                | -                         | -                           |                             | 5,000                      |
| <b>400-5711-033</b> | 1033 - Data Center Uninterruptible Pwr Supply   |                | -                         | -                           |                             | 48,000                     |
| <b>400-5711-035</b> | 1035 - Video Security System Upgrade            |                | -                         | -                           |                             | 95,000                     |
| <b>400-5711-201</b> | 1201 - Commerce Park Dev Fund                   |                | -                         | -                           |                             |                            |
| <b>400-5711-210</b> | 1210 - Library Construction Costs               |                | -                         | -                           |                             |                            |
| <b>400-5711-702</b> | 1702 - FACT Equip - Repl & Digital Transition   |                | 20,000                    | -                           | 20,000                      |                            |
| <b>400-5711-703</b> | 1703 - FACT - Contribution to CC Expansion      |                | -                         | -                           |                             |                            |
| <b>400-5711-704</b> | 1704 - FACT Equipmente - Cable Casting          |                | -                         | -                           |                             | 12,000                     |
| <b>400-5711-705</b> | 1705 - FACT Equipment - Council Chambers        |                | -                         | -                           |                             |                            |
| <b>400-5711-710</b> | 1710 - FACT Library Facility Contribution       |                | 25,000                    | 7,724                       | 25,000                      | 25,000                     |
| <b>400-5712-014</b> | 2014 - GIS Maintenance & Upgrades               |                | -                         | 25,527                      | 25,527                      |                            |
| <b>400-5715-201</b> | 5201 - Library Computers                        |                |                           |                             |                             | 16,000                     |
| <b>400-5716-301</b> | 6301 - Community Center Equip & Improve         |                | -                         | -                           |                             |                            |
| <b>400-5716-302</b> | 6302 - City Campus Building Syst Replacement*   |                | 100,000                   | -                           | 100,000                     | 50,000                     |
| <b>400-5716-351</b> | 6351 - Senior Ctr/Comm Ctr Furnishings          |                | 16,500                    | 11,585                      | 16,500                      | 40,000                     |
| <b>400-572</b>      | <b>CAPITAL EQUIPMENT - PUBLIC SAFETY</b>        |                |                           |                             |                             |                            |
| <b>400-5721-012</b> | 1012 - Info Tech Upgrade & Replace              |                | -                         | -                           |                             |                            |
| <b>400-5721-016</b> | 1016 - Telephone/Voice Mail Replace             |                | -                         | -                           |                             |                            |
| <b>400-5722-104</b> | 2104 - Police Mobile Data Computers             |                | 35,000                    | 741                         | 35,000                      | 35,000                     |
| <b>400-5722-105</b> | 2105 - Police Computer Replacement Program      |                | 42,000                    | 8,194                       | 42,000                      | 40,000                     |
| <b>400-5722-109</b> | 2109 - Mobile Video Cameras                     |                | 21,000                    | -                           | 21,000                      | 21,000                     |
| <b>400-5722-114</b> | 2114 - AED - Defibrillators                     |                |                           |                             |                             |                            |
| <b>400-5722-116</b> | 2116 - City Hall Video Surveillance             |                | -                         | -                           |                             |                            |
| <b>400-5722-121</b> | 2121 - Ballistic Vests (PD)                     |                |                           |                             |                             |                            |
| <b>400-5722-125</b> | 2125 - Comm Center Radio Replacement            |                | -                         | 3,913                       | 3,913                       |                            |
| <b>400-5722-129</b> | 2129 - JAG Grant Equipment                      |                | -                         | -                           |                             |                            |
| <b>400-5722-130</b> | 2130 - Admin Vehicle Replace (PD)               |                |                           |                             |                             |                            |
| <b>400-5722-132</b> | 2132 - K-9 Squad Replacement                    |                | -                         | -                           |                             |                            |
| <b>400-5722-133</b> | 2133 - Lightbar Replacement                     |                | -                         | -                           |                             |                            |
| <b>400-5722-134</b> | 2134 - Fleet Vehicle Replacement                |                | -                         | -                           |                             |                            |
| <b>400-5722-135</b> | 2135 - Fleet Vehicle Replacement #63            |                |                           |                             |                             | 28,000                     |
| <b>400-5722-200</b> | 2200 - DaneCom Local Additions                  |                | -                         | 253,940                     | 253,940                     |                            |
| <b>400-5722-205</b> | 2205 - Refurbish Tankers 6 & 8                  |                | -                         | -                           |                             |                            |
| <b>400-5722-220</b> | 2220 - Refurbish Fire Station #1                |                | 78,000                    | -                           | 78,000                      |                            |
| <b>400-5722-221</b> | 2221 - Fire Radio System                        |                | -                         | 37,054                      | 37,054                      |                            |
| <b>400-5722-230</b> | 2230 - Fire Mobile Data Computers               |                | 13,200                    | 13,736                      | 13,736                      |                            |
| <b>400-5722-241</b> | 2241 - Refurbish Fire Station #2                |                |                           |                             |                             | 100,000                    |
| <b>400-5722-245</b> | 2245 - Replacement of 2002 Staff Vehicle (Fire) |                | -                         | 1,601                       | 1,601                       |                            |
| <b>400-5722-249</b> | 2249 - Future Fire Station land & buildings     |                | -                         | 9,049                       | 9,049                       | 787,160                    |
| <b>400-5722-251</b> | 2251 - Replacement 2004 Staff Vehicle           |                |                           |                             |                             | 57,000                     |
| <b>400-5722-256</b> | 2256 - Replacemt Hurst Extrication Equip        |                |                           |                             |                             | 123,500                    |
| <b>400-5722-301</b> | 2301 - Upgrade FitchRona Radio System*          |                | -                         | -                           |                             |                            |
| <b>400-5722-302</b> | 2302 - Ambulance                                |                | -                         | -                           |                             | 117,952                    |
| <b>400-5722-303</b> | 2303 - Fitch-Rona Equipment Replacement         |                | 40,946                    | 45,891                      | 45,891                      | 13,740                     |
| <b>400-5722-306</b> | 2306 - Fitch-Rona Protective Gear               |                |                           |                             |                             |                            |

| CAPITAL PROJECTS FUND<br>FUND NUMBER 400  |                                                         | 2013<br>ACTUAL | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/2014 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
|-------------------------------------------|---------------------------------------------------------|----------------|---------------------------|-----------------------------|-----------------------------|----------------------------|
| ACCOUNT #                                 | ACCOUNT DESCRIPTION                                     |                |                           |                             |                             |                            |
| <b>400-573</b>                            | <b>CAPITAL EQUIPMENT - PUB WKS, ROADS, ROAD RELATED</b> |                |                           |                             |                             |                            |
| <b>400-5731-201</b>                       | <b>1201 - Commerce Park Dev Fund</b>                    | -              | 158                       | 158                         |                             |                            |
| <b>400-5732-014</b>                       | 2014 - GIS Maintenance & Upgrades                       | 18,382         | -                         | 18,382                      | 9,191                       |                            |
| <b>400-5732-238</b>                       | 2238 - Early Warning Sirens                             |                |                           |                             | 25,000                      |                            |
| <b>400-5733-101</b>                       | 3101 - Highway Equipment Replacement                    | 257,200        | (522)                     | 257,200                     | 309,000                     |                            |
| <b>400-5733-102</b>                       | 3102 - Public Works Radio Upgrade                       | -              | -                         |                             |                             |                            |
| <b>400-5733-317</b>                       | <b>3317 - CTH "D", Sect II Fish Hatchery Rd</b>         | -              | -                         |                             |                             |                            |
| <b>400-5733-319</b>                       | 3319 - Street Resurfacing Program                       | 710,000        | 2,706                     | 710,000                     | 790,000                     |                            |
| <b>400-5733-351</b>                       | <b>3351 - CTH PD Section I</b>                          | -              | -                         |                             |                             |                            |
| <b>400-5733-358</b>                       | 3358 - Post Road Extension                              | -              | -                         |                             |                             |                            |
| <b>400-5733-360</b>                       | 3360 - FH Road/Whalen to Shamrock                       | -              | 828                       | 828                         |                             |                            |
| <b>400-5733-363</b>                       | 3363 - FH POWERLINES TID 7                              | -              | -                         |                             |                             |                            |
| <b>400-5733-366</b>                       | 3366 - Index Road                                       | -              | -                         |                             |                             |                            |
| <b>400-5733-427</b>                       | 3427 - Ped & Bike System Improvements*                  | 50,500         | 46,993                    | 50,500                      | 80,000                      |                            |
| <b>400-5733-450</b>                       | 3450 - Traffic Calming Program                          | 15,000         | -                         | 15,000                      | 15,000                      |                            |
| <b>400-5733-462</b>                       | 3462 - HAIGHT FARM BRIDGE                               | -              | 13,674                    | 13,674                      |                             |                            |
| <b>400-5733-463</b>                       | 3463 - Rolfsmeyer Road                                  | -              | 1,141                     | 1,141                       |                             |                            |
| <b>400-5733-468</b>                       | 3468 - Lacy Rd Comm Ctr to Syene Rd                     |                |                           |                             | 300,000                     |                            |
| <b>400-5733-470</b>                       | 3470 - Badger State Trail                               | -              | -                         |                             |                             |                            |
| <b>400-5733-473</b>                       | 3473 - MCCOY ROAD                                       | -              | -                         |                             |                             |                            |
| <b>400-5733-479</b>                       | 3479 - Update Street Lighting                           |                |                           |                             | 15,000                      |                            |
| <b>400-5733-480</b>                       | 3480 - Arrowhead Redevelopment Phase I                  | 3,700,000      | 308,937                   | 3,700,000                   |                             |                            |
| <b>400-5734-101</b>                       | <b>4101 - Syene Sanitary Sewer Intercept</b>            | -              | -                         |                             |                             |                            |
| <b>400-5734-630</b>                       | 4630 - Verona Rd Utilty Relocation & Related            |                |                           |                             | 25,000                      |                            |
| <b>400-5753-008</b>                       | <b>5008 - TID #8 Exp - Brown</b>                        | -              | -                         |                             |                             |                            |
| <b>400-5735-503</b>                       | <b>5503 - US HWY 14 INTERCHANGE</b>                     | -              | -                         |                             |                             |                            |
| <b>400-576</b>                            | <b>CAPITAL PROJECTS - PARK IMPROV/EQUIP</b>             |                |                           |                             |                             |                            |
| <b>400-5766-210</b>                       | 6210 - Parks Equipment Replacement*                     | -              | 5,406                     | 5,406                       |                             |                            |
| <b>400-5766-211</b>                       | 6211 - McGaw Park                                       | 295,000        | 6,851                     | 295,000                     |                             |                            |
| <b>400-5766-212</b>                       | 6212 - McKee Farms Park Improvements                    | 100,000        | 3,593                     | 100,000                     | 70,000                      |                            |
| <b>400-5766-221</b>                       | 6221 - Neighborhood Parks Improvements                  | 38,700         | 24,505                    | 38,700                      | 53,000                      |                            |
| <b>400-5766-223</b>                       | 6223 - Quarry Ridge                                     | -              | -                         |                             |                             |                            |
| <b>400-5766-230</b>                       | 6230 - Harlan Sprague Park Areas                        | -              | 425                       | 425                         |                             |                            |
| <b>400-5766-231</b>                       | 6231 - Quarry Hill Park Development                     | -              | 1,035                     | 1,035                       |                             |                            |
| <b>400-5766-232</b>                       | 6232 - Swan Creek Park Development                      | -              | -                         |                             |                             |                            |
| <b>400-5766-234</b>                       | 6234 - Dawley Conservancy                               | -              | 94,765                    | 94,765                      |                             |                            |
| <b>400-5766-237</b>                       | 6237 - Oak Meadow Parfk                                 | -              | -                         |                             |                             |                            |
| <b>400-5766-238</b>                       | 6238 - Nevin Green                                      | -              | -                         |                             |                             |                            |
| <b>400-5766-241</b>                       | 6241 - King James Way Park                              | -              | -                         |                             |                             |                            |
| <b>400-5766-243</b>                       | 6243 - Seminole Glen Park                               | -              | -                         |                             |                             |                            |
| <b>400-5766-255</b>                       | 6255 - Jamestown Parkland                               |                |                           |                             |                             |                            |
| <b>400-5766-257</b>                       | 6257 - Huegel-Jamestown Park Improvements               | -              | -                         |                             | 200,000                     |                            |
| <b>400-5766-259</b>                       | 6259 - Park System Improvements                         | 60,000         | 36,221                    | 60,000                      | 60,000                      |                            |
| <b>400-5766-260</b>                       | 6260 - House on FH & Irish                              |                |                           |                             | 15,000                      |                            |
| <b>400-5766-311</b>                       | 6311 - Forestry Program                                 | -              | -                         |                             |                             |                            |
| <b>400-5766-312</b>                       | 6312 - Splash Pad                                       | -              | (10,356)                  | -                           |                             |                            |
| <b>400-5766-351</b>                       | 6351 - Sr Center/Community Center Furnishings           | -              | -                         |                             |                             |                            |
| <b>400-577</b>                            | <b>NEIGHBORHOOD STUDIES</b>                             |                |                           |                             |                             |                            |
| <b>400-5775-601</b>                       | 5601 - N STONER PRAIRIE PLAN                            | -              | -                         |                             |                             |                            |
| <b>400-578</b>                            | <b>EXPENSES FOR FUTURE TIDS</b>                         |                |                           |                             |                             |                            |
| <b>400-5785-503</b>                       | 5503 - US Highway 14 Interchange                        | -              | -                         |                             |                             |                            |
| <b>TOTAL Capital Improvement Projects</b> |                                                         |                | <b>\$6,812,928</b>        | <b>\$1,020,517</b>          | <b>\$7,279,969</b>          | <b>\$3,865,343</b>         |

