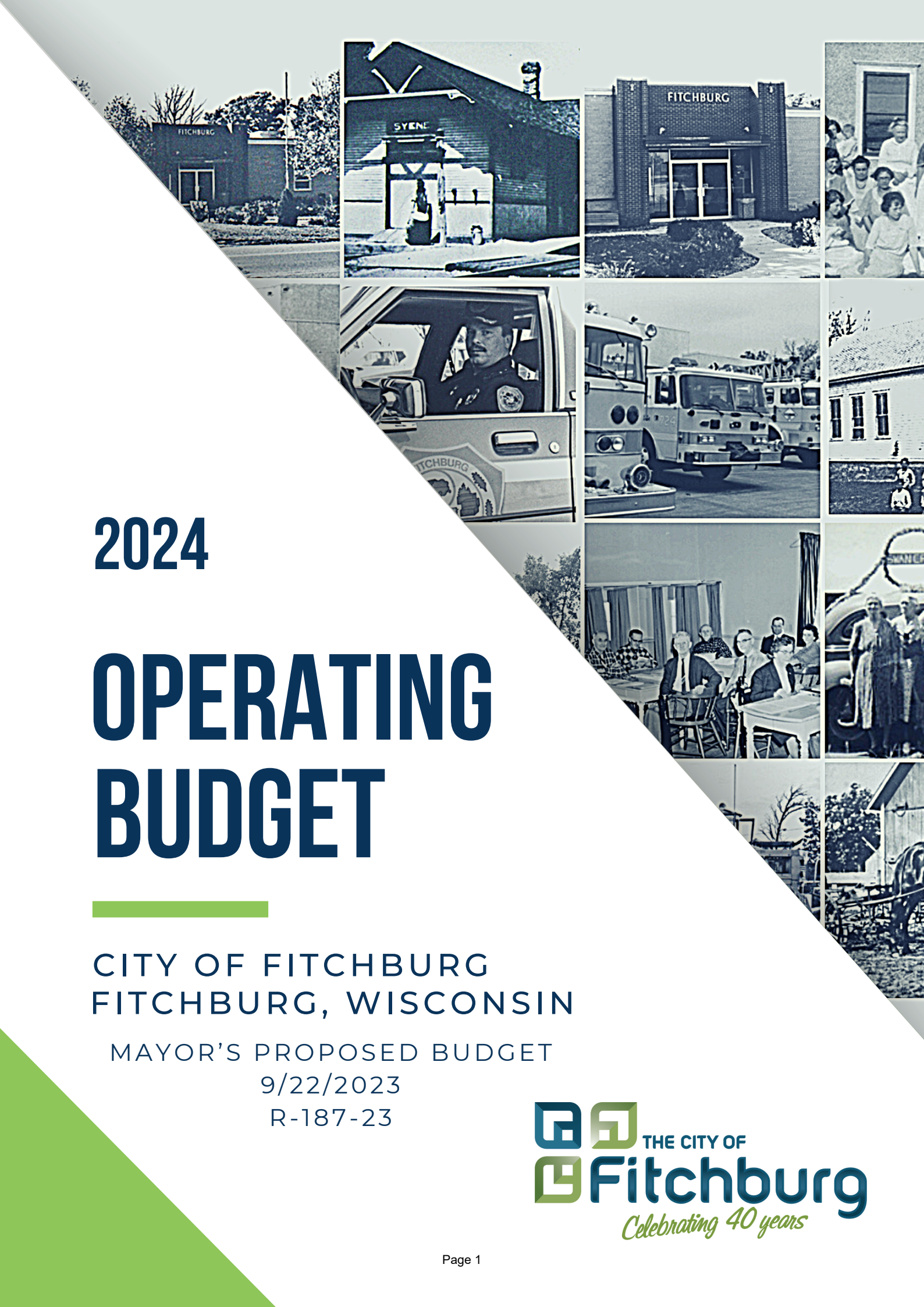




2024

OPERATING BUDGET

CITY OF FITCHBURG
FITCHBURG, WISCONSIN

MAYOR'S PROPOSED BUDGET

9/22/2023

R-187-23





2024 Proposed Operating Budget City of Fitchburg, Wisconsin

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Office of the Mayor

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

September 22, 2023

Dear Colleagues, Property Owners, and Residents:

It is with great pleasure to introduce you to the 2024 Fitchburg City Budget and my first budget as Mayor. Our city budget is a comprehensive financial plan that reflects my commitment to the well-being and progress of our community and it reflects my priorities as your Mayor. As I navigate through the fiscal landscape of our municipality, I am aware of the challenges and opportunities that lie ahead. The 2024 Budget is a strategic blueprint that aligns our resources with the priorities and needs of our residents and the city staff that serves them in our growing city. We must ensure that we continue to provide essential services, foster economic growth, and enhance the quality of life for our residents.

My Priorities

When putting together the proposed budget, I aligned the resources to my goals and priorities, which are deeply rooted in our City's vision and mission. I considered the following priorities to be the most important:

1. **Commitment to Employees:** I envision our city to be a role model employer. Fitchburg employees are the key to providing excellent services to our community. As such, a large portion of the City's available funding has been dedicated to existing staff to improve retention and attract the most qualified candidates in this very competitive labor market:
 - o **Permanent, limited-term employee (LTE), and seasonal employee** pay schedules all include a **2.5%** cost of living adjustment (COLA). The permanent pay plan also includes step increases up to market and a **merit pay base of 1%**. The LTE and seasonal employee pay plan includes annual longevity increases for five years. Union wages are included in the proposed budget as negotiated by the two Unions. The total impact to the General Fund budget of all these changes is approximately \$520,000.
 - o **The paid-on-call/paid-on-premises (POX) firefighter** pay schedule was revised in 2023 to ensure that employees received a minimum pay of \$15 per hour after all certifications were obtained. The 2024 proposed budget continues that trajectory by increasing the minimum wage from \$9 per hour to \$12 per hour, thus reducing the number of certifications needed to get to the \$15 per hour level (PBP#47) and creating the possibility of pay above \$15 per hour for those with many certifications.
 - o **Health insurance** costs continue to rise for both the employee contribution and for the employer's share of the premiums. This budget retains the current no-deductible health plan for all eligible employees, which requires a 7% increase in employer premiums. This premium increase impacted the City-wide budget by approximately \$232,000, with the General Fund impact at approximately \$191,000. The employer cost (city's cost) of a family health plan is approximately \$22,500 with employees contributing approximately \$2,000 or \$4,000, depending on the health plan chosen by the employee.
 - o **Wisconsin Retirement System (WRS)** is a hybrid pension plan and is another exceptional benefit for City employees. This budget continues the City's participation in WRS with 6.9% of a general employee's eligible wages being contributed to the plan (an increase of 1.5% from 2023) and 14.32% for protective employees (an increase of 8.3% from 2023). The total impact on the General Fund budget was approximately \$86,000 and City-wide \$89,000.
 - o **Funding for new or enhanced employee benefits** is also funded in this budget. The new or enhanced benefits include an increase in the hours an employee is eligible to receive holiday premium pay (PBP#1), an increase in the pay for certain employees who are required to remain on-call and ready for duty (PBP#2), a net increase of one day of paid time off (PBP#3), and the creation of a two-week paid parental leave program (PBP#4). While the proposed budget includes the funding to accomplish these new initiatives, the

policy details will still need to be developed and approved by the Personnel Committee or through negotiations with the two Unions.

2. **Commitment to Healthy Neighborhoods:** I was instrumental in the adoption of Fitchburg's Healthy Neighborhood Initiative (HNI) Strategic Plan back in 2019 and my commitment to healthy and safe neighborhoods holds strong with this proposed budget. Some of my funding priorities include:
 - o An additional \$15,000 of tax funding to support grants available in the four HNI priority neighborhoods. I also retained \$50,000 in funding from the ARPA/TID Investment Plan for supplemental HNI grant funding. This combined funding will allow for the largest amount of grants to be awarded to local non-profit organizations in the program's history.
 - o By partnering with a community group, we will contribute \$2,500 to ensure access to B-cycle passes with an eye on equity.
 - o **The West Verona Road Teen Center** remains a priority and I retained the ARPA/TID Investment Plan funding of \$40,000 for the continued research of the feasibility and logistics of this new facility.
 - o **The Fish Hatchery Road Neighborhood Hub Park** is an exciting new facility that I helped champion. The City will start construction in the Spring of 2024. This budget retains \$125,000 in levy limit capacity to fund the new operating costs of the building that are anticipated in 2025.
 - o Finally, and likely most importantly, I funded a new position to help ensure these initiatives move forward. Due to other competing priorities on staff's limited time) and looking at all the projects staff will be working on in 2024, the movement in these areas has been slower than I would prefer. By adding a new **Community Development/Services Specialist** (PBP#75) we can provide the much-needed staff capacity to keep these initiatives near the top of the priority list and moving along.
3. **Commitment to Affordable Housing:** Housing is another of my priorities, especially increasing housing inventory and providing more workforce units. There is much work to be done in housing, especially affordable housing. The City has the funding available to further these goals due to the affordable housing fund created by the extension of our four recent TID closures. However, staff needs additional capacity and expertise in order to best put these resources into action. By adding a **Housing Initiatives and Finance Specialist** (PBP#76), we will be able to continue researching the options, bring forward specific plans for Council consideration, and implement new programs. With this new position, the number of Housing Advisory Committee meetings has also increased from four to six meetings per year.
4. **Commitment to Transit:** The City's Metro Transit services will increase in 2024 due to both the network redesign and the route enhancements in Southdale that were approved in 2022 by Council. This additional service increased the tax funding for transit by about \$130,000. In addition, due to the unique needs of our senior center participants, an additional \$7,200 of funding for supplemental transportation is also included in this budget. While there isn't a financial component included in the 2024 budget, I have also directed staff to continue to work on Bus Rapid Transit (BRT) implementation down Fish Hatchery Road, preferably to the City Campus. It is important that all residents, regardless of income, have access to safe and reliable transportation. While this vision is not completely attainable at this point, this proposed budget prioritizes strides towards that goal.
5. **Commitment to Public Safety:** Public safety is a core function of local government and our public safety teams are struggling to keep up with the increase in service demands resulting from the City's growth. Both Police and Fire have created staffing plans that look at the staffing levels and structures that are expected to best serve Fitchburg over the next five years. There is a significant cost to implement these staffing plans that far exceeds the City's ability to increase the property tax levy under the strict levy limit statute. While this proposed budget does not fund all of the requests for 2024, there were notable changes and additions made including the addition of a full-time career firefighter (PBP#45), the increase in wages for POX firefighters with the goal of reducing overtime needs for the career staff (PBP#47), the reclassification of the two Police Lieutenants to Captains to better reflect the duties and responsibilities of the positions (PBP#24), the removal of a vacant Police Records Specialist to fund a new Police Executive Assistant (PBP#26), and the addition of a new EMS Deputy Chief of Training and Operations (PBP#60). These five changes are few compared to the 38 requests for Police, Fire, and EMS, however, the current funding limits prevent the City's from doing much more. Council conversations about this funding gap and public safety staffing needs must continue so that we may address existing and anticipated service delivery demands of our growing community of over 34,000 residents.

6. **Commitment to Taxpayers.** The proposed total property tax levy increase is 6.8%, however, the impact on individual taxpayers is likely to remain the same or decrease compared to last year. The assessed value (AV) tax rate calculates each property's individual tax bill; the AV tax rate is estimated to *decrease* 0.8%, primarily due to the closure of TID #4. To better reflect the relationship between changes in assessed values and the AV tax rate, we calculate the taxes paid on the average home in Fitchburg to compare year-to-year; **the City portion of the property tax bill for the average home is estimated to be nearly the same as last year.**

Changes from the Adopted Capital Improvement Plan (CIP)

There were a few changes made from the Adopted 2024–2033 CIP in this proposed budget that are required to be specifically mentioned:

- **CIP #1030 Wayfinding and Place-Making:** A new TID #17 was created in 2023 for the Anton area. Included in that project plan were \$65,000 for wayfinding and place-making amenities. Since the new TID had not yet been created while we were in the CIP process, the project was not included in the CIP. However, staff requests that this portion of the project plan begin in 2024. The remaining project plan projects will be incorporated into the next CIP process.
- **CIP #3512 Bryant Road (Greenway Cross to West Beltline Highway):** Included in the recently approved TID #10 (Fish Hatchery Road) amendment #2 project plan is funding to reconstruct Bryant Road. Because the TID amendment had not yet been approved during the CIP process, this project was not included in the CIP. Most of the project can be included in the next CIP process but \$50,000 of planning and analysis services was added to the 2024 budget so the project can begin.
- **CIP #6264 Existing Large Park Shelters:** The reconstruction of the Tower Hill Park shelter was included in the CIP for 2024 and funded by TID closure funds but was at risk of being delayed due to the over-commitment of funds. Because this project is a priority for me, there is a budget amendment resolution being referred to Council in September 2023 that would fund this project in 2023. On the assumption that this resolution would be approved by the Council, the project was removed from the 2024 budget.
- **CIP #6266 New Park Developments:** Many of our new park developments and amenities are funded using park improvement fees and fees in lieu of land dedication that is received from new developments. Included in the CIP was \$250,000 for Phase 1 of the agricultural park in Terravessa. Based on the funds available, \$142,000 of that project was delayed to 2025. It is expected that this new park concept will require multiple phases and this delay alone is not anticipated to impact the overall project.
- **CIP #6355 Senior Center Kitchen Remodel:** The remodel of the Senior Center kitchen to commercial standards was included in the CIP for \$250,000. This project was delayed due to the over-commitment of TID closure funds.
- **CIP #6702 Welcome to Fitchburg Signage:** The CIP included \$40,000 for the installation of a 'Welcome to Fitchburg' sign in the Southdale area using TID closure funds. With the creation of TID #16 in August 2023, that project was moved to the TID #16 budget and will be funded with anticipated future TID increments from that area.
- **CIP #9999 Expenditure Restraint Program Aid:** The \$750,000 of ERP aid was applied to specific projects. These projects meet the criteria of our policy.

Personnel Budget Proposals (PBP)

When submitting the budget requests and personnel budget proposals (PBP), Department Heads were asked to identify all personnel requests foreseen over the next five years. In addition, all new staff identified in the recent Operational and Organizational Review prepared by Baker Tilly were included as requests. Over those five years, there were requests for 63.3 FTEs totaling approximately \$8.0 million (based on 2024 estimated costs). Looking at just 2024, there were requests for 18.0 FTEs totaling approximately \$2.5 million. The full list of requests is available in the summary section of the budget and the details of each request are included within the department information for reference. Included in this Proposed Budget are 6.7 FTEs, which is 10% of the total FTE requests. We were able to increase both the Forester and HR Specialist from 0.8 FTE to 1.0 FTE. The Council will need to continue its discussion to identify opportunities to fund these personnel requests and/or reduce the level of services provided to our community. Fitchburg's growth surpasses the growth of internal resources, in particular staffing, and we find ourselves at a crossroads as staff reach their capacity.

Supplemental Shared Revenue Payment

Included in Act 12 at the State level was a historic increase in shared revenue for local municipalities. The 2024 Budget includes a total supplemental shared revenue amount of \$815,820, which includes both Fitchburg's share and our share of the former Town of Madison payment. However, there were also policy items related to the use of this funding and other implications included in the program.

The stated purpose of this new funding by the legislature is to support costs related to public safety (police, fire, EMS, dispatch), public works, transportation, and courts. Because the majority of the City's spending is already used for these functions, the restriction is inconsequential to the 2024 budget. This proposed budget uses that supplemental shared revenue payment primarily towards the following eligible uses:

Police/Dispatch Status Quo Increases	
Personnel	\$339,595
Non-Personnel	\$49,955
Fire Status Quo Increases	
Personnel	\$113,986
Non-Personnel	\$29,216
Reclassification of Police Lieutenants to Captains (PBP#24)	\$15,375
Removal of Vacant Records Specialist and Additional Executive Assistant (PBP#26)	\$17,541
Additional Career Full-Time Firefighter (PBP#45)	\$116,608
Increase in POX Minimum Pay Wage (PBP#47)	\$81,489
Increased Roadway Supplies	\$46,580
Increased Road Maintenance	\$29,975
Total Identified Uses	\$840,320
Supplemental Funding	\$815,820

One of the policy items included by the State in this funding package was a new maintenance of effort (MOE) requirement for police, fire, and EMS. While the details have not yet been shared by the State about how MOE will be implemented, we believe the Proposed 2024 Budget will meet the MOE requirements.

Other Important Items

There are a few other items that I feel are important to mention:

- Fitchrona EMS Levy Limit Adjustment: There is a special adjustment in the levy limit law that applies to joint Fire and/or EMS districts. This unique adjustment allows for a levy limit increase if the increase in the total cost of the service that is distributed to the municipalities does not exceed the consumer price index (CPI) + 2%. In a time of continued high inflation, the CPI remains quite high and allows for the City to take advantage of this adjustment for a second time if there is a partnership among all three participating municipalities. To qualify for the adjustment, a separate resolution is required to be approved by the City of Fitchburg, City of Verona, and Town of Verona, though each municipality can still choose whether or not it wants to actually utilize the adjustment within their budget. This adjustment is included in the proposed budget and staff will be reaching out to the other municipalities to ensure their interest and willingness.
- ARPA/TID Closure One-Time Funding: In early 2022 the Council adopted the original ARPA/TID Closure Investment Plan that identified the top-tier priorities for the one-time funding. The Investment Plan was revised in 2023 for updated costs, projects, and priorities. The Investment Plan included more projects than funding was available with the intention that the CIP and budget processes would narrow the focus further to match the funding that is available. Because it is important to have a 2024 budget that does not over-commit, several of the projects identified in the investment plan were delayed to 2025 and, based on the funding currently available, some of those delayed projects may not be able to be funded at this time.
- Operating Costs of New Facilities: As mentioned earlier, the new HUB Park community facility is expected to be open in 2025. The costs to operate and maintain this new facility should first impact the City's budget in 2025. The estimated \$125,000 in operating costs was retained in levy limit capacity to demonstrate financial commitment to this new facility. A new Police Facility is also being designed with an anticipated occupancy in 2026. The space currently utilized by the Police Department at City Hall will be repurposed by the City's other growing departments. When the new facility becomes operational, there will be significant operating and maintenance costs that will need to be absorbed within the City's budget. The current estimate of those operating costs is approximately \$475,000 and will need to be addressed in future budgets.

- **Referendum Possible in Future:** Levy limits are primarily based on net new construction and the City's budget has been benefiting from strong growth for the past several years. However, even with strong growth, the City's staffing levels have not been increased enough to meet the new service expectations. A discussion about this funding gap and options to address the funding gap has been occurring at various public meetings, primarily at the Committee of the Whole. These discussions are expected to continue with not only the Council but also with the taxpayers over the next several months. A public education and outreach consultant has been hired to assist in the identification and education of funding options, with a possible request for a levy limit referendum in August 2024. If a referendum is pursued, the exact funding level and purpose will need to be voted upon by the Council.

A Note on the Budget Process

The process used to develop this budget is like the Capital Improvement Plan (CIP). Department Heads provide recommendations, and a draft budget is compiled to include projects identified in the Adopted CIP and any existing debt service schedules. I meet with staff to learn more about the requests and ask questions. It is my responsibility, as Mayor, to assess the priority of requests to both the departments and to the community and then determine which items are included in the final draft proposed budget presented to the Council.

The General Fund is the main operating fund of the City and includes the cost of many City services. Changes from the Adopted 2023 Budget to this Proposed 2024 Budget include:

	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
Taxes and Tax Equivalents	20,268,738	20,783,208	514,470	2.54%
Intergovernmental Revenues	3,601,349	4,870,316	1,268,967	35.24%
Licenses & Permits	882,620	873,500	(9,120)	-1.03%
Fines, Forfeits, & Penalties	160,000	160,000	-	0.00%
Public Charges for Services	338,615	390,200	51,585	15.23%
Intergovernmental Charges for Service	265,980	373,060	107,080	40.26%
Commercial Revenues	167,990	203,320	35,330	21.03%
Miscellaneous Revenues	22,000	34,750	12,750	57.95%
Other Financing Sources	1,313,267	3,490,388	2,177,121	165.78%
Total Revenues & Other Financing Sources	27,020,559	31,178,742	4,158,183	15.39%
Personnel Costs	19,032,042	20,643,833	1,611,791	8.47%
Contractual Services	2,675,302	2,796,538	121,236	4.53%
Operating Expenses	2,386,153	2,618,540	232,387	9.74%
Allocated Costs	1,840,713	1,966,831	126,118	6.85%
Other Financing Uses	1,086,349	3,153,000	2,066,651	190.24%
Total Expenditures & Other Financing Uses	27,020,559	31,178,742	4,158,183	15.39%

Additional summaries, including various graphs, are available in this document to provide a variety of different views into the City's budget. More specific details on the differences between the two years are also available in the major changes narrative.

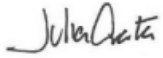
Next Steps

I look forward to working with the Council to develop a final budget that will meet the needs of the residents of the City of Fitchburg while balancing the financial constraints of both the City and our residents. While we face financial challenges, including the state-imposed levy limit and a possible decrease in net construction for 2025, we have implemented prudent fiscal strategies to address these issues and maintain a balanced budget that serves the best interests of our community.

I encourage all Council members to attend the departmental presentations at the special Finance Committee meetings on Tuesday, October 3rd, and Wednesday, October 4th. A public hearing on this proposed budget will occur at the regularly scheduled October 10th Council meeting. Council-proposed amendments to this budget are due on Friday, October 13th.

Thank you, Gracias, for your commitment to our city, and I look forward to your support as we venture to make Fitchburg an even better place to live, work, and thrive. Finally, I want to thank the Finance Department and City Administrator for their guidance and support in navigating and preparing my first budget as Mayor.

Sincerely,

A handwritten signature in dark ink, appearing to read "Julia Arata-Fratta". The signature is fluid and cursive, with the first name "Julia" being more prominent.

Julia Arata-Fratta

Mayor

Email: julia.arata-fratta@fitchburgwi.gov

NOTICE OF PUBLIC HEARING - 2024 CITY OF FITCHBURG BUDGET - October 10, 2023

Public notice is hereby given that on October 10, 2023, the City Council of the City of Fitchburg will meet in the Frances Huntley-Cooper City Council Chambers, City Hall, 5520 Lacy Rd., at 7:30 p.m. and virtually for the purpose of hearing any citizen or taxpayer comments on the Proposed Budget for 2024. 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 2024 BUDGET SUMMARY

GENERAL FUND	AMENDED BUDGET 2023	PROPOSED 2024	Expenditure Percent Change	Levy Percent Change	2023 Rate per 1,000***	Rate Percent Change
REVENUES						
Property Taxes	\$ 19,338,941	\$ 19,934,658		3.08%	4.013	0.14%
Other Taxes	929,797	848,550				
Intergovernmental Revenues	3,615,349	4,870,316				
Regulation & Compliance	1,378,370	1,033,500				
Intergovernmental Chgs for Services	265,980	373,060				
Public Charges for Service	378,615	390,200				
Commercial Revenues	167,990	203,320				
Miscellaneous Revenues	22,000	34,750				
Other Financing Sources	134,768	137,588				
Fund Balance Applied	1,592,191	3,352,800				
TOTAL REVENUES	\$ 27,824,001	\$ 31,178,742				
EXPENDITURES						
General Government	\$ 4,592,238	\$ 5,009,040				
Public Safety	15,376,685	15,924,226				
Public Works	2,834,874	2,800,806				
Senior Services	835,712	883,899				
Culture, Rec & Education	2,394,606	2,506,030				
Planning & Development	719,037	917,241				
TOTAL EXPENDITURES	\$ 26,753,152	\$ 28,041,242	4.81%			
Other Financing Uses	1,070,849	3,137,500				
TOTAL EXPENDITURES & OFU	\$ 27,824,001	\$ 31,178,742	12.06%			

ALL FUNDS COMBINED	Fund Bal Jan. 1, 2023	Revenues	Expenditures	Est Fund Bal Jan. 1, 2024	2023		Rate % Change	Total Levy % Change
					2023	2023 (TID OUT)		
					Property Tax Contribution	Rate Per \$1,000		
General Fund					\$19,934,658	4.013	0.14%	3.08%
Non Spendable	\$1,572,336			\$1,572,336				
Restricted	71,233			71,233				
Assigned	6,537,325			8,297,934				
Unassigned	6,812,978	\$26,884,283	\$26,646,316	5,290,336				
Special Revenue Funds								
(incl library,FACTv,Transit)	11,791,450	18,445,321	13,482,091	16,754,680	2,995,918	0.603	6.88%	10.01%
Debt Service Funds	3,316,485	7,754,218	7,918,151	3,152,552	5,390,245	1.085	16.45%	19.87%
Capital Projects Funds (excl TID)	23,798,080	28,988,729	39,800,264	12,986,545	2,434,617	0.490	5.61%	8.70%
TID Capital Projects Funds	22,480,134	13,180,761	38,785,696	(3,124,801)				
Internal Service Fund	1,225,145	2,276,122	2,257,322	1,243,945				
Enterprise Funds	101,242,576	12,309,450	9,688,967	103,863,059				
TOTAL *	\$178,847,742	\$109,838,884	\$138,578,807	\$150,107,819	\$30,755,438	6.191	3.75%	6.79%

* 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

\$4,967,610,700

CITY OF FITCHBURG
SUMMARY OF BUDGET AND TAX LEVY

estimated				
PURPOSE	Actual 2022	Adopted 2023	Projected 2023	Proposed 2024
Adjusted General Fund Expenditures:				
General Government	3,163,428	4,356,382	4,365,230	5,009,040
Public Safety	13,509,706	15,025,435	14,893,591	15,924,226
Public Works	3,396,426	2,667,395	2,398,254	2,800,806
Health & Human Service	759,777	835,712	829,491	883,899
Culture, Rec. & Education	1,703,449	2,347,601	2,349,919	2,506,030
Conservation & Development	552,599	717,185	738,982	917,241
Other Financing Uses	545,349	1,070,849	1,070,849	3,137,500
Total General Fund	23,630,734	27,020,559	26,646,316	31,178,742
FACTv Fund Tax Levy Transfer	155,102	0	0	0
Transit Fund Tax Levy Transfer	0	552,395	552,395	681,482
Library Fund Tax Levy Transfer	2,052,994	2,170,815	2,170,815	2,314,436
Debt Service Fund Tax Levy Transfer	4,508,620	4,496,892	4,496,892	5,390,245
Capital Projects Fund Tax Levy Transfer	1,883,265	2,239,657	2,239,657	2,434,617
Total Adj General Fund Expenditures	32,230,715	36,480,318	36,106,075	41,999,522
Total ERP Calc City Expenditures		31,983,426		36,609,277
Revenues:				
General Fund Tax Levy	18,352,862	19,338,941	19,338,941	19,934,658
General Fund Other Revenue	7,668,410	7,681,618	9,137,533	11,244,084
Total General Fund	26,021,272	27,020,559	28,476,474	31,178,742
FACTv Tax Levy	155,102	0	0	0
FACTv Other Revenue	296,212	0	0	0
Total FACTv	451,314	0	0	0
Transit Tax Levy	0	552,395	552,395	681,482
Transit Other Revenue	0	862,503	952,664	1,200,100
Total FACTv	0	1,414,898	1,505,059	1,881,582
Library Tax Levy	2,052,994	2,170,815	2,170,815	2,314,436
Library Other Revenue	132,899	366,200	425,619	194,221
Total Library	2,185,893	2,537,015	2,596,434	2,508,657
Debt Service Tax Levy	4,508,620	4,496,892	4,496,892	5,390,245
Debt Service Other Revenue	5,028,302	3,810,459	3,664,564	1,864,216
Total Debt Service Fund	9,536,922	8,307,351	8,161,456	7,254,461
Total Levy Fund Non-Capital Revenues	38,195,401	39,279,823	40,739,423	42,823,442
Capital Projects Tax Levy	1,883,265	2,239,657	2,239,657	2,434,617
Capital Projects Other Revenue	4,799,727	18,806,426	27,404,572	35,780,891
Total Capital Projects Fund	6,682,992	21,046,083	29,644,229	38,215,508
Total Revenues	44,878,393	64,822,798	74,880,544	86,429,195
Total City Levy	26,952,843	28,798,700	28,798,700	30,755,438
City Portion Of TID Levy	4,364,575	3,672,335	3,672,335	2,391,527
Total Tax Levy Including TID	31,317,418	32,471,035	32,471,035	33,146,965

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

estimated				
PURPOSE	Actual 2022	Adopted 2023	Projected 2023	Proposed 2024
Assessed Value	3,950,211,400	4,825,991,080		4,967,610,700
Tax Rate - General Fund	4.6460	4.0072		4.0129
Tax Rate - FACTv	0.0393	0.0000		0.0000
Tax Rate - Transit	0.0000	0.1145		0.1372
Tax Rate - Library	0.5197	0.4498		0.4659
Tax Rate - Debt	1.1414	0.9318		1.0851
Tax Rate - Capital Project	0.4768	0.4641		0.4901
Tax Rate - Other (TID)	<u>1.1048</u>	<u>0.7610</u>		<u>0.4814</u>
Tax Rate - Total City	7.9280	6.7284		6.6726
Equalized Value	4,100,343,800	4,835,636,273		5,733,042,400
Tax Rate - General Fund	4.4759	3.9993		3.4772
Tax Rate - FACTv	0.0378	0.0000		0.0000
Tax Rate - Transit	0.0000	0.1142		0.1189
Tax Rate - Library	0.5007	0.4489		0.4037
Tax Rate - Debt	1.0996	0.9299		0.9402
Tax Rate - Capital Project	0.4593	0.4632		0.4247
Tax Rate - Other (TID)	<u>1.0643</u>	<u>0.7595</u>		<u>0.4171</u>
Equalized Tax Rate - Total City	7.6376	6.7150		5.7817
Notes:				
1) 2022 tax roll (2023 budget) is complicated due to the absorption of a portion of the Town of Madison on 10/31/22. The amounts included above are for the combined values of both groups of properties (1/1/22 Fitchburg + 1/1/22 Town).				