**CAPITAL PROJECTS FUND**

FUND NUMBER 400

**ACCOUNT #** ACCOUNT DESCRIPTION**400-583** NEW DEBT ISS COST/DISC ON BOND

400-583 - \_\_\_\_\_

**400-5920-000** FUND BALANCE ADDED**400-5920-330** FIRE IMPACT FEES - RESERVED FUND BAL

Total Other Costs

**400-5923-100** TRANSFER TO GENERAL FUND**400-5923-202** TRANSFER TO PARK DEDICATION**400-5923-001** TRANSFER TO SUD**400-598** TRANSFER TO DEBT SERVICE**400-5980-330** 330 - Fire Impact Fees**400-5985-050** 5050 - Sodfather - City Portion (SUD repay)**400-5923-000** TRANSFER WITHIN CAPITAL PROJECTS**400-5991-000** INTERFUND TRANSFER - SPECIAL PROJECTS

Total Transfers

TOTAL EXPENSE

\* Budget Modification to Adopted CIP

| 2013<br>ACTUAL | 2014<br>ADOPTED<br>BUDGET | 2014<br>ACTUAL<br>6/30/2014 | 2014<br>CURRENT<br>ESTIMATE | 2015<br>PROPOSED<br>BUDGET |
|----------------|---------------------------|-----------------------------|-----------------------------|----------------------------|
|                | -                         | -                           |                             |                            |
|                | -                         | -                           |                             |                            |
|                | -                         | -                           | -                           | -                          |
|                | -                         | -                           |                             |                            |
|                | -                         | -                           |                             |                            |
|                | -                         | -                           | -                           | -                          |
|                | -                         | -                           |                             | -                          |
|                | -                         | -                           |                             |                            |
|                | -                         | -                           |                             |                            |
|                | \$0                       | \$0                         | \$0                         | \$0                        |
|                | \$6,818,928               | \$1,029,590                 | \$7,289,717                 | \$3,873,343                |

City of Fitchburg, WI  
Capital Improvement Program  
2015 thru 2019

**PROJECTS BY FUNDING SOURCE**

| Source                                             | Project# | Priority | 2015             | 2016             | 2017             | 2018             | 2019           | Total            |
|----------------------------------------------------|----------|----------|------------------|------------------|------------------|------------------|----------------|------------------|
| <b>Assessed</b>                                    |          |          |                  |                  |                  |                  |                |                  |
| Street Resurfacing Program                         | 3319     | 2        | 10,000           | 15,000           | 15,000           | 5,000            | 10,000         | 55,000           |
| Herman Road Realignment/Extension - AMENDED        | 3365     | 3        |                  |                  |                  | 750,000          |                | 750,000          |
| Lacy Road -Comm Center to Syene Road               | 3468     | 4        |                  |                  | 270,000          |                  |                | 270,000          |
| McKee Road Reconstruction Phase II - AMENDED       | 3481     | 3        |                  |                  |                  |                  | 60,000         | 60,000           |
| <b>Assessed Total</b>                              |          |          | <b>10,000</b>    | <b>15,000</b>    | <b>285,000</b>   | <b>755,000</b>   | <b>70,000</b>  | <b>1,135,000</b> |
| <b>Borrowing</b>                                   |          |          |                  |                  |                  |                  |                |                  |
| Library Solar Array                                | 1029     | 5        |                  | 150,000          |                  |                  |                | 150,000          |
| Video Security System Upgrade/Repl - NEW           | 1035     | 3        | 95,000           |                  |                  |                  |                | 95,000           |
| Electronic Control Devices (ECD)                   | 2126     | 1        |                  | 19,500           | 21,000           |                  |                | 40,500           |
| Refurbishment of Fire Station #2                   | 2241     | 2        | 100,000          |                  |                  |                  |                | 100,000          |
| Replacement of 1993 Aerial Ladder                  | 2247     | 2        |                  | 1,125,000        |                  |                  |                | 1,125,000        |
| Future Fire Station Land & Buildings - AMENDED     | 2249     | 2        | 300,160          |                  |                  |                  |                | 300,160          |
| Fire Engine Replacement                            | 2250     | 3        |                  |                  |                  | 1,100,000        |                | 1,100,000        |
| Replacement of SCBA                                | 2254     | 3        |                  |                  |                  | 293,543          |                | 293,543          |
| Replacement of Hurst Extrication Equip - NEW       | 2256     | 1        | 108,500          |                  |                  |                  |                | 108,500          |
| Ambulance Replacement                              | 2302     | 2        | 117,952          |                  | 120,311          | 26,134           | 105,893        | 370,290          |
| Replacement of Fitch-Rona Pagers                   | 2307     | 2        |                  |                  | 14,581           |                  |                | 14,581           |
| Street Resurfacing Program                         | 3319     | 2        | 225,000          | 200,000          | 175,000          | 150,000          | 125,000        | 875,000          |
| Herman Road Realignment/Extension - AMENDED        | 3365     | 3        |                  |                  | 150,000          | 300,000          |                | 450,000          |
| Syene Road Reconstruction - AMENDED                | 3367     | 3        |                  |                  | 100,000          | 173,000          |                | 273,000          |
| Bicycle and Pedestrian Plan Update - AMENDED - NEW | 3428     | 3        |                  | 15,000           |                  |                  |                | 15,000           |
| Lacy Road -Comm Center to Syene Road               | 3468     | 4        | 300,000          | 200,000          | 2,080,000        |                  |                | 2,580,000        |
| Seminole Highway Path                              | 3477     | 3        |                  | 50,000           | 250,000          |                  |                | 300,000          |
| Update Street Lighting                             | 3479     | 3        |                  | 168,000          |                  |                  |                | 168,000          |
| McKee Road Reconstruction Phase II - AMENDED       | 3481     | 3        |                  |                  | 50,000           |                  | 125,000        | 175,000          |
| Verona Road Utility Relocations and Related Work   | 4630     | 1        |                  |                  |                  |                  | 150,000        | 150,000          |
| McGaw Park Improvements                            | 6211     | 3        |                  | 75,000           |                  |                  |                | 75,000           |
| McKee Farms Park Improvement                       | 6212     | 3        | 70,000           | 46,500           | 40,000           |                  |                | 156,500          |
| Huegel Jamestown Park Improvements                 | 6257     | 2        | 200,000          |                  |                  |                  |                | 200,000          |
| Park System Improvements                           | 6259     | 1        | 60,000           | 60,000           | 60,000           | 60,000           | 60,000         | 300,000          |
| City Campus Building Systems Replacement           | 6302     | 3        |                  | 50,000           |                  |                  |                | 50,000           |
| <b>Borrowing Total</b>                             |          |          | <b>1,576,612</b> | <b>2,159,000</b> | <b>3,060,892</b> | <b>2,102,677</b> | <b>565,893</b> | <b>9,465,074</b> |
| <b>Cable Fund Transfer</b>                         |          |          |                  |                  |                  |                  |                |                  |
| FACT Equipment - Cable Casting                     | 1704     | 2        | 12,000           | 60,000           |                  |                  |                | 72,000           |
| FACTv New Equipment - City Hall Campus             | 1710     | 4        | 25,000           | 30,000           | 35,000           |                  |                | 90,000           |
| <b>Cable Fund Transfer Total</b>                   |          |          | <b>37,000</b>    | <b>90,000</b>    | <b>35,000</b>    |                  |                | <b>162,000</b>   |



| Source                                           | Project# | Priority  | 2015                    | 2016    | 2017    | 2018    | 2019    | Total     |
|--------------------------------------------------|----------|-----------|-------------------------|---------|---------|---------|---------|-----------|
| <b>Capital Project Levy</b>                      |          |           | <b>ERP</b>              |         |         |         |         |           |
| Computer Replacement Program                     | 1005     | 35,000 2  | <del>35,000</del> 0     | 35,000  | 35,000  | 35,000  | 35,000  | 175,000   |
| Computer Replacement Program - Fire              | 1008     | 8,000 2   | <del>8,000</del> 0      | 8,000   | 8,000   | 8,000   | 8,000   | 40,000    |
| Information Technology Upgrade and Repl          | 1012     | 80,000 1  | <del>80,000</del> 0     | 70,000  | 75,000  | 80,000  | 85,000  | 390,000   |
| Telephone System Replacement                     | 1016     | 100,000 2 | <del>100,000</del> 0    | 50,000  | 10,000  | 15,000  | 15,000  | 190,000   |
| Enterprise Content Management System             | 1022     | 2         | 15,000                  | 15,000  | 15,000  | 15,000  | 15,000  | 75,000    |
| Election Equip - Four Polling Locations          | 1028     | 16,800 3  | <del>16,800</del> 0     | 5,000   | 5,000   | 5,000   | 5,000   | 36,800    |
| Library Solar Array                              | 1029     | 20,000 5  | <del>20,000</del> 0     |         |         |         |         | 20,000    |
| Logo Implementation and Wayfinding               | 1030     | 10,000 3  | <del>10,000</del> 0     | 10,000  |         |         |         | 20,000    |
| Exercise Equipment Replacement/Addition - NEW    | 1032     | 5,000 3   | <del>5,000</del> 0      | 5,000   |         |         |         | 10,000    |
| Data Center Uninterruptible Power Supply - NEW   | 1033     | 48,000 2  | <del>48,000</del> 0     |         |         |         |         | 48,000    |
| GIS System Maintenance & Upgrades                | 2014     | 1         | 9,191                   | 9,191   | 24,745  | 16,261  | 9,191   | 68,579    |
| Police Mobile Computer Replacement Program       | 2104     | 1         | 20,000                  | 20,000  | 20,000  | 23,000  | 20,000  | 103,000   |
| Computer Replacement Program - Police            | 2105     | 1         | 30,000                  | 32,000  | 34,000  | 36,000  | 38,000  | 170,000   |
| Replacement of Mobile Video Cameras              | 2109     | 2         | 21,000                  | 36,000  |         | 28,000  | 21,000  | 106,000   |
| Ballistic Vest Replacement                       | 2121     | 1         |                         |         |         |         | 19,000  | 19,000    |
| Interview Recording Equipment                    | 2124     | 2         |                         | 15,000  |         |         |         | 15,000    |
| Crime Scene Vehicle Replacement                  | 2131     | 2         |                         | 32,000  |         |         |         | 32,000    |
| Fleet Vehicle Replacement #63                    | 2135     | 27,000 2  | <del>27,000</del> 0     |         |         |         |         | 27,000    |
| Fleet Vehicle Replacement #64                    | 2136     | 2         |                         | 27,000  |         |         |         | 27,000    |
| Fleet Vehicle Replacement #65                    | 2137     | 2         |                         |         | 27,000  |         |         | 27,000    |
| Fleet Vehicle Replacement #67 - NEW              | 2138     | 2         |                         |         | 27,000  |         |         | 27,000    |
| Fleet Vehicle Replacement #69 - NEW              | 2139     | 2         |                         |         | 25,000  |         |         | 25,000    |
| Fire Department Mobile Data Computers            | 2230     | 3         |                         | 13,200  |         | 13,200  |         | 26,400    |
| Replacement of 2004 Staff Vehicle - AMENDED      | 2251     | 55,000 3  | <del>55,000</del> 0     |         |         |         |         | 55,000    |
| Replacement of 2005 Staff Vehicle - AMENDED      | 2253     | 3         |                         | 51,000  |         |         |         | 51,000    |
| Replacement of 2007 Staff Vehicle - NEW          | 2255     | 3         |                         |         | 61,500  |         |         | 61,500    |
| Fitch-Rona Equipment Replacement                 | 2303     | 3         | 13,740                  | 13,796  | 45,264  | 15,983  | 3,141   | 91,924    |
| Protective Gear                                  | 2306     | 2         |                         |         | 17,666  |         |         | 17,666    |
| Fleet Vehicle Replacement Building Inspection    | 2408     | 2         |                         |         |         | 24,000  |         | 24,000    |
| Streets/Public Works Equipment Replacement Plan  | 3101     | 2         | 260,500                 | 470,000 | 325,000 | 265,000 | 280,000 | 1,600,500 |
| Street Resurfacing Program                       | 3319     | 2         | 500,000                 | 525,000 | 550,000 | 600,000 | 625,000 | 2,800,000 |
| Pedestrian and Bike System Improvements          | 3427     | 3         | 80,000                  | 94,000  | 54,000  | 61,000  | 71,000  | 360,000   |
| Traffic Calming Program                          | 3450     | 3         |                         | 2,000   | 15,000  | 15,000  | 15,000  | 47,000    |
| Update Street Lighting                           | 3479     | 3         | 15,000                  |         |         |         |         | 15,000    |
| Verona Road Utility Relocations and Related Work | 4630     | 1         | 25,000                  | 25,000  | 30,000  | 25,000  | 25,000  | 130,000   |
| Neighborhood Forestry Improvements               | 6221     | 2         | 53,000                  | 50,500  | 55,500  | 60,500  | 60,500  | 280,000   |
| House on Fish Hatchery and Irish                 | 6260     | 15,000 2  | <del>15,000</del> 0     |         |         |         |         | 15,000    |
| Nine Springs Golf Course - NEW                   | 6261     | 3         |                         | 55,000  | 55,000  | 55,000  | 55,000  | 220,000   |
| Parking Lot Maintenance - NEW                    | 6262     | 3         |                         | 50,000  | 50,000  | 50,000  | 50,000  | 200,000   |
| City Campus Building Systems Replacement         | 6302     | 3         | 50,000                  | 50,000  | 50,000  | 50,000  | 50,000  | 250,000   |
| Senior/Community Center Furnishings              | 6351     | 37,045 2  | <del>40,000</del> 29,55 | 14,000  | 10,000  | 10,000  | 10,000  | 84,000    |