CITY OF FITCHBURG
2023 PROPERTY TAX LEVIES - 2024 BUDGET

estimated

Purpose	Levy Amount	Tax Rates Per \$1,000	Levy Inc/(Dec)	Rate Inc/(Dec)	Percent Total
General City	19,934,658	4.0129	3.08%	0.14%	20.39%
Transit	681,482	0.1372	23.37%	19.83%	0.70%
Library	2,314,436	0.4659	6.62%	3.58%	2.37%
Debt	5,390,245	1.0851	19.87%	16.45%	5.51%
Capital Projects	2,434,617	0.4901	8.70%	5.60%	2.49%
TID Allocation	2,391,527	0.4814	-34.88%	-36.74%	2.45%
Total City	33,146,965	6.6726	2.08%	-0.83%	33.90%
<u>Assessed Valuation</u>	<u>2022</u>	<u>2023</u>	<u>Percent of Total</u>	<u>Increase</u>	<u>Percent Increase</u>
City of Fitchburg (Total)	4,825,991,080	4,967,610,700	100.00%	141,619,620	2.93%
Madison School District	2,197,556,080	2,253,659,700	45.37%	56,103,620	2.55%
Oregon School District	915,131,700	971,694,400	19.56%	56,562,700	6.18%
Verona School District	1,713,303,300	1,742,256,600	35.07%	28,953,300	1.69%

**CITY OF FITCHBURG
COMPARISON OF TAXES PAID**

estimated

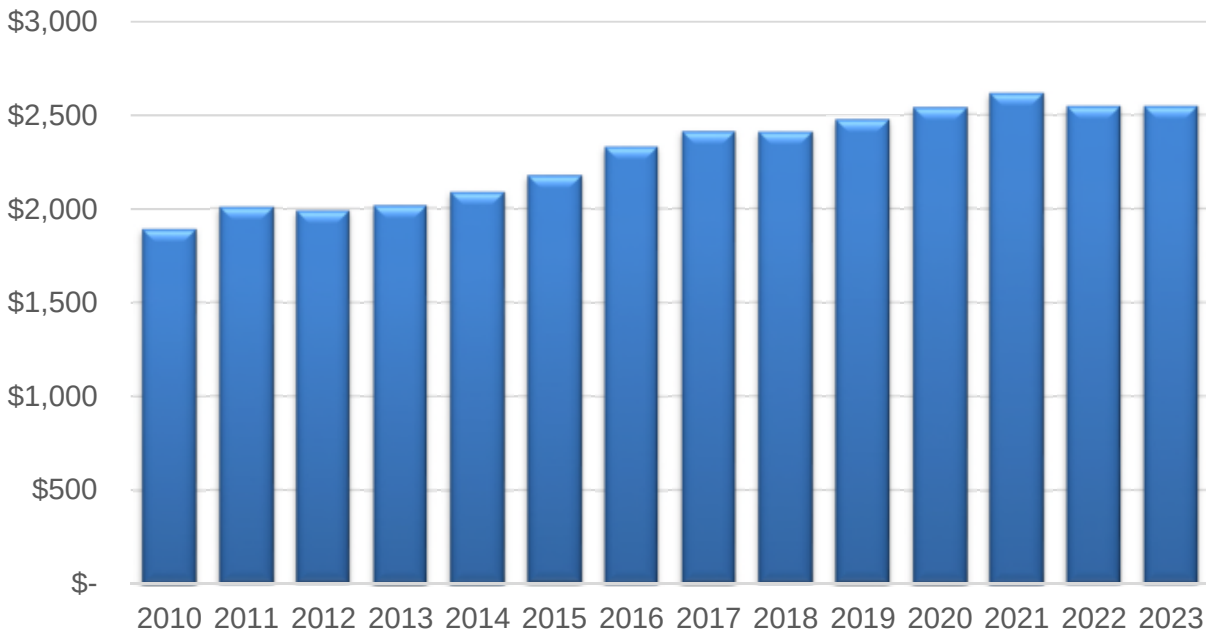
Budget Year	2020	2021	2022	2023	2024
Equalized Value (TID in)	3,419,112,900	3,706,378,900	4,100,343,800	4,835,636,273	5,733,042,400
Percent increase (decrease)	9.05%	8.40%	10.63%	17.93%	18.56%
Assessed Value (AV)	3,324,638,700	3,738,640,300	3,950,211,400	4,825,991,080	4,967,610,700
Percent increase (decrease)	8.00%	12.45%	5.66%	22.17%	2.93%
Average Single Family Residential AV	310,900	330,100	330,100	378,500	381,900
Percent increase (decrease)	5.75%	6.18%	0.00%	14.66%	0.90%
Average Multi-Family Apartment AV	n/a	82,700	84,900	122,000	115,400
Percent increase (decrease)	n/a	n/a	2.66%	43.70%	-5.41%
Tax Levy for City Purposes (excl TID)	23,733,084	24,883,702	26,952,842	28,798,700	30,755,438
Percent increase (decrease)	4.20%	4.85%	8.32%	6.85%	6.79%
Tax Rate per 1,000 for City Purposes (TID)	7.96	7.69	7.93	6.73	6.67
Percent increase (decrease)	-2.85%	-3.46%	3.15%	-15.13%	-0.83%
City Taxes Paid on Average Single-Family	2,475	2,537	2,617	2,547	2,548
Dollar increase (decrease)	66	62	80	(70)	1
Percent increase (decrease)	2.74%	2.51%	3.15%	-2.67%	0.04%
City Taxes Paid on Average Apartment	n/a	636	673	821	770
Dollar increase (decrease)			37	148	(51)
Percent increase (decrease)			5.82%	21.99%	-6.21%
Other Charges/Credits:					
Rubbish/Recycling	203.00	209.00	215.00	228.00	232.00
2) 2022 tax roll (2023 budget) is complicated due to the absorption of a portion of the Town of Madison on 10/31/22. The amounts included above are for the combined values of both groups of properties (1/1/22					

CITY OF FITCHBURG
TAX IMPACT ANALYSIS ON AVERAGE SINGLE FAMILY HOME

estimated

	Budget 2022		Budget 2023		Budget 2024	
General Fund Tax Levy	18,352,861		19,338,941		19,934,658	
General Fund Budget	24,494,311		27,020,559		31,178,742	
Assessed Value	3,950,211,400		4,825,991,080		4,967,610,700	
Average Home Assessed Value		330,100		378,500		381,900
Service Area:						
General Government:						
Mayor & Council	80,471	5.04	83,163	4.67	89,088	4.38
Municipal Court	191,801	12.01	199,087	11.18	209,022	10.27
Administration, Legal, HR	907,467	56.82	1,126,418	63.23	1,245,336	61.21
Clerk	519,386	32.52	536,098	30.09	679,364	33.39
Finance	473,716	29.66	836,325	46.95	859,107	42.23
Assessing	589,103	36.89	604,838	33.95	635,099	31.22
Public Safety:						
Police (including MPSIS)	8,971,103	561.71	9,561,795	536.73	10,033,078	493.16
Fire	3,404,212	213.15	3,661,447	205.53	4,029,455	198.06
Other Public Safety	1,159,221	72.58	1,243,022	69.77	1,265,433	62.20
Building Inspection	423,728	26.53	559,171	31.39	596,260	29.31
Mass Transit	620,000	38.82	0	-	0	-
Public Works	2,355,312	147.47	2,667,395	149.73	2,800,806	137.67
Senior Center	793,932	49.71	835,712	46.91	883,899	43.45
Parks Department:						
Parks	1,286,311	80.54	1,412,446	79.28	1,494,612	73.47
Recreation	345,770	21.65	381,320	21.40	438,968	21.58
FACTv	-	-	440,103	24.70	453,646	22.30
Zoning & Planning	404,397	25.32	393,963	22.11	452,523	22.24
Economic Development	306,132	19.17	323,222	18.14	464,718	22.84
Other General Fund	1,662,249	104.08	2,155,034	120.97	4,548,328	223.57
Total General Fund	24,494,311	1,533.67	27,020,559	1,516.73	31,178,742	1,532.55
FACTv		12.97		-		-
Transit		-		43.34		52.40
Library		171.55		170.25		177.93
Debt Service		376.78		352.69		414.40
Capital Projects		157.39		175.66		187.17
Tax Increment District		364.69		288.04		183.85
City Tax on Average Home		2,617.05		2,546.71		2,548.30

City of Fitchburg City Taxes on an Average Single-Family Home (SFH)



Tax Roll Year	Average Value	City Portion AV Tax Rate	City Tax on Average SFH
2010	265,100	7.13	1,890
2011	265,000	7.58	2,008
2012	263,400	7.56	1,991
2013	256,900	7.84	2,014
2014	262,448	7.95	2,086
2015	262,800	8.29	2,178
2016	272,800	8.54	2,330
2017	282,000	8.55	2,411
2018	294,000	8.19	2,409
2019	310,900	7.96	2,475
2020	330,100	7.69	2,537
2021	330,100	7.93	2,617
2022	378,500	6.73	2,547
2023	381,900	6.67	2,548

*Town absorb/TID #6 close

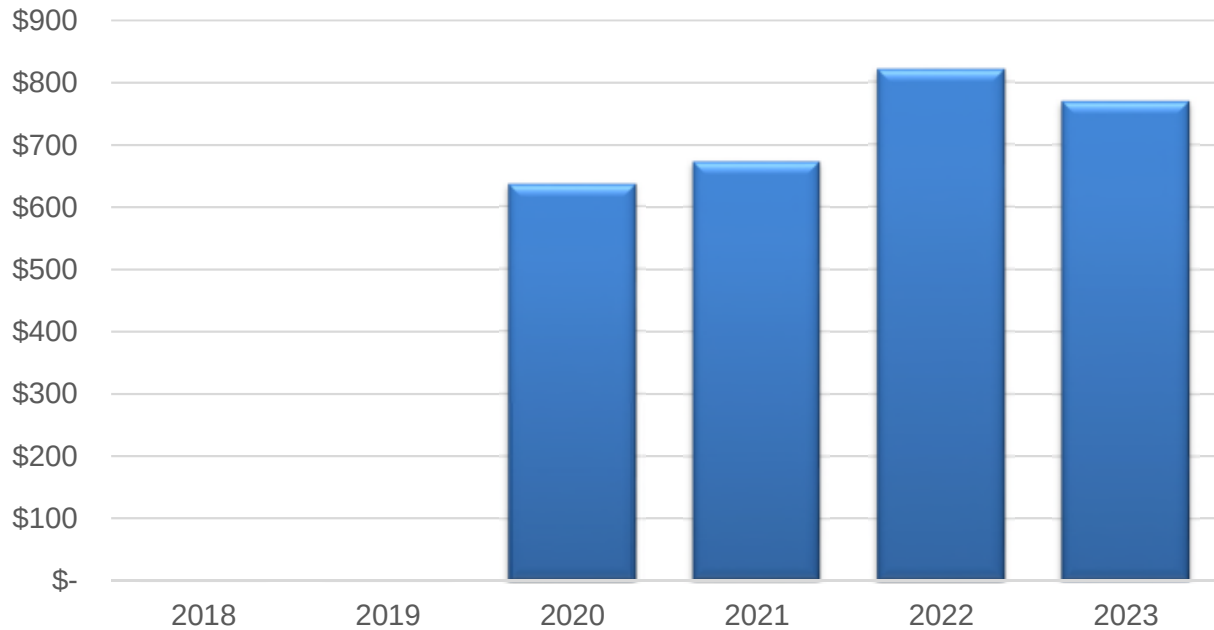
estimated

CITY OF FITCHBURG
TAX IMPACT ANALYSIS ON AVERAGE MULTI-FAMILY APARTMENT

estimated

	Budget 2022		Budget 2023		Budget 2024	
General Fund Tax Levy	18,352,861		19,338,941		19,934,658	
General Fund Budget	24,494,311		27,020,559		31,178,742	
Assessed Value	3,950,211,400		4,825,991,080		4,967,610,700	
Average Rental Unit Assessed Value	84,900		122,000		115,400	
Service Area:						
General Government:						
Mayor & Council	80,471	1.30	83,163	1.50	89,088	1.32
Municipal Court	191,801	3.09	199,087	3.60	209,022	3.10
Administration, Legal, HR	907,467	14.61	1,126,418	20.38	1,245,336	18.50
Clerk	519,386	8.36	536,098	9.70	679,364	10.09
Finance	473,716	7.63	836,325	15.13	859,107	12.76
Assessing	589,103	9.49	604,838	10.94	635,099	9.43
Public Safety:						
Police (including MPSIS)	8,971,103	144.47	9,561,795	173.00	10,033,078	149.02
Fire	3,404,212	54.82	3,661,447	66.25	4,029,455	59.85
Other Public Safety	1,159,221	18.67	1,243,022	22.49	1,265,433	18.80
Building Inspection	423,728	6.82	559,171	10.12	596,260	8.86
Mass Transit	620,000	9.98	0	-	0	-
Public Works	2,355,312	37.93	2,667,395	48.26	2,800,806	41.60
Senior Center	793,932	12.79	835,712	15.12	883,899	13.13
Parks Department:						
Parks	1,286,311	20.71	1,412,446	25.56	1,494,612	22.20
Recreation	345,770	5.57	381,320	6.90	438,968	6.52
FACTv	-	-	440,103	7.96	453,646	6.74
Zoning & Planning	404,397	6.51	393,963	7.13	452,523	6.72
Economic Development	306,132	4.93	323,222	5.85	464,718	6.90
Other General Fund	1,662,249	26.77	2,155,034	38.99	4,548,328	67.56
Total General Fund	24,494,311	394.45	27,020,559	488.88	31,178,742	463.10
FACTv		3.34		-		-
Transit		-		13.97		15.83
Library		44.12		54.88		53.76
Debt Service		96.90		113.68		125.22
Capital Projects		40.48		56.62		56.56
Tax Increment District		93.80		92.84		55.55
City Tax on Average Multi-Family Apartment		673.09		820.87		770.02

City of Fitchburg City Taxes on an Average Multi-Family Apartment

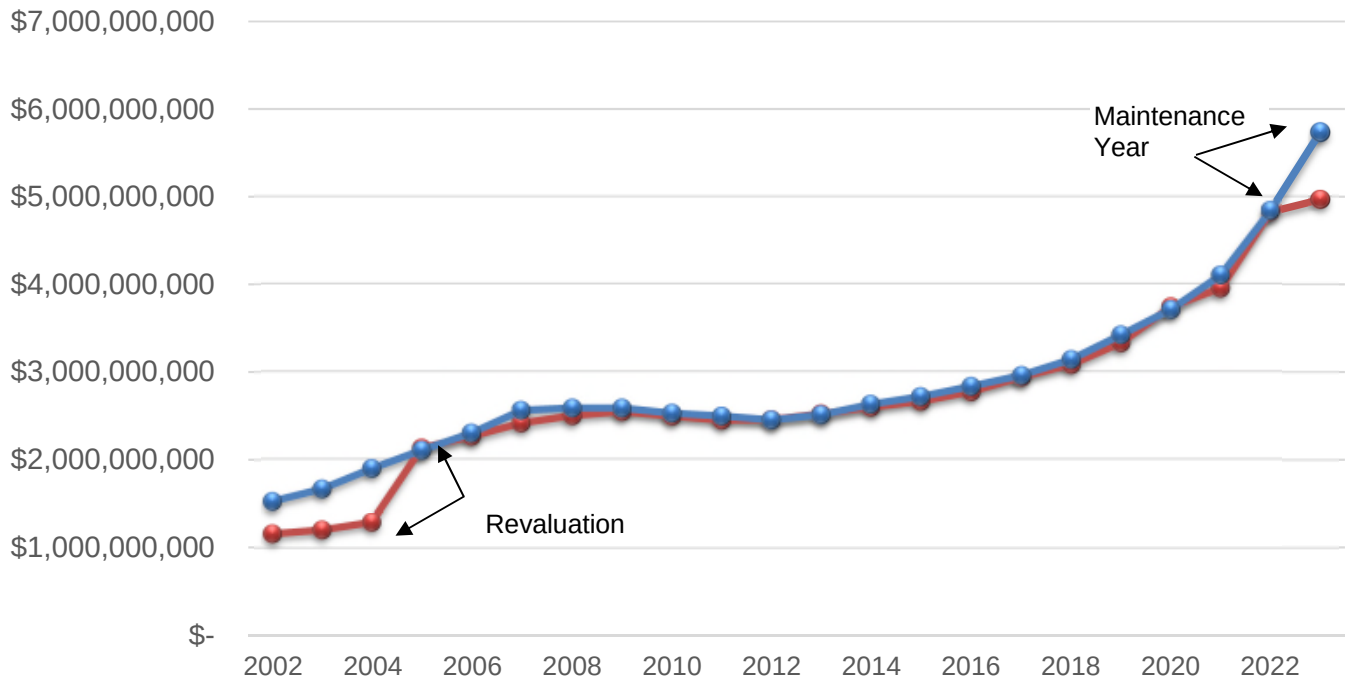


Tax Roll Year	Average Apt Value	City Portion AV Tax Rate	City Tax on Average Apt
2018	n/a	8.19	n/a
2019	n/a	7.96	n/a
2020	82,700	7.69	636
2021	84,900	7.93	673
2022	122,000	6.73	821
2023	115,400	6.67	770

*Town absorb/TID #6 close

estimated

City of Fitchburg Assessed and Equalized Value (TID in)

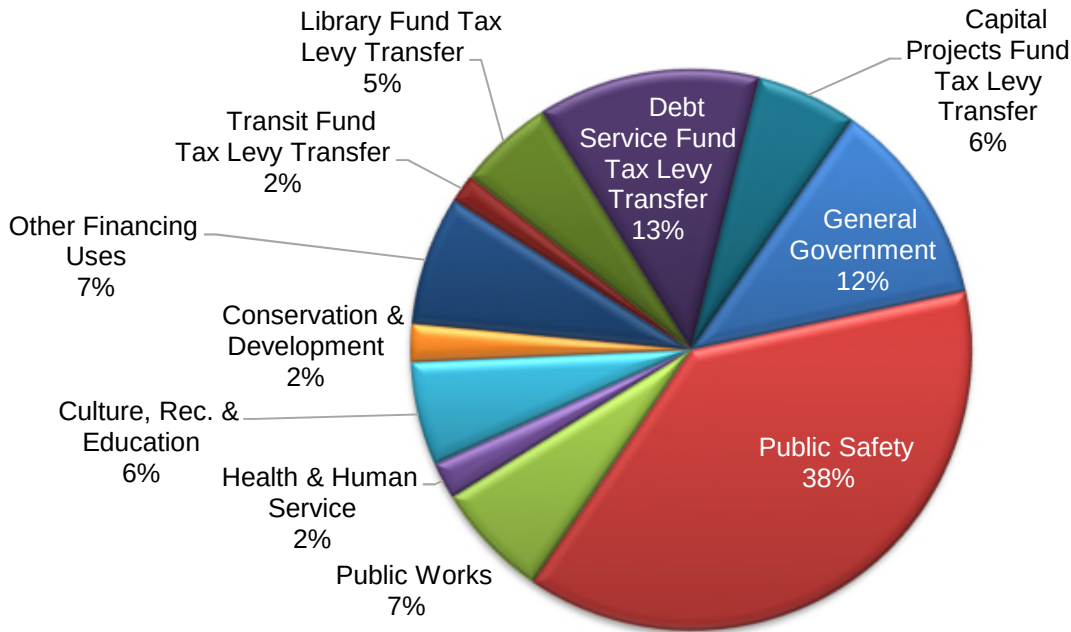


Tax Roll Year	Assessed Value	Equalized Value	
2002	1,152,718,125	1,516,111,600	
2003	1,198,870,065	1,659,614,900	
2004	1,283,840,895	1,892,988,500	
2005	2,125,066,172	2,098,978,800	*Revaluation
2006	2,258,755,020	2,296,882,600	
2007	2,410,192,040	2,557,266,700	
2008	2,495,173,890	2,582,601,800	
2009	2,539,792,799	2,582,226,200	
2010	2,490,026,800	2,524,627,800	
2011	2,444,146,000	2,489,764,900	
2012	2,450,235,700	2,447,132,400	
2013	2,514,568,400	2,503,773,000	
2014	2,592,798,500	2,623,964,200	
2015	2,657,971,530	2,711,401,700	
2016	2,766,790,100	2,830,645,500	
2017	2,936,371,100	2,954,018,100	
2018	3,078,410,600	3,135,272,200	
2019	3,324,638,700	3,419,112,900	
2020	3,738,640,300	3,706,378,900	
2021	3,950,211,400	4,100,343,800	*maintenance year
2022	4,825,991,080	4,835,636,273	*Town absorb
2023	4,967,610,700	5,733,042,400	*maintenance year

estimated

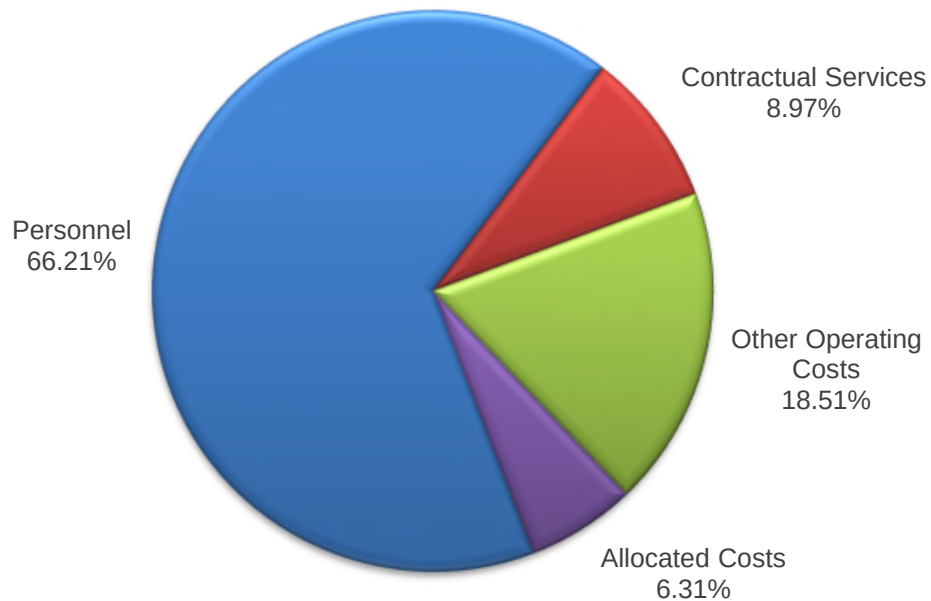
City of Fitchburg 2024 Budget

All Levy Funds Expenditures by Type

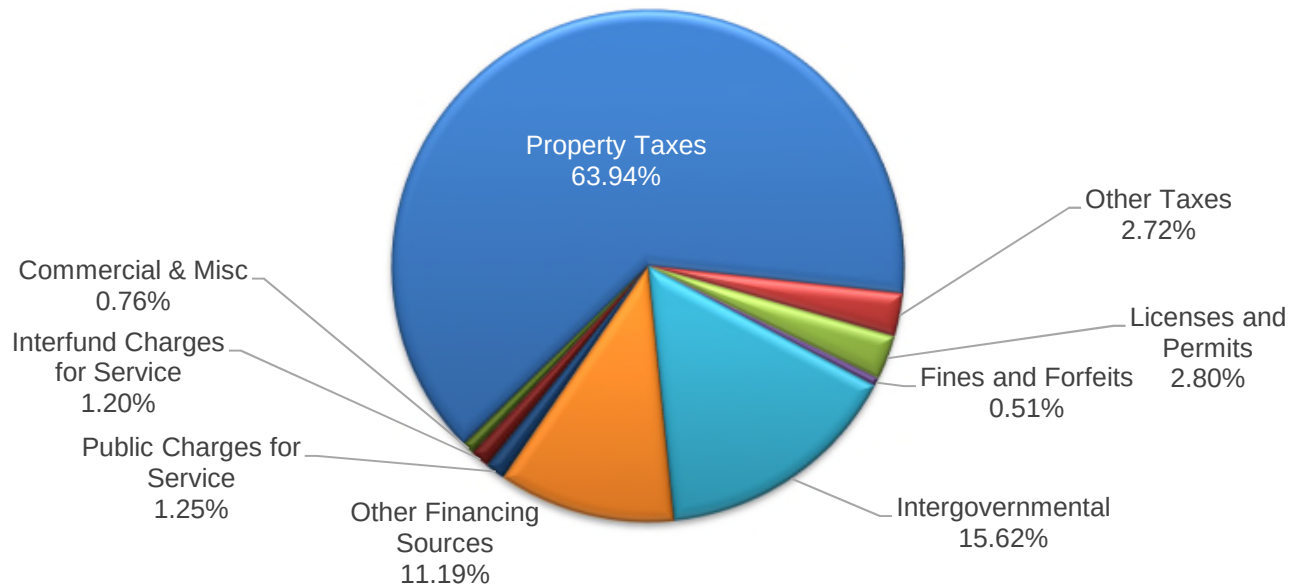


City of Fitchburg 2024 Budget

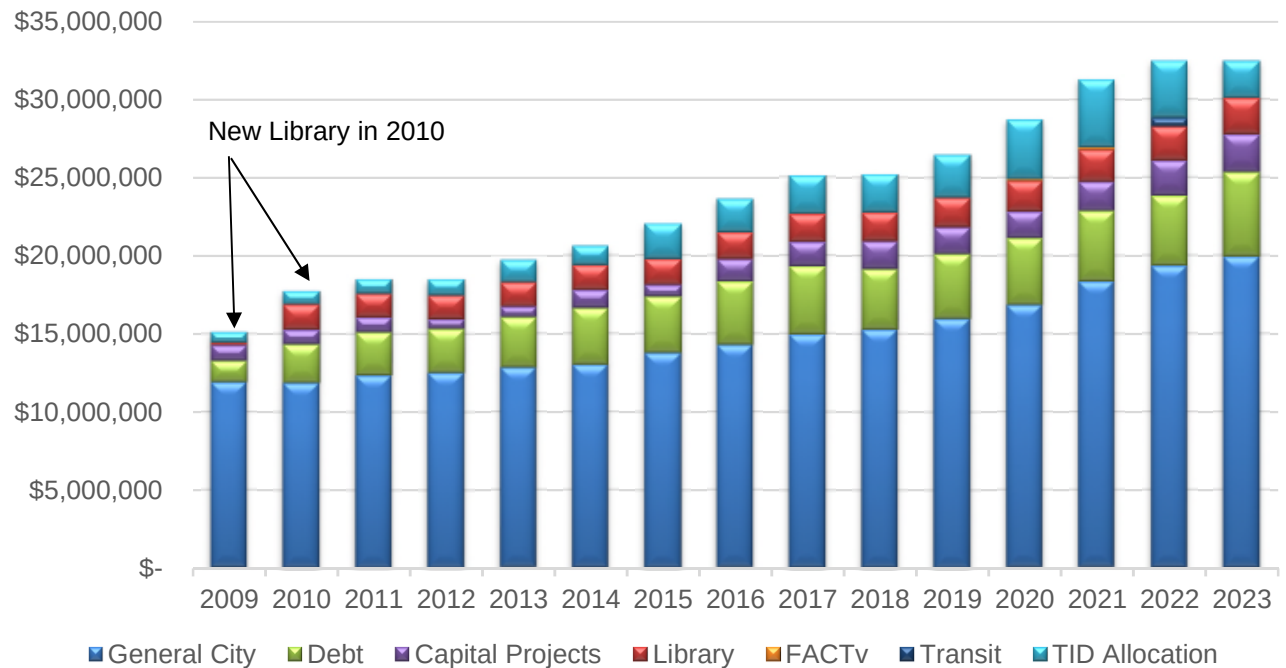
General Fund Expenditures by Class



City of Fitchburg 2024 Budget General Fund Revenues by Type



City of Fitchburg Tax Levy History



City of Fitchburg
Levy Limit Calculation

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
PY Adjusted Levy					
Municipal Levy - PY	22,776,255	23,733,084	24,883,702	26,952,842	28,798,700
Plus: PY PP aid	108,256	80,728	53,200	80,728	93,902
Plus/Minus: Rounding	(2)				(1)
Less: PY levy for unreimb emergency	-	-	-	-	-
Less: PY levy for new GO after 7/1/05	(3,874,552)	(4,135,274)	(4,296,605)	(5,288,192)	(4,982,332)
Adjusted PY Levy	19,009,957	19,678,538	20,640,297	21,745,378	23,910,269

Initial Allowed Levy

Terminated TID % adjustment (3 decimals)	0.000%	0.000%	0.000%	1.579%	2.917%	
Terminated TID levy increase	-	-	-	343,360	697,463	
Less: BY Personal Property Aid	(80,728)	(53,200)	(80,728)	(80,728)	(93,902)	need to back out PP elimination aid in 2025
Net new construction (3 decimals)	3.517%	4.886%	5.354%	4.160%	3.699%	
Net new construction levy increase	668,581	961,493	1,105,081	904,608	884,441	
Levy prior to adjustments	19,597,810	20,586,831	21,664,650	22,912,618	25,398,271	ties to DOR SL-202M

Adjustments - Other than c/o & post 2005 DS

Decrease in prior to 7/1/05 debt (n/a)	-	-	-	-	-	
Increase in prior to 7/1/05 debt (n/a)	-	-	-	-	-	
Increase City's share refunded or rescinded taxes	-	266	-	1,669	-	always take, base building
Increase from referendum	-	-	-	-	-	
CY levy to pay unreimb emergency exp	-	-	-	-	-	
Intergovernmental cooperation agreement	-	-	-	-	-	
Charges assessed by joint fire department	-	-	-	94,651	106,711	IF all three municipalities pass a resolution
Transfer of service to/from other gov't	-	-	-	-	-	
Land annexation	-	-	-	807,430	-	
Lease payment for lease rev bond prior to 7/1/05	-	-	-	-	-	
Levy for debt shortfall in rev bond/SA B bond	-	-	-	-	-	
Loss of water rev to mfg discontinued ops	-	-	-	-	-	
New fee or fee increase for prior levy services	-	-	-	-	-	
Total Adjustments	-	266	-	903,750	106,711	

Unused Levy Carryover Calculation

PY allowable	22,776,255	23,733,084	24,883,702	26,952,842	28,798,700
PY actual	22,776,255	23,733,084	24,883,702	26,952,842	28,798,700
PY unused	-	-	-	-	-
Allowed % of carryover	1.5%	1.5%	1.5%	1.5%	1.5%
Max carryover allowed	341,644	355,996	373,256	404,293	431,981
Allowable Increase (lessor)	-	-	-	-	-
Taken carryover adjustment	-	-	-	-	-
Additional Adjustment Allowed	-	-	-	-	-

Debt Service Adjustment Calculation

Total debt service (I&P)	5,510,028	12,452,519	7,097,776	8,139,951	6,937,061	no issuance for 2022 nor 2023
Less: paid by other funds (TID, util) - recommended	(1,099,435)	(4,722,181)	(2,212,896)	(3,250,221)	(1,031,200)	
Plus: Abated Debt Strategy	-	-	794,972	499,840	-	
Less: paid by refunding	-	(3,011,300)	-	-	-	
Less: SA payments applied to levy	(140,368)	(384,550)	(391,660)	-	(250,000)	uptown SA timing in progress
Less: Premium applied to interest payments	(134,372)	(37,086)	-	(407,238)	(263,016)	
Recommended Adjustment	4,135,853	4,297,402	5,288,192	4,982,332	5,392,845	
Taken Adjustment	4,135,274	4,296,605	5,288,192	4,982,332	5,250,456	
Additional Adjustment Allowed	579	797	-	-	142,389	

Final Calculation - Allowed

Allowable Levy Prior to Adjustments	19,597,810	20,586,831	21,664,650	22,912,618	25,398,271	
Adjustments	4,135,853	4,297,668	5,288,192	5,886,082	5,499,556	Allowed ↑
Total Allowable Levy	23,733,663	24,884,499	26,952,842	28,798,700	30,897,827	7.3% 2,099,127

Final Calculation - Actual

Allowable Levy Prior to Adjustments	19,597,810	20,586,831	21,664,650	22,912,618	25,398,271	
Adjustments	4,135,274	4,296,871	5,288,192	5,886,082	5,357,167	
Total Allowable Levy	23,733,084	24,883,702	26,952,842	28,798,700	30,755,438	
Actual Levy	23,733,084	24,883,702	26,952,842	28,798,700	30,755,438	0.0% 1,956,738

Current Status of Levy	2020	2021	2022	2023	2024		
General Fund	15,987,571	16,830,691	18,352,861	19,338,941	19,934,658	595,717	3.1%
FACTv Fund	-	95,953	155,102	-	-	-	100.0%
Transit Fund	-	-	-	552,395	681,482	129,087	23.4%
Library Fund	1,900,097	1,964,700	2,052,994	2,170,815	2,314,436	143,621	6.6%
Debt Service	4,139,753	4,294,802	4,508,620	4,496,892	5,390,245	893,353	19.9%
Capital Projects Fund	1,705,663	1,697,556	1,883,265	2,239,657	2,434,617	194,960	8.7%
Total	23,733,084	24,883,702	26,952,842	28,798,700	30,755,438	1,956,738	6.8%
Levy Limits	23,733,663	24,884,499	26,952,842	28,798,700	30,897,827		
Available/(overspent)	579	797	-	-	142,389		

HUB Operating 2025 (125,000)
Remaining Capacity 17,389

City of Fitchburg
Expenditure Restraint Calculation
400-436 - ____

as budgeted
as amended
R-35-22 c/o
R-41-22 sign-on
bonuses

Mayor's Proposed
9/22/2023

Net new/EV year	2016	2017	2018	2019	2020	2020	2021	2022
CPI year ending 9/30	2017	2018	2019	2020	2021	2021	2022	2023
Calculated Based on Budget Year	2018	2019	2020	2021	2022	2022	2023	2024
Aid Received in Year	2019	2020	2021	2022	2023	2023	2024	2025

Base Amount

Prior Year Amended General Fund Budget	19,503,073	20,247,117	20,911,903	21,885,416	22,598,138	22,598,138	24,792,051	27,020,559
FACTv Tax Levy	-	-	-	-	95,953	95,953	155,102	-
Transit Tax Levy	-	-	-	-	-	-	-	552,395
Library Tax Levy	1,731,219	1,784,887	1,835,488	1,900,097	1,964,700	1,964,700	2,052,994	2,170,815
Capital Tax Levy	1,431,215	1,538,763	1,788,363	1,705,663	1,697,556	1,697,556	1,883,265	2,239,657
P&I Payments	4,059,220	4,358,568	3,876,320	4,139,753	4,294,802	4,294,802	4,508,620	4,496,892
PY Line 1	26,724,727	27,929,335	28,412,074	29,630,929	30,651,149	30,651,149	33,392,032	36,480,318
Less: Debt Tax Levy	(4,059,220)	(4,358,568)	(3,876,320)	(4,139,753)	(4,294,802)	(4,294,802)	(4,508,620)	(4,496,892)
Adjusted GF Expenditures (debt excluded)	22,665,507	23,570,767	24,535,754	25,491,176	26,356,347	26,356,347	28,883,412	31,983,426
Transfer of Service Adjustment Allowed	-	-	-	-	1,180,432	1,180,432	273,539	-
Base Year GF Expenditures	22,665,507	23,570,767	24,535,754	25,491,176	27,536,779	27,536,779	29,156,951	31,983,426

Growth Factor Allowed

Net new construction	87,645,200	83,740,200	110,271,500	167,048,400	198,428,900	198,428,900	170,592,400	178,847,000
Total EV	2,830,645,500	2,954,018,100	3,135,272,200	3,419,112,900	3,706,378,900	3,706,378,900	4,100,343,800	4,835,636,300
Percent increase (not equal to net new)	3.096%	2.835%	3.517%	4.886%	5.354%	5.354%	4.160%	3.699%
Adjustment factor	60%	60%	60%	60%	60%	60%	60%	60%
Adjusted percent increase	1.858%	1.701%	2.110%	2.931%	3.212%	3.212%	2.496%	2.219%
Minimum inflation factor (2011 & 2012)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Maximum allowable increase	2%	2%	2%	2%	2%	2%	2%	2%
Growth factor for ERP allowed	1.858%	1.701%	2.000%	2.000%	2.000%	2.000%	2.000%	2.000%

CPI (increase from 10/1 through 9/30)	2.1%	2.4%	1.9%	1.4%				
CPI (increase from 9/1 through 8/31)					3.0%	3.0%	7.7%	5.4%
CPI not less than 0% 2013 and after								
Total limit (nearest .10%)	4.00%	4.10%	3.90%	3.40%	5.00%	5.00%	9.70%	7.40%
Rounded down by nearest .01%	3.994%	4.094%	3.894%	3.394%	4.994%	4.994%	9.694%	7.394%
Verification rounds correctly	3.990%	4.090%	3.890%	3.390%	4.990%	4.990%	9.690%	7.390%

Allowed General Fund Amount	23,570,767	24,535,754	25,491,176	26,356,347	28,911,966	28,911,966	31,983,426	34,348,281

Actual Amount

Actual General Fund Budget	20,247,117	20,911,903	21,885,416	22,598,138	24,494,311	24,792,051	27,020,559	31,178,742	10.3%
FACTv Tax Levy	-	-	-	95,953	155,102	155,102	-	-	-100.0%
Transit Tax Levy	-	-	-	-	-	-	552,395	681,482	100.0%
Library Tax Levy	1,784,887	1,835,488	1,900,097	1,964,700	2,052,994	2,052,994	2,170,815	2,314,436	5.7%
Capital Tax Levy	1,538,763	1,788,363	1,705,663	1,697,556	1,883,265	1,883,265	2,239,657	2,434,617	18.9%
P&I Payments Paid By Levy	4,358,568	3,876,320	4,139,753	4,294,802	4,508,620	4,508,620	4,496,892	6,937,061	-0.3%
PY Line 1	27,929,335	28,412,074	29,630,929	30,651,149	33,094,292	33,392,032	36,480,318	43,546,338	10.2%
Less: Debt Tax Levy	(4,358,568)	(3,876,320)	(4,139,753)	(4,294,802)	(4,508,620)	(4,508,620)	(4,496,892)	(6,937,061)	-0.3%
Adjusted GF Expenditures (debt excluded)	23,570,767	24,535,754	25,491,176	26,356,347	28,585,672	28,883,412	31,983,426	36,609,277	11.9%

Increase Allowed / (Overage)	-	-	-	-	326,294	28,554	-	(2,260,996)	(a)

Total Increase Allowed Under Calculation	905,260	964,987	955,422	865,171	2,555,619	2,555,619	3,100,014	2,364,855	
	3.99%	4.09%	3.89%	3.39%	8.46%	9.59%	10.73%	14.46%	

(a) no adjustment needed for 2024 budget as the ERP will be based on the 2023 budget, due to the supplemental shared revenue increase

2023 FUND BALANCE PROJECTIONS

The Financial Plan adopted by the City has a goal of reserving between 15-25% of the General Fund Budgeted Expenditures PLUS the amount of state shared revenue received during the previous year as the targeted fund balance. These funds are used as "working capital" and as a funding source for emergencies.

General Fund Balance at December 31, 2022 per Audit		\$ 14,993,872
Non spendable	\$ 1,572,336	
Restricted	\$ 71,233	
Assigned	\$ 6,537,325	
Unassigned	\$ 6,812,978	
	\$ 14,993,872	
Budgeted Use of Fund Balance for 2023	\$ 1,592,191	(amended)

Estimated Surplus (Use) at December 31, 2023		\$ 237,967
Estimated General Fund Balance at December 31, 2023		\$ 15,231,839
Non spendable	\$ 1,572,336	
Restricted	\$ 71,233	
Assigned	\$ 9,140,000	
Unassigned	\$ 4,448,270	
	\$ 15,231,839	
Use of Fund Balance approved in 2024 budget (detail follows)		\$ 3,352,800
Estimated Adjusted General Fund Balance at December 31, 2023		\$ 11,879,039

Estimated Unassigned Portion of Fund Balance

Estimated Unassigned General Fund Balance at 12/31/2023	\$ 4,448,270
2024 Adopted Optg Budget (excl transfers)	\$ 28,041,242
Estimated 12/31/2023 Unassigned Fund Balance as a % of 2024 Budgeted Expenditures	15.86%

2024 PROPOSED USE OF FUND BALANCE/EXPENDITURE RESTRAINT FUNDS

Criteria for Use of Fund Balance or Expenditure Restraint:

- 1 Not an annually recurring expenditure
- 2 Vehicle purchase or repair projects
- 3 Equipment or repair projects related to facilities
- 4 Other office, operating or personal equipment - non recurring
- 5 Use of consultants - non-recurring
- 6 To be applied from the amount in excess of 25% to cover mid-year unbudgeted reductions in revenue collections or expenditure increases

FUND BALANCE USE - General Fund

Assigned Fund Balance to Pay Retiree Health Benefits	\$	215,300
Hybrid and Electric Vehicle Transfer, if Gasoline Savings Realized	\$	20,000
Transfer to Capital Projects Fund Based on Adopted 2023-2032 CIP	\$	3,117,500
Transfer to Capital Projects Fund as ERP strategy	\$	-
Total	\$	3,352,800

EXPENDITURE RESTRAINT - Capital Projects Fund

Project Number	Description	Approved Expense
2199	Police Fleet Vehicle Replacements	\$ 249,403
2299	Fire Fleet Vehicle Replacements	\$ 36,080
2399	EMS Fleet Vehicle Replacements	\$ 125,044
3199	Public Works Plow Fleet Replacement	\$ 296,391
5298	Library Building Systems Replacement	\$ 29,851
6302	City Campus Building Systems Replacement	\$ 13,231
Total		\$ 750,000

FUND BALANCE PROJECTIONS

FUND	ACCOUNT	Audited Fund Balance 12/31/22	Estimated 2023 Revenues	Estimated 2023 Expenditures	Estimated Fund Balance 12/31/23	Increase/ (Decrease)
100	General Fund	\$ 14,993,872	\$ 26,884,283	\$ 26,646,316	\$ 15,231,839	\$ 237,967
	2024 Budgeted General Fund Expenditures (excluding transfers)					\$ 28,041,242
	Estimated Total Fund Balance Percentage					54.32%
	Estimated Unassigned Fund Balance Percentage					15.86%
<u>SPECIAL REVENUE FUNDS</u>						
200	Grants/Donations	\$ 117,571	\$ 189,321	\$ 200,412	\$ 106,480	\$ (11,091)
202	Park Dedication-prior	\$ 780,467	\$ 20,000	\$ 3,144	\$ 797,323	\$ 16,856
203	Park Dedication-newer	\$ 3,510,549	\$ 683,374	\$ 678,364	\$ 3,515,559	\$ 5,010
207	FACTv (Cable)	\$ 192,446	\$ -	\$ 192,446	\$ -	\$ (192,446)
213	Refuse & Recycling	\$ 540,209	\$ 1,565,769	\$ 1,567,324	\$ 538,654	\$ (1,555)
222	Police Forfeitures	\$ 20,578	\$ 500	\$ -	\$ 21,078	\$ 500
224	Community Wellbeing	\$ 12,322	\$ 6,340	\$ 15,000	\$ 3,662	\$ (8,660)
225	CEDA	\$ 932,153	\$ 521,050	\$ 538,382	\$ 914,821	\$ (17,332)
226	Affordable Housing	\$ 2,772,578	\$ 4,980,620	\$ 26,365	\$ 7,726,833	\$ 4,954,255
227	Cemetery	\$ 130,781	\$ 23,000	\$ 1,249	\$ 152,532	\$ 21,751
229	Federal ARPA Funds	\$ 36,006	\$ 2,407,104	\$ 2,287,104	\$ 156,006	\$ 120,000
230	TID Closure Excess Increme	\$ 1,684,983	\$ 4,193,750	\$ 4,037,315	\$ 1,841,418	\$ 156,435
231	Transit	\$ -	\$ 1,505,059	\$ 1,413,840	\$ 91,219	\$ 91,219
250	Library	\$ 1,060,807	\$ 2,349,434	\$ 2,521,146	\$ 889,095	\$ (171,712)
<u>DEBT SERVICE</u>						
300	Debt Service	\$ 3,316,485	\$ 7,754,218	\$ 7,918,151	\$ 3,152,552	\$ (163,933)
<u>CAPITAL PROJECTS</u>						
400	Capital Projects	\$ 23,798,080	\$ 28,988,729	\$ 39,800,264	\$ 12,986,545	\$ (10,811,535)
<u>TAX INCREMENT DISTRICTS</u>						
404	TID 4	\$ 15,300,797	\$ 6,282,441	\$ 21,583,238	\$ -	\$ (15,300,797)
406	TID 6	\$ 54,063	\$ 50,000	\$ 104,063	\$ -	\$ (54,063)
409	TID 9	\$ 6,914,671	\$ 2,578,627	\$ 9,307,398	\$ 185,900	\$ (6,728,771)
410	TID 10	\$ (944,319)	\$ 1,408,402	\$ 1,267,815	\$ (803,732)	\$ 140,587
411	TID 11	\$ (35,535)	\$ 800	\$ 11,150	\$ (45,885)	\$ (10,350)
412	TID 12	\$ 792,858	\$ 1,819,144	\$ 1,559,758	\$ 1,052,244	\$ 259,386
413	TID 13	\$ 432,864	\$ 372,213	\$ 995,076	\$ (189,999)	\$ (622,863)
414	TID 14	\$ (34,697)	\$ 200	\$ 33,150	\$ (67,647)	\$ (32,950)
415	TID 15	\$ (568)	\$ 668,534	\$ 529,048	\$ 138,918	\$ 139,486
416	TID 16	\$ -	\$ 200	\$ 35,000	\$ (34,800)	\$ (34,800)
417	TID 17	\$ -	\$ 200	\$ 35,000	\$ (34,800)	\$ (34,800)
<u>OTHER</u>						
700	Technology ISF	\$ 844,016	\$ 1,634,668	\$ 1,469,251	\$ 1,009,433	\$ 165,417
710	Insurance ISF	\$ 381,129	\$ 641,454	\$ 788,071	\$ 234,512	\$ (146,617)
TOTAL		\$ 77,605,166	\$ 97,529,434	\$ 125,564,840	\$ 49,569,760	\$ 5,837

FUND	ACCOUNT	Audited Net Assets 12/31/22	Estimated 2023 Revenues	Estimated 2023 Expenses	Estimated Net Assets 12/31/23	Increase/ (Decrease)
<u>UTILITIES</u>						
602	Water Utility	\$ 44,443,975	\$ 5,034,264	\$ 3,951,813	\$ 45,526,426	\$ 1,082,451
	Capital Improvements			\$ 1,128,750		
603	Sewer Utility	\$ 22,561,639	\$ 4,290,181	\$ 3,864,593	\$ 22,987,227	\$ 425,588
	Capital Improvements			\$ 365,000		
604	Stormwater Utility (SUD)	\$ 34,236,962	\$ 2,985,005	\$ 1,872,561	\$ 35,349,406	\$ 1,112,444
	Capital Improvements			\$ 2,538,875		
		\$ 101,242,576	\$ 12,309,450	\$ 9,688,967	\$ 103,863,059	\$ 2,620,483

City of Fitchburg
Personnel Budget Proposals Summary
Mayor's Proposed 2024 Budget

Note: Costs are based on 2024, regardless of year of the request

Proposal #	FTE Count	Description	2024 Cost	Year Requested	Levy Limit Total	Levy Impact Mayor's	BT Priority	DH Priority	2024 Request Cost	2025 Request Cost	2026 Request Cost	2027 Request Cost	2028 Request Cost
		City Wide											
1	0.0	Additional Holiday Premium for Various Departments	\$31,504	2024	\$31,504	\$ 31,504	-	1	\$31,504				
2	0.0	Adjustment to On-Call Pay Policy	\$56,278	2024	\$47,850	\$ 47,850	-	2	\$56,278				
3	0.0	Adjustment to PTO Bank Consolidation and Increase	\$39,299	2024	\$38,059	\$ 38,059	-	3	\$39,299				
4	0.0	New Paid Parental Leave	\$16,800	2024	\$16,800	\$ 16,800	-	4	\$16,800				
		Admin											
5	1.0	New Communications Director	\$142,971	2024	\$142,971	\$ -	High	1	\$142,971				
6	1.0	New Community & Leisure Services Director and Related Department Reorganizations	\$178,501	2024	\$178,501	\$ -	High	2	\$178,501				
7	0.3	Restore Administration Intern	\$17,973	2026	\$17,973	\$ -	-	3			\$17,973		
		Legal											
8	1.0	Restore Assistant City Attorney	\$143,588	2027	\$143,588	\$ -	-	1				\$143,588	
		Clerks											
9	2.0	Additional LTE Election Assistance/OT	\$67,704	2024	\$67,704	\$ 67,704	-	1	\$67,704				
10	1.0	Additional Receptionist	\$111,914	2025	\$111,914	\$ -	-	2		\$111,914			
		Human Resources											
11	0.2	Increase FTE for HR Generalist from (0.8 FTE to 1.0 FTE)	\$18,954	2024	\$18,954	\$ 18,954	-	1	\$18,954				
12	0.1	New HR Intern	\$8,897	2024	\$8,897	\$ -	-	2	\$8,897				
13	1.0	New Talent Acquisition Specialist	\$113,414	2025	\$113,414	\$ -	High	3		\$113,414			
14	1.0	New Senior HR Generalist	\$125,743	2026	\$125,743	\$ -	High	4			\$125,743		
		Finance											
15	0.0	Additional Tax Collection LTE (Additional 60 Hours)	\$1,099	2024	\$1,099	\$ 1,099	-	1	\$1,099				
16	1.0	New Budget Analyst	\$126,293	2024	\$126,293	\$ -	High	2	\$126,293				
17	1.0	New Finance Assistant	\$120,778	2025	\$120,778	\$ -	High	3		\$120,778			
18	0.3	New Accounting Intern	\$17,853	2026	\$17,853	\$ -	-	4			\$17,853		
19	0.5	Increase FTE for Utility Billing Assistant (From .5 FTE to 1.0 FTE)	\$56,150	2028	\$0	\$ -	-	5					\$56,150
		Assessing											
20	0.0	Additional OT For Two Property Appraiser I Employees	\$219	2024	\$219	\$ 219	-	1	\$219				
		Building and Grounds											
21	1.0	Additional Custodian - Hub/PW Maintenance Building	\$84,263	2025	\$84,263	\$ -	-	1		\$84,263			
22	1.0	Additional Custodian - Police Facility	\$84,263	2026	\$84,263	\$ -	-	2			\$84,263		
23	1.0	Additional Custodian - Police and Other City Facilities	\$84,263	2026	\$84,263	\$ -	-	3			\$84,263		
		Police											
24	0.0	Reclassify Two Police Captains	\$15,375	2024	\$15,375	\$ 15,375	High	1	\$15,375				
25	1.0	New Lieutenant	\$187,156	2024	\$187,156	\$ -	High	2	\$187,156				
26	0.0	Remove Vacant Records Specialist and Add Executive Assistant	\$17,541	2024	\$17,541	\$ 17,541	-	3	\$17,541				
27	1.0	New Sergeant - Detective Bureau	\$153,610	2025	\$153,610	\$ -	-	4		\$153,610			
28	1.0	New Property and Evidence Room Specialist	\$106,648	2025	\$106,648	\$ -	-	5		\$106,648			
29	1.0	Additional Police Officer	\$127,397	2025	\$127,397	\$ -	-	6		\$127,397			
30	0.0	Reclassify Lead Telecommunicator	\$5,384	2025	\$5,384	\$ -	-	7		\$5,384			
31	1.0	Additional Police Officer	\$127,397	2025	\$127,397	\$ -	-	8		\$127,397			
32	1.0	New Lieutenant	\$187,156	2026	\$187,156	\$ -	High	9			\$187,156		
33	1.0	Additional Detective	\$143,761	2026	\$143,761	\$ -	-	10			\$143,761		
34	1.0	Additional Police Officer	\$127,397	2026	\$127,397	\$ -	-	11			\$127,397		
35	1.0	Additional Police Officer	\$127,397	2026	\$127,397	\$ -	-	12			\$127,397		
36	1.0	Additional Telecommunicator (Dispatch)	\$92,579	2026	\$92,579	\$ -	-	13			\$92,579		
37	1.0	Additional Telecommunicator (Dispatch)	\$92,579	2027	\$92,579	\$ -	-	14				\$92,579	
38	1.0	Additional Police Officer	\$127,397	2027	\$127,397	\$ -	-	15				\$127,397	
39	1.0	Additional Police Officer	\$127,397	2027	\$127,397	\$ -	-	16				\$127,397	
40	1.0	Additional Police Officer	\$127,397	2027	\$127,397	\$ -	-	17				\$127,397	
41	1.0	New Lieutenant	\$187,156	2028	\$187,156	\$ -	-	18					\$187,156
42	1.0	Additional Police Officer	\$127,397	2028	\$127,397	\$ -	-	19					\$127,397
43	1.0	Additional Police Officer	\$127,397	2028	\$127,397	\$ -	-	20					\$127,397
44	1.0	Additional Telecommunicator (Dispatch)	\$92,579	2028	\$92,579	\$ -	-	21					\$92,579