Capital Project Levy Total \$456,845  
ERP

1,552,231 1,782,887 1,624,875 1,505,944 1,514,832 7,980,369  
1,095,386

#### Contribution from Other Entities

|                                              |      |   |  |           |  |  |         |           |
|----------------------------------------------|------|---|--|-----------|--|--|---------|-----------|
| McKee Road Reconstruction Phase II - AMENDED | 3481 | 3 |  |           |  |  | 425,000 | 425,000   |
| McKee Road Powerline Undergrounding          | 5502 | 3 |  | 4,800,000 |  |  |         | 4,800,000 |
| Contribution from Other Entities Total       |      |   |  | 4,800,000 |  |  | 425,000 | 5,225,000 |

#### Fire - Impact Fees

|                                                |      |   |  |         |  |  |  |         |
|------------------------------------------------|------|---|--|---------|--|--|--|---------|
| Future Fire Station Land & Buildings - AMENDED | 2249 | 2 |  | 300,000 |  |  |  | 300,000 |
|------------------------------------------------|------|---|--|---------|--|--|--|---------|



| Source                                          | Project# | Priority | 2015    | 2016      | 2017    | 2018    | 2019      | Total     |
|-------------------------------------------------|----------|----------|---------|-----------|---------|---------|-----------|-----------|
| Fire - Impact Fees Total                        |          |          | 300,000 |           |         |         |           | 300,000   |
| Grants                                          |          |          |         |           |         |         |           |           |
| Ballistic Vest Replacement                      | 2121     | 1        |         |           |         |         | 1,400     | 1,400     |
| Street Resurfacing Program                      | 3319     | 2        | 55,000  |           | 55,000  |         | 55,000    | 165,000   |
| Syene Road Reconstruction - AMENDED             | 3367     | 3        |         |           |         | 507,000 |           | 507,000   |
| Lacy Road -Comm Center to Syene Road            | 3468     | 4        |         |           | 800,000 |         |           | 800,000   |
| McKee Road Reconstruction Phase II - AMENDED    | 3481     | 3        |         |           |         |         | 1,150,000 | 1,150,000 |
| Grants Total                                    |          |          | 55,000  |           | 855,000 | 507,000 | 1,206,400 | 2,623,400 |
| Library Levy                                    |          |          |         |           |         |         |           |           |
| Library Computers                               | 5201     | 2        | 16,000  | 17,000    | 17,000  | 18,000  | 18,000    | 86,000    |
| Library Levy Total                              |          |          | 16,000  | 17,000    | 17,000  | 18,000  | 18,000    | 86,000    |
| Payments From Other Funds                       |          |          |         |           |         |         |           |           |
| Replacement of 2007 Staff Vehicle - NEW         | 2255     | 3        |         |           | 1,500   |         |           | 1,500     |
| Payments From Other Funds Total                 |          |          |         |           | 1,500   |         |           | 1,500     |
| Proceeds from Sale/Trade In                     |          |          |         |           |         |         |           |           |
| Crime Scene Vehicle Replacement                 | 2131     | 2        |         | 3,000     |         |         |           | 3,000     |
| Fleet Vehicle Replacement #63                   | 2135     | 2        | 1,000   |           |         |         |           | 1,000     |
| Fleet Vehicle Replacement #64                   | 2136     | 2        |         | 2,000     |         |         |           | 2,000     |
| Fleet Vehicle Replacement #65                   | 2137     | 2        |         |           | 3,000   |         |           | 3,000     |
| Fleet Vehicle Replacement #67 - NEW             | 2138     | 2        |         |           | 3,000   |         |           | 3,000     |
| Fleet Vehicle Replacement #69 - NEW             | 2139     | 2        |         |           | 5,000   |         |           | 5,000     |
| Replacement of 1993 Aerial Ladder               | 2247     | 2        |         | 70,000    |         |         |           | 70,000    |
| Future Fire Station Land & Buildings - AMENDED  | 2249     | 2        |         | 1,000,000 |         |         |           | 1,000,000 |
| Fire Engine Replacement                         | 2250     | 3        |         |           |         | 100,000 |           | 100,000   |
| Replacement of 2004 Staff Vehicle - AMENDED     | 2251     | 3        | 2,000   |           |         |         |           | 2,000     |
| Replacement of 2005 Staff Vehicle - AMENDED     | 2253     | 3        |         | 2,000     |         |         |           | 2,000     |
| Replacement of SCBA                             | 2254     | 3        |         |           |         | 15,000  |           | 15,000    |
| Replacement of Hurst Extrication Equip - NEW    | 2256     | 1        | 15,000  |           |         |         |           | 15,000    |
| Fleet Vehicle Replacement Building Inspection   | 2408     | 2        |         |           |         | 1,000   |           | 1,000     |
| Streets/Public Works Equipment Replacement Plan | 3101     | 2        | 48,500  | 67,000    | 31,000  | 44,500  | 45,000    | 236,000   |
| Proceeds from Sale/Trade In Total               |          |          | 66,500  | 1,144,000 | 42,000  | 160,500 | 45,000    | 1,458,000 |
| Project Fund Balance Applied                    |          |          |         |           |         |         |           |           |
| Police Mobile Computer Replacement Program      | 2104     | 1        | 15,000  | 15,000    | 15,000  | 12,000  | 15,000    | 72,000    |
| Computer Replacement Program - Police           | 2105     | 1        | 10,000  | 10,000    | 10,000  | 10,000  | 10,000    | 50,000    |
| Early Warning Sirens                            | 2238     | 3        | 25,000  |           |         | 25,000  |           | 50,000    |
| Future Fire Station Land & Buildings - AMENDED  | 2249     | 2        | 487,000 | 700,000   |         |         |           | 1,187,000 |
| Traffic Calming Program                         | 3450     | 3        | 15,000  | 13,000    |         |         |           | 28,000    |
| Lacy Road -Comm Center to Syene Road            | 3468     | 4        |         |           | 50,000  |         |           | 50,000    |
| Greenfield Watermain Ext.                       | 4524     | 4        |         |           |         |         | 60,000    | 60,000    |
| Project Fund Balance Applied Total              |          |          | 552,000 | 738,000   | 75,000  | 47,000  | 85,000    | 1,497,000 |

| Source                                           | Project# | Priority | 2015           | 2016             | 2017             | 2018           | 2019             | Total            |
|--------------------------------------------------|----------|----------|----------------|------------------|------------------|----------------|------------------|------------------|
| <b>TIF</b>                                       |          |          |                |                  |                  |                |                  |                  |
| Intersection Signalization - NEW                 | 3103     | 3        | 160,000        |                  | 10,000           | 150,000        |                  | 320,000          |
| Fish Hatchery Road Left Turn Lane                | 3474     | 3        |                | 17,000           |                  |                |                  | 17,000           |
| McKee Road Reconstruction Phase II - AMENDED     | 3481     | 3        |                |                  | 150,000          | 750,000        | 1,140,000        | 2,040,000        |
| McKee Road Powerline Undergrounding              | 5502     | 3        |                | 1,200,000        |                  |                |                  | 1,200,000        |
| <b>TIF Total</b>                                 |          |          | <b>160,000</b> | <b>1,217,000</b> | <b>160,000</b>   | <b>900,000</b> | <b>1,140,000</b> | <b>3,577,000</b> |
| <b>Utility - Assessed</b>                        |          |          |                |                  |                  |                |                  |                  |
| Lacy Road -Comm Center to Syene Road             | 3468     | 4        |                |                  | 300,000          |                |                  | 300,000          |
| Greenfield Watermain Ext.                        | 4524     | 4        |                |                  |                  | 35,000         | 215,000          | 250,000          |
| Northeast Neighborhood Water Main Ext            | 4614     | 3        | 120,000        |                  |                  |                |                  | 120,000          |
| Verona Road Utility Relocations and Related Work | 4630     | 1        |                | 1,000,000        |                  |                |                  | 1,000,000        |
| North Water Main Loop to NE Neighborhood - NEW   | 4631     | 3        |                |                  |                  | 55,000         | 675,000          | 730,000          |
| Nine Springs North Wet Pond                      | 4705     | 3        | 35,000         | 350,000          | 25,000           | 15,000         | 10,000           | 435,000          |
| <b>Utility - Assessed Total</b>                  |          |          | <b>155,000</b> | <b>1,350,000</b> | <b>325,000</b>   | <b>105,000</b> | <b>900,000</b>   | <b>2,835,000</b> |
| <b>Utility - Non-Assessed</b>                    |          |          |                |                  |                  |                |                  |                  |
| GIS System Maintenance & Upgrades                | 2014     | 1        | 3,809          | 3,809            | 10,255           | 6,739          | 3,809            | 28,421           |
| Streets/Public Works Equipment Replacement Plan  | 3101     | 2        | 206,000        | 366,000          |                  | 27,500         | 25,000           | 624,500          |
| SCADA Communication System Upgrade               | 3104     | 2        | 50,000         |                  |                  |                |                  | 50,000           |
| Street Resurfacing Program                       | 3319     | 2        | 70,000         | 45,000           | 105,000          | 35,000         | 165,000          | 420,000          |
| Herman Road Realignment/Extension - AMENDED      | 3365     | 3        |                |                  |                  | 150,000        |                  | 150,000          |
| Syene Road Reconstruction - AMENDED              | 3367     | 3        |                |                  |                  | 80,000         |                  | 80,000           |
| Lacy Road -Comm Center to Syene Road             | 3468     | 4        |                |                  | 500,000          |                |                  | 500,000          |
| Effluent Return Line Study                       | 4523     | 5        |                | 40,000           |                  |                |                  | 40,000           |
| Schumann Drive Storm Sewer                       | 4527     | 3        |                |                  | 60,000           |                |                  | 60,000           |
| Verona Road Utility Relocations and Related Work | 4630     | 1        | 120,000        | 1,450,000        | 40,000           |                |                  | 1,610,000        |
| Well Nos. 5, 7, and 8 Maintenance - NEW          | 4633     | 3        | 120,000        |                  |                  |                |                  | 120,000          |
| Stormwater Pond Dredging and Retrofits           | 4702     | 3        | 240,000        | 150,000          | 85,000           | 115,000        | 495,000          | 1,085,000        |
| Greenway Restoration & Pond Enlargement          | 4708     | 3        |                | 225,000          | 15,000           | 10,000         | 5,000            | 255,000          |
| Fish Hatch Rd /Sun Valley Pond - NEW             | 4710     | 3        |                |                  |                  | 320,000        | 215,000          | 535,000          |
| Traceway Drive Storm Sewer Reroute - NEW         | 4711     | 3        |                | 27,000           | 225,000          | 15,000         | 10,000           | 277,000          |
| Neighborhood Forestry Improvements               | 6221     | 2        | 7,500          |                  |                  |                |                  | 7,500            |
| <b>Utility - Non-Assessed Total</b>              |          |          | <b>817,309</b> | <b>2,306,809</b> | <b>1,040,255</b> | <b>759,239</b> | <b>918,809</b>   | <b>5,842,421</b> |
| <b>Utility - Refuse and Recycling Fund</b>       |          |          |                |                  |                  |                |                  |                  |
| Compost Facility - NEW                           | 4650     | 3        | 10,000         |                  | 30,000           |                |                  | 40,000           |
| <b>Utility - Refuse and Recycling Fund Total</b> |          |          | <b>10,000</b>  |                  | <b>30,000</b>    |                |                  | <b>40,000</b>    |
| <b>Utility- Impact Fees</b>                      |          |          |                |                  |                  |                |                  |                  |
| Well 12 and Pump house                           | 4518     | 2        |                | 800,000          |                  |                |                  | 800,000          |
| Greenfield Watermain Ext.                        | 4524     | 4        |                |                  |                  | 25,000         | 325,000          | 350,000          |
| Water Tower D                                    | 4532     | 2        |                |                  | 50,000           | 1,200,000      |                  | 1,250,000        |
| Northeast Neighborhood Water Main Ext            | 4614     | 3        | 30,000         |                  |                  |                |                  | 30,000           |
| Verona Road Utility Relocations and Related Work | 4630     | 1        |                | 250,000          |                  |                |                  | 250,000          |
| North Water Main Loop to NE Neighborhood - NEW   | 4631     | 3        |                |                  |                  | 25,000         | 345,000          | 370,000          |
| Water Main Oversizing Costs - NEW                | 4632     | 3        | 15,000         | 15,000           | 15,000           | 15,000         | 15,000           | 75,000           |

| Source                     | Project# | Priority | 2015      | 2016       | 2017      | 2018      | 2019      | Total      |
|----------------------------|----------|----------|-----------|------------|-----------|-----------|-----------|------------|
| Utility- Impact Fees Total |          |          | 45,000    | 1,065,000  | 65,000    | 1,265,000 | 685,000   | 3,125,000  |
| GRAND TOTAL                |          |          | 5,052,652 | 16,984,496 | 7,616,322 | 8,125,360 | 7,573,934 | 45,352,764 |

# 2015 PROPOSED MAYORAL BUDGET:

## ADMINISTRATION

MAYOR/COUNCIL

ADMINISTRATION/HR OPERATING

MUNICIPAL COURT

## GENERAL FUND

## 5110- Mayor &amp; Council

| Account Number                | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|-------------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5110-110                  | SALARIES & WAGES - MAYOR & CC  | 50,695                       | 50,500                         | 23,891                              | 50,500                           | 50,500                     | -                                       |
| 100-5110-130                  | DIRECT FRINGE BENEFITS         | 4,131                        | 3,863                          | 2,011                               | 3,863                            | 3,863                      | -                                       |
| 100-5110-210                  | PROFESSIONAL SERVICES          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5110-245                  | COMPUTER RELATED REP & MAINT   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5110-250                  | PUBLIC NOTICES & ADVERTISEMENT | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5110-290                  | OTHER CONTRACTUAL SERVICES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5110-310                  | OFFICE SUPPLIES & POSTAGE      | -                            | 100                            | 134                                 | 275                              | 100                        | -                                       |
| 100-5110-320                  | PUBLICATIONS, DUES & SUBSCRIPT | 10,625                       | 10,470                         | 10,563                              | 10,563                           | 11,900                     | 1,430                                   |
| 100-5110-325                  | TRAINING & STAFF DEVELOPMENT   | 364                          | 500                            | 185                                 | 500                              | 500                        | -                                       |
| 100-5110-330                  | VEHICLE USE REIMBURSEMENT      | -                            | 100                            | -                                   | 100                              | 100                        | -                                       |
| 100-5110-340                  | OPERATING MATERIALS & SUPPLIES | 760                          | 1,100                          | -                                   | 1,100                            | 1,100                      | -                                       |
| 100-5110-345                  | PUBLIC INFORMATION & EDUCATION | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5110-355                  | EQUIPMENT OPERATING EXPENSE    | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5110-390                  | OTHER OPER EXP/CELEBRATIONS    | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5110-591                  | ALLOCATED BENEFIT-HEALTH INS   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5110-592                  | ALLOCATED BENEFIT-LIFE INS     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5110-593                  | ALLOCATED BENEFIT-DISABILITY   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5110-594                  | ALLOCATED BENEFIT-DENTAL INS   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| Total MAYOR & COMMON COUNCIL: |                                | 66,575                       | 66,633                         | 36,783                              | 66,901                           | 68,063                     | 1,430                                   |

-

## **2015 Budget Expenditure Detail**

**Department: Mayor & Council**

Prepared By: Tony Roach

Date Prepared: August, 2014

Review by Mayor: Sept, 2014

### **SIGNIFICANT ACCOMPLISHMENTS IN 2014:**

Continue Redevelopment Initiatives for North Fish Hatchery Neighborhood  
Approved Application to CARPC for North East and North Stoner Prairie Neighborhoods  
Approve 2015-2019 CIP  
Approve 2015 Budget  
Acquired property for new fire station locations  
Approved Nine Springs Golf Course Plan  
Approved Agreement with Dane County to reconstruct PD/McKee Road  
Approved Employee Pay Plan

### **NEW INITIATIVES FOR 2015:**

Complete New Council Orientation and Organizational Meetings  
Continue Redevelopment Initiatives for North Fish Hatchery Neighborhood  
Approve 2016-2020 CIP  
Approve 2016 Budget  
Approve Collective Bargaining Agreements with Police and Fire Unions

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                 |
| 140                                               | Per Diem for Commission & Committees<br>_____                    | Includes Per Diem for _____ members; _____ estimated _____ meetings                                                                                                                                           |                                 |
| ___                                               | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                 |
| ___                                               | _Per Diem for _____                                              | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                 |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                 |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                 |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             |                                 |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      |                                 |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             |                                 |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles |                                 |
| -290                                              | Other <b>Contractual Services - LIST:</b>                        | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       |                                 |
| <b>OPERATING SUPPLIES &amp; EXPENSE</b>           |                                                                  |                                                                                                                                                                                                               |                                 |
|                                                   | Office Supplies                                                  | General office supplies, postage,                                                                                                                                                                             |                                 |

| Account # | Account Title                                                                                                             | Usual Expenditures for this Account                                                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                             |
|-----------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| -310      | & Postage                                                                                                                 | film, project binders, copies, and misc.                                                                                                                                                                                                      | Misc Supplies and Special Mailings 100                                                                                      |
| -320      | Publications, Subscriptions & Dues                                                                                        | Professional Organization dues, reference materials or publications                                                                                                                                                                           | League of Wisconsin Municipalities 7,060<br>Dane County Cities and Villages 4,215<br>Buy Dane Local 625 (new)<br><br>11,900 |
| -323      | Uniforms & Protective Gear                                                                                                | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     |                                                                                                                             |
| -325      | <b>Training &amp; Staff Development -</b> Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | Mayor and Council<br><br><br>500                                                                                            |
| -330      | Vehicle Use Reimbursements                                                                                                | Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.                                                                                                                                              | 176 miles x .560 =<br><br>100                                                                                               |
| -335      | Vehicle Expense                                                                                                           | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              |                                                                                                                             |
| -340      | Operating Materials & Supplies                                                                                            | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | Business Luncheons 400<br>CIP Materials 100<br>Annual Report Materials 200<br>Misc 400<br><br>1,100                         |
| -345      | Public Information & Education                                                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  |                                                                                                                             |
| -350      | Repair & Maintenance Supplies                                                                                             | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                |                                                                                                                             |
| -355      | <b>Equipment Expense</b>                                                                                                  | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with</i></b>                                                                                                    |                                                                                                                             |



| Account #                          | Account Title                  | Usual Expenditures for this Account                                                                                                               | Detail of Proposed Expenditures |
|------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
|                                    |                                | <b><i>budget proposal.</i></b>                                                                                                                    |                                 |
| -360                               | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility. |                                 |
| -363                               | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                          |                                 |
| -365                               | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & stormwater charges                                             |                                 |
| -370                               | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                             |                                 |
| Other: Departmental Specific Items |                                |                                                                                                                                                   |                                 |
|                                    |                                |                                                                                                                                                   |                                 |
|                                    |                                |                                                                                                                                                   |                                 |
|                                    |                                |                                                                                                                                                   |                                 |

## GENERAL FUND

## 5141- Admin / HR

| Account Number          | Account Title                   | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|-------------------------|---------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5141-110            | SALARIES & WAGES-ADMINISTRATOR  | 225,832                      | 246,522                        | 120,182                             | 246,522                          | 259,674                    | 13,152                                  |
| 100-5141-120            | PT/LTE/SEASONAL                 | 18,035                       | 653                            | -                                   | -                                | -                          | (653)                                   |
| 100-5141-130            | DIRECT FRINGE BENEFITS          | 33,580                       | 34,860                         | 16,410                              | 34,860                           | 36,193                     | 1,333                                   |
| 100-5141-135            | LONGEVITY                       | 615                          | 690                            | 690                                 | 690                              | 585                        | (105)                                   |
| 100-5141-185            | BOND PROGRAM/FLEX MED FEES      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5141-210            | PROFESSIONAL SERVICES           | 500                          | 500                            | -                                   | 500                              | 500                        | -                                       |
| 100-5141-245            | COMPUTER RELATED REP & MAINT    | 7,530                        | 7,620                          | 7,530                               | 7,530                            | 20,000                     | 12,380                                  |
| 100-5141-250            | RECRUITMENT & TESTING - GENERAL | -                            | 600                            | 1,645                               | 1,700                            | 3,000                      | 2,400                                   |
| 100-5141-251            | PUBLIC NOTICES, ADS-PD, FD HWY  | 2,535                        | 3,000                          | -                                   | 3,000                            | 9,500                      | 6,500                                   |
| 100-5141-252            | SELECTION/TESTING-OTHER         | 606                          | 750                            | 235                                 | 750                              | 7,500                      | 6,750                                   |
| 100-5141-253            | SELECTION/TESTING, PD, FD HWY   | 8,314                        | 12,000                         | 10,901                              | 12,000                           | 1,500                      | (10,500)                                |
| 100-5141-290            | EMPLOYEE ASSISTANCE PROGRAM     | 3,840                        | 4,000                          | 1,920                               | 4,000                            | 4,000                      | -                                       |
| 100-5141-310            | OFFICE SUPPLIES & POSTAGE       | 340                          | 750                            | 101                                 | 750                              | 450                        | (300)                                   |
| 100-5141-320            | PUBLICATIONS, DUES & SUBSCRIPT  | 1,528                        | 1,630                          | 16,808                              | 17,000                           | 1,680                      | 50                                      |
| 100-5141-325            | TRAINING & STAFF DEVELOPMENT    | 2,123                        | 6,100                          | 1,805                               | 6,100                            | 6,100                      | -                                       |
| 100-5141-330            | VEHICLE USE REIMBURSEMENT       | 369                          | 850                            | -                                   | 850                              | 850                        | -                                       |
| 100-5141-340            | OPERATING MATERIALS & SUPP      | 1,858                        | 1,000                          | 239                                 | 1,000                            | 1,000                      | -                                       |
| 100-5141-355            | EQUIPMENT OPERATING EXPENSE     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5141-363            | COMMUNICATIONS EXPENSE          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5141-390            | OTHER OPERATING EXPENSE         | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5141-395            | EQUIPMENT REPLACEMENT RESERV    | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5141-591            | ALLOCATED BENEFIT-HEALTH INS    | 36,181                       | 39,709                         | 19,259                              | 39,709                           | 23,724                     | (15,985)                                |
| 100-5141-592            | ALLOCATED BENEFIT-LIFE INS      | 967                          | 969                            | 485                                 | 969                              | 979                        | 10                                      |
| 100-5141-593            | ALLOCATED BENEFIT-DISABILITY    | -                            | 1,069                          | -                                   | -                                | 1,106                      | 37                                      |
| 100-5141-594            | ALLOCATED BENEFIT-DENTAL INS    | 3,347                        | 3,348                          | 1,580                               | 3,348                            | 3,347                      | (1)                                     |
| Total ADMINISTRATOR/HR: |                                 | 348,100                      | 366,620                        | 199,790                             | 381,278                          | 381,688                    | 15,068                                  |

## 2015 Budget Expenditure Detail

**Department:**        **Administration/Human Resources**

Prepared By:        Tony Roach/Lisa Sigurslid

Date Prepared:        August 14, 2014

Review by Mayor:        September, 2014

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

- Coordinate consultant organizational climate analysis of Fire Department
- Facilitated ownership transfer of rail line to Wisconsin River Rail Transit Commission
- Work with departments and vendors to prepare for Danecom
- Coordinate transition from Update Newsletter to Fitchburg Star Newspaper
- Participate in planning, functional exercise and EOC activation for active shooter drill
- Negotiated McKee Road reconstruction agreement with County
- Participated in Concerts at McKee planning committee
- Negotiated with various developers and business owners for TID participation
- Initiated Space Needs Study and Transit Alternatives Study
- Attend Fire Station Oversight Committee meetings
- Recruited and hired Executive Assistant, Finance Director, City Clerk and Public Works Director
- Other Recruitment Statistics for 01/01/14 through 07/31/14:
  - 928 applications received
  - 260 interviews scheduled
  - 37 people hired (includes regular full-time, part-time, seasonal, etc.)
- Completed comprehensive pay study for all non-represented positions, seasonal staff, and paid on-call staff.
- Employee Policy Manual and most benefit documents/forms available online through staff intranet.

### NEW INITIATIVES FOR 2015:

- Implement new pay plan
- Develop and implement pay for performance program
- New Council Orientation
- Negotiate Collective Bargaining Agreements with Police, Fire and Teamsters

|                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |  |                                 |      |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|---------------------------------|------|
| <b>City of Fitchburg</b>                                    | <b>FISCAL ESTIMATE FOR<br/>NEW PROPOSAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                   |  | Proposal #                      | 1(a) |
| Sponsor/Department:                                         | Lisa Sigurslid/Administration/HR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |  | Original (x)                    | X    |
| Title/subject:                                              | Online Performance Management tracking system<br>with employee onboarding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |  | Supplemental (x)                |      |
| Mandatory -<br>Required by                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Permissive<br>(x) |  | <b>NO FISCAL<br/>IMPACT (x)</b> |      |
| <b>Brief Justification:</b><br>(Area will expand as needed) | <p>As part of the 2014 employee compensation and classification study the City elected to move towards a pay for performance model of compensation. This type of system requires managers and supervisors to become more actively involved in developing their staff by providing coaching, performance appraisals, and possibly improvement plans. This also means more time spent by HR on recordkeeping and coaching and training supervisors on the process. The performance management module offered by NeoGov automates the appraisal process and streamlines HR functions and approval processes. (\$4,000 one-time cost for setup and training plus \$8,200 per year licensing)</p> <p>In addition to the performance management module, the onboarding module allows HR to streamline the onboarding of new staff members. It provides new employees with an online portal prior to hire in which they can complete paperwork, review organizational structure, view orientation materials, and much more. Most importantly, this module will integrate with the new HRIS module set to be released within the next year that will allow HR to seamlessly transfer information into the payroll system, a process which is currently completely manual. (\$4,000 one-time cost for setup and training plus \$5,852 per year licensing)</p> |                   |  |                                 |      |

| Projected Costs                                                                    | Account #<br>(new**)                                                          | This Year:<br>Increase<br>(Decrease) | Subseq<br>Years \$ | FUNDING SOURCE |        |       |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------|--------------------|----------------|--------|-------|
|                                                                                    |                                                                               |                                      |                    | Tax Levy       | Grants | Other |
| Personnel Costs<br>Employee requests must include supplemental detail              | To be completed by Finance Director based on the supplemental detail provided |                                      |                    |                |        |       |
| Contractual - Engineering, Consultants                                             |                                                                               |                                      |                    |                |        |       |
| Operating Costs:                                                                   |                                                                               | \$22,052                             | \$14,052           | \$22,052       |        |       |
| NON CAP Equipment      Submit Detail                                               |                                                                               |                                      |                    |                |        |       |
| TOTAL ESTIMATED<br>Amounts will total automatically - use Table Toolbar, Calculate |                                                                               | \$22,052                             | \$14,052           | \$22,052       |        |       |

## LONG RANGE FINANCIAL IMPLICATIONS:

|                                                                                                            |                |           |            |
|------------------------------------------------------------------------------------------------------------|----------------|-----------|------------|
| If <b>funded</b> , 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 <b>not funded</b> this year, should this be considered for Future Budget? (YES/NO)                      |                | Yes       |            |
| Prepared by                                                                                                | Lisa Sigurslid | Date      | 08/14/2014 |
| Approved by                                                                                                |                | Date      |            |

# Perform

Perform automates year-end and probationary employee appraisals while enabling your HR team to streamline and automate manual processes. Communicate performance expectations to employees, measure competencies and goals, and generate reports to efficiently manage your evaluation process.