Proposal #	FTE Count	Description	2024 Cost	Year Requested	Levy Limit Total	Levy Impact Mayor's	BT Priority	DH Priority	2024 Request Cost	2025 Request Cost	2026 Request Cost	2027 Request Cost	2028 Request Cost
		Fire											
45	1.0	Additional Career Firefighter/ Inspector	\$116,608	2024	\$116,608	\$ 116,608	-	1	\$116,608				
46	1.0	Additional Career Firefighter/ Inspector	\$116,608	2024	\$116,608	\$ -	-	2	\$116,608				
47	0.0	Increase POx Minimum Pay to \$12/Hour	\$81,489	2024	\$81,489	\$ 81,489	-	4	\$81,489				
48	1.0	Additional Division/Battalion Chief	\$167,380	2024	\$167,380	\$ -	High	3	\$167,380				
49	0.0	Reclassify Full-Time Firefighter to Lieutenant	\$8,854	2025	\$8,854	\$ -	-	5		\$8,854			
50	0.0	Reclassify Full-Time Firefighter to Lieutenant	\$8,854	2025	\$8,854	\$ -	-	6		\$8,854			
51	0.0	Reclassify Full-Time Firefighter to Lieutenant	\$8,854	2025	\$8,854	\$ -	-	7		\$8,854			
52	1.0	Additional Career Firefighter/ Inspector	\$116,608	2025	\$116,608	\$ -	-	8		\$116,608			
53	1.0	Additional Career Firefighter/ Inspector	\$116,608	2025	\$116,608	\$ -	-	9		\$116,608			
54	1.0	Additional Career Firefighter/ Inspector	\$116,608	2025	\$116,608	\$ -	-	10		\$116,608			
55	1.0	Additional Career Firefighter/ Inspector	\$116,608	2025	\$116,608	\$ -	-	11		\$116,608			
56	1.0	Additional Division/Battalion Chief	\$167,380	2025	\$167,380	\$ -	-	12		\$167,380			
57	1.0	Additional Career Firefighter/ Inspector	\$116,608	2025	\$116,608	\$ -	-	13		\$116,608			
58	1.0	Additional Career Firefighter/ Inspector	\$116,608	2025	\$116,608	\$ -	-	14		\$116,608			
		Building Inspection											
59	1.0	New Permit Technician	\$110,826	2024	\$110,826	\$ -	-	1	\$110,826				
		Fitchrona EMS (Fitchburg's costs of proposals)											
60	1.0	New Deputy Chief of Training and Operations	\$147,848	2024	\$82,943	\$ 82,943	-	1	\$147,848				
61	4.0	Additional Paramedic Position (4 positions)	\$449,740	2025	\$252,304	\$ -	-	2		\$449,740			
62	3.0	Additional Paramedic Position (3 positions)	\$367,970	2027	\$206,431	\$ -	-	3				\$367,970	
		Public Works											
63	0.0	Reclassify Administrative Assistant Labor Allocation	\$0	2024	\$0	\$ -	-	1	\$0				
64	1.0	Additional Streets Maintenance Worker	\$104,261	2024	\$104,261	\$ -	-	2	\$104,261				
65	1.0	Additional Mechanic	\$118,458	2024	\$118,458	\$ -	-	3	\$118,458				
		Senior Center											
66	0.6	New Activity Assistant (bilingual) (0.6 FTE)	\$70,621	2024	\$70,621	\$ -	-	1	\$70,621				
67	0.6	New Nutrition Site Coordinator (0.6 FTE)	\$64,102	2024	\$64,102	\$ -	-	2	\$64,102				
68	0.5	Additional bilingual Case Manager (0.5 FTE) (d)	\$44,328	2025	\$44,328	\$ -	-	3		\$44,328			
69	0.4	Increase FTE for Activity Assistant (bilingual) (0.6 FTE to 1.0 FTE)	\$41,288	2026	\$41,288	\$ -	-	4			\$41,288		
		Parks											
70	0.2	Increase FTE for Naturalist Forester (0.8 FTE to 1.0 FTE)	\$23,182	2024	\$23,182	\$ 23,182	-	1	\$23,182				
71	0.0	Additional Overtime for Memorial Day and Labor Day weekend Splashpad Attendant/Maintenance	\$2,339	2024	\$2,339	\$ 2,339	-	2	\$2,339				
72	1.0	Additional Park Maintenance Worker	\$103,811	2026	\$103,811	\$ -	-	3		\$103,811			
		Factv											
73	0.0	Reclassify Community Media Services Manager to Communications Director and Reclassify Community Media Services Assistant Manager to Communications Assistant Director	\$20,763	2024	\$20,763	\$ -	-	1	\$20,763				
74	1.0	New Communication Specialist	\$124,593	2024	\$124,593	\$ -	-	2	\$124,593				
		HNI/Planning											
75	1.0	New Community Development/Services Specialist	\$124,293	2024	\$124,293	\$ 124,293	-	1	\$124,293				
		Housing/Economic Development											
76	1.0	New Housing Initiatives & Finance Specialist	\$125,015	2024	\$124,595	\$ 124,595	-	1	\$125,015				
		Library											
77	0.1	Restore Summer Outreach Assistants	\$3,187	2024	\$120	\$ 120	-	1	\$3,187				
		Water/Sewer											
78	0.2	New Master Plumber LTE	\$36,484	2024	\$180	\$ 180	-	1	\$36,484				
79	1.0	Additional Utility Maintenance Worker with CDL	\$185,115	2026	\$180	\$ -	-	2			\$185,115		
		IT											
80	0.2	New IT Intern	\$14,644	2025	\$14,644	\$ -	-	1		\$14,644			
81	1.0	New MPSIS Administrator	\$152,301	2025	\$41,807	\$ -	-	2		\$152,301			
82	1.0	New Systems Administrator	\$139,697	2026	\$101,350	\$ -	-	3			\$139,697		
	63.3	Total	\$8,027,359		\$7,164,094	\$ 810,854			\$2,466,648	\$2,609,219	\$1,374,485	\$986,328	\$590,679

# of Proposals	
34	2024
23	2025
14	2026
6	2027
5	2028
82	

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

- (a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just
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(c) - Assumes .5 FTE or less will not elect benefits

Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	-	0.0	1	Various	Additional Holiday Premium for Various Departments								
					Holiday Premium Salaries/Wages	100-5115-190			86				
					Holiday Premium Salaries/Wages	100-5152-190			219				
					Holiday Premium Salaries/Wages	100-5220-190			14,881				
					Holiday Premium Salaries/Wages	100-5220-190			3,795				
					Holiday Premium Salaries/Wages	100-5300-190			4,574				
					Holiday Premium Salaries/Wages	100-5520-190			2,705				
					Holiday Premium Salaries/Wages	100-5570-190			119				
					Holiday Premium Salaries/Wages	100-5670-190			222				
					Holiday Premium Salaries/Wages	700-5145-190			156				
					FICA	100-5115-131			7				
					FICA	100-5152-131			17				
					FICA	100-5220-131			1,429				
					FICA	100-5300-131			350				
					FICA	100-5520-131			207				
					FICA	100-5570-131			9				
					FICA	100-5670-131			17				
					FICA	700-5145-131			12				
					WRS	100-5115-132			6				
					WRS	100-5152-132			15				
					WRS	100-5220-132			1,289				
					WRS	100-5300-132			316				
					WRS	100-5520-132			187				
					WRS	100-5570-132			8				
					WRS	100-5670-132			15				
					WRS	700-5145-132			11				
					Life	100-5115-161			-				
					Life	100-5152-161			-				
					Life	100-5220-161			27				
					Life	100-5300-161			7				
					Life	100-5520-161			4				
					Life	100-5570-161			-				
					Life	100-5670-161			-				
					Life	700-5145-161			-				
					Worker's Compensation	100-5115-572			-				
					Worker's Compensation	100-5152-572			-				
					Worker's Compensation	100-5220-572			587				
					Worker's Compensation	100-5300-572			140				
					Worker's Compensation	100-5520-572			83				
					Worker's Compensation	100-5570-572			4				
					Worker's Compensation	100-5670-572			-				
					Worker's Compensation	700-5145-572			-				
					Total Proposal - Year 1	31,504				-	31,504	-	31,504

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	-	0.0	2	Various	Adjustment to On-Call Pay Policy								
					Permanent Salaries/Wages	100-5165-191			10,015				
					Permanent Salaries/Wages	100-5210-191			978				
					Permanent Salaries/Wages	100-5300-191			8,347				
					Permanent Salaries/Wages	100-5520-191			8,347				
					Permanent Salaries/Wages	602-5926-191			7,152				
					Permanent Salaries/Wages	700-5145-191			13,278				
					FICA	100-5165-131			766				
					FICA	100-5210-131			75				
					FICA	100-5300-131			639				
					FICA	100-5520-131			639				
					FICA	602-5601-131			547				
					FICA	700-5145-131			1,016				
					WRS	100-5165-132			691				
					WRS	100-5210-132			67				
					WRS	100-5300-132			576				
					WRS	100-5520-132			576				
					WRS	602-5601-132			493				
					WRS	700-5145-132			916				
					Life	100-5165-161			14				
					Life	100-5210-161			1				
					Life	100-5300-161			12				
					Life	100-5520-161			12				
					Life	602-5601-161			10				
					Life	700-5145-161			19				
					Worker's Compensation	100-5165-572			307				
					Worker's Compensation	100-5210-572			24				
					Worker's Compensation	100-5300-572			256				
					Worker's Compensation	100-5520-572			256				
					Worker's Compensation	602-5925-572			226				
					Worker's Compensation	700-5145-572			23				
					Total Proposal - Year 1		56,278			8,428	47,850	8,428	47,850

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	-	0.0	3	Various	Adjustment to PTO Bank Consolidation and Increase								
					Overtime	100-5210-115			24,780				
					Overtime	100-5220-115			3,927				
					Overtime	100-5300-115			2,012				
					Overtime	602-5675-115			1,052				
					Overtime	700-5145-115			1,760				
					FICA	100-5210-131			1,896				
					FICA	100-5220-131			300				
					FICA	100-5300-131			154				
					FICA	602-5675-131			80				
					FICA	700-5145-131			135				
					WRS	100-5210-132			1,710				
					WRS	100-5220-132			271				
					WRS	100-5300-132			139				
					WRS	602-5675-132			73				
					WRS	700-5145-132			121				
					Life	100-5210-161			36				
					Life	100-5220-161			6				
					Life	100-5300-161			3				
					Life	602-5675-161			2				
					Life	700-5145-161			3				
					Worker's Compensation	100-5210-572			618				
					Worker's Compensation	100-5220-572			123				
					Worker's Compensation	100-5300-572			62				
					Worker's Compensation	602-5925-572			33				
					Worker's Compensation	700-5145-572			3				
					Total Proposal - Year 1	39,299				1,240	38,059	1,240	38,059
2024	-	0.0	4	Various	New Paid Parental Leave								
					Overtime	100-5210-115			11,615				
					Overtime	100-5300-115			2,707				
					FICA	100-5210-131			889				
					FICA	100-5300-131			207				
					WRS	100-5210-132			801				
					WRS	100-5300-132			187				
					Life	100-5210-161			17				
					Life	100-5300-161			4				
					Worker's Compensation	100-5210-572			290				
					Worker's Compensation	100-5300-572			83				
					Total Proposal - Year 1	16,800				-	16,800	-	16,800

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	High	1.0	5	Admin	New Communications Director								
					Permanent Salaries/Wages	100-5115-110			97,323				
					FICA	100-5115-131			7,445				
					WRS	100-5115-132			6,715				
					Health	100-5115-160			22,477				
					Life	100-5115-161			140				
					Disability	100-5115-162			400				
					Dental	100-5115-163			1,331				
					Training	100-5115-325	1,500						
					Dues	100-5115-320	200						
					Mileage	100-5115-330	130						
					Equipment Expense	100-5115-355	50						
					Cell Phone	100-5115-363	480	420					
					Computer Equipment & Licenses	100-5115-570	500	2,500					
					Desk Phone	100-5115-570		500					
					Worker's Compensation	100-5115-572			170				
					HR - Recruitment	100-5143-250		510					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	142,971				-	142,971	-	-
2024	High	1.0	6	Admin	New Community & Leisure Services Director and Related Department Reorganizations								
					Permanent Salaries/Wages	100-5115-110			128,253				
					FICA	100-5115-131			9,811				
					WRS	100-5115-132			8,849				
					Health	100-5115-160			22,477				
					Life	100-5115-161			185				
					Disability	100-5115-162			400				
					Dental	100-5115-163			1,331				
					Training	100-5115-325	1,500						
					Dues	100-5115-320	200						
					Mileage	100-5115-330	130						
					Equipment Expense	100-5115-355	50						
					Cell Phone	100-5115-363	480	420					
					Computer Equipment & Licenses	100-5115-570	500	2,500					
					Desk Phone	100-5115-570		500					
					Worker's Compensation	100-5115-572			225				
					HR - Recruitment	100-5143-250		510					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	178,501				-	178,501	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2026	-	0.3	7	Admin	Restore Administration Intern								
					LTE/Seasonal Wages	100-5115-120			13,734				
					FICA	100-5115-131			1,051				
					Worker's Compensation	100-5115-572			24				
					Training	100-5115-325	100						
					Equipment Expense	100-5115-355	50						
					Computer Equipment & Licenses	100-5115-570	100	2,500					
					Worker's Compensation	100-5115-572			24				
					HR - Recruitment	100-5143-250		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	17,973					17,973	-	-
2027	-	1.0	8	Legal	Restore Assistant City Attorney								
					Permanent Salaries/Wages	100-5130-110			99,757				
					FICA	100-5130-131			7,631				
					WRS	100-5130-132			6,883				
					Health	100-5130-160			22,477				
					Life	100-5130-161			144				
					Disability	100-5130-162			400				
					Dental	100-5130-163			1,331				
					Computer Equipment & Licenses	100-5130-570	500	2,500					
					Desk Phone	100-5130-570		500					
					Worker's Compensation	100-5130-572			175				
					Cell Phone	100-5130-365	480	420					
					HR - Recruitment	100-5143-250		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	143,588				-	143,588	-	-
2024	-	2.0	9	Clerk	Additional LTE Election Assistance/OT								
					Overtime	100-5142-115			1,494				
					LTE/Seasonal Wages	100-5142-120			849				
					Poll worker wages	100-5142-120			64,948				
					FICA	100-5142-131			179				
					WRS	100-5142-132			103				
					Life	100-5142-161			4				
					Disability	100-5142-162			9				
					Worker's Compensation	100-5142-572			118				
					HR - Recruitment	100-5143-250		-					
					Finance - Payroll Costs	100-5152-245	-						
					Total Proposal - Year 1	67,704				-	67,704	-	67,704

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2025	-	1.0	10	Clerk	Additional Receptionist								
					Permanent Salaries/Wages	100-5142-110			72,966				
					FICA	100-5142-131			5,582				
					WRS	100-5142-132			5,035				
					Health	100-5142-160			22,477				
					Life	100-5142-161			105				
					Disability	100-5142-162			400				
					Dental	100-5142-163			1,331				
					Computer Equipment & Licenses	100-5142-570	500	2,500					
					Desk Phone	100-5142-570		500					
					Worker's Compensation	100-5142-572			128				
					HR - Recruitment	100-5143-250		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	111,914				-	111,914	-	-
2024	-	0.2	11	HR	Increase FTE for HR Generalist from (0.8 FTE to 1.0 FTE)								
					Permanent Salaries/Wages	100-5143-110			14,227				
					FICA	100-5143-131			1,088				
					WRS	100-5143-132			982				
					Health	100-5143-160			2,381				
					Life	100-5143-161			20				
					Disability	100-5143-162			88				
					Dental	100-5143-163			143				
					Worker's Compensation	100-5143-572			25				
					Total Proposal - Year 1	18,954				-	18,954	-	18,954
2024	-	0.1	12	HR	New HR Intern								
					LTE/Seasonal Wages	100-5143-120			4,709				
					FICA	100-5143-131			360				
					Equipment Expense	100-5143-310	50						
					Computer Equipment & Licenses	100-5143-570	500	2,500					
					Desk Phone	100-5143-570		500					
					Worker's Compensation	100-5143-572			8				
					HR - Recruitment	100-5143-250		210					
					Finance - Payroll Costs	100-5152-245	60						
					Total Proposal - Year 1	8,897					8,897	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2025	High	1.0	13	HR	New Talent Acquisition Specialist								
					Permanent Salaries/Wages	100-5143-110			72,966				
					FICA	100-5143-131			5,582				
					WRS	100-5143-132			5,035				
					Health	100-5143-160			22,477				
					Life	100-5143-161			105				
					Disability	100-5143-162			400				
					Dental	100-5143-163			1,331				
					Training	100-5143-325	1,000						
					Dues	100-5143-320	150						
					Equipment Expense	100-5143-310	50						
					Computer Equipment & Licenses	100-5143-570	500	2,500					
					Desk Phone	100-5143-570		500					
					Worker's Compensation	100-5143-572			128				
					HR - Recruitment	100-5143-250		510					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	113,414				-	113,414	-	-
2026	High	1.0	14	HR	New Senior HR Generalist								
					Permanent Salaries/Wages	100-5143-110			83,699				
					FICA	100-5143-131			6,403				
					WRS	100-5143-132			5,775				
					Health	100-5143-160			22,477				
					Life	100-5143-161			121				
					Disability	100-5143-162			400				
					Dental	100-5143-163			1,331				
					Training	100-5143-325	1,000						
					Dues	100-5143-320	150						
					Equipment Expense	100-5143-310	50						
					Computer Equipment & Licenses	100-5143-570	500	2,500					
					Desk Phone	100-5143-570		500					
					Worker's Compensation	100-5143-572			147				
					HR - Recruitment	100-5143-250		510					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	125,743				-	125,743	-	-
2024	-	0.0	15	Finance	Additional Tax Collection LTE (Additional 60 Hours)								
					LTE/Seasonal Wages	100-5152-120			1,019				
					FICA	100-5152-131			78				
					Worker's Compensation	100-5152-572			2				
					HR - Recruitment	100-5143-250		-					
					Finance - Payroll Costs	100-5152-245	-						
					Total Proposal - Year 1	1,099				-	1,099	-	1,099

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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(c) - Assumes .5 FTE or less will not elect benefits

Year	Baker Req	Tilly Rating	New FTE #	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
								Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	High		1.0	16	Finance	New Budget Analyst								
						Permanent Salaries/Wages	100-5152-110			83,699				
						FICA	100-5152-131			6,403				
						WRS	100-5152-132			5,775				
						Health	100-5152-160			22,477				
						Life	100-5152-161			121				
						Disability	100-5152-162			400				
						Dental	100-5152-163			1,331				
						Training	100-5152-325	1,500						
						Dues	100-5152-320	200						
						Equipment Expense	100-5152-310	50						
						Computer Equipment & Licenses	100-5152-570	500	2,500					
						Desk Phone	100-5152-570		500					
						Worker's Compensation	100-5152-572			147				
						HR - Recruitment	100-5143-250		510					
						Finance - Payroll Costs	100-5152-245	180						
						Total Proposal - Year 1	126,293				-	126,293	-	-
2025	High		1.0	17	Finance	New Finance Assistant								
						Permanent Salaries/Wages	100-5152-110			78,333				
						Overtime	100-5152-115			565				
						FICA	100-5152-131			6,036				
						WRS	100-5152-132			5,444				
						Health	100-5152-160			22,477				
						Life	100-5152-161			114				
						Disability	100-5152-162			400				
						Dental	100-5152-163			1,331				
						Training	100-5152-325	1,500						
						Dues	100-5152-320	200						
						Equipment Expense	100-5152-310	50						
						Computer Equipment & Licenses	100-5152-570	500	2,500					
						Desk Phone	100-5152-570		500					
						Worker's Compensation	100-5152-572			138				
						HR - Recruitment	100-5143-250		510					
						Finance - Payroll Costs	100-5152-245	180						
						Total Proposal - Year 1	120,778				-	120,778	-	-
2026	-		0.3	18	Finance	New Accounting Intern								
						LTE/Seasonal Wages	100-5152-120			13,734				
						FICA	100-5152-131			1,051				
						Worker's Compensation	100-5152-572			24				
						Training	100-5152-325	100						
						Equipment Expense	100-5152-310	50						
						Computer Equipment & Licenses	100-5152-570	100	2,500					
						Desk Phone	100-5152-570		-					
						Worker's Compensation	100-5152-572			24				
						HR - Recruitment	100-5143-250		210					
						Finance - Payroll Costs	100-5152-245	60						
						Total Proposal - Year 1	17,853					17,853	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year Req	Baker Tilly Rating	New FTE #	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2028	-	0.5	19	Finance	Increase FTE for Utility Billing Assistant (From .5 FTE to 1.0 FTE) (a)								
					Permanent Salaries/Wages	100-5152-110			26,426				
					FICA	100-5152-131			2,022				
					WRS (a)	100-5152-132			3,646				
					Health (a)	100-5152-160			22,477				
					Life	100-5152-161			38				
					Disability	100-5152-162			164				
					Dental (a)	100-5152-163			1,331				
					Worker's Compensation	100-5152-572			46				
					Total Proposal - Year 1	56,150				56,150	-	-	-
2024	-	0.0	20	Assessing	Additional OT For Two Property Appraiser I Employees								
					Overtime	100-5153-115			190				
					FICA	100-5153-131			15				
					WRS	100-5153-132			13				
					Life	100-5153-161			-				
					Disability	100-5153-162			1				
					Worker's Compensation	100-5153-572			-				
					Total Proposal - Year 1	219				-	219	-	219
2025	-	1.0	21	Bldg. & Grounds	Additional Custodian - Hub/PW Maintenance Building								
					Permanent Salaries/Wages	100-5165-110			47,528				
					FICA	100-5165-131			3,636				
					WRS	100-5165-132			3,279				
					Health	100-5165-160			22,477				
					Life	100-5165-161			68				
					Disability	100-5165-162			295				
					Dental	100-5165-163			1,331				
					Uniforms & Protective Gear	100-5165-323	400						
					Computer Equipment & Licenses	100-5165-570		2,500					
					Cell Phone	100-5165-363	480	420					
					Worker's Compensation	100-5165-572			1,459				
					HR - Recruitment	100-5143-250		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	84,263				-	84,263	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.
(c) - Assumes .5 FTE or less will not elect benefits

Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2026	-	1.0	22	Bldg. & Grounds	Additional Custodian - Police Facility								
					Permanent Salaries/Wages	100-5165-110			47,528				
					FICA	100-5165-131			3,636				
					WRS	100-5165-132			3,279				
					Health	100-5165-160			22,477				
					Life	100-5165-161			68				
					Disability	100-5165-162			295				
					Dental	100-5165-163			1,331				
					Uniforms & Protective Gear	100-5165-323	400						
					Computer Equipment & Licenses	100-5165-570		2,500					
					Cell Phone	100-5165-363	480	420					
					Worker's Compensation	100-5165-572			1,459				
					HR - Recruitment	100-5143-250		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	84,263				-	84,263	-	-
2026	-	1.0	23	Bldg. & Grounds	Additional Custodian - Police and Other City Facilities								
					Permanent Salaries/Wages	100-5165-110			47,528				
					FICA	100-5165-131			3,636				
					WRS	100-5165-132			3,279				
					Health	100-5165-160			22,477				
					Life	100-5165-161			68				
					Disability	100-5165-162			295				
					Dental	100-5165-163			1,331				
					Uniforms & Protective Gear	100-5165-323	400						
					Computer Equipment & Licenses	100-5165-570		2,500					
					Cell Phone	100-5165-363	480	420					
					Worker's Compensation	100-5165-572			1,459				
					HR - Recruitment	100-5143-250		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	84,263				-	84,263	-	-
2024	High	0.0	24	PD	Reclassify Two Police Captains								
					Permanent Salaries/Wages	100-5210-110			12,038				
					FICA	100-5210-131			921				
					WRS	100-5210-132			1,724				
					Life	100-5210-161			17				
					Disability	100-5210-162			75				
					Worker's Compensation	100-5210-572			300				
					HR - Recruitment	100-5143-251		300					
					Finance - Payroll Costs	100-5152-245	-						
					Total Proposal - Year 1	15,375				-	15,375	-	15,375

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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(c) - Assumes .5 FTE or less will not elect benefits

Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	High	1.0	25	PD	New Lieutenant								
					Permanent Salaries/Wages	100-5210-110			124,181				
					FICA	100-5210-131			9,500				
					WRS	100-5210-132			17,783				
					Health	100-5210-160			22,477				
					Life	100-5210-161			179				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-310	100						
					Desk Phone	100-5210-570		500					
					Computer Equipment & Licenses	100-5210-570	500	2,500					
					Cell Phone	100-5210-363	480	420					
					Worker's Compensation	100-5210-572			3,095				
					HR - Recruitment	100-5143-251		680					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	187,156				-	187,156	-	-
2024	-	0.0	26	PD	Remove Vacant Records Specialist and Add Executive Assistant								
					Permanent Salaries/Wages	100-5210-110			67,600				
					Permanent Salaries/Wages	100-5210-110			(52,853)				
					FICA	100-5210-131			1,128				
					WRS	100-5210-132			1,018				
					Health	100-5210-160			-				
					Life	100-5210-161			21				
					Disability	100-5210-162			91				
					Dental	100-5210-163			-				
					Worker's Compensation	100-5210-572			26				
					HR - Recruitment	100-5143-251		510					
					Finance - Payroll Costs	100-5152-245	-						
					Total Proposal - Year 1	17,541				-	17,541	-	17,541