## FEATURES



Configurable performance evaluation forms



Competency and goal management



360 feedback and self evaluations



Overdue notifications and email reminders



Automated workflow and approval routing



Configurable reports and dashboards



## Feature

## Benefit

|                                             |                                                                                                                                                                                                           |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Configurable Performance Evaluations</b> | Allows agencies to design their own performance evaluations. They have the option to select a pre-defined template or create a form from scratch.                                                         |
| <b>Team Grouping</b>                        | Allows agencies to group employees into teams. This enables managers to evaluate performance on employees that are not necessarily in their direct reporting chain.                                       |
| <b>Goal Library</b>                         | Allows agencies to add, modify and share goals across their organization. The manager can easily access the goal library and select a goal.                                                               |
| <b>Competency Modeling</b>                  | Allows agencies to develop their own specific competency structure. The agency can specify levels and add competencies to the levels as needed based on their business requirements.                      |
| <b>Shareable Competency Content</b>         | Allows agencies to share content across multiple agencies.                                                                                                                                                |
| <b>Goal Copying</b>                         | Allows agencies to copy an existing goal.                                                                                                                                                                 |
| <b>Ability to Re-use Goals</b>              | Enables a manager to re-use a goal previously added to another employee's performance evaluation.                                                                                                         |
| <b>Org Charts</b>                           | Provides a visual representation of the organizational structure. Neogov org chart will also provide position control capabilities.                                                                       |
| <b>360 Feedback</b>                         | Allows the organization to fully evaluate employees by enabling the requesting of feedback via Managers, Peers and other employees.                                                                       |
| <b>Dashboards</b>                           | Allows agencies to quickly assess and evaluate and measure performance progress across their organization.                                                                                                |
| <b>Archiving Forms</b>                      | Allows agencies to save previously completed performance evaluations.                                                                                                                                     |
| <b>Uploading Content</b>                    | Allows agencies to import scanned documents. This enables all performance related documentation to be saved in one central location.                                                                      |
| <b>Configurable Workflow</b>                | Allows agencies to create and manage a configured performance workflow. This enables users to easily view and monitor their progression through performance stages.                                       |
| <b>Ability to Design Custom Forms</b>       | Allows agencies to design their own performance evaluations.                                                                                                                                              |
| <b>Form Templates</b>                       | Allows agencies to select from a list of pre-configured forms.                                                                                                                                            |
| <b>Selectable Color Palettes</b>            | Allows agencies to customize their layout by selecting from a list of pre-developed color palettes.                                                                                                       |
| <b>User Proxy</b>                           | Allows agency users to assign a user to log into their application to complete performance related tasks.                                                                                                 |
| <b>Configurable Rating Scales</b>           | Allows agencies to create and manage their own configurable rating scales. The agency can define different scales for competency and goal sections within an evaluation.                                  |
| <b>Batch Form creation</b>                  | Allows agencies to generate batch evaluations. The agency can send these in 'real-time' or schedule the generation for a later pre-defined date and time.                                                 |
| <b>Goal Alignment</b>                       | Allows agencies to align individual goals with strategic organizational objectives.                                                                                                                       |
| <b>Goal Hierarchy</b>                       | Allows agencies to define a goal structure.                                                                                                                                                               |
| <b>Development Goals</b>                    | Allows agencies to define development specific goals. These can then be added to performance evaluations if necessary.                                                                                    |
| <b>Writing Assistant - Shared Content</b>   | Allows agencies to create and share competency specific writing assistant text which provides managers with text suggestions based on the level of the employee's performance on a particular competency. |

### The User Interface will list tasks, including:

- **Goal Tasks**  
These are generated from the Due date associated with a Goal.
- **Evaluation Tasks**  
These are generated from Due dates identified when the Administrator user role added steps to the workflow.
- **User Generated Tasks**  
The user also has the ability to add their own user specific custom tasks.

### The User Interface will identify action items, including:

- ✕ Manage My Goals (Employee Role assigned)
- ✕ View My Competencies (Employee Role assigned)
- ✕ My Evaluations (Employee Role assigned)
- ✕ Manage My Employees (Manager Role assigned)
- ✕ Manage My Teams (Manager Role assigned)
- ✕ Manage My Reports (Manager / HR/Administrator Role assigned)
- ✕ Administration (HR/Administrator Role assigned)



# NEOGOV<sup>TM</sup>

## Performance Evaluation Screenshots

*An automated and paperless performance  
process specific to government agencies.*

Gareth Lewis

310 6585776

[glewis@neogov.com](mailto:glewis@neogov.com)





## Organizational Chart

Visualize your workforce on the automatically generated organizational chart. Easy to use features let your drag-and-drop employees and point-and-click your way to view employee scorecards and assign goals.

- Visualize your Workforce
- Understand Organizational Structure
- Manage Changes to Align with Goals
- Identify Competency Gaps Between Employees



# Employee Performance Dashboard

NEOGOV™

Firefox 2.0.0.6

Dashboard x Leads - salesforce.com - Enter... Leads Tasha Wabin - salesforce... Contact Karen Lundin - sales... Leads Mary Jo Wiesler - sales... x

https://performance.neogov.com/Employee/Details/87cd356679d9849ed80dcd7d671172#0ashboard

NEOGOV - Calendar Price NG Products of Calendar of Sales Sheet of GL Sales Sheet of LeadCall Dashb of Insight HR Demo Site of Insight Jobs Saved Cont... SalaryStudy

NEOGOV

Employees Performance Evaluations Goals Competencies Positions Administrative Trainings Reports ON Forms

My Dashboard

Mannij Talento  
Department Director

My Dashboard

- Employee
- Performance
- Onboarding
- Activity Stream
- Reports
- Org Chart
- Manager
- Direct Reports

My Tasks

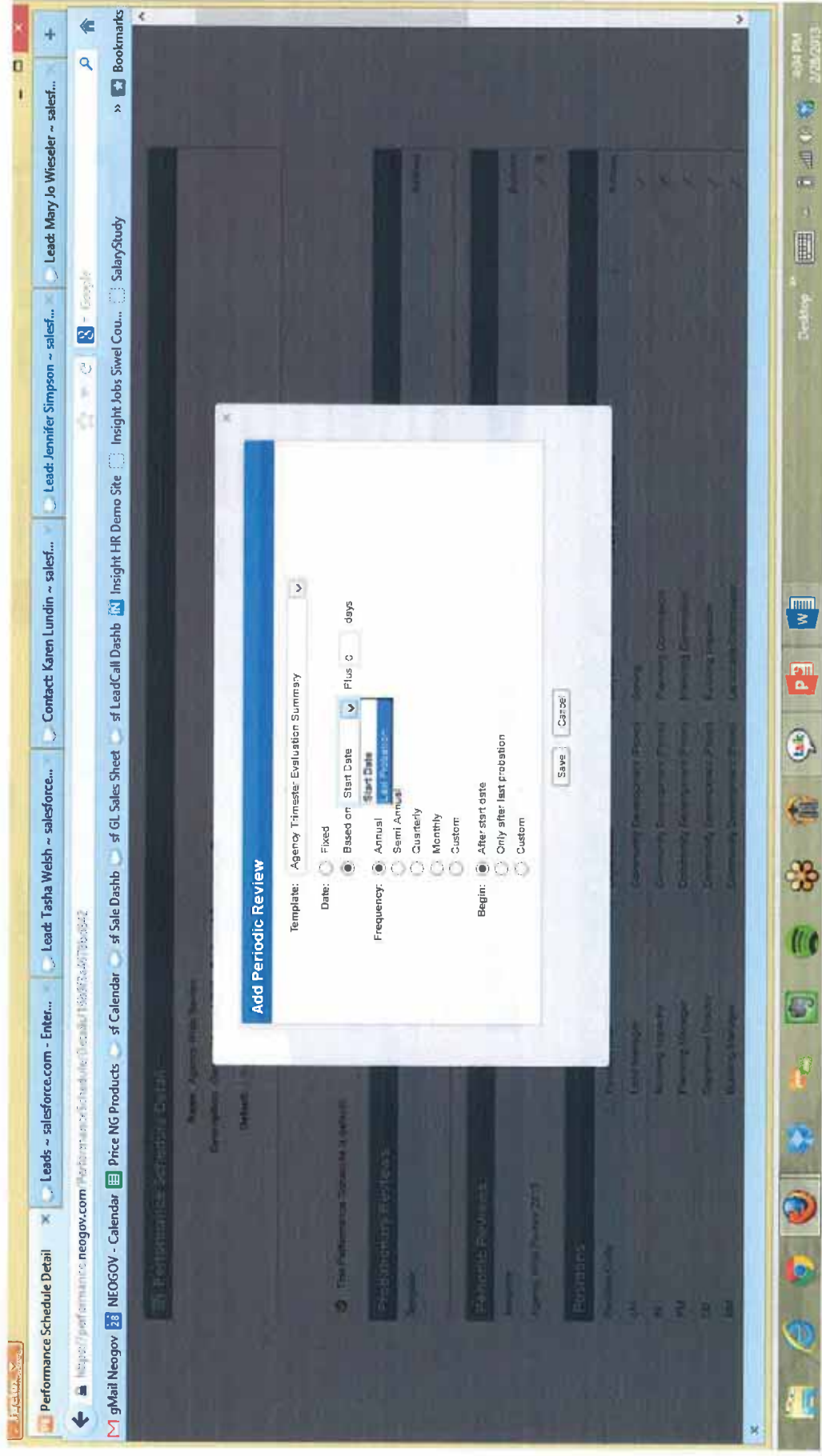
| Status  | Subject                                               | Due Date   | Related to                         | Actions |
|---------|-------------------------------------------------------|------------|------------------------------------|---------|
| Overdue | Approval Required for Direct Deposit Form             | 01/23/2011 | Direct Deposit Form Mannij Talento | ✓ / ✗   |
| Overdue | Orientation New Hire Form                             | 10/20/2012 | Onboarding Amanda Redonwith        | ✓ / ✗   |
| Overdue | Railing for Gareth HR Admin's Agency Wide Review 2012 | 01/03/2013 | Evaluation Gareth HR Admin         | ✓ / ✗   |
| Current | Complete Probationary Review Assessment               | 02/28/2013 | Dev Plan Mannij Talento            | ✓ / ✗   |
| Current | Approve Performance Evaluation for Constance Noring   | 08/30/2013 | Evaluation Constance Noring        | ✓ / ✗   |
| Current | Approve Performance Evaluation for Konstance Whyning  | 09/20/2013 | Evaluation Konstance Whyning       | ✓ / ✗   |
| Current | I-9                                                   | 03/28/2014 | Onboarding Mannij Talento          | ✓ / ✗   |
| Current | W-4                                                   | 03/27/2014 | Onboarding Mannij Talento          | ✓ / ✗   |
| Current | Emergency Contact Form                                | 03/29/2014 | Onboarding Mannij Talento          | ✓ / ✗   |
| Current | Approval Required for Direct Deposit Form             | 04/20/2014 | Direct Deposit Form Mannij Talento | ✓ / ✗   |

My Goals

| Name                                          | Category                            | Related to                     | Due Date   | % Complete |
|-----------------------------------------------|-------------------------------------|--------------------------------|------------|------------|
| ATTENDANCE (85-100%) (more)                   | PERSONAL DEVELOPMENT GOALS CATEGORY | Dev Plan Development Plan 2013 | 04/30/2013 | 80%        |
| Complete City Defensive Driving Course (more) | Personal Performance Goals          | Dev Plan Development Plan 2013 | 01/01/2013 | 90%        |

4:53 PM 2/29/2011

# Scheduling a Periodic Review NEOGOV™



# Online Performance Forms

NEOGOV™

Automate year-end and probationary employee appraisals and allow your HR team to replace manual systems. Measure competencies and goals, develop succession plans, and automate the employee evaluation process. Boost your review quality and create a full circle feedback loop throughout the organization.