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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(b) - Assumes that an increase in hours would not trigger a change in insurance elections.
(c) - Assumes .5 FTE or less will not elect benefits

Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2025	-	1.0	27	PD	New Sergeant - Detective Bureau								
					Permanent Salaries/Wages	100-5210-110			95,960				
					FICA	100-5210-131			7,341				
					WRS	100-5210-132			13,741				
					Health	100-5210-160			22,477				
					Life	100-5210-161			138				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-310	100						
					Desk Phone	100-5210-570		500					
					Computer Equipment & Licenses	100-5210-570	500	2,500					
					Cell Phone	100-5210-363	480	420					
					Worker's Compensation	100-5210-572			2,392				
					HR - Recruitment	100-5143-251		2,300					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	153,610				-	153,610	-	-
2025	-	1.0	28	PD	New Property and Evidence Room Specialist								
					Permanent Salaries/Wages	100-5210-110			67,600				
					FICA	100-5210-131			5,171				
					WRS	100-5210-132			4,664				
					Health	100-5210-160			22,477				
					Life	100-5210-161			97				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Training	100-5210-325	500						
					Dues	100-5210-320							
					Equipment Expense	100-5210-310	100						
					Computer Equipment & Licenses	100-5210-570	500	2,500					
					Desk Phone	100-5210-570		500					
					Worker's Compensation	100-5210-572			118				
					HR - Recruitment	100-5143-251		510					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	106,648				-	106,648	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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(c) - Assumes .5 FTE or less will not elect benefits

Year	Baker Req	Tilly Rating	New FTE #	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
								Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2025	-		1.0	29	PD	Additional Police Officer								
						Permanent Salaries/Wages	100-5210-110			78,293				
						FICA	100-5210-131			5,989				
						WRS	100-5210-132			11,212				
						Health	100-5210-160			22,477				
						Life	100-5210-161			113				
						Disability	100-5210-162			400				
						Dental	100-5210-163			1,331				
						Taxable Clothing Allowance	100-5210-164	750						
						Uniforms & Protective Gear	100-5210-324		1,100					
						Training	100-5210-325	1,000						
						Equipment Expense	100-5210-310	100						
						Computer Equipment & Licenses	100-5210-570	500						
						Worker's Compensation	100-5210-572			1,952				
						HR - Recruitment	100-5143-251		2,000					
						Finance - Payroll Costs	100-5152-245	180						
						Total Proposal - Year 1	127,397				-	127,397	-	-
2025	-		0.0	30	PD	Reclassify Lead Telecommunicator								
						Permanent Salaries/Wages	100-5210-110			4,661				
						FICA	100-5210-131			357				
						WRS	100-5210-132			322				
						Health	100-5210-160			-				
						Life	100-5210-161			7				
						Disability	100-5210-162			29				
						Dental	100-5210-163			-				
						Training	100-5210-325							
						Computer Equipment & Licenses	100-5210-570							
						Worker's Compensation	100-5210-572			8				
						HR - Recruitment	100-5143-251							
						Finance - Payroll Costs	100-5152-245							
						Total Proposal - Year 1	5,384				-	5,384	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2025	-	1.0	31	PD	Additional Police Officer								
					Permanent Salaries/Wages	100-5210-110			78,293				
					FICA	100-5210-131			5,989				
					WRS	100-5210-132			11,212				
					Health	100-5210-160			22,477				
					Life	100-5210-161			113				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-310	100						
					Computer Equipment & Licenses	100-5210-570	500						
					Worker's Compensation	100-5210-572			1,952				
					HR - Recruitment	100-5143-251		2,000					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	127,397				-	127,397	-	-
2026	High	1.0	32	PD	New Lieutenant								
					Permanent Salaries/Wages	100-5210-110			124,181				
					FICA	100-5210-131			9,500				
					WRS	100-5210-132			17,783				
					Health	100-5210-160			22,477				
					Life	100-5210-161			179				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-310	100						
					Desk Phone	100-5210-570		500					
					Computer Equipment & Licenses	100-5210-570	500	2,500					
					Cell Phone	100-5210-363	480	420					
					Worker's Compensation	100-5210-572			3,095				
					HR - Recruitment	100-5143-251		680					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	187,156				-	187,156	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2026	-	1.0	33	PD	Additional Detective								
					Permanent Salaries/Wages	100-5210-110			88,296				
					FICA	100-5210-131			6,755				
					WRS	100-5210-132			12,644				
					Health	100-5210-160			22,477				
					Life	100-5210-161			127				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-355	100						
					Desk Phone	100-5210-570		500					
					Computer Equipment & Licenses	100-5210-570	500	2,500					
					Cell Phone	100-5210-363	480	420					
					Worker's Compensation	100-5210-572			2,201				
					HR - Recruitment	100-5143-251		2,000					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	143,761				-	143,761	-	-
2026	-	1.0	34	PD	Additional Police Officer								
					Permanent Salaries/Wages	100-5210-110			78,293				
					FICA	100-5210-131			5,989				
					WRS	100-5210-132			11,212				
					Health	100-5210-160			22,477				
					Life	100-5210-161			113				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-355	100						
					Computer Equipment & Licenses	100-5210-570	500						
					Worker's Compensation	100-5210-572			1,952				
					HR - Recruitment	100-5143-251		2,000					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	127,397				-	127,397	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2026	-	1.0	35	PD	Additional Police Officer								
					Permanent Salaries/Wages	100-5210-110			78,293				
					FICA	100-5210-131			5,989				
					WRS	100-5210-132			11,212				
					Health	100-5210-160			22,477				
					Life	100-5210-161			113				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-355	100						
					Computer Equipment & Licenses	100-5210-570	500						
					Worker's Compensation	100-5210-572			1,952				
					HR - Recruitment	100-5143-251		2,000					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	127,397				-	127,397	-	-
2026	-	1.0	36	PD	Additional Telecommunicator (Dispatch)								
					Permanent Salaries/Wages	100-5210-110			58,344				
					FICA	100-5210-131			4,463				
					WRS	100-5210-132			4,026				
					Health	100-5210-160			22,477				
					Life	100-5210-161			84				
					Disability	100-5210-162			362				
					Dental	100-5210-163			1,331				
					Training	100-5210-325	500						
					Computer Equipment & Licenses	100-5210-570	500						
					Worker's Compensation	100-5210-572			102				
					HR - Recruitment	100-5143-251		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	92,579				-	92,579	-	-
2027	-	1.0	37	PD	Additional Telecommunicator (Dispatch)								
					Permanent Salaries/Wages	100-5210-110			58,344				
					FICA	100-5210-131			4,463				
					WRS	100-5210-132			4,026				
					Health	100-5210-160			22,477				
					Life	100-5210-161			84				
					Disability	100-5210-162			362				
					Dental	100-5210-163			1,331				
					Training	100-5210-325	500						
					Computer Equipment & Licenses	100-5210-570	500						
					Worker's Compensation	100-5210-572			102				
					HR - Recruitment	100-5143-251		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	92,579				-	92,579	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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(c) - Assumes .5 FTE or less will not elect benefits

Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2027	-	1.0	38	PD	Additional Police Officer								
					Permanent Salaries/Wages	100-5210-110			78,293				
					FICA	100-5210-131			5,989				
					WRS	100-5210-132			11,212				
					Health	100-5210-160			22,477				
					Life	100-5210-161			113				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-355	100						
					Computer Equipment & Licenses	100-5210-570	500						
					Worker's Compensation	100-5210-572			1,952				
					HR - Recruitment	100-5143-251		2,000					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	127,397				-	127,397	-	-
2027	-	1.0	39	PD	Additional Police Officer								
					Permanent Salaries/Wages	100-5210-110			78,293				
					FICA	100-5210-131			5,989				
					WRS	100-5210-132			11,212				
					Health	100-5210-160			22,477				
					Life	100-5210-161			113				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-355	100						
					Computer Equipment & Licenses	100-5210-570	500						
					Worker's Compensation	100-5210-572			1,952				
					HR - Recruitment	100-5143-251		2,000					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	127,397				-	127,397	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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(c) - Assumes .5 FTE or less will not elect benefits

Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2027	-	1.0	40	PD	Additional Police Officer								
					Permanent Salaries/Wages	100-5210-110			78,293				
					FICA	100-5210-131			5,989				
					WRS	100-5210-132			11,212				
					Health	100-5210-160			22,477				
					Life	100-5210-161			113				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-355	100						
					Computer Equipment & Licenses	100-5210-570	500						
					Worker's Compensation	100-5210-572			1,952				
					HR - Recruitment	100-5143-251		2,000					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	127,397				-	127,397	-	-
2028	-	1.0	41	PD	New Lieutenant								
					Permanent Salaries/Wages	100-5210-110			124,181				
					FICA	100-5210-131			9,500				
					WRS	100-5210-132			17,783				
					Health	100-5210-160			22,477				
					Life	100-5210-161			179				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-355	100						
					Desk Phone	100-5210-570		500					
					Computer Equipment & Licenses	100-5210-570	500	2,500					
					Cell Phone	100-5210-363	480	420					
					Worker's Compensation	100-5210-572			3,095				
					HR - Recruitment	100-5143-251		680					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	187,156				-	187,156	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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(c) - Assumes .5 FTE or less will not elect benefits

Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2028	-	1.0	42	PD	Additional Police Officer								
					Permanent Salaries/Wages	100-5210-110			78,293				
					FICA	100-5210-131			5,989				
					WRS	100-5210-132			11,212				
					Health	100-5210-160			22,477				
					Life	100-5210-161			113				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-355	100						
					Computer Equipment & Licenses	100-5210-570	500						
					Worker's Compensation	100-5210-572			1,952				
					HR - Recruitment	100-5143-251		2,000					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	127,397				-	127,397	-	-
2028	-	1.0	43	PD	Additional Police Officer								
					Permanent Salaries/Wages	100-5210-110			78,293				
					FICA	100-5210-131			5,989				
					WRS	100-5210-132			11,212				
					Health	100-5210-160			22,477				
					Life	100-5210-161			113				
					Disability	100-5210-162			400				
					Dental	100-5210-163			1,331				
					Taxable Clothing Allowance	100-5210-164	750						
					Uniforms & Protective Gear	100-5210-324		1,100					
					Training	100-5210-325	1,000						
					Equipment Expense	100-5210-355	100						
					Computer Equipment & Licenses	100-5210-570	500						
					Worker's Compensation	100-5210-572			1,952				
					HR - Recruitment	100-5143-251		2,000					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	127,397				-	127,397	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2028	-	1.0	44	PD	Additional Telecommunicator (Dispatch)								
					Permanent Salaries/Wages	100-5210-110			58,344				
					FICA	100-5210-131			4,463				
					WRS	100-5210-132			4,026				
					Health	100-5210-160			22,477				
					Life	100-5210-161			84				
					Disability	100-5210-162			362				
					Dental	100-5210-163			1,331				
					Training	100-5210-325	500						
					Computer Equipment & Licenses	100-5210-570	500						
					Worker's Compensation	100-5210-572			102				
					HR - Recruitment	100-5143-251		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	92,579				-	92,579	-	-
2024	-	1.0	45	Fire	Additional Career Firefighter/ Inspector								
					Permanent Salaries/Wages	100-5220-110			59,601				
					Overtime	100-5220-115			7,701				
					FICA	100-5220-131			5,149				
					WRS	100-5220-132			9,638				
					Health	100-5220-160			22,477				
					Life	100-5220-161			97				
					Disability	100-5220-162			400				
					Dental	100-5220-163			1,331				
					Taxable Clothing Allowance	100-5220-164	500						
					Uniforms & Protective Gear	100-5220-323	420	4,900					
					Computer Equipment & Licenses	100-5220-570	500						
					Desk Phone	100-5220-570							
					Worker's Compensation	100-5220-572			2,114				
					HR - Recruitment	100-5143-252		1,600					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	116,608				-	116,608	-	116,608

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	-	1.0	46	Fire	Additional Career Firefighter/ Inspector								
					Permanent Salaries/Wages	100-5220-110			59,601				
					Overtime	100-5220-115			7,701				
					FICA	100-5220-131			5,149				
					WRS	100-5220-132			9,638				
					Health	100-5220-160			22,477				
					Life	100-5220-161			97				
					Disability	100-5220-162			400				
					Dental	100-5220-163			1,331				
					Taxable Clothing Allowance	100-5220-164	500						
					Uniforms & Protective Gear	100-5220-323	420	4,900					
					Computer Equipment & Licenses	100-5220-570	500						
					Desk Phone	100-5220-570							
					Worker's Compensation	100-5220-572			2,114				
					HR - Recruitment	100-5143-252		1,600					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	116,608				-	116,608	-	-
2024	-	0.0	47	Fire	Increase POx Minimum Pay to \$12/Hour								
					Permanent Salaries/Wages	100-5220-150			56,175				
					Holiday Premium Salaries/Wages	100-5220-190			648				
					Overtime	100-5220-115			14,850				
					FICA	100-5220-131			5,483				
					WRS	100-5220-132			1,978				
					Life	100-5220-161			103				
					Worker's Compensation	100-5220-572			2,252				
					Total Proposal - Year 1	81,489				-	81,489	-	81,489
2024	High	1.0	48	Fire	Additional Division/Battalion Chief								
					Permanent Salaries/Wages	100-5220-110			105,123				
					FICA	100-5220-131			8,042				
					WRS	100-5220-132			15,054				
					Health	100-5220-160			22,477				
					Life	100-5220-161			151				
					Disability	100-5220-162			400				
					Dental	100-5220-163			1,331				
					Taxable Clothing Allowance	100-5220-164	500						
					Uniforms & Protective Gear	100-5220-323	420	4,900					
					Computer Equipment & Licenses	100-5220-570	500	2,500					
					Cell Phone	100-5220-363	480	420					
					Worker's Compensation	100-5220-572			3,302				
					HR - Recruitment	100-5143-252		1,600					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	167,380				-	167,380	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2025	-	0.0	49	Fire	Reclassify Full-Time Firefighter to Lieutenant								
					Permanent Salaries/Wages	100-5220-110			5,341				
					Overtime	100-5220-115			690				
					FICA	100-5220-131			461				
					WRS	100-5220-132			864				
					Life	100-5220-161			9				
					Worker's Compensation	100-5220-572			189				
					HR - Recruitment	100-5143-252		1,300					
					Total Proposal - Year 1	8,854				-	8,854	-	-
2025	-	0.0	50	Fire	Reclassify Full-Time Firefighter to Lieutenant								
					Permanent Salaries/Wages	100-5220-110			5,341				
					Overtime	100-5220-115			690				
					FICA	100-5220-131			461				
					WRS	100-5220-132			864				
					Life	100-5220-161			9				
					Worker's Compensation	100-5220-572			189				
					HR - Recruitment	100-5143-252		1,300					
					Total Proposal - Year 1	8,854				-	8,854	-	-
2025	-	0.0	51	Fire	Reclassify Full-Time Firefighter to Lieutenant								
					Permanent Salaries/Wages	100-5220-110			5,341				
					Overtime	100-5220-115			690				
					FICA	100-5220-131			461				
					WRS	100-5220-132			864				
					Life	100-5220-161			9				
					Worker's Compensation	100-5220-572			189				
					HR - Recruitment	100-5143-252		1,300					
					Total Proposal - Year 1	8,854				-	8,854	-	-
2025	-	1.0	52	Fire	Additional Career Firefighter/ Inspector								
					Permanent Salaries/Wages	100-5220-110			59,601				
					Overtime	100-5220-115			7,701				
					FICA	100-5220-131			5,149				
					WRS	100-5220-132			9,638				
					Health	100-5220-160			22,477				
					Life	100-5220-161			97				
					Disability	100-5220-162			400				
					Dental	100-5220-163			1,331				
					Taxable Clothing Allowance	100-5220-164	500						
					Uniforms & Protective Gear	100-5220-323	420	4,900					
					Computer Equipment & Licenses	100-5220-570	500						
					Desk Phone	100-5220-570							
					Worker's Compensation	100-5220-572			2,114				
					HR - Recruitment	100-5143-252		1,600					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	116,608				-	116,608	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2025	-	1.0	53	Fire	Additional Career Firefighter/ Inspector								
					Permanent Salaries/Wages	100-5220-110			59,601				
					Overtime	100-5220-115			7,701				
					FICA	100-5220-131			5,149				
					WRS	100-5220-132			9,638				
					Health	100-5220-160			22,477				
					Life	100-5220-161			97				
					Disability	100-5220-162			400				
					Dental	100-5220-163			1,331				
					Taxable Clothing Allowance	100-5220-164	500						
					Uniforms & Protective Gear	100-5220-323	420	4,900					
					Computer Equipment & Licenses	100-5220-570	500						
					Desk Phone	100-5220-570							
					Worker's Compensation	100-5220-572			2,114				
					HR - Recruitment	100-5143-252		1,600					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	116,608				-	116,608	-	-
2025	-	1.0	54	Fire	Additional Career Firefighter/ Inspector								
					Permanent Salaries/Wages	100-5220-110			59,601				
					Overtime	100-5220-115			7,701				
					FICA	100-5220-131			5,149				
					WRS	100-5220-132			9,638				
					Health	100-5220-160			22,477				
					Life	100-5220-161			97				
					Disability	100-5220-162			400				
					Dental	100-5220-163			1,331				
					Taxable Clothing Allowance	100-5220-164	500						
					Uniforms & Protective Gear	100-5220-323	420	4,900					
					Computer Equipment & Licenses	100-5220-570	500						
					Desk Phone	100-5220-570							
					Worker's Compensation	100-5220-572			2,114				
					HR - Recruitment	100-5143-252		1,600					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	116,608				-	116,608	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2025	-	1.0	55	Fire	Additional Career Firefighter/ Inspector								
					Permanent Salaries/Wages	100-5220-110			59,601				
					Overtime	100-5220-115			7,701				
					FICA	100-5220-131			5,149				
					WRS	100-5220-132			9,638				
					Health	100-5220-160			22,477				
					Life	100-5220-161			97				
					Disability	100-5220-162			400				
					Dental	100-5220-163			1,331				
					Taxable Clothing Allowance	100-5220-164	500						
					Uniforms & Protective Gear	100-5220-323	420	4,900					
					Computer Equipment & Licenses	100-5220-570	500						
					Desk Phone	100-5220-570							
					Worker's Compensation	100-5220-572			2,114				
					HR - Recruitment	100-5143-252		1,600					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	116,608				-	116,608	-	-
2025	-	1.0	56	Fire	Additional Division/Battalion Chief								
					Permanent Salaries/Wages	100-5220-110			105,123				
					FICA	100-5220-131			8,042				
					WRS	100-5220-132			15,054				
					Health	100-5220-160			22,477				
					Life	100-5220-161			151				
					Disability	100-5220-162			400				
					Dental	100-5220-163			1,331				
					Taxable Clothing Allowance	100-5220-164	500						
					Uniforms & Protective Gear	100-5220-323	420	4,900					
					Computer Equipment & Licenses	100-5220-570	500	2,500					
					Cell Phone	100-5220-363	480	420					
					Worker's Compensation	100-5220-572			3,302				
					HR - Recruitment	100-5143-252		1,600					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	167,380				-	167,380	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2025	-	1.0	57	Fire	Additional Career Firefighter/ Inspector								
					Permanent Salaries/Wages	100-5220-110			59,601				
					Overtime	100-5220-115			7,701				
					FICA	100-5220-131			5,149				
					WRS	100-5220-132			9,638				
					Health	100-5220-160			22,477				
					Life	100-5220-161			97				
					Disability	100-5220-162			400				
					Dental	100-5220-163			1,331				
					Taxable Clothing Allowance	100-5220-164	500						
					Uniforms & Protective Gear	100-5220-323	420	4,900					
					Computer Equipment & Licenses	100-5220-570	500						
					Desk Phone	100-5220-570							
					Worker's Compensation	100-5220-572			2,114				
					HR - Recruitment	100-5143-252		1,600					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	116,608				-	116,608	-	-
2025	-	1.0	58	Fire	Additional Career Firefighter/ Inspector								
					Permanent Salaries/Wages	100-5220-110			59,601				
					Overtime	100-5220-115			7,701				
					FICA	100-5220-131			5,149				
					WRS	100-5220-132			9,638				
					Health	100-5220-160			22,477				
					Life	100-5220-161			97				
					Disability	100-5220-162			400				
					Dental	100-5220-163			1,331				
					Taxable Clothing Allowance	100-5220-164	500						
					Uniforms & Protective Gear	100-5220-323	420	4,900					
					Computer Equipment & Licenses	100-5220-570	500						
					Desk Phone	100-5220-570							
					Worker's Compensation	100-5220-572			2,114				
					HR - Recruitment	100-5143-252		1,600					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	116,608				-	116,608	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense		Proposed Personnel	Funding		Mayor's Budget	
							Recurring Expense	One Time Expense		Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	-	1.0	59	Building Inspection	New Permit Technician								
					Permanent Salaries/Wages	100-5240-110			67,600				
					Overtime	100-5240-115			2,438				
					FICA	100-5240-131			5,358				
					WRS	100-5240-132			4,833				
					Health	100-5240-160			22,477				
					Life	100-5240-161			101				
					Disability	100-5240-162			400				
					Dental	100-5240-163			1,331				
					Training	100-5240-325	1,000						
					Dues	100-5240-320	75						
					Equipment Expense	100-5240-355	200	500					
					Computer Equipment & Licenses	100-5240-570	700	2,500					
					Desk Phone	100-5240-570		500					
					Worker's Compensation	100-5240-572			123				
					HR - Recruitment	100-5143-250		510					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	110,826				-	110,826	-	-
2024	-	1.0	60	EMS	New Deputy Chief of Training and Operations								
					Fitchrona EMS Contribution	100-5290-270	3,470	4,800	139,578				
					Total Proposal - Year 1	147,848				64,905	82,943	64,905	82,943
2025	-	4.0	61	EMS	Additional Paramedic Position (4 positions)								
					Fitchrona EMS Contribution	100-5290-270	5,640	19,000	425,100				
					CIP	2309							
					Total Proposal - Year 1	449,740				197,436	252,304	-	-
2027	-	3.0	62	EMS	Additional Paramedic Position (3 positions)								
					Fitchrona EMS Contribution	100-5290-270	1,530	18,050	348,390				
					CIP	2309							
					Total Proposal - Year 1	367,970				161,539	206,431	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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(c) - Assumes .5 FTE or less will not elect benefits

Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	-	0.0	63	Public Works	Reclassify Administrative Assistant Labor Allocation of 520 hours from BI to PW								
					Permanent Salaries/Wages	100-5240-110			(15,865)				
					FICA	100-5240-131			(1,214)				
					WRS	100-5240-132			(1,095)				
					Health	100-5240-160			(5,619)				
					Life	100-5240-161			(23)				
					Disability	100-5240-162			(98)				
					Dental	100-5240-162			(333)				
					Worker's Compensation	100-5240-572			(28)				
					Permanent Salaries/Wages	100-5300-110			15,865				
					FICA	100-5300-131			1,214				
					WRS	100-5300-132			1,095				
					Health	100-5300-160			5,619				
					Life	100-5300-161			23				
					Disability	100-5300-162			98				
					Dental	100-5300-163			333				
					Worker's Compensation	100-5300-572			28				
					Total Proposal - Year 1	-				-	-	-	-
2024	-	1.0	64	Public Works	Additional Streets Maintenance Worker								
					Permanent Salaries/Wages	100-5300-110			62,234				
					Overtime	100-5300-115			3,231				
					FICA	100-5300-131			5,008				
					WRS	100-5300-132			4,517				
					Health	100-5300-160			22,477				
					Life	100-5300-161			94				
					Disability	100-5300-162			400				
					Dental	100-5300-163			1,331				
					Training	100-5300-325		500					
					Uniforms & Protective Gear	100-5300-323	2,000						
					Worker's Compensation	100-5300-572			2,009				
					HR - Recruitment	100-5143-253		280					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	104,261				-	104,261	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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(b) - Assumes that an increase in hours would not trigger a change in insurance elections.
(c) - Assumes .5 FTE or less will not elect benefits

Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	-	1.0	65	Public Works	Additional Mechanic								
					Permanent Salaries/Wages	100-5300-110			72,966				
					Overtime	100-5300-115			3,789				
					FICA	100-5300-131			5,872				
					WRS	100-5300-132			5,296				
					Health	100-5300-160			22,477				
					Life	100-5300-161			111				
					Disability	100-5300-162			400				
					Dental	100-5300-163			1,331				
					Training	100-5300-325		500					
					Cell Phone	100-5300-363	480	420					
					Uniforms & Protective Gear	100-5300-323	2,000						
					Worker's Compensation	100-5300-572			2,356				
					HR - Recruitment	100-5143-253		280					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	118,458				-	118,458	-	-
2024	-	0.6	66	Senior Center	New Activity Assistant (bilingual) (0.6 FTE)								
					Permanent Salaries/Wages	100-5460-110			43,780				
					FICA	100-5460-131			3,349				
					WRS	100-5460-132			3,021				
					Health	100-5460-160			15,975				
					Life	100-5460-161			63				
					Disability	100-5460-162			271				
					Dental	100-5460-163			895				
					Computer Equipment & Licenses	100-5240-570		2,500					
					Worker's Compensation	100-5460-572			77				
					HR - Recruitment	100-5143-250		510					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	70,621				-	70,621	-	-
2024	-	0.6	67	Senior Center	New Nutrition Site Coordinator (0.6 FTE)								
					Permanent Salaries/Wages	100-5460-110			40,560				
					FICA	100-5460-131			3,103				
					WRS	100-5460-132			2,799				
					Health	100-5460-160			15,975				
					Life	100-5460-161			58				
					Disability	100-5460-162			251				
					Dental	100-5460-163			895				
					Worker's Compensation	100-5460-572			71				
					HR - Recruitment	100-5143-250		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	64,102				-	64,102	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.
(c) - Assumes .5 FTE or less will not elect benefits

Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2025	-	0.5	68	Senior Center	Additional bilingual Case Manager (0.5 FTE) (c)								
					Permanent Salaries/Wages	100-5460-110			36,483				
					FICA	100-5460-131			2,791				
					Training	100-5460-325		400					
					Mileage	100-5460-330	300						
					Computer Equipment & Licenses	100-5460-570		2,500					
					Desk Phone	100-5460-570		500					
					Cell Phone	100-5460-363	480	420					
					Worker's Compensation	100-5460-572			64				
					HR - Recruitment	100-5143-250		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	44,328				-	44,328	-	-
2026	-	0.4	69	Senior Center	Increase FTE for Activity Assistant (bilingual) (0.6 FTE to 1.0 FTE)								
					Permanent Salaries/Wages	100-5460-110			29,187				
					FICA	100-5460-131			2,233				
					WRS	100-5460-132			2,014				
					Health	100-5460-160			7,405				
					Life	100-5460-161			42				
					Disability	100-5460-162			181				
					Dental	100-5460-163			175				
					Worker's Compensation	100-5460-572			51				
					Total Proposal - Year 1	41,288				-	41,288	-	-
2024	-	0.2	70	Parks	Increase FTE for Naturalist Forester (0.8 FTE to 1.0 FTE)								
					Permanent Salaries/Wages	100-5520-110			17,455				
					FICA	100-5520-131			1,335				
					WRS	100-5520-132			1,204				
					Health	100-5520-160			2,381				
					Life	100-5520-161			25				
					Disability	100-5520-162			108				
					Dental	100-5520-163			138				
					Worker's Compensation	100-5520-572			536				
					HR - Recruitment	100-5143-250	-	-					
					Finance - Payroll Costs	100-5152-245							
					Total Proposal - Year 1	23,182				-	23,182	-	23,182