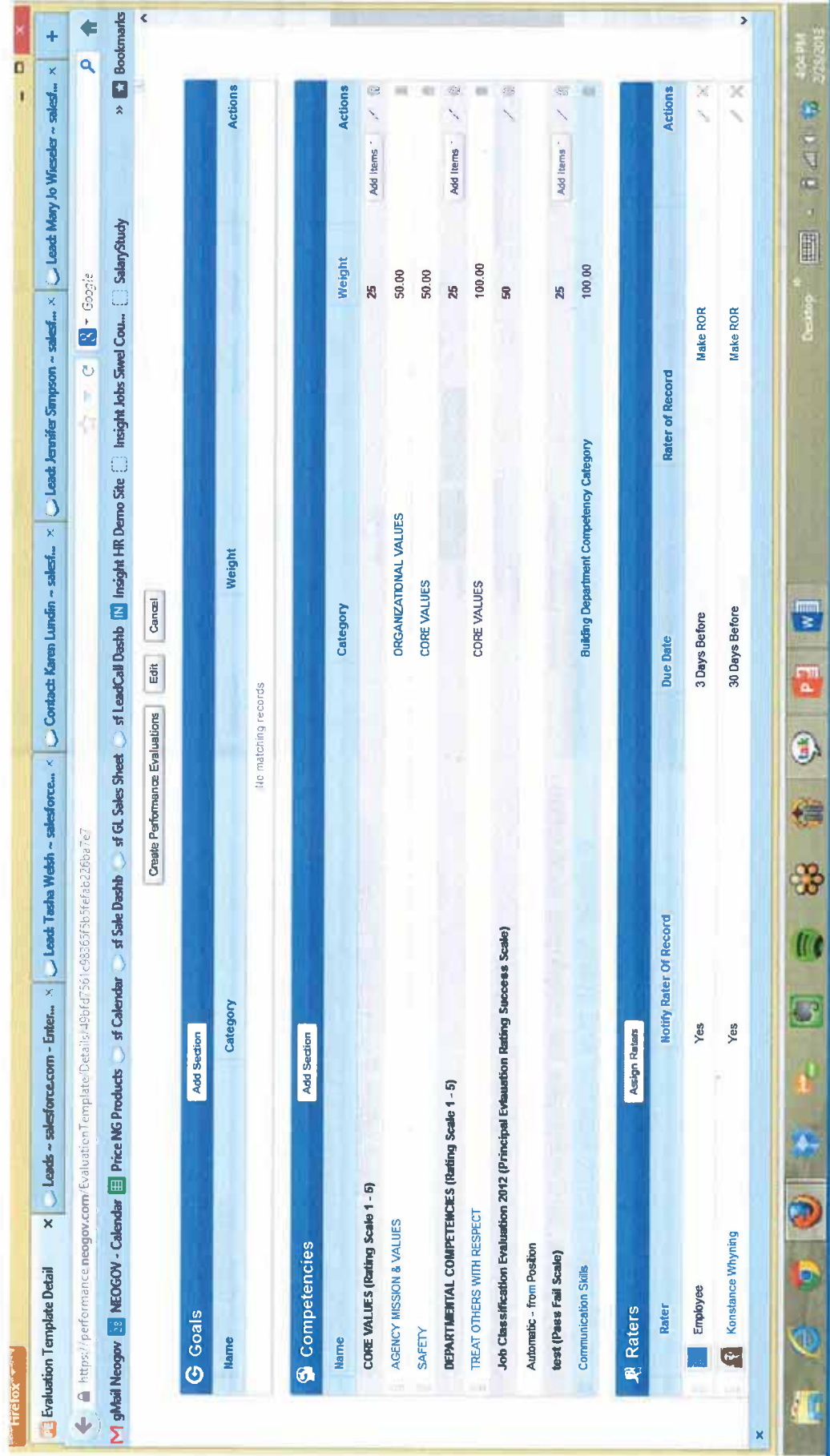
- Create Custom Evaluation Forms and Templates
- Approvals, Signatures, & Notifications
- Manage Probationary and Off-cycle Reviews
- Review Distribution Based on Hire Date and/or Fiscal Calendar
- Status and Progress
- Writing Assistant and Legal Scanner
- Performance Journal
- Multi-Rater (360) Review
- Social Collaboration

The image displays four screenshots of the NEOGOV Performance Evaluation system interface. The top screenshot shows the 'Performance Evaluation Detail' page for an employee named 'John Doe', with a 'Pending' status and a 'Final Score' of 3.5. The second screenshot shows the 'Goal Sections' page, which includes a table for 'General Goals' with columns for 'Goal Name', 'Category', 'Weight', 'Status', and 'Actions'. The third screenshot shows the 'Competency Sections' page, which includes a table for 'Core Competencies' with columns for 'Competency Name', 'Category', 'Weight', 'Status', and 'Actions'. The bottom screenshot shows the 'Raters' page, which lists the raters for the evaluation, including 'Supervisor', 'Peer', and 'Self', with columns for 'Rater Name', 'Rater Type', 'Rater Status', and 'Rater Actions'.



## TMA

- Template Layout



# Unlimited Evaluation Templates

NEOGOV™

- Department specific & position specific templates related to Job Classifications.

The screenshot shows a web browser window displaying the 'Evaluation Template List' page on the NEOGOV system. The browser's address bar shows the URL 'https://performance.neogov.com/EvaluationTemplate'. The page has a blue header with the title 'Evaluation Template List' and a '+ Add New' button. Below the header is a search bar and a table of templates. The table has columns for 'Name', 'Description', and 'Actions'. The templates listed include 'Agency Trimester Evaluation Summary', 'Agency Wide Review 2013', 'City Wide Performance Evaluation - Managers', 'Coppell Performance Review', 'Job Classification Evaluation 2011', 'Management Performance Reviews', 'Performance Evaluation Template', 'Personal Development Performance Review', 'Principal Personnel Evaluations', 'Provo City - Employee Completing New Hire Requirements', and 'Provo City (UT) New Hire Requirements'. The 'Description' column for the last three templates contains the text: 'Performance Review is based on WY Department of Education Standards & Principal Goals and Competencies. Provo City (UT) New Hire Requirements'. At the bottom of the table, there is a 'Show' dropdown set to '10' and a 'Showing 1 to 10 of 12 entries' indicator. The browser's taskbar at the bottom shows various icons, including the Start button, Internet Explorer, and several application icons.

| Name                                                   | Description                                                                                             | Actions |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------|
| Agency Trimester Evaluation Summary                    | Total Evaluation Summary                                                                                |         |
| Agency Wide Review 2013                                | Standard General Review for All Employees                                                               |         |
| City Wide Performance Evaluation - Managers            | Provo City (UT) Performance Evaluation Template - Manager                                               |         |
| Coppell Performance Review                             |                                                                                                         |         |
| Job Classification Evaluation 2011                     | Job Classification Evaluation 2011 - related to position & job class spec.                              |         |
| Management Performance Reviews                         | Organizational Managers                                                                                 |         |
| Performance Evaluation Template                        | Provo City (UT) Performance Evaluation Template                                                         |         |
| Personal Development Performance Review                | Bi-Annual performance review and self evaluations                                                       |         |
| Principal Personnel Evaluations                        | Performance Review is based on WY Department of Education Standards & Principal Goals and Competencies. |         |
| Provo City - Employee Completing New Hire Requirements | Provo City (UT) New Hire Requirements                                                                   |         |

# Competency List & Adding a new competency

NEOGOV™

The screenshot displays the NEOGOV Competency List interface. The main table lists various competencies, including Work Relationships, TREAT OTHERS WITH RESPECT, TRAINING TEAMS, Technical Skills, SAFETY, PROMOTING SCHOOL CULTURE FOR LEARNING, PRESENTATION, POSITIVE BRAND AND AGENCY AMBASSADOR, Performance of Routine Assignments, and PEOPLE MANAGEMENT. Each row includes a Name, Description, and an Actions column with a pencil icon for editing.

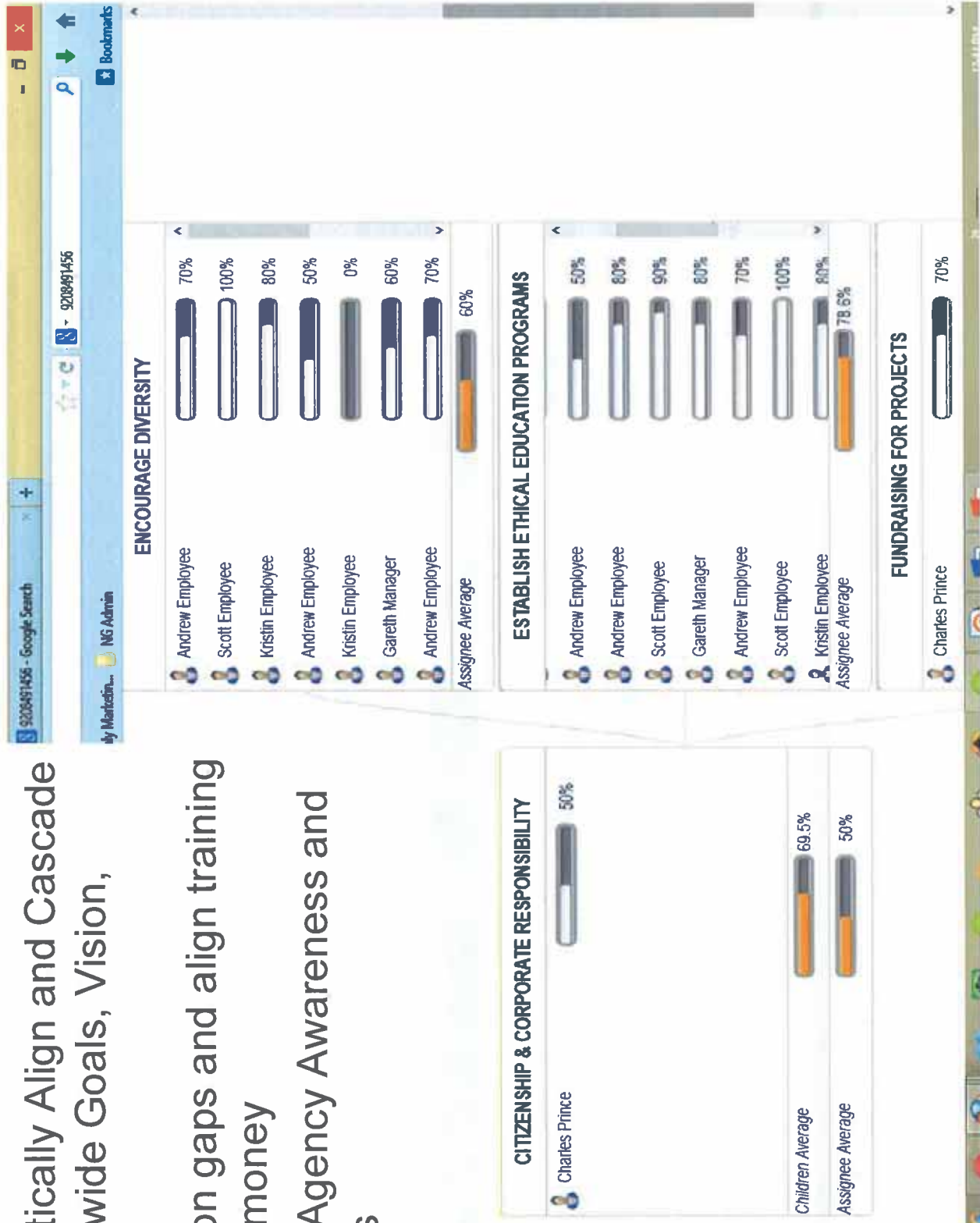
An 'Add Competency' modal form is open, showing fields for Title, Description, and Competency Category. The form is titled 'Add Competency' and includes a 'Save' button and a 'Cancel' button.

| Name                                  | Description                                                                                                                                     | Actions |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Work Relationships                    | Provo City (UT) Building Department Competency                                                                                                  |         |
| TREAT OTHERS WITH RESPECT             | Treat others well                                                                                                                               |         |
| TRAINING TEAMS                        | Leading by example                                                                                                                              |         |
| Technical Skills                      | Provo City (UT) Building Department                                                                                                             |         |
| SAFETY                                | Provo City (UT) Building Department                                                                                                             |         |
| PROMOTING SCHOOL CULTURE FOR LEARNING | A principal is an educational leader who has the responsibility for the learning and development of all students in the school or organization. |         |
| PRESENTATION                          | Communicate visually, verbally, and in writing.                                                                                                 |         |
| POSITIVE BRAND AND AGENCY AMBASSADOR  | Always show a positive image of the organization.                                                                                               |         |
| Performance of Routine Assignments    | Provo City (UT) Building Department                                                                                                             |         |
| PEOPLE MANAGEMENT                     | Guide the performance of others.                                                                                                                |         |

# Executive – Goal Cascading

NEOGOV™

- Automatically Align and Cascade agency wide Goals, Vision, Values.
- Report on gaps and align training to save money
- Overall Agency Awareness and Success





# Global Competency Sharing Bank

NEOGOV™

- List of Global Competencies (just drag them into your competencies list)

The screenshot shows a web browser window with the following tabs: 'Global Competencies', 'Leads - salesforce.com - Enterprise E...', 'Accounts: Other Tail, County of (MIN)', 'Insight HR Demo Site', and 'SalaryStudy'. The address bar shows the URL 'https://performance.neogov.com/GlobalItemBank/Competency'. The main content area is titled 'Global Competencies' and contains a search bar and a table of competencies.

| Organization Name | Name                         | Description                                                                                                                                                                                                            | Actions |
|-------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Yuba County       | Accuracy (FI)                | Monitors accuracy of own transactions; Records transactions accurately; Maintains accurate records; Recognizes and corrects errors.                                                                                    |         |
| Yuba County       | Achievement Focus            | Sets and achieves challenging goals. Demonstrates persistence and overcome obstacles. Measures self against standards of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals. |         |
| Yuba County       | Active Listening (CC)        | Concentrates on caller, Listens without interrupting. Asks questions to clarify and verify information; Paraphrases caller to ensure understanding; Identifies essential information.                                  |         |
| Yuba County       | Adaptability                 | Adapts to changes in the work environment. Manages competing demands. Accepts criticism and feedback. Changes approach or method to best fit the situation                                                             |         |
| Yuba County       | Age-Specific Care (HS)       | Demonstrates knowledge of growth and development; Conducts age-appropriate assessment; Provides age-appropriate care; Uses appropriate communication techniques; Recognizes age-specific responses to treatment.       |         |
| Yuba County       | Analytical Skills            | Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.          |         |
| Yuba County       | Application Maintenance (IT) | Evaluates viability of potential enhancements; Demonstrates skill at implementing enhancements; Identifies and resolves bugs; Provides ongoing application support                                                     |         |

# Goal Alignment

NEOGOV™

Align individual and team objectives with organizational strategy and manage employee performance and career goals. Powerful goal tools are included to ensure each employee is working on the "right things" to move the organization forward.