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	-	0.0	71	Parks	Additional Weekend Splashpad Attendant/Maintenance Overtime								
					Holiday Premium Salaries/Wages	100-5520-190			199				
					Overtime	100-5520-115			1,790				
					WRS	100-5520-132			137				
					FICA	100-5520-131			152				
					Life	100-5520-161			-				
					Worker's Compensation	100-5520-572			61				
					HR - Recruitment	100-5143-250		-					
					Finance - Payroll Costs	100-5152-245	-						
					Total Proposal - Year 1	2,339				-	2,339	-	2,339
2026	-	1.0	72	Parks	Additional Park Maintenance Worker								
					Permanent Salaries/Wages	100-5520-110			62,234				
					Overtime	100-5520-115			3,231				
					FICA	100-5520-131			5,008				
					WRS	100-5520-132			4,517				
					Health	100-5520-160			22,477				
					Life	100-5520-161			94				
					Disability	100-5520-162			400				
					Dental	100-5520-163			1,331				
					Training	100-5520-325	250						
					Uniforms & Protective Gear	100-5520-323	900						
					Cell Phone	100-5520-363	480	420					
					Worker's Compensation	100-5520-572			2,009				
					HR - Recruitment	100-5143-250		280					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	103,811				-	103,811	-	-
2024	-	0.0	73	Factv	Reclassify Community Media Services Manager to Communications Director and Reclassify Community Media Services Assistant Manager to Communications Assistant Director								
					Permanent Salaries/Wages	100-5570-110			17,285				
					FICA	100-5570-131			1,322				
					WRS	100-5570-132			1,193				
					Health	100-5570-160			-				
					Life	100-5570-161			25				
					Disability	100-5570-162			107				
					Dental	100-5570-163			-				
					Worker's Compensation	100-5570-572			531				
					HR - Recruitment	100-5143-250		300					
					Finance - Payroll Costs	100-5152-245	-						
					Total Proposal - Year 1	20,763				-	20,763	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	-	1.0	74	Factv	New Communication Specialist								
					Permanent Salaries/Wages	100-5570-110			83,699				
					FICA	100-5570-131			6,403				
					WRS	100-5570-132			5,775				
					Health	100-5570-160			22,477				
					Life	100-5570-161			121				
					Disability	100-5570-162			400				
					Dental	100-5570-163			1,331				
					Equipment Expense	100-5570-355	50						
					Computer Equipment & Licenses	100-5570-570	500	2,500					
					Desk Phone	100-5570-570		500					
					Worker's Compensation	100-5570-572			147				
					HR - Recruitment	100-5143-250		510					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	124,593				-	124,593	-	-
2024	-	1.0	75	HNI/ Planning	New Community Development/Services Specialist								
					Permanent Salaries/Wages	100-5144-110			83,699				
					FICA	100-5144-131			6,403				
					WRS	100-5144-132			5,775				
					Health	100-5144-160			22,477				
					Life	100-5144-161			121				
					Disability	100-5144-162			400				
					Dental	100-5144-163			1,331				
					Equipment Expense	100-5144-355	50						
					Computer Equipment & Licenses	100-5144-570	500	2,500					
					Desk Phone	100-5144-570		500					
					Worker's Compensation	100-5144-572			147				
					HR - Recruitment	100-5143-250		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	124,293				-	124,293	-	124,293

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2024	-	1.0	76	Housing/ Econ	New Housing Initiatives & Finance Specialist								
					Permanent Salaries/Wages	100-5670-110			83,699				
					FICA	100-5670-131			6,403				
					WRS	100-5670-132			5,775				
					Health	100-5670-160			22,477				
					Life	100-5670-161			121				
					Disability	100-5670-162			400				
					Dental	100-5670-163			1,331				
					Computer Equipment & Licenses	100-5670-570	500	2,500					
					Desk Phone	100-5670-570		500					
					Worker's Compensation	100-5670-572			147				
					HR - Recruitment	100-5143-250		510					
					Finance - Payroll Costs	100-5152-245	180						
					Per Diem for Commission	226-5670-140	420						
					LTE/Seasonal Wages (FACTv)	100-5570-120			48				
					FICA	100-5570-131			4				
					Worker's Compensation	100-5570-572			-				
					Total Proposal - Year 1	125,015				420	124,595	420	124,595
2024	-	0.1	77	Library	Restore Summer Outreach Assistants								
					LTE/Seasonal Wages	250-5511-120			2,649				
					FICA	250-5511-110			203				
					Worker's Compensation	250-5511-572			5				
					HR - Recruitment	250-5511-250		210					
					Finance - Payroll Costs	100-5152-245	120						
					Total Proposal - Year 1	3,187				3,067	120	3,067	120
2024	-	0.2	78	Water	New Master Plumber LTE								
					LTE/Seasonal Wages	602-5663-120			30,000				
					FICA	602-5663-131			2,295				
					Training	602-5930-325	-						
					Dues	602-5930-320	-						
					Vehicle Expense	602-5932-335	1,000						
					Computer Equipment & Licenses	602-5921-245	300						
					Cell Phone	602-5921-570	480	420					
					Uniforms & Protective Gear	602-5926-323	650						
					Worker's Compensation	602-5925-572			949				
					HR - Recruitment	602-5923-290		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	36,484				36,304	180	36,304	180

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE Rating	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
2026	-	1.0	79	Water	Additional Utility Maintenance Worker with CDL								
					Permanent Salaries/Wages	602-5601-110			12,447				
					Permanent Salaries/Wages	602-5665-110			9,335				
					Permanent Salaries/Wages	602-5673-110			6,223				
					Permanent Salaries/Wages	602-5675-110			9,335				
					Permanent Salaries/Wages	602-5926-110			6,223				
					Permanent Salaries/Wages	603-5831-110			12,447				
					Permanent Salaries/Wages	603-5926-110			6,223				
					Overtime	602-5601-115			1,571				
					Overtime	602-5675-115			786				
					Overtime	603-5831-115			786				
					FICA	602-5601-131			1,072				
					FICA	602-5665-131			714				
					FICA	602-5673-131			476				
					FICA	602-5675-131			774				
					FICA	602-5926-131			476				
					FICA	603-5831-131			1,012				
					FICA	603-5926-131			476				
					WRS	602-5601-132			967				
					WRS	602-5665-132			644				
					WRS	602-5673-132			429				
					WRS	602-5675-132			698				
					WRS	602-5926-132			429				
					WRS	603-5831-132			913				
					WRS	603-5926-132			429				
					Health	602-5601-160			4,495				
					Health	602-5665-160			3,372				
					Health	602-5673-160			2,248				
					Health	602-5675-160			3,372				
					Health	602-5926-160			2,248				
					Health	603-5831-160			4,495				
					Health	603-5926-160			2,248				
					Life	602-5601-161			20				
					Life	602-5665-161			13				
					Life	602-5673-161			9				
					Life	602-5675-161			15				
					Life	602-5926-161			9				
					Life	603-5831-161			19				
					Life	603-5926-161			9				
					Disability	602-5601-162			80				
					Disability	602-5665-162			58				
					Disability	602-5673-162			39				
					Disability	602-5675-162			63				
					Disability	602-5926-162			39				
					Disability	603-5831-162			82				
					Disability	603-5926-162			39				
					Dental	602-5601-163			266				
					Dental	602-5665-163			200				
					Dental	602-5673-163			133				

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year Req	Baker Tilly Rating	New FTE #	NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget	
							Recurring Expense	One Time Expense	Proposed Personnel	Rates/ Fees	Property Taxes	Rates/ Fees	Property Taxes
					Dental	602-5675-163			200				
					Dental	602-5926-163			133				
					Dental	603-5831-163			266				
					Dental	603-5926-163			133				
					Training	602-5930-325		1,000					
					Dues	602-5930-320	100						
					Computer Equipment & Licenses	602-5921-245	850	5,500					
					Cell Phone	602-5921-245	480	420					
					Vehicle Expense	602-5932-335	4,000						
					Uniforms & Protective Gear	602-5926-323	1,100						
					Worker's Compensation	602-5925-572			2,018				
					HR - Recruitment	100-5143-250		280					
					Finance - Payroll Costs	100-5152-245	180						
					Capital Cost - Add'l Truck (in CIP)	602-5744-598		70,000					
					Total Proposal - Year 1	185,115				184,935	180	-	-
2025	-	0.2	80	IT	New IT Intern								
					LTE/Seasonal Wages	700-5145-120			9,810				
					FICA	700-5145-131			750				
					Worker's Compensation	700-5145-572			17				
					Training	700-5145-325	-						
					Dues	700-5145-320	200						
					Equipment Expense	700-5145-355	50						
					Computer Equipment & Licenses	700-5145-355	500	2,500					
					Desk Phone	700-5145-365		500					
					Worker's Compensation	700-5145-572			17				
					HR - Recruitment	100-5143-250		210					
					Finance - Payroll Costs	100-5152-245	90						
					Total Proposal - Year 1	14,644					14,644	-	-
2025	-	1.0	81	IT	New MPSIS Administrator								
					Permanent Salaries/Wages	700-5146-110			105,123				
					FICA	700-5146-131			8,042				
					WRS	700-5146-132			7,253				
					Health	700-5146-160			22,477				
					Life	700-5146-161			151				
					Disability	700-5146-162			400				
					Dental	700-5146-163			1,331				
					Training	700-5145-325	2,000						
					Dues	700-5145-320	200						
					Equipment Expense	700-5145-355	50						
					Computer Equipment & Licenses	700-5145-355	500	2,500					
					Desk Phone	700-5145-365		500					
					Cell Phone	700-5145-365	480	420					
					Worker's Compensation	700-5145-572			184				
					HR - Recruitment	700-13100		510					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	152,301				110,494	41,807	-	-

City of Fitchburg
2024-2028 Personnel Budget Proposals
Mayor's Proposed Budget

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Year	Baker Tilly Req	New FTE #	NP #	Dept	Description	Account Number	Recurring Expense	Expense One Time Expense	Proposed Personnel	Funding Rates/ Fees	Property Taxes	Mayor's Budget Rates/ Fees	Property Taxes
2026	-	1.0	82	IT	New Systems Administrator								
					Permanent Salaries/Wages	700-5145-110			89,045				
					Overtime	700-5145-115			4,495				
					FICA	700-5145-131			7,156				
					WRS	700-5145-132			6,454				
					Health	700-5145-160			22,477				
					Life	700-5145-161			135				
					Disability	700-5145-162			400				
					Dental	700-5145-163			1,331				
					Training	700-5145-325	3,000						
					Dues	700-5145-320	200						
					Equipment Expense	700-5145-355	50						
					Computer Equipment & Licenses	700-5145-355	500	2,500					
					Desk Phone	700-5145-365		500					
					Cell Phone	700-5145-363	480	420					
					Worker's Compensation	700-5145-572			164				
					HR - Recruitment	700-5145-290		210					
					Finance - Payroll Costs	100-5152-245	180						
					Total Proposal - Year 1	139,697				38,347	101,350	-	-
						</							

City of Fitchburg
Report on General Fund Major Changes
2023 Adopted Budget vs. 2024 Proposed Budget

The purpose of this report is to provide additional information on the major changes in the general fund between the proposed 2024 budget and the adopted 2023 budget. The general fund serves as the primary operating fund of the City and accounts for the majority of the services provided including general government, public safety, public works, health & human services, culture & recreation, and conservation & development.

Personnel Budget Proposals (PBP)

Included at the beginning of the proposed budget document is a listing of all of the personnel budget proposals (PBP) that were submitted for consideration over the next five years. After review of these requests, and based on the Mayor's consideration of the priorities for the City, several staffing changes were made to the general fund resulting in a net levy increase of approximately \$810,000.

Wages and Benefits

The majority of the City's general fund is spent on wages and benefits. This is not surprising considering that at the heart of what a local government is, we are a service provider. There are several items, outside of new staffing proposals, that are significantly different in the 2024 proposed budget as compared to the 2023 adopted budget.

Non-represented, permanent City employees, as outlined in the adopted pay plan, are eligible for annual steps up until the control point (aka market rate). After the employee has reached the control point, he/she is eligible for an annual pay for performance (aka merit) increase. A 2.5% cost of living adjustment (COLA) or across the board (ATB) increase is included in the 2024 budget for permanent, non-represented employees and LTE/seasonal employees. A 1% base merit increase is included for permanent, non-represented employees and established longevity steps are included for LTE/seasonal employees. The Police Union and the Fire Union have settled contracts for 2022-2024. The cost in 2024 to the General Fund for all of these items is approximately \$520,000 million.

The health insurance premiums paid by the City as a benefit to the employees is based on a percentage of the total premiums. For general employees, the City pays 88% of the average cost of eligible health insurance plans in Dane County, as described in Act 10 adopted by the State legislature. Employer and employee share of health insurance premiums for protective employees is based on the ratified contracts and follows the same methodology as the general employees for 2024. The 2024 monthly premiums have been released by the State and the City saw an increase in the City's share of the premiums of 7.3% for the most common plan. For the general fund, these changes totaled an approximately \$232,000 increase in City expense.

The City and employees contribute towards the Wisconsin Retirement System (WRS) benefit. The City's share of the required contributions for most employees increased from 6.8% to 6.9% of eligible wages (1.5% increase). The City's share of protective employees increased from 13.22% to 14.32% of eligible wages (8.3% increase). For the general fund, these changes totaled an increase of approximately \$86,000 (\$81,000 of which is in the Police and Fire departments).

When an employee retires, they may be eligible for the conversion of their sick leave balance to a cash payout or application towards the premiums for the City's health and dental insurance. Based on the recent number of eligible retirees, the budgeted pay-as-you-go expense for this benefit increased from \$100,000 to \$200,000 for 2024. This amount is funded by assigned fund balance that is accumulated throughout the employee's years of service, based on various statistical assumptions.

Other Significant Expense Changes

Based on the preliminary Fitchrona EMS budget, the City's share of the net cost for EMS services increased approximately \$107,000. This increase is due to an increase in the overall EMS budget, including the hiring of a new Deputy Chief, and a shift to a larger percentage of the budget to be paid by Fitchburg based on equalized values.

The City's costs for DaneCom and the analog tactical program decreased approximately \$85,000. Election costs also increased by approximately \$59,000 (outside of personnel costs) due to the number of elections anticipated in 2024, the continued high use of absentee voting, and the addition of a new polling location.

Revenue Changes

There are also some significant changes in the general fund revenues included in the proposed 2024 budget. The largest change is the expected increase in shared revenue from the State, due to a historic creation of a supplemental shared revenue program. The total shared revenue increase is approximately \$842,000 with approximately \$816,000 of it due to the new supplemental program. Other state aids are also increasing in 2024 including general transportation aid (GTA) and exempt computer aid. One of the main factors in the GTA formula is the City's six-year average transportation costs, which have increased significantly in recent years. The GTA payment should increase approximately \$124,000. The exempt computer aid program has been frozen for many years; however, when a TID closes, the City's share of the TID's prior aid is returned to the General Fund. The City also received a portion of the aid that was previously paid to the Town of Madison, prior to dissolution into the Cities of Madison and Fitchburg. In total this aid increased \$227,000 in 2024.

The general fund receives a payment in lieu of tax (PILOT) payment from the water utility based on the value of the assets held by the water utility and the City's tax rate. Due to a decrease in the tax rate, this revenue is expected to decrease approximately \$104,000.

Recreation programming has rebounded from COVID and the revenue was increased \$56,000 in 2024. This increase is the result of increased expenditures on contractor payments that receive 80% of the programming revenue generated in their classes.

The General Fund pays for many of the administrative functions of the City including Administration, Human Resources, Finance, and others that are allocated back to the utilities and the library based on employee counts. The 2023 budget invested significantly in administrative functions including two new full-time positions and a large investment in new software. The 2023 budgeted costs of these additions is first included in the administrative charge to the other funds in 2024 and resulted in an increased administrative charge to the library of approximately \$83,000. The full amount of the increased charge to the Library was supported with an increase in their property tax levy through the TID closure adjustment.

General Fund Balance Applied to Capital Project Fund

Included in the 2024 budget is a transfer of fund balance from the general fund to the capital projects fund totaling \$3,137,500. The majority of this transfer was included in the Adopted 2024-2033 Capital Improvement Plan for two types of purposes. The first use is to fund the next replacement of several pieces of equipment. A replacement fund through the capital projects fund was then established for all subsequent replacements, which mitigates the structural deficit of utilizing fund balance. The second use is to fund required local matches for one-time capital grant awards. Because these matches are infrequent and for one-time capital projects, the structural deficit of utilizing fund balance is mitigated.

The transfer amount included in the Mayor's proposed budget is the total amount reflected in all of the years of the CIP. Even after the transfer is completed, the City expects to have a fund balance within or in excess of the City's policy of 15-25%. It is important to note that these are one-time, planned uses of fund balance in the General Fund to keep our fund balance levels within our internal policy limits.

**City of Fitchburg
Mayor's Proposed Personnel Budget**

	2023 Budget			2024 Budget		
	Permanent FT/PT FTE	POX/ Seasonal/ LTE Hours	Overtime Hours	Permanent FT/PT FTE	POX/ Seasonal/ LTE Hours	Overtime Hours
Administration	3.00	-	-	3.00	-	-
Municipal Court (a)	1.50	360	-	1.50	360	-
Legal	1.00	-	-	1.00	-	-
Clerk's Office	4.00	2,550	120	4.00	6,650	155
Human Resources	2.80	-	-	3.00	-	-
Finance	6.50	520	25	6.50	580	25
Assessing	5.00	-	74	5.00	-	80
Bldg. Inspection	4.00	-	80	4.00	-	80
Bldg & Grounds	4.50	1,040	150	4.50	1,040	150
Senior Center	7.00	625	-	7.00	625	-
Parks	6.80	3,120	506	7.00	3,120	542
Recreation	2.00	4,113	60	2.00	4,113	60
FACTv	3.50	530	-	3.50	533	-
Planning & Zoning	3.00	660	110	3.00	660	110
HNI/Sustainability	1.00	980	-	2.00	980	-
Economic Development	2.00	-	-	3.00	-	-
Police Department	67.00	3,213	3,670	67.00	3,213	4,234
Fire Department	24.00	39,925	2,820	25.00	40,021	3,035
Public Works	16.00	900	867	16.00	700	961
TOTAL - General	164.60	58,536	8,482	168.00	62,595	9,432
Library	15.25	5,720	-	15.25	4,815	-
Water/Sewer Utilities	8.00	1,420	472	8.00	2,120	496
Stormwater Utility	3.50	840	135	3.50	840	145
Technology	7.00	-	160	7.00	-	184
TOTAL - Other	33.75	7,980	767	33.75	7,775	825
Grand total	198.35	66,516	9,249	201.75	70,370	10,257

Notes

- (a) FTE amounts do not include Mayor/Council/Judge (elected officials).
(b) Employees are shown based on the department worked within, not where the hours are allocated.

Changes from 2023 to 2024

- 1) Added 4,200 LTE hours and 35 overtime hours for elections (PBP#9).
- 2) Increased HR Generalist FTE from .8 to 1.0 (PBP#11).
- 3) Increased Finance tax collection LTE hours from 200 to 260 (PBP#15).
- 4) Increased Assessing overtime hours from 74 to 80 (PBP#20).
- 5) Increased Urban Forester/Naturalist FTE from .8 to 1.0 (PBP#70).
- 6) Increased Parks overtime by 36 hours to open splashpad Memorial and Labor Day weekends (PBP#71).
- 7) Increased FACTv LTE hours by 3 hours for additional Housing Advisory Meetings (PBP#76).
- 8) Added Community Development/Services Specialist (PBP#75).
- 9) Added Housing Initiatives and Finance Specialist (PBP#76).
- 10) Added full-time career firefighter (PBP#45).
- 11) Public Works LTE for 200 hours was removed by 2023 budget amendment.
- 12) Restored Library Summer Outreach LTE hours (PBP#77).
- 13) Library shelve hours reduced by 2023 budget amendment.
- 14) Added Master Plumber LTE (PBP#78).
- 15) Added overtime and LTE hours in various departments to account of an extra day of PTO (PBP#3).
- 16) Added overtime in various departments to account for two-week paid parental leave (PBP#4).

**City of Fitchburg, WI
2024 Mayor's Proposed Budget**

	2022 Prior Year Actual	2023 Current Year Budget	6/30/2023 Current Year Actual	2023 Current Year Estimate	2024 Proposed Budget	Increase/ (Decrease) '23 - '24 Bud	% Change '23 - '24 Bud
GENERAL GOVERNMENT							
MAYOR & COMMON COUNCIL	\$ 67,236	\$ 83,163	\$ 43,201	\$ 83,588	\$ 89,088	\$ 5,925	7.12%
ADMINISTRATOR	\$ 312,303	\$ 498,556	\$ 164,522	\$ 441,494	\$ 553,458	\$ 54,902	11.01%
MUNICIPAL COURT	\$ 166,544	\$ 199,087	\$ 93,319	\$ 197,522	\$ 209,022	\$ 9,935	4.99%
LEGAL SERVICES	\$ 176,696	\$ 240,938	\$ 89,360	\$ 225,031	\$ 250,917	\$ 9,979	4.14%
CLERK	\$ 481,576	\$ 536,098	\$ 260,272	\$ 516,232	\$ 679,364	\$ 143,266	26.72%
HR	\$ 317,960	\$ 386,924	\$ 181,205	\$ 407,144	\$ 440,961	\$ 54,037	13.97%
SUSTAINABILITY/HNI	\$ 178,180	\$ 140,273	\$ 36,545	\$ 194,646	\$ 293,509	\$ 153,236	109.24%
FINANCE & TREASURY	\$ 443,375	\$ 836,325	\$ 274,283	\$ 809,410	\$ 859,107	\$ 22,782	2.72%
ASSESSING	\$ 504,735	\$ 604,838	\$ 221,008	\$ 564,433	\$ 635,099	\$ 30,261	5.00%
BLDGS & GRNDS - SAFETY BLDG	\$ 27,238	\$ 43,800	\$ 13,809	\$ 37,000	\$ 43,550	\$ (250)	-0.57%
BLDGS & GRNDS - MAINT FACILITY	\$ 60,133	\$ 63,350	\$ 28,682	\$ 65,470	\$ 77,650	\$ 14,300	22.57%
BLDGS & GRNDS - NEW CITY HALL	\$ 425,320	\$ 457,730	\$ 217,886	\$ 453,110	\$ 497,215	\$ 39,485	8.63%
BLDGS & GRNDS - PD EVIDENCE	\$ 10,228	\$ 10,500	\$ 5,400	\$ 10,500	\$ 10,600	\$ 100	0.95%
BLDGS & GRNDS - FIRE STN #2 MRKTPLC	\$ 36,996	\$ 54,500	\$ 27,426	\$ 53,000	\$ 57,550	\$ 3,050	5.60%
BLDGS & GRNDS - FIRE STN #1 UPTOWN	\$ 50,104	\$ 58,800	\$ 27,048	\$ 57,500	\$ 62,800	\$ 4,000	6.80%
INTERDEPARTMENTAL OTHER	\$ 115,703	\$ 141,500	\$ 73,430	\$ 249,150	\$ 249,150	\$ 107,650	76.08%
TOTAL GENERAL GOVERNMENT	\$ 3,374,327	\$ 4,356,382	\$ 1,757,396	\$ 4,365,230	\$ 5,009,040	\$ 652,658	14.98%
PUBLIC SAFETY							
LAW ENFORCEMENT	\$ 8,880,188	\$ 9,561,795	\$ 4,291,468	\$ 9,172,991	\$ 10,033,078	\$ 471,283	4.93%
FIRE DEPARTMENT	\$ 3,121,670	\$ 3,661,447	\$ 1,753,514	\$ 3,926,248	\$ 4,029,455	\$ 368,008	10.05%
BUILDING INSPECTION	\$ 419,225	\$ 559,171	\$ 247,836	\$ 552,930	\$ 596,260	\$ 37,089	6.63%
OTHER PUBLIC SAFETY	\$ 1,088,623	\$ 1,243,022	\$ 553,536	\$ 1,241,422	\$ 1,265,433	\$ 22,411	1.80%
TOTAL PUBLIC SAFETY	\$ 13,509,706	\$ 15,025,435	\$ 6,846,354	\$ 14,893,591	\$ 15,924,226	\$ 898,791	5.98%
PUBLIC WORKS							
PUBLIC WORKS	\$ 2,143,616	\$ 2,667,395	\$ 963,121	\$ 2,398,254	\$ 2,800,806	\$ 133,411	5.00%
MASS TRANSIT	\$ 1,252,810	\$ -	\$ -	\$ -	\$ -	\$ -	-100.00%
TOTAL PUBLIC WORKS	\$ 3,396,426	\$ 2,667,395	\$ 963,121	\$ 2,398,254	\$ 2,800,806	\$ 133,411	5.00%
HUMAN SERVICES							
SENIOR CITIZENS PROGRAMS	\$ 759,777	\$ 835,712	\$ 411,197	\$ 829,491	\$ 883,899	\$ 48,187	5.77%
CULTURE, RECREATION & EDUCATION							
COMMUNITY CENTER	\$ 77,888	\$ 113,732	\$ 41,160	\$ 109,232	\$ 118,804	\$ 5,072	4.46%
PARKS	\$ 1,303,969	\$ 1,412,446	\$ 634,221	\$ 1,392,817	\$ 1,494,612	\$ 82,166	5.82%
RECREATION & LEISURE	\$ 321,592	\$ 381,320	\$ 179,828	\$ 424,650	\$ 438,968	\$ 57,648	15.12%
FACTv (CABLE)	\$ -	\$ 440,103	\$ 198,006	\$ 423,220	\$ 453,646	\$ 13,543	3.08%
TOTAL CULTURE, RECREATION & EDUCATION	\$ 1,703,449	\$ 2,347,601	\$ 1,053,215	\$ 2,349,919	\$ 2,506,030	\$ 158,429	6.75%
COMMUNITY DEVELOPMENT							
ZONING & PLANNING	\$ 302,597	\$ 393,963	\$ 180,082	\$ 416,582	\$ 452,523	\$ 58,560	14.86%
ECONOMIC DEVELOPMENT	\$ 302,403	\$ 323,222	\$ 148,421	\$ 322,400	\$ 464,718	\$ 141,496	43.78%
TOTAL COMMUNITY DEVELOPMENT	\$ 605,000	\$ 717,185	\$ 328,503	\$ 738,982	\$ 917,241	\$ 200,056	27.89%
GENERAL FUND OPERATING	\$ 23,348,685	\$ 25,949,710	\$ 11,359,786	\$ 25,575,467	\$ 28,041,242	\$ 2,091,532	8.06%
TRANSFERS TO OTHER FUNDS							
OTHER TRANS TO FUND 400	\$ 545,349	\$ 1,070,849	\$ -	\$ 1,070,849	\$ 3,137,500	\$ 2,066,651	192.99%
TOTAL TRANSFERS TO OTHER FUNDS	\$ 545,349	\$ 1,070,849	\$ -	\$ 1,070,849	\$ 3,137,500	\$ 2,066,651	192.99%
TOTAL GENERAL FUND	\$ 23,894,034	\$ 27,020,559	\$ 11,359,786	\$ 26,646,316	\$ 31,178,742	\$ 4,158,183	15.39%

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
100-4111-100	LOCAL PROPERTY TAXES	\$ 14,951,958	\$ 15,276,085	\$ 15,987,574	\$ 16,830,694	\$ 18,352,862	\$ 16,279,835	\$ 19,338,941	\$ 19,338,941	\$ 19,338,941	\$ 19,257,378	\$ 677,280	\$ 19,934,658	\$ 595,717 3.1%
100-4111-999	BAD DEBT EXPENSE - DEL PP TAX	\$ (9,238)	\$ (3,184)	\$ (2,847)	\$ (15,568)	\$ 3,224	\$ (5,523)	\$ (10,000)	\$ -	\$ (5,000)	\$ (5,000)	\$ -	\$ (5,000)	\$ 5,000 -50.0%
100-4114-000	MOBILE HOME/MISC TAXES	\$ 3,926	\$ 3,766	\$ 3,093	\$ 2,833	\$ 2,643	\$ 3,252	\$ 2,620	\$ 1,619	\$ 2,347	\$ 2,000	\$ -	\$ 2,000	\$ (620) -23.7%
100-4121-000	HOTEL ROOM TAX - GENERAL FUND	\$ 34,370	\$ 36,775	\$ 13,968	\$ 23,812	\$ 34,098	\$ 28,605	\$ 29,420	\$ 5,806	\$ 37,560	\$ 36,750	\$ -	\$ 36,750	\$ 7,330 24.9%
100-4131-000	TAX EQUIVALENT-UTILITY	\$ 715,444	\$ 723,637	\$ 762,614	\$ 799,256	\$ 798,529	\$ 759,896	\$ 893,900	\$ 399,265	\$ 790,000	\$ 790,000	\$ -	\$ 790,000	\$ (103,900) -11.6%
100-4180-000	INTEREST ON DELINQUENT PP TAX	\$ 2,509	\$ 2,497	\$ 4,256	\$ 3,787	\$ 3,013	\$ 3,212	\$ 2,500	\$ 1,477	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ - 0.0%
100-4180-100	USE VALUE PENALTIES-CITY SHARE	\$ 9,255	\$ 19,828	\$ 88,557	\$ 23,067	\$ 49,662	\$ 38,074	\$ 11,357	\$ 4,912	\$ 11,357	\$ 22,300	\$ -	\$ 22,300	\$ 10,943 96.4%
100-4180-200	INTEREST ON DELINQ ROOM TAX	\$ -	\$ -	\$ 25	\$ -	\$ 25	\$ 10	\$ -	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ - 100.0%
	Taxes and Tax Equivalents Total	\$ 15,708,224	\$ 16,059,404	\$ 16,857,240	\$ 17,667,881	\$ 19,244,056	\$ 17,107,361	\$ 20,268,738	\$ 19,752,045	\$ 20,177,730	\$ 20,105,928	\$ 677,280	\$ 20,783,208	\$ 514,470 2.5%
100-4200-000	SPECIAL ASSESS INSTALLMENTS	\$ -	\$ 2,879	\$ -	\$ -	\$ 507	\$ 677	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-4321-500	OTHER FED LAW ENFORCE GRANT	\$ -	\$ 2,947	\$ 6,586	\$ -	\$ 9,593	\$ 3,825	\$ 3,000	\$ 7,204	\$ 18,568	\$ 6,335	\$ -	\$ 6,335	\$ 3,335 111.2%
100-4329-100	OTHER FED GRANT	\$ -	\$ -	\$ 437,273	\$ -	\$ -	\$ 87,455	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-4323-500	FEDERAL AID - MASS TRANSIT	\$ -	\$ -	\$ -	\$ 862,503	\$ 1,729,501	\$ 1,729,501	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-4330-000	FEDERAL LAND AIDS	\$ 1,729	\$ 1,981	\$ 1,718	\$ 1,614	\$ 1,601	\$ 1,729	\$ 1,601	\$ 1,791	\$ 1,791	\$ 1,700	\$ -	\$ 1,700	\$ 99 6.2%
100-4341-000	STATE SHARED REVENUES	\$ 491,762	\$ 497,915	\$ 496,816	\$ 497,734	\$ 548,542	\$ 506,554	\$ 705,249	\$ -	\$ 719,811	\$ 1,547,315	\$ -	\$ 1,547,315	\$ 842,066 119.4%
100-4342-000	FIRE INSURANCE TAXES (2% DUES)	\$ 113,994	\$ 126,590	\$ 133,050	\$ 145,284	\$ 157,259	\$ 135,235	\$ 157,258	\$ -	\$ 179,437	\$ 180,000	\$ -	\$ 180,000	\$ 22,742 14.5%
100-4351-200	STATE DISASTER GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 825	\$ 825	\$ -	\$ -	\$ -	\$ - 100.0%
100-4351-400	STATE GRANT POLICE	\$ 86,094	\$ 175,926	\$ 128,474	\$ 129,114	\$ 11,063	\$ 106,134	\$ -	\$ 1,440	\$ 1,440	\$ -	\$ -	\$ -	\$ - 100.0%
100-4353-000	STATE HIGHWAY AIDS	\$ 1,755,291	\$ 1,760,635	\$ 1,584,571	\$ 1,590,689	\$ 1,829,292	\$ 1,704,096	\$ 2,103,686	\$ 1,065,136	\$ 2,103,686	\$ 2,227,500	\$ -	\$ 2,227,500	\$ 123,814 5.9%
100-4354-000	EXEMPT COMPUTER AID	\$ 208,044	\$ 213,078	\$ 213,078	\$ 213,078	\$ 213,078	\$ 212,071	\$ 246,117	\$ -	\$ 249,165	\$ 472,724	\$ -	\$ 472,724	\$ 226,607 92.1%
100-4359-000	EXEMPT PERSONAL PROPERTY AID	\$ -	\$ 108,256	\$ 80,728	\$ 53,200	\$ 80,728	\$ 64,582	\$ 122,709	\$ 125,940	\$ 125,940	\$ 132,240	\$ -	\$ 132,240	\$ 9,531 7.8%
100-4359-001	FRANCHISE FEE REDUCTION AID	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,196	\$ -	\$ 63,196	\$ 63,196	\$ -	\$ 63,196	\$ - 0.0%
100-4361-000	PAYMENTS FOR MUNICIPAL SERVICE	\$ 85,052	\$ 75,216	\$ 68,991	\$ 44,983	\$ 46,456	\$ 64,140	\$ 40,000	\$ 1,245	\$ 40,000	\$ 40,000	\$ -	\$ 40,000	\$ - 0.0%
100-4362-000	STATE LAND AIDS	\$ 30,223	\$ 30,736	\$ 30,785	\$ 33,250	\$ 36,116	\$ 32,122	\$ 35,000	\$ 34,584	\$ 34,580	\$ 34,000	\$ -	\$ 34,000	\$ (1,000) -2.9%
100-4374-000	SENIOR REIMBURSEMENTS-COUNTY	\$ 69,979	\$ 78,690	\$ 69,700	\$ 109,995	\$ 100,867	\$ 85,846	\$ 102,015	\$ 1,891	\$ 141,852	\$ 141,852	\$ -	\$ 141,852	\$ 39,837 39.1%
100-4376-000	OTHER POLICE GRANTS	\$ 4,732	\$ 2,651	\$ 2,661	\$ 2,756	\$ 30	\$ 2,566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-4377-100	MISC COUNTY GRANTS	\$ -	\$ 12,926	\$ 12,164	\$ 12,069	\$ 14,586	\$ 10,349	\$ 21,518	\$ 23,454	\$ 23,454	\$ 23,454	\$ -	\$ 23,454	\$ 1,936 9.0%
	Intergovernmental Revenues Total	\$ 2,846,900	\$ 3,087,047	\$ 3,265,595	\$ 2,833,766	\$ 3,911,714	\$ 3,189,204	\$ 3,601,349	\$ 1,263,510	\$ 3,703,745	\$ 4,870,316	\$ -	\$ 4,870,316	\$ 1,268,967 35.2%
100-4410-000	BUSINESS & OCCUPATIONAL LIC	\$ 38,023	\$ 61,280	\$ 41,369	\$ 45,379	\$ 46,206	\$ 46,451	\$ 52,000	\$ 61,323	\$ 73,000	\$ 50,000	\$ -	\$ 50,000	\$ (2,000) -3.8%
100-4420-000	NON BUSINESS LICENSES	\$ 14,422	\$ 11,459	\$ 13,083	\$ 9,392	\$ 7,538	\$ 11,179	\$ 13,620	\$ 7,177	\$ 7,500	\$ 7,500	\$ -	\$ 7,500	\$ (6,120) -44.9%
100-4430-000	BLDG PERMIT & INSPECTION FEES	\$ 591,331	\$ 831,749	\$ 562,345	\$ 694,563	\$ 944,167	\$ 724,831	\$ 370,000	\$ 429,522	\$ 776,000	\$ 380,000	\$ -	\$ 380,000	\$ 10,000 2.7%
100-4430-100	COMMERCIAL PLAN REVIEW FEES	\$ -	\$ -	\$ -	\$ -	\$ 2,428	\$ 486	\$ 10,000	\$ 4,629	\$ 8,500	\$ 10,000	\$ -	\$ 10,000	\$ - 0.0%
100-4440-000	ZONING PERMITS & FEES	\$ 211,203	\$ 720,758	\$ 260,682	\$ 305,297	\$ 628,010	\$ 425,190	\$ 170,000	\$ 195,994	\$ 240,000	\$ 180,000	\$ -	\$ 180,000	\$ 10,000 5.9%
100-4490-000	OTHER REGULATION & COMPLIANCE	\$ 35,564	\$ 38,906	\$ 34,435	\$ 45,121	\$ 46,513	\$ 40,108	\$ 40,000	\$ 51,747	\$ 60,000	\$ 40,000	\$ -	\$ 40,000	\$ - 0.0%
100-4490-100	CABLE FRANCHISE FEES - AT&T	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 5,871	\$ 20,000	\$ 15,000	\$ -	\$ 15,000	\$ (15,000) -50.0%
100-4490-200	CABLE FRANCHISE FEES - TDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ 2,780	\$ 11,000	\$ 11,000	\$ -	\$ 11,000	\$ - 0.0%
100-4490-300	CABLE FRANCHISE FEES - CHARTER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,000	\$ 45,915	\$ 188,000	\$ 180,000	\$ -	\$ 180,000	\$ (6,000) -3.2%
	Licenses & Permits Total	\$ 890,543	\$ 1,664,152	\$ 908,223	\$ 1,103,443	\$ 1,674,862	\$ 1,248,245	\$ 882,620	\$ 804,958	\$ 1,384,000	\$ 873,500	\$ -	\$ 873,500	\$ (9,120) -1.0%
100-4510-000	LAW & ORDINANCE VIOLATIONS	\$ 299,210	\$ 247,322	\$ 149,847	\$ 189,733	\$ 139,885	\$ 204,199	\$ 160,000	\$ 119,702	\$ 175,000	\$ 160,000	\$ -	\$ 160,000	\$ - 0.0%
100-4510-100	YEAR END RECEIVABLE ADJUSTMENT	\$ (1,915)	\$ 55,415	\$ (26,712)	\$ (54,552)	\$ (26,712)	\$ (10,887)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Fines, Forfeits, & Penalties Total	\$ 297,295	\$ 292,737	\$ 123,135	\$ 135,181	\$ 113,214	\$ 193,312	\$ 160,000	\$ 119,702	\$ 175,000	\$ 160,000	\$ -	\$ 160,000	\$ - 0.0%
100-4610-100	GENERAL GOVERNMENT CHARGES	\$ 30,573	\$ 26,464	\$ 34,905	\$ 29,545	\$ 30,762	\$ 30,450	\$ 20,000	\$ 10,321	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ - 0.0%
100-4621-100	PUBLIC SAFETY CHARGES	\$ 39,271	\$ 47,823	\$ 3,969	\$ 19,816	\$ 38,129	\$ 28,202	\$ 24,800	\$ 6,427	\$ 29,200	\$ 29,200	\$ -	\$ 29,200	\$ 4,400 17.7%
100-4631-100	ENGINEERING CHARGES TO OTHERS	\$ 5,352	\$ 6,938	\$ 13,456	\$ 16,252	\$ 11,899	\$ 10,779	\$ 15,000	\$ 5,805	\$ 10,000	\$ 12,000	\$ -	\$ 12,000	\$ (3,000) -20.0%
100-4672-100	RECREATION FEES	\$ 190,060	\$ 165,228	\$ 21,457	\$ 102,510	\$ 159,769	\$ 127,805	\$ 165,000	\$ 104,786	\$ 165,000	\$ 221,000	\$ -	\$ 221,000	\$ 56,000 33.9%
100-4672-200	PARK SHELTER RENTAL FEES	\$ 53,952	\$ 61,948	\$ 9,757	\$ 55,198	\$ 68,794	\$ 49,930	\$ 60,000	\$ 54,255	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ - 0.0%
100-4672-300	SENIOR PROGRAM FEES	\$ 42,537	\$ 38,774	\$ 13,280	\$ 19,532	\$ 32,401	\$ 29,305	\$ 48,665	\$ 20,932	\$ 40,000	\$ 45,000	\$ -	\$ 45,000	\$ (3,665) -7.5%
100-4672-301	SENIOR ROOM FEES	\$ 1,315	\$ 1,449	\$ 574	\$ (251)	\$ -	\$ 617	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-4690-000	OTHER PUBLIC CHGS FOR SERVICE	\$ 277	\$ 2,513	\$ 841	\$ 930	\$ 234	\$ 959	\$ 5,150	\$ 1,653	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ (2,150) -41.7%
	Public Charges for Services Total	\$ 363,337	\$ 351,137	\$ 98,239	\$ 243,532	\$ 333,988	\$ 278,047	\$ 338,615	\$ 204,179	\$ 327,200	\$ 390,200	\$ -	\$ 390,200	\$ 51,585 15.2%
100-4730-102	DACOM REIMBURSEMENT	\$ 16,140	\$ 12,540	\$ 12,540	\$ 7,500	\$ 7,500	\$ 9,744	\$ 122,500	\$ -	\$ 61,250	\$ 122,500	\$ -	\$ 141,500	\$ 19,000 15.5%
100-4740-100	ADMIN CHARGES TO UTILITIES	\$ 79,900	\$ 84,500	\$ 88,100	\$ 98,900	\$ 107,600	\$ 91,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141,500	\$ - 100.0%
100-4740-207	ADMIN FEE-CABLE	\$ 19,600	\$ 19,800	\$ 20,100	\$ 21,100	\$ 21,900	\$ 20,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-4740-250	ADMINISTRATIVE CHGS TO LIBRARY	\$ 110,500	\$ 116,600	\$ 119,900	\$ 126,400	\$ 133,800	\$ 121,440	\$ 141,800	\$ 141,800	\$ 141,800	\$ 225,200	\$ -	\$ 225,200	\$ 83,400 58.8%
	Intergov'l Charges for Service Total	\$ 226,140	\$ 233,440	\$ 240,640	\$ 246,400	\$ 270,800	\$ 243,484	\$ 265,980	\$ 204,730	\$ 265,980	\$ 373,060	\$ -	\$ 373,060	\$ 107,080 40.3%
100-4810-100	INTEREST ON TEMP INVESTMENTS	\$ 218,811	\$ 314,432	\$ 145,145	\$ 85,238	\$ 366,968	\$ 226,119	\$ 101,000	\$ 600,227	\$ 600,000	\$ 125,000	\$ -	\$ 125,000	\$ 24,000 23.8%
100-4810-101	INTEREST ON INTERNAL ADVANCE	\$ 10,094	\$ 15,694	\$ 12,542	\$ 1,160	\$ 16,502	\$ 11,198	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000 100.0%
100-4810-102	ADJ INVEST TO MARKET	\$ (2,957)	\$ 91,155	\$ 21,308	\$ (94,344)	\$ (157,086)	\$ (28,385)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-4810-103	MCF ENDOWMENT INVESTMENT EARN	\$ (1,371)	\$ 9,319	\$ 4,932	\$ 12,981	\$ (7,989)	\$ 3,574	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-4810-200	INTEREST ON DELINQ S/A & ACCTS	\$ 3,922	\$ 965	\$ 457	\$ 1,130	\$ 1,206	\$ 1,536	\$ 400	\$ 513	\$ 600	\$ 400	\$ -	\$ 400	\$ - 0.0%
100-4810-300	OTHER INTEREST REVENUE	\$ 1	\$ -	\$ -	\$ -	\$ 4	\$ 230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-4820-200	BUILDING RENTALS	\$ 17,472	\$ 18,476	\$ 17,617	\$ 19,774	\$ 28,764	\$ 20,421	\$ 15,000	\$ 8,497	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ - 0.0%
100-4820-401	LEASE REVENUE-FIRE STATION #1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,590	\$ 17,590	\$ 17,590	\$ 17,765	\$ -	\$ 17,765	\$ 175 1.0%
100-4830-200	SR SUBSCRIPTIONS & AD SALES	\$ 1,801	\$ 1,994	\$ 1,226	\$ 1,759	\$ 2,144	\$ 1,785	\$ 2,000	\$ 2,985	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 1,000 50.0%
100-4830-300	RECREATION SPONSORSHIPS	\$ 650	\$ -	\$ -	\$ -	\$ 130	\$ -	\$ -	\$ 1,146	\$ 1,200	\$ -	\$ -	\$ -	\$ - 100.0%
100-4830-500	MAINT FACILITY REIMB UD#1	\$ 1,703	\$ 420	\$ 3,386	\$ 2,206	\$ 3,050	\$ 2,153	\$ 2,000	\$ 1,384	\$ 2,000	\$ 2,155	\$ -	\$ 2,155	\$ 155 7.8%
100-4830-600	SUD REIMBURSEMENT FOR HWY WORK	\$ 45,284	\$ 33,757	\$ -	\$ 62,340	\$ 41,935	\$ 36,663	\$ 30,000	\$ -	\$ 30,000	\$ 35,000	\$ -	\$ 35,000	\$ 5,000 16.7%
	Commercial Revenues Total	\$ 295,410	\$ 486,212	\$ 207,760	\$ 92,244	\$ 295,498	\$ 275,425	\$ 167,990</						

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
100-5110-310	OFFICE SUPPLIES & POSTAGE	\$ -	\$ 123	\$ 217	\$ 106	\$ -	\$ 89	\$ 200	\$ 309	\$ 325	\$ 300	\$ -	\$ 300	\$ 50.0%
100-5110-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 12,459	\$ 12,690	\$ 13,273	\$ 12,988	\$ 14,477	\$ 13,171	\$ 15,705	\$ 15,689	\$ 15,705	\$ 22,700	\$ (2,900)	\$ 19,800	\$ 4,095 26.1%
100-5110-325	TRAINING & TRAVEL	\$ 655	\$ 612	\$ 265	\$ -	\$ 752	\$ 457	\$ 1,500	\$ -	\$ 1,500	\$ 3,500	\$ -	\$ 3,500	\$ 2,000 133.3%
100-5110-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105	\$ -	\$ 105	\$ 105	\$ -	\$ 105	\$ - 0.0%
100-5110-340	OPERATING MATERIALS & SUPPLIES	\$ 135	\$ 710	\$ 205	\$ 855	\$ 364	\$ 454	\$ 2,050	\$ 593	\$ 2,050	\$ 1,500	\$ -	\$ 1,500	\$ (550) -26.8%
100-5110-355	EQUIPMENT OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 293	\$ 300	\$ -	\$ -	\$ -	\$ 100.0%
	Operating Exp Total	\$ 13,249	\$ 14,135	\$ 13,960	\$ 13,949	\$ 15,593	\$ 14,177	\$ 19,560	\$ 16,884	\$ 19,885	\$ 28,105	\$ (2,900)	\$ 25,205	\$ 5,645 28.9%
100-5110-570	IT OPERATING ISF ALLOCATION	\$ 6,905	\$ 6,250	\$ 6,100	\$ 6,045	\$ 7,200	\$ 6,500	\$ 8,435	\$ 4,218	\$ 8,435	\$ 8,645	\$ 85	\$ 8,730	\$ 295 3.5%
100-5110-572	INSURANCE ISF ALLOCATION	\$ 455	\$ 425	\$ 420	\$ 525	\$ 570	\$ 479	\$ 545	\$ 273	\$ 545	\$ 510	\$ -	\$ 510	\$ (35) -6.4%
100-5110-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 270	\$ 275	\$ 275	\$ 164	\$ 260	\$ 130	\$ 260	\$ 280	\$ -	\$ 280	\$ 20 7.7%
	Fixed Charges Total	\$ 7,360	\$ 6,675	\$ 6,790	\$ 6,845	\$ 8,045	\$ 7,143	\$ 9,240	\$ 4,621	\$ 9,240	\$ 9,435	\$ 85	\$ 9,520	\$ 280 3.0%
	Mayor & Council Total	\$ 75,854	\$ 74,599	\$ 74,696	\$ 67,705	\$ 67,236	\$ 72,018	\$ 83,163	\$ 43,201	\$ 83,588	\$ 91,903	\$ (2,815)	\$ 89,088	\$ 5,925 7.1%
100-5115-110	SALARIES & WAGES-ADMIN	\$ 188,862	\$ 198,438	\$ 210,430	\$ 275,747	\$ 225,452	\$ 219,746	\$ 356,321	\$ 111,406	\$ 299,941	\$ 380,868	\$ -	\$ 380,868	\$ 24,547 6.9%
100-5115-115	OVERTIME	\$ -	\$ -	\$ 178	\$ -	\$ 216	\$ 79	\$ -	\$ 107	\$ 107	\$ -	\$ -	\$ -	\$ 100.0%
100-5115-120	PT/LTE/SEASONAL	\$ 6,467	\$ 4,484	\$ -	\$ -	\$ 2,343	\$ 2,659	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
100-5115-131	FICA	\$ 15,216	\$ 13,972	\$ 14,870	\$ 20,675	\$ 16,397	\$ 16,226	\$ 27,338	\$ 8,251	\$ 23,025	\$ 29,219	\$ 7	\$ 29,226	\$ 1,888 6.9%
100-5115-132	WRS	\$ 12,485	\$ 12,561	\$ 13,645	\$ 12,022	\$ 14,475	\$ 13,038	\$ 24,300	\$ 7,669	\$ 20,466	\$ 26,354	\$ 6	\$ 26,360	\$ 2,060 8.5%
100-5115-135	LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ 990	\$ 198	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,080	\$ -	\$ 1,080	\$ 45 4.3%
100-5115-160	HEALTH INS	\$ 18,236	\$ 16,535	\$ 17,771	\$ 13,152	\$ 19,953	\$ 17,129	\$ 41,924	\$ 20,943	\$ 54,076	\$ 67,431	\$ -	\$ 67,431	\$ 25,507 60.8%
100-5115-161	LIFE INS	\$ 562	\$ 569	\$ 602	\$ 515	\$ 617	\$ 573	\$ 736	\$ 308	\$ 625	\$ 718	\$ -	\$ 718	\$ (18) -2.4%
100-5115-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ - 0.0%
100-5115-163	DENTAL INS	\$ 2,536	\$ 2,490	\$ 2,410	\$ 2,119	\$ 2,536	\$ 2,418	\$ 3,995	\$ 1,267	\$ 3,170	\$ 3,994	\$ -	\$ 3,994	\$ (1) 0.0%
100-5115-190	ADMIN HOLIDAY PREMIUM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37	\$ 37	\$ -	\$ 86	\$ 86	\$ 100.0%
	Personnel Costs Total	\$ 244,164	\$ 249,049	\$ 259,906	\$ 324,230	\$ 282,979	\$ 272,066	\$ 456,849	\$ 151,223	\$ 402,482	\$ 510,864	\$ 99	\$ 510,963	\$ 54,114 11.8%
100-5115-210	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
100-5115-245	COMPUTER RELATED REP & MAINT	\$ -	\$ -	\$ 119	\$ -	\$ 48	\$ 48	\$ 120	\$ 119	\$ 120	\$ 120	\$ -	\$ 120	\$ - 0.0%
	Contractual Services Total	\$ -	\$ -	\$ 5,119	\$ -	\$ 119	\$ 1,048	\$ 120	\$ 119	\$ 120	\$ 120	\$ -	\$ 120	\$ - 0.0%
100-5115-310	OFFICE SUPPLIES & POSTAGE	\$ 175	\$ 221	\$ 72	\$ 460	\$ 893	\$ 364	\$ 200	\$ 300	\$ 350	\$ 300	\$ -	\$ 300	\$ 100 50.0%
100-5115-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 1,227	\$ 1,105	\$ 1,379	\$ 237	\$ 233	\$ 836	\$ 2,000	\$ 234	\$ 800	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
100-5115-325	TRAINING & TRAVEL	\$ 5,077	\$ 6,268	\$ 1,163	\$ 58	\$ 1,371	\$ 2,787	\$ 6,600	\$ 925	\$ 5,000	\$ 8,000	\$ -	\$ 8,000	\$ 1,400 21.2%
100-5115-330	VEHICLE USE REIMBURSEMENT	\$ 1,627	\$ 1,588	\$ 448	\$ 162	\$ 916	\$ 948	\$ 1,090	\$ 218	\$ 1,090	\$ 1,600	\$ -	\$ 1,600	\$ 510 46.8%
100-5115-340	OPERATING MATERIALS & SUPP	\$ 413	\$ 391	\$ 164	\$ 193	\$ 287	\$ 290	\$ 300	\$ -	\$ 300	\$ 300	\$ -	\$ 300	\$ - 0.0%
100-5115-345	PUBLIC INFORMATION & EDUCATION	\$ -	\$ 350	\$ 4,200	\$ 4,200	\$ 8,850	\$ 3,520	\$ 9,200	\$ 585	\$ 9,200	\$ 9,200	\$ -	\$ 9,200	\$ - 0.0%
100-5115-355	EQUIPMENT OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ - 0.0%
	Operating Exp Total	\$ 8,519	\$ 9,923	\$ 7,426	\$ 5,310	\$ 12,550	\$ 8,746	\$ 19,440	\$ 2,303	\$ 16,740	\$ 21,450	\$ -	\$ 21,450	\$ 2,010 10.3%
100-5115-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 5	\$ -	\$ -	\$ -	\$ 100.0%
100-5115-570	IT OPERATING ISF ALLOCATION	\$ 9,695	\$ 9,170	\$ 11,540	\$ 11,690	\$ 13,510	\$ 11,121	\$ 18,910	\$ 9,455	\$ 18,910	\$ 16,640	\$ 250	\$ 16,890	\$ (2,020) -10.7%
100-5115-572	INSURANCE ISF ALLOCATION	\$ 1,516	\$ 2,015	\$ 1,585	\$ 2,080	\$ 2,320	\$ 1,903	\$ 2,462	\$ 1,231	\$ 2,462	\$ 3,200	\$ -	\$ 3,200	\$ 738 30.0%
100-5115-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 810	\$ 825	\$ 825	\$ 491	\$ 775	\$ 387	\$ 775	\$ 835	\$ -	\$ 835	\$ 60 7.7%
	Fixed Charges Total	\$ 11,211	\$ 11,185	\$ 13,935	\$ 14,590	\$ 16,655	\$ 13,515	\$ 22,147	\$ 11,077	\$ 22,152	\$ 20,675	\$ 250	\$ 20,925	\$ (1,222) -5.5%
	Admin Total	\$ 263,894	\$ 270,157	\$ 286,386	\$ 344,130	\$ 312,303	\$ 577,233	\$ 498,556	\$ 164,522	\$ 441,494	\$ 553,109	\$ 349	\$ 553,458	\$ 54,902 11.0%
100-5120-110	SALARIES & WAGES - MUN COURT	\$ 104,040	\$ 109,473	\$ 113,818	\$ 117,585	\$ 108,745	\$ 110,732	\$ 122,880	\$ 61,056	\$ 122,930	\$ 128,527	\$ -	\$ 128,527	\$ 5,647 4.6%
100-5120-115	OVERTIME WAGES	\$ 2,999	\$ 3,333	\$ -	\$ -	\$ -	\$ 1,266	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
100-5120-120	PT/LTE/SEASONAL WAGES	\$ 2,975	\$ 2,569	\$ 1,615	\$ 369	\$ 372	\$ 1,580	\$ 5,731	\$ 120	\$ 5,731	\$ 5,875	\$ -	\$ 5,875	\$ 144 2.5%
100-5120-125	SHIFT DIFFERENTIAL	\$ 21	\$ 20	\$ -	\$ -	\$ -	\$ 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
100-5120-131	FICA	\$ 7,739	\$ 8,179	\$ 8,604	\$ 8,726	\$ 7,892	\$ 8,228	\$ 9,897	\$ 4,380	\$ 9,901	\$ 10,344	\$ -	\$ 10,344	\$ 447 4.5%
100-5120-132	WRS	\$ 4,612	\$ 4,777	\$ 4,810	\$ 4,919	\$ 4,979	\$ 4,819	\$ 5,402	\$ 2,563	\$ 5,382	\$ 5,683	\$ -	\$ 5,683	\$ 281 5.2%
100-5120-135	LONGEVITY BENEFIT	\$ 540	\$ 585	\$ 630	\$ 675	\$ 720	\$ 630	\$ 765	\$ 765	\$ 765	\$ 810	\$ -	\$ 810	\$ 45 5.9%
100-5120-160	HEALTH INS	\$ 18,950	\$ 17,720	\$ 18,096	\$ 19,411	\$ 19,953	\$ 18,826	\$ 20,962	\$ 10,481	\$ 20,962	\$ 22,477	\$ -	\$ 22,477	\$ 1,515 7.2%
100-5120-161	LIFE INS	\$ 76	\$ 78	\$ 76	\$ 102	\$ 126	\$ 92	\$ 114	\$ 119	\$ 114	\$ 119	\$ -	\$ 119	\$ 5 4.4%
100-5120-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ - 0.0%
100-5120-163	DENTAL INS	\$ 1,318	\$ 1,311	\$ 1,218	\$ 1,268	\$ 1,532	\$ 1,329	\$ 1,331	\$ 951	\$ 1,902	\$ 1,997	\$ -	\$ 1,997	\$ 666 50.0%
	Personnel Costs Total	\$ 143,270	\$ 148,045	\$ 148,867	\$ 153,055	\$ 144,319	\$ 147,511	\$ 167,482	\$ 80,379	\$ 167,687	\$ 176,232	\$ -	\$ 176,232	\$ 8,750 5.2%
100-5120-245	COMPUTER RELATED REP & MAINT	\$ 3,199	\$ -	\$ -	\$ -	\$ -	\$ 640	\$ 400	\$ -	\$ 200	\$ 460	\$ -	\$ 460	\$ 60 15.0%
100-5120-290	OTHER CONTRACTUAL SERVICES	\$ 1,050	\$ 899	\$ 268	\$ 705	\$ 1,032	\$ 791	\$ 2,000	\$ 900	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
	Contractual Services Total	\$ 4,249	\$ 899	\$ 268	\$ 705	\$ 1,032	\$ 1,431	\$ 2,400	\$ 900	\$ 2,200	\$ 2,460	\$ -	\$ 2,460	\$ 60 2.5%
100-5120-310	OFFICE SUPPLIES & POSTAGE	\$ 1,877	\$ 1,501	\$ 1,079	\$ 1,422	\$ 1,565	\$ 1,489	\$ 3,400	\$ 1,621	\$ 3,400	\$ 3,400	\$ -	\$ 3,400	\$ - 0.0%
100-5120-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 260	\$ 270	\$ 270	\$ 165	\$ 145	\$ 222	\$ 270	\$ 190	\$ 190	\$ 190	\$ -	\$ 190	\$ (80) -29.6%
100-5120-325	TRAINING & TRAVEL	\$ 1,765	\$ 1,858	\$ 700	\$ 2,094	\$ 2,108	\$ 1,705	\$ 2,285	\$ 700	\$ 2,285	\$ 2,285	\$ -	\$ 2,285	\$ - 0.0%
100-5120-330	VEHICLE USE REIMBURSEMENT	\$ 275	\$ 160	\$ -	\$ 171	\$ 134	\$ 148	\$ 285	\$ -	\$ 285	\$ 285	\$ -	\$ 285	\$ - 0.0%
100-5120-340	OPERATING MATERIALS & SUPPLIES	\$ 1,416	\$ 1,230	\$ 1,561	\$ 1,600	\$ 1,530	\$ 1,467	\$ 3,625	\$ 750	\$ 2,025	\$ 3,810	\$ -	\$ 3,810	\$ 185 5.1%
100-5120-390	OTHER - DOT SUSPENSION FEES	\$ 620	\$ 1,350	\$ 1,041	\$ 1,041	\$ 621	\$ 726	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
	Operating Exp Total	\$ 6,213	\$ 6,369	\$ 3,610	\$ 6,493	\$ 6,103	\$ 5,758	\$ 11,865	\$ 3,261	\$ 10,185	\$ 11,970	\$ -	\$ 11,970	\$ 105 0.9%
100-5120-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110	\$ 110	\$ -	\$ -	\$ -	\$ 100.0%
100-5120-570	IT OPERATING ISF ALLOCATION	\$ 11,355	\$ 11,775	\$ 11,040	\$ 10,875	\$ 12,900	\$ 11,589	\$ 15,250	\$ 7,625	\$ 15,250	\$ 16,030	\$ 250	\$ 16,280	\$ 1,030 6.8%
100-5120-572	INSURANCE ISF ALLOCATION	\$ 1,015	\$ 960	\$ 1,000	\$ 1,205	\$ 1,365	\$ 1,109	\$ 1,315	\$ 657	\$ 1,315	\$ 1,245	\$ -	\$ 1,245	\$ (70) -5.3%
100-5120-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 810	\$ 820	\$ 825	\$ 491	\$ 775	\$ 387	\$ 775	\$ 835	\$ -	\$ 835	\$ 60 7.7%
	Fixed Charges Total	\$ 12,370	\$ 12,735	\$ 12,850	\$ 12,900	\$ 15,090	\$ 13,189	\$ 17,340	\$ 8,779	\$ 17,450	\$ 18,110	\$ 250	\$ 18,360	\$ 1,020 5.9%
	Municipal Court Total	\$ 166,102	\$ 168,048	\$ 165,595	\$ 173,153	\$ 166,544	\$ 322,588	\$ 199,087	\$ 93,319	\$ 197,522	\$ 208,772	\$ 250	\$ 209,022	\$ 9,935 5.0%
100-5130-110	SALARIES & WAGES - LEGAL DEPT	\$ 95,136	\$ 96,668	\$ 112,756	\$ 117,571	\$ 111,899	\$ 106,806	\$ 135,949	\$ 62,704	\$ 136,614	\$ 142,834	\$ -	\$ 142,834	\$ 6,885 5.1%
100-5130-131	FICA	\$ 6,834	\$ 6,549	\$ 8,206	\$ 8,790	\$ 8,217	\$ 7,719	\$ 10,400	\$ 4,746	\$ 10,451	\$ 10,927	\$ -	\$ 10,927	\$ 527 5.1%
100-5130-132	WRS	\$ 6,019	\$ 5,910	\$ 7,210	\$ 9,176	\$ 7,288	\$ 7,117	\$ 9,245	\$ 4,271	\$ 9,290	\$ 9,856	\$ -	\$ 9,856	\$ 611 6.6%