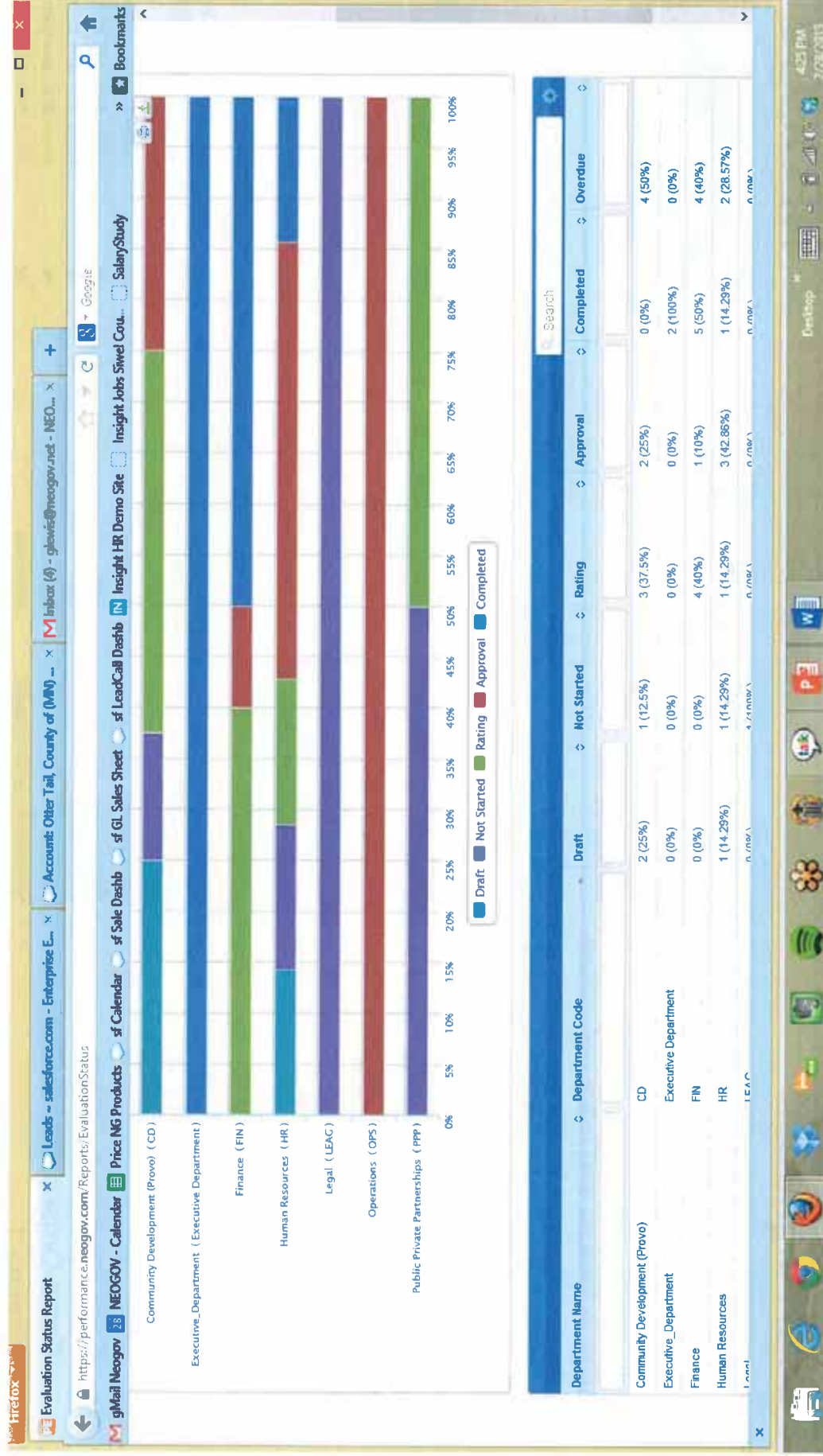
- Monitor Individual and Performance Relative to Goals
- Automate SMART Goal Tracking and Reporting
- Goal Tracking & Status
- Cross-Organizational Goal Alignment
- Goal Cascading
- Visual Goal Navigator



# Reports & Completion Rate Analysis

NEOGOV™

- Automatic eMail Notification for Evaluation Completion

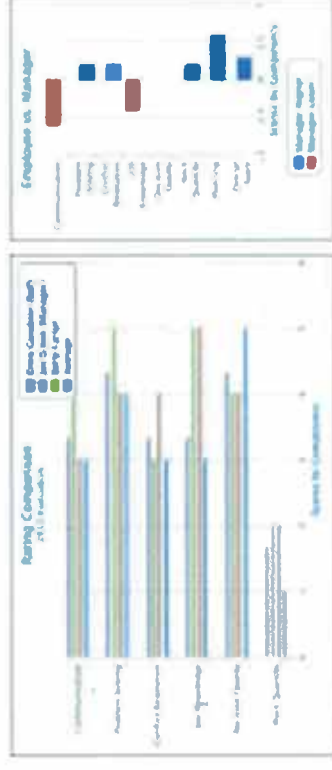


# Trend Reports Generated Automatically

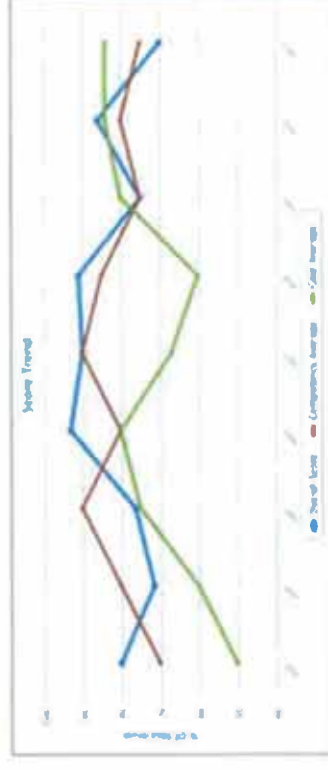
NEOGOV™

Visualize and Analyze employee performance data to identify skill gaps and optimize employee development. Track progress on measured organizational alignment and progress against goals.

## Comparison



## Trends



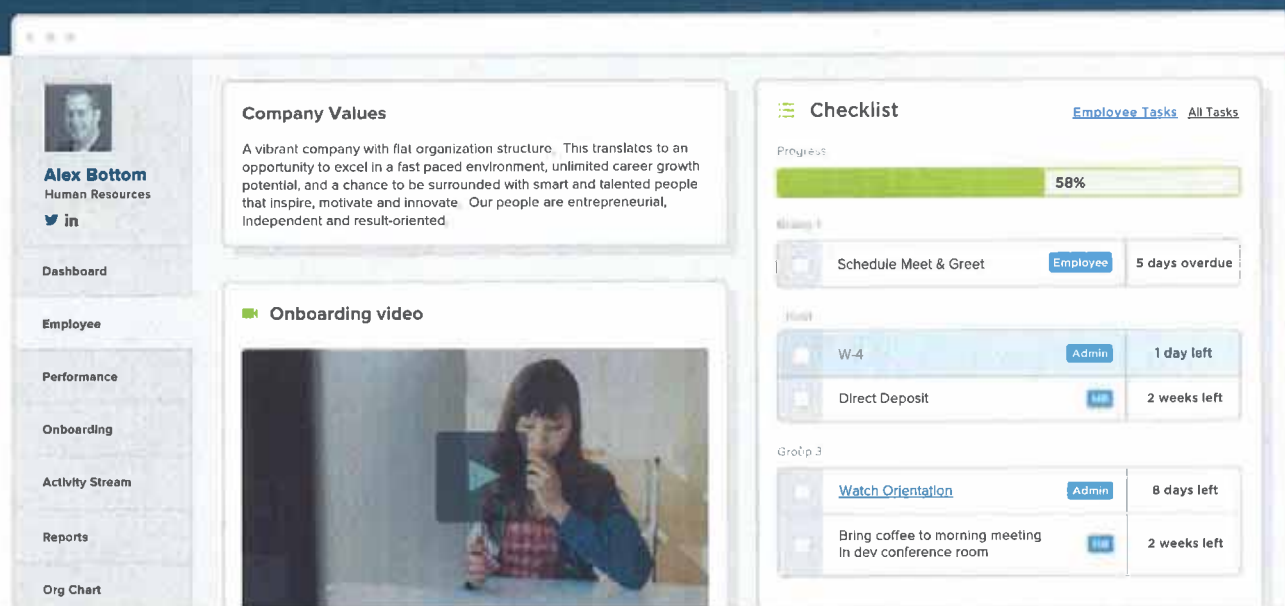
## Score Distribution





# Onboard

Onboard enables new hires to become more productive from their first day on the job by streamlining new hire paper work, processes and training. Reduce cycle time from days to minutes, and save time and effort while enhancing your organization's image.



## FEATURES

-  Online Employee Portal
-  Electronic Signatures
-  Approval Workflow
-  HRIS Integration
-  Standard Orientation Forms
-  Customized Department Forms
-  Training Materials & Organization Information
-  Interactive Employee Communications

| Account #                                         | Account Title                                              | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                                                                                                                       |
|---------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                            |                                                                                                                                                                                                               |                                                                                                                                                                       |
| 140                                               | Per Diem for Commission & Committees                       | Includes Per Diem for _____ members; _____ estimated _____meetings                                                                                                                                            |                                                                                                                                                                       |
| ___                                               | Per Diem for _____                                         | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                       |
| ___                                               | _Per Diem for _____                                        | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                                                                                                                       |
| -150                                              | <b>Volunteer Services</b>                                  | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                                                                                                                       |
| <b>CONTRACTUAL SERVICES</b>                       |                                                            |                                                                                                                                                                                                               |                                                                                                                                                                       |
| -210                                              | Professional Services                                      | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             | Carlson Consulting – \$ 500<br><br>\$ 500                                                                                                                             |
| -240                                              | Repairs & Maintenance by Others                            | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      |                                                                                                                                                                       |
| -245                                              | Computer Related Repairs & Maintenance                     | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | HRIS Software Support \$1,600<br>CIP Software Support \$ 700<br>NeoGov annual license \$5,500<br>NP#1 – Performance Mgmt NeoGov\$12,200<br>for NeoGov<br><br>\$20,000 |
| -250                                              | <b>Recruitment &amp; Testing – general (eff. 01/01/15)</b> | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles | Recruitment Ads \$ 1,500<br>Background Checks \$ 250<br>Selection/Testing \$ 250<br>Medical Testing \$ 1,000<br><br>\$3,000                                           |
| -290                                              | Other <b>Contractual Services - LIST:</b>                  | Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>                                                       | Employee Assistance Program \$4,000                                                                                                                                   |

| OPERATING SUPPLIES & EXPENSE |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                                                                                            |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -310                         | Office Supplies & Postage                                                                                                    | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | Administrator Postage \$100<br>Recruitment Postage \$100<br>Misc. Office Supplies \$250<br><br><div>\$ 450</div>                                           |
| -320                         | Publications, Subscriptions & Dues                                                                                           | Professional Organization dues, reference materials or publications                                                                                                                                                                           | WCMA/WGFOA \$200<br>ICMA \$950<br>NPELRA \$200<br>SHRM \$300<br>Publications \$ 30<br><br><div>\$ 1,680</div>                                              |
| -323                         | Uniforms & Protective Gear                                                                                                   | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     |                                                                                                                                                            |
| -325                         | <b>Training &amp; Staff Development -</b><br>Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | WCMA/WGFOA – In State \$ 700<br>ICMA Conf \$1,500<br>NEOGOV Training \$1,700<br>WPELRA State Conf \$ 100<br>Misc Training \$ 400<br><br><div>\$6,100</div> |
| -330                         | Vehicle Use Reimbursements                                                                                                   | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.50 per mile.                                                                                                                                | #miles_1500_ x .565 = \$850                                                                                                                                |
| -335                         | Vehicle Expense                                                                                                              | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              |                                                                                                                                                            |
| -340                         | Operating Materials & Supplies                                                                                               | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | Employee Badging Supplies \$1,000                                                                                                                          |
| -345                         | Public Information & Education                                                                                               | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                                                                                                  |                                                                                                                                                            |
| -350                         | Repair & Maintenance Supplies                                                                                                | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.                                                                                |                                                                                                                                                            |

|                                                                                                                        |                                |                                                                                                                                                             |                            |
|------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| -355                                                                                                                   | <b>Equipment Expense</b>       | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b> |                            |
| -360                                                                                                                   | Building Repairs & Maintenance | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.           |                            |
| -363                                                                                                                   | Communications Expense         | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                    |                            |
| -365                                                                                                                   | Utilities & Telephone          | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                                      |                            |
| -370                                                                                                                   | Roadway Supplies               | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                                       |                            |
| Other: Departmental Specific Items                                                                                     |                                |                                                                                                                                                             |                            |
| Public Notices, Ads – PD/FD(Acct # 251)<br><b><i>(Change to Recruitment &amp; Testing – Police, eff. 01/01/15)</i></b> |                                |                                                                                                                                                             |                            |
|                                                                                                                        |                                |                                                                                                                                                             | Recruitment Ads \$ 1,500   |
|                                                                                                                        |                                |                                                                                                                                                             | Selection/Testing \$ 4,000 |
|                                                                                                                        |                                |                                                                                                                                                             | Medical Testing \$ 4,000   |
|                                                                                                                        |                                |                                                                                                                                                             | \$9,500                    |
| Selection/Testing – Other (Acct # 252)<br><b><i>(Change to Recruitment &amp; Testing – Fire, eff. 01/01/15)</i></b>    |                                |                                                                                                                                                             |                            |
|                                                                                                                        |                                |                                                                                                                                                             | Recruitment Ads \$ 1,500   |
|                                                                                                                        |                                |                                                                                                                                                             | Selection/Testing \$ 4,000 |
|                                                                                                                        |                                |                                                                                                                                                             | Medical Testing \$ 2,000   |
|                                                                                                                        |                                |                                                                                                                                                             | \$7,500                    |
| Selection/Testing – PD,FD (Acct #253)<br><b><i>(Change to Recruitment &amp; Testing – Streets, eff. 01/01/15)</i></b>  |                                |                                                                                                                                                             |                            |
|                                                                                                                        |                                |                                                                                                                                                             | Recruitment Ads \$ 500     |
|                                                                                                                        |                                |                                                                                                                                                             | Background Checks \$ 50    |
|                                                                                                                        |                                |                                                                                                                                                             | Selection/Testing \$ 50    |
|                                                                                                                        |                                |                                                                                                                                                             | Medical Testing \$ 900     |
|                                                                                                                        |                                |                                                                                                                                                             | \$1,500                    |





## GENERAL FUND

## 5120- Court

| Account Number         | Account Title                  | 2013<br>Prior Year<br>Actual | 2014<br>Current Year<br>Budget | 6/30/2014<br>Current Year<br>Actual | 2014<br>Current Year<br>Estimate | 2015<br>Proposed<br>Budget | Increase/<br>(Decrease)<br>14 - '15 Bud |
|------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------------------|----------------------------------|----------------------------|-----------------------------------------|
| 100-5120-110           | SALARIES & WAGES - MUN COURT   | 62,167                       | 86,073                         | 41,311                              | 86,073                           | 90,745                     | 4,672                                   |
| 100-5120-115           | OVERTIME WAGES                 | -                            | 2,639                          | -                                   | -                                | -                          | (2,639)                                 |
| 100-5120-120           | PT/LTE/SEASONAL WAGES          | 35,440                       | 14,216                         | 2,879                               | 14,216                           | 14,075                     | (141)                                   |
| 100-5120-125           | SHIFT DIFFERENTIAL             | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5120-130           | DIRECT FRINGE BENEFITS         | 12,842                       | 13,211                         | 6,075                               | 13,211                           | 13,247                     | 36                                      |
| 100-5120-135           | LONGEVITY BENEFIT              | 375                          | 473                            | 473                                 | 473                              | 540                        | 67                                      |
| 100-5120-185           | BOND PROGRAM/FLEX MED FEES     | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5120-210           | PROFESSIONAL SERVICES          | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5120-240           | REPAIRS & MAINT - BY OTHERS    | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5120-245           | COMPUTER RELATED REP & MAINT   | 8,673                        | 10,928                         | 9,928                               | 10,174                           | 10,912                     | (16)                                    |
| 100-5120-290           | INTERPRETOR/SUB JUDGE          | 2,130                        | 3,500                          | 840                                 | 2,500                            | 3,500                      | -                                       |
| 100-5120-310           | OFFICE SUPPLIES & POSTAGE      | 2,848                        | 3,400                          | 1,391                               | 3,400                            | 3,400                      | -                                       |
| 100-5120-320           | PUBLICATIONS, DUES & SUBSCRIPT | 220                          | 220                            | 225                                 | 225                              | 220                        | -                                       |
| 100-5120-325           | TRAINING & STAFF DEVELOPMENT   | 840                          | 1,600                          | 625                                 | 1,200                            | 1,600                      | -                                       |
| 100-5120-330           | VEHICLE USE REIMBURSEMENT      | 82                           | 150                            | -                                   | 150                              | 150                        | -                                       |
| 100-5120-340           | OPERATING MATERIALS & SUPPLIES | 3,884                        | 4,100                          | 792                                 | 4,100                            | 4,192                      | 92                                      |
| 100-5120-345           | PUBLIC INFORMATION & EDUCATION | 215                          | -                              | -                                   | -                                | -                          | -                                       |
| 100-5120-355           | EQUIPMENT OPERATING EXPENSE    | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5120-365           | TELEPHONE                      | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5120-390           | OTHER - DOT SUSPENSION FEES    | 2,225                        | 3,000                          | 680                                 | 3,000                            | 3,000                      | -                                       |
| 100-5120-395           | EQUIPMENT REPLACEMENT RESERV   | -                            | -                              | -                                   | -                                | -                          | -                                       |
| 100-5120-591           | ALLOCATED BENEFIT-HEALTH INS   | 15,882                       | 16,526                         | 8,670                               | 16,526                           | 17,758                     | 1,232                                   |
| 100-5120-592           | ALLOCATED BENEFIT-LIFE INS     | 75                           | 68                             | 40                                  | 68                               | 68                         | -                                       |
| 100-5120-593           | ALLOCATED BENEFIT-DISABILITY   | -                            | 378                            | -                                   | -                                | 253                        | (125)                                   |
| 100-5120-594           | ALLOCATED BENEFIT-DENTAL INS   | 1,170                        | 1,116                          | 592                                 | 1,116                            | 1,116                      | -                                       |
| Total MUNICIPAL COURT: |                                | 149,068                      | 161,598                        | 74,522                              | 156,432                          | 164,776                    | 3,178                                   |

-

## 2015 Budget Expenditure Detail

**Department: Court**

Prepared By: James Gray

Date Prepared: August 6, 2014

Review by Mayor:

### SIGNIFICANT ACCOMPLISHMENTS IN 2014:

The Court is on pace to process 4,500 cases disposed in 2014.

The Court collected \$130,136 from Tax Intercept Program.

### NEW INITIATIVES FOR 2015:

TIPSS and DOT will begin to test the development of the Electronic Suspensions Interface for Parking Citations. Fitchburg Court may be selected to test the product.

| Account #                                         | Account Title                                                    | Usual Expenditures for this Account                                                                                                                                                                           | Detail of Proposed Expenditures                                               |
|---------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS OTHER THAN WAGES &amp; DFB</b> |                                                                  |                                                                                                                                                                                                               |                                                                               |
| 140                                               | Per Diem for Commission & Committees                             | Includes Per Diem for _____ members; _____ estimated _____ meetings                                                                                                                                           |                                                                               |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                               |
| —                                                 | Per Diem for _____                                               | Includes Per Diem for _____ members; estimated _____ meetings                                                                                                                                                 |                                                                               |
| -150                                              | <b>Volunteer Services</b>                                        | <b>Compensation - paid on-call members</b><br><i>Detail of this account to be submitted with budget proposal.</i>                                                                                             |                                                                               |
| <b>CONTRACTUAL SERVICES</b>                       |                                                                  |                                                                                                                                                                                                               |                                                                               |
| -210                                              | Professional Services                                            | Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff                                                                                                             |                                                                               |
| -240                                              | Repairs & Maintenance by Others                                  | Equipment or facilities repairs <b>not performed by City Staff</b> . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)      |                                                                               |
| -245                                              | Computer Related Repairs & Maintenance                           | Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.                                                                             | TIPSS Software/ Support \$10,212<br>Toner Laser Printer \$700<br><br>\$10,912 |
| -250                                              | Publication of Notices, Recruitment Ads, or other Advertisements | Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles |                                                                               |

|                                         |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                |                                     |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------|
| -290                                    | Other<br><b>Contractual Services - LIST:</b>                                                                                 | Includes services purchased for department not more accurately described elsewhere. <b><i>Detail of this account to be submitted with budget proposal.</i></b>                                                                                | Interpreter/ Sub Judge                                                         | \$3,500                             |
|                                         |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                | \$3,500                             |
| <b>OPERATING SUPPLIES &amp; EXPENSE</b> |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                |                                     |
| -310                                    | Office Supplies & Postage                                                                                                    | General office supplies, postage, film, project binders, copies, and misc.                                                                                                                                                                    | Postage<br>Office Supplies (Court envelopes, business cards<br>Folders, ect..) | \$2,200<br>\$1,200                  |
|                                         |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                | \$3,400                             |
| -320                                    | Publications, Subscriptions & Dues                                                                                           | Professional Organization dues, reference materials or publications                                                                                                                                                                           | UW Law School<br>WI Judges Association<br>Court Clerk Association              | \$80<br>\$100<br>\$40               |
|                                         |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                | \$220                               |
| -323                                    | Uniforms & Protective Gear                                                                                                   | Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.                                                                                     |                                                                                |                                     |
| -325                                    | <b>Training &amp; Staff Development -</b><br>Staff Development includes City Sponsored In-Service or other on-site training. | Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <b><i>Detail of this account to be submitted with budget proposal.</i></b> | Judge Mandatory Education & Seminar<br><br>Clerk of Court Seminar              | \$1,100<br><br>\$500                |
|                                         |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                | \$1,600                             |
| -330                                    | Vehicle Use Reimbursements                                                                                                   | Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.56 per mile.                                                                                                                                | #miles_____ x rate =                                                           | \$150                               |
| -335                                    | Vehicle Expense                                                                                                              | Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.                                                                                                                                              |                                                                                |                                     |
| -340                                    | Operating Materials & Supplies                                                                                               | Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.                        | Municipal & Parking Tickets<br>Receipt Books<br>TIME System Fee<br>PSN Fees    | \$2,500<br>\$400<br>\$1,200<br>\$92 |
|                                         |                                                                                                                              |                                                                                                                                                                                                                                               |                                                                                | \$4,192                             |

|      |                                                                                           |                                                                                                                                                                |         |
|------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| -345 | Public Information & Education                                                            | Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials                   |         |
| -350 | Repair & Maintenance Supplies                                                             | Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles. |         |
| -355 | <b>Equipment Expense</b>                                                                  | Lease costs, replacements of minor equipment not included in the capital budget. <b><i>Detail of this account to be submitted with budget proposal.</i></b>    |         |
| -360 | Building Repairs & Maintenance                                                            | Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.              |         |
| -363 | Communications Expense                                                                    | Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.                                       |         |
| -365 | Utilities & Telephone                                                                     | Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges                                                         |         |
| -370 | Roadway Supplies                                                                          | Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc                                          |         |
| -390 | Other: DOT Fee to Suspend & Refuse registration for Unpaid tickets. Fee is \$5.00/ Ticket | TV & RP DOT Program                                                                                                                                            | \$3,000 |
|      |                                                                                           |                                                                                                                                                                |         |
|      |                                                                                           |                                                                                                                                                                |         |
|      |                                                                                           |                                                                                                                                                                |         |

## 2015 PERSONNEL SUMMARY

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**E**= Existing Position or Employee

**N** = **New Position** - Please indicate new proposal (NP) number

**Please list all existing first, followed by new proposals for personnel**

DEPARTMENT: \_\_\_\_\_

Prepared by: \_\_\_\_\_

| N<br>P<br># | E<br>/<br>N | Employee<br>Last Name<br>Or "Vacant" at<br>time of budget prep | Position        | Date of Hire | Annual<br>Hours -<br>Regular | Estimated<br>Overtime<br>Hours | Annual<br>Hours -<br>Part Time | Shift<br>Differential<br>Hours |
|-------------|-------------|----------------------------------------------------------------|-----------------|--------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
|             | E           | Ezalarab                                                       | Judge           | 9/1991       | 700                          |                                |                                |                                |
|             | E           | Gray                                                           | Clerk of Court  | 1/2005       | 2080                         |                                |                                |                                |
|             | E           | Xayvong                                                        | Liaison Officer | 9/2008       |                              |                                | 1040                           |                                |
|             | E           | Rehm                                                           | Court Cashier   | 8/2013       |                              |                                | 120                            |                                |
|             | E           | Cass                                                           | Court Cashier   | 8/2013       |                              |                                | 120                            |                                |
|             | E           | Peterson                                                       | Court Cashier   | 8/2013       |                              |                                | 120                            |                                |
|             | E           | LTE Court Assistant                                            |                 |              |                              |                                | 400                            |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             |                                                                |                 |              |                              |                                |                                |                                |
|             |             | Total This Page                                                |                 |              | 2780                         | 0                              | 1800                           |                                |
|             |             | Total from Previous<br>Pages                                   |                 |              |                              |                                |                                |                                |
|             |             | TOTAL ALL<br>PAGES                                             |                 |              | 2780                         | 0                              | 1800                           |                                |

**INFORMATION WILL BE TRANSFERRED TO SALARY PROJECTION WORKSHEETS BY FINANCE DIRECTOR. PLEASE PREPARE A NEW PROPOSAL SHEET FOR ALL NEW HIRES.**

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