**City of Fitchburg
General Fund #100
2024 Operating Budget**

Acct #	Account Name	2018		2019		2020		2021		2022		5 Year Average	2023			Budget		Thru		Budget		Budget						
		Actual		Actual		Actual		Actual		Actual			YTD Actual	Estimate	Request	Adoption	Proposed	Change										
100-5142-110	SALARIES & WAGES - CLERKS OFFC	\$	209,791	\$	213,821	\$	214,486	\$	215,029	\$	233,392	\$	217,304	\$	258,929	\$	123,851	\$	256,495	\$	269,188	\$	10,259	4.0%				
100-5142-115	OVERTIME WAGES	\$	4,845	\$	847	\$	9,313	\$	478	\$	749	\$	3,246	\$	4,757	\$	689	\$	4,999	\$	6,526	\$	1,769	37.2%				
100-5142-120	PT/LTE/SEASONAL WAGES	\$	35,772	\$	12,440	\$	53,253	\$	10,681	\$	32,779	\$	28,985	\$	41,688	\$	21,188	\$	38,837	\$	39,819	\$	65,797	\$	105,616	\$	63,928	153.3%
100-5142-131	FICA	\$	16,045	\$	15,735	\$	15,904	\$	15,904	\$	17,145	\$	16,710	\$	20,450	\$	9,075	\$	20,271	\$	21,269	\$	179	\$	21,448	\$	998	4.9%
100-5142-132	WRS	\$	14,351	\$	13,051	\$	15,669	\$	14,573	\$	15,246	\$	14,573	\$	17,973	\$	8,504	\$	17,811	\$	18,968	\$	103	\$	19,071	\$	1,098	6.1%
100-5142-135	LONGEVITY BENEFIT	\$	1,035	\$	1,125	\$	495	\$	540	\$	585	\$	756	\$	630	\$	630	\$	630	\$	675	\$	-	\$	675	\$	7.1%	
100-5142-160	HEALTH INS	\$	72,945	\$	64,330	\$	72,211	\$	71,536	\$	70,885	\$	70,383	\$	71,409	\$	36,655	\$	71,409	\$	76,580	\$	-	\$	76,580	\$	5,171	7.2%
100-5142-161	LIFE INS	\$	411	\$	430	\$	479	\$	590	\$	669	\$	516	\$	781	\$	812	\$	776	\$	816	\$	4	\$	816	\$	35	4.5%
100-5142-162	DISABILITY INS	\$	-	\$	-	\$	-	\$	-	\$	-	-	-	\$	1,414	\$	335	\$	1,447	\$	1,456	\$	9	\$	1,456	\$	42	3.0%
100-5142-163	DENTAL INS	\$	5,072	\$	4,755	\$	4,860	\$	4,860	\$	5,256	\$	4,961	\$	5,325	\$	2,593	\$	5,072	\$	5,325	\$	-	\$	5,325	\$	-	0.0%
	Personnel Costs Total	\$	360,267	\$	326,534	\$	389,486	\$	334,191	\$	376,716	\$	357,439	\$	423,356	\$	203,520	\$	416,100	\$	439,115	\$	67,586	\$	506,701	\$	83,345	19.7%
100-5142-210	PROFESSIONAL SERVICES	\$	5,643	\$	7,125	\$	8,469	\$	6,225	\$	6,701	\$	6,833	\$	10,275	\$	2,005	\$	6,200	\$	7,375	\$	-	\$	7,375	\$	(2,900)	-28.2%
100-5142-230	POLLING PLACE RENTAL	\$	300	\$	198	\$	396	\$	-	\$	-	\$	179	\$	-	\$	-	\$	600	\$	-	\$	-	\$	-	\$	-	100.0%
100-5142-240	REPAIR & MAINT - BY OTHERS	\$	-	\$	-	\$	58	\$	-	\$	-	\$	12	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	100.0%
100-5142-245	COMPUTER RELATED REP & MAINT	\$	640	\$	1,278	\$	1,278	\$	1,277	\$	1,270	\$	1,149	\$	1,905	\$	314	\$	1,200	\$	1,525	\$	-	\$	1,525	\$	(380)	-19.9%
100-5142-250	PUBLIC NOTICES & ADVERTISEMENT	\$	17,309	\$	11,415	\$	11,585	\$	11,399	\$	16,261	\$	13,594	\$	19,500	\$	5,131	\$	14,000	\$	19,500	\$	-	\$	19,500	\$	-	0.0%
100-5142-290	OTHER CONTRACTUAL	\$	744	\$	1,006	\$	632	\$	928	\$	1,167	\$	895	\$	1,080	\$	436	\$	1,080	\$	1,080	\$	-	\$	1,080	\$	-	0.0%
	Contractual Services Total	\$	24,636	\$	21,022	\$	22,418	\$	19,829	\$	25,399	\$	22,661	\$	32,760	\$	7,886	\$	23,080	\$	29,480	\$	-	\$	29,480	\$	(3,280)	-10.0%
100-5142-310	OFFICE SUPPLIES & POSTAGE	\$	2,420	\$	1,063	\$	1,528	\$	1,958	\$	5,058	\$	2,405	\$	3,620	\$	1,175	\$	2,550	\$	4,100	\$	-	\$	4,100	\$	480	13.3%
100-5142-320	PUBLICATIONS, DUES & SUBSCRIPT	\$	505	\$	1,115	\$	335	\$	410	\$	515	\$	424	\$	620	\$	480	\$	620	\$	-	\$	-	\$	620	\$	-	0.0%
100-5142-325	TRAINING & TRAVEL	\$	1,106	\$	1,997	\$	569	\$	2,294	\$	1,410	\$	1,475	\$	5,380	\$	1,115	\$	3,000	\$	6,380	\$	-	\$	6,380	\$	1,000	18.6%
100-5142-330	VEHICLE USE REIMBURSEMENT	\$	336	\$	1,056	\$	6	\$	108	\$	301	\$	301	\$	985	\$	-	\$	300	\$	1,030	\$	-	\$	1,030	\$	45	4.6%
100-5142-340	OPERATING MATERIALS & SUPPLIES	\$	37	\$	87	\$	185	\$	212	\$	58	\$	116	\$	70	\$	50	\$	70	\$	120	\$	-	\$	120	\$	50	71.4%
100-5142-355	EQUIPMENT OPERATING EXPENSE	\$	13,042	\$	10,460	\$	11,479	\$	10,426	\$	10,572	\$	11,196	\$	250	\$	4,654	\$	10,000	\$	-	\$	-	\$	-	\$	(250)	-100.0%
100-5142-390	ELECTION COSTS	\$	17,982	\$	29,186	\$	57,434	\$	12,339	\$	40,243	\$	31,437	\$	32,855	\$	24,028	\$	24,500	\$	91,470	\$	-	\$	91,470	\$	58,615	178.4%
	Operating Exp Total	\$	35,428	\$	44,364	\$	71,536	\$	27,639	\$	57,804	\$	47,354	\$	43,780	\$	31,502	\$	40,850	\$	103,720	\$	-	\$	103,720	\$	59,940	136.9%
100-5142-505	LEASE/RENTAL COSTS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	11,265	\$	4,895	\$	11,265	\$	3,875	\$	-	\$	3,875	\$	(7,390)	-65.6%
100-5142-570	IT OPERATING ISF ALLOCATION	\$	17,810	\$	18,085	\$	14,755	\$	14,525	\$	17,275	\$	16,490	\$	20,400	\$	10,200	\$	20,400	\$	30,730	\$	340	\$	31,070	\$	10,670	52.3%
100-5142-572	INSURANCE ISF ALLOCATION	\$	2,411	\$	2,240	\$	2,367	\$	3,084	\$	3,282	\$	2,677	\$	3,502	\$	1,751	\$	3,502	\$	3,285	\$	118	\$	3,403	\$	(99)	-2.8%
100-5142-573	IT CAPITAL ISF ALLOCATION	\$	-	\$	-	\$	1,080	\$	1,090	\$	1,100	\$	654	\$	1,035	\$	518	\$	1,035	\$	1,115	\$	-	\$	1,115	\$	80	7.7%
	Fixed Charges Total	\$	20,221	\$	20,325	\$	18,202	\$	18,699	\$	21,657	\$	19,821	\$	36,202	\$	17,364	\$	36,202	\$	39,005	\$	458	\$	39,463	\$	3,261	9.0%
	City Clerk Total	\$	440,552	\$	412,245	\$	501,642	\$	400,358	\$	481,576	\$	874,728	\$	536,098	\$	260,272	\$	516,232	\$	611,320	\$	68,044	\$	679,364	\$	143,266	26.7%
100-5143-110	SALARIES & WAGES-HR	\$	99,569	\$	121,854	\$	136,811	\$	140,601	\$	163,374	\$	132,442	\$	208,820	\$	89,445	\$	209,928	\$	221,144	\$	14,227	\$	235,371	\$	26,551	12.7%
100-5143-131	FICA	\$	7,620	\$	8,977	\$	9,974	\$	10,190	\$	11,504	\$	9,653	\$	16,002	\$	6,712	\$	16,087	\$	16,948	\$	1,088	\$	17,036	\$	2,034	12.7%
100-5143-132	WRS	\$	6,336	\$	8,004	\$	9,685	\$	9,510	\$	10,637	\$	8,834	\$	14,224	\$	6,718	\$	14,300	\$	15,286	\$	982	\$	16,268	\$	2,044	14.4%
100-5143-135	LONGEVITY	\$	833	\$	176	\$	205	\$	324	\$	365	\$	365	\$	360	\$	360	\$	360	\$	396	\$	-	\$	396	\$	36	10.0%
100-5143-160	HEALTH INS	\$	9,118	\$	17,155	\$	34,999	\$	37,179	\$	46,607	\$	29,012	\$	59,366	\$	25,611	\$	59,366	\$	64,521	\$	2,381	\$	66,902	\$	7,536	12.7%
100-5143-161	LIFE INS	\$	141	\$	211	\$	293	\$	355	\$	385	\$	277	\$	390	\$	200	\$	393	\$	483	\$	20	\$	503	\$	113	29.0%
100-5143-162	DISABILITY INS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,019	\$	-	\$	-	\$	1,056	\$	88	\$	1,144	\$	125	12.3%
100-5143-163	DENTAL INS	\$	634	\$	1,268	\$	2,187	\$	2,282	\$	2,907	\$	1,856	\$	3,728	\$	1,529	\$	3,550	\$	3,728	\$	143	\$	3,871	\$	143	3.8%
100-5143-165	EMPLOYEE REFERRAL BONUS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	4,500	\$	20,000	\$	-	\$	-	\$	-	\$	-	100.0%
	Personnel Costs Total	\$	124,251	\$	157,645	\$	194,154	\$	200,405	\$	235,738	\$	182,439	\$	303,909	\$	135,075	\$	323,984	\$	323,562	\$	18,929	\$	342,491	\$	38,582	12.7%
100-5143-210	PROFESSIONAL SERVICES	\$	842	\$	500	\$	490	\$	-	\$	14,275	\$	3,221	\$	1,625	\$	600	\$	1,625	\$	1,625	\$	-	\$	1,625	\$	-	0.0%
100-5143-245	COMPUTER RELATED REP & MAINT	\$	8,610	\$	9,041	\$	9,493	\$	11,873	\$	13,489	\$	10,501	\$	14,370	\$	13,514	\$	10,501	\$	30,085	\$	-	\$	30,085	\$	15,715	109.4%
100-5143-250	RECRUITMENT & TEST - GEN	\$	24,553	\$	3,717	\$	854	\$	5,380	\$	4,618	\$	7,824	\$	5,275	\$	3,559	\$	5,275	\$	3,920	\$	720	\$	4,640	\$	(635)	-12.0%
100-5143-251	RECRUITMENT & TEST - PD	\$	8,845	\$	18,031	\$	15,123	\$	2,796	\$	12,988	\$	15,480	\$	15,480	\$	7,281	\$	15,480	\$	13,810	\$	810	\$	14,610	\$	(870)	-5.6%
100-5143-252	RECRUITMENT & TEST - FO	\$	1,962	\$	2,555	\$	284	\$	1,674	\$	1,333	\$	1,322	\$	10,190	\$	2,325	\$	10,440	\$	10,040	\$	1,600	\$	10,040	\$	(150)	-1.5%
100-5143-253	RECRUITMENT & TEST - HIGHWAY	\$	604	\$	482	\$	524	\$	629	\$	989	\$	846	\$	1,815	\$	428	\$	1,815	\$	1,815	\$	-	\$	1,815	\$	-	0.0%
100-5143-290	OTHER CONTRACTUAL SERVICES	\$	6,280	\$	6,052	\$	7,288	\$	7,105	\$	6,872	\$	6,727	\$	8,000	\$	3,524	\$	8,000	\$	8,000	\$	-	\$	8,000	\$	-	0.0%
	Contractual Services Total	\$	51,496	\$	40,418	\$	21,578	\$	41,394	\$	62,261	\$	43,429	\$	56,755	\$	31,231	\$	56,755	\$	67,685	\$	3,130	\$	70,815	\$	14,060	24.8%
100-5143-310	OFFICE SUPPLIES & POSTAGE	\$	310	\$	412	\$	290	\$	561	\$	192	\$	353	\$	500	\$	145	\$	500	\$	500	\$	-	\$	500	\$	-	0.0%
100-5143-320	PUBLICATIONS, DUES & SUBSCRIPT	\$	697	\$	519	\$	529	\$	529	\$	434	\$	542	\$	550	\$	310	\$	550	\$	575	\$	-	\$	575	\$	25	4.5%
100-5143-325	TRAINING & TRAVEL	\$	1,328	\$	3,035	\$	1,189	\$	2,267	\$	2,212	\$	2,006	\$	3,300	\$	2,546	\$	3,300	\$	3,630	\$	-	\$	3,630	\$	330	10.0%
100-5143-330	VEHICLE USE REIMBURSEMENT	\$	263	\$	70	\$	21	\$	-	\$	76	\$	86	\$	220	\$	292	\$	300	\$	230	\$	-	\$	230	\$	10	4.5%
100-5143-340	OPERATING MATERIALS & SUPP	\$	337	\$	1,411	\$	522	\$	763	\$	691	\$	7															

City of Fitchburg General Fund #100 2024 Operating Budget															
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
100-5152-110	SALARIES & WAGES - FINANCE	\$ 194,739	\$ 205,884	\$ 220,272	\$ 217,093	\$ 231,334	\$ 213,864	\$ 332,099	\$ 133,233	\$ 303,980	\$ 335,919	\$ -	\$ 335,919	\$ 3,820	1.2%
100-5152-115	OVERTIME WAGES	\$ 42	\$ -	\$ 615	\$ 8,133	\$ 962	\$ 1,950	\$ 708	\$ 554	\$ 647	\$ 678	\$ -	\$ 678	\$ (30)	-4.2%
100-5152-120	PT/LTE/SEASONAL WAGES	\$ 4,357	\$ 2,245	\$ 1,499	\$ 1,514	\$ 1,479	\$ 2,219	\$ 3,060	\$ 1,174	\$ 3,060	\$ 3,200	\$ 1,019	\$ 4,219	\$ 1,159	37.9%
100-5152-131	FICA	\$ 14,753	\$ 15,213	\$ 16,575	\$ 16,758	\$ 17,218	\$ 16,103	\$ 25,765	\$ 10,228	\$ 23,609	\$ 26,069	\$ 95	\$ 26,164	\$ 399	1.5%
100-5152-132	WRS	\$ 13,109	\$ 13,608	\$ 15,227	\$ 14,972	\$ 15,145	\$ 14,412	\$ 22,693	\$ 9,100	\$ 20,777	\$ 23,293	\$ 15	\$ 23,308	\$ 615	2.7%
100-5152-135	LONGEVITY BENEFIT	\$ 1,469	\$ 1,544	\$ 1,618	\$ 3,049	\$ 866	\$ 1,709	\$ 923	\$ 923	\$ 923	\$ 979	\$ -	\$ 979	\$ 56	6.1%
100-5152-160	HEALTH INS	\$ 39,268	\$ 37,561	\$ 39,720	\$ 49,211	\$ 56,513	\$ 44,455	\$ 80,703	\$ 34,205	\$ 80,703	\$ 86,537	\$ -	\$ 86,537	\$ 5,834	7.2%
100-5152-161	LIFE INS	\$ 459	\$ 552	\$ 645	\$ 378	\$ 456	\$ 498	\$ 740	\$ 246	\$ 667	\$ 726	\$ -	\$ 726	\$ (14)	-1.9%
100-5152-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,427	\$ -	\$ -	\$ 1,450	\$ -	\$ 1,450	\$ 23	1.6%
100-5152-163	DENTAL INS	\$ 3,483	\$ 3,527	\$ 3,399	\$ 3,299	\$ 3,591	\$ 3,460	\$ 5,126	\$ 2,015	\$ 4,558	\$ 4,786	\$ -	\$ 4,786	\$ (340)	-6.6%
100-5152-190	FINANCE HOLIDAY PREMIUM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 219	\$ 219	\$ 219	100.0%
	Personnel Costs Total	\$ 271,679	\$ 280,134	\$ 299,570	\$ 314,407	\$ 327,564	\$ 298,671	\$ 473,244	\$ 191,678	\$ 438,924	\$ 483,637	\$ 1,348	\$ 484,985	\$ 11,741	2.5%
100-5152-212	AUDIT & FINANCIAL CONSULTING	\$ 36,701	\$ 42,273	\$ 31,526	\$ 34,114	\$ 32,649	\$ 35,453	\$ 46,630	\$ 34,908	\$ 53,630	\$ 47,740	\$ -	\$ 47,740	\$ 1,110	2.4%
100-5152-245	COMPUTER RELATED - REP & MAINT	\$ 45,091	\$ 52,053	\$ 48,775	\$ 50,691	\$ 54,410	\$ 50,204	\$ 274,040	\$ 29,818	\$ 274,040	\$ 277,300	\$ 840	\$ 278,140	\$ 4,100	1.5%
100-5152-290	OTHER CONTRACTUAL	\$ 853	\$ 667	\$ 862	\$ 934	\$ 1,212	\$ 906	\$ 1,150	\$ -	\$ 1,450	\$ 1,350	\$ -	\$ 1,350	\$ 200	17.4%
	Contractual Services Total	\$ 82,645	\$ 94,993	\$ 81,163	\$ 85,739	\$ 88,271	\$ 86,562	\$ 321,820	\$ 64,726	\$ 329,120	\$ 326,390	\$ 840	\$ 327,230	\$ 5,410	1.7%
100-5152-310	OFFICE SUPPLIES & POSTAGE	\$ 4,433	\$ 4,802	\$ 4,686	\$ 5,044	\$ 5,583	\$ 4,910	\$ 6,200	\$ 1,333	\$ 6,200	\$ 6,200	\$ -	\$ 6,200	\$ -	0.0%
100-5152-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 764	\$ 624	\$ 640	\$ 709	\$ 995	\$ 746	\$ 1,355	\$ 985	\$ 1,355	\$ 1,285	\$ -	\$ 1,285	\$ (70)	-5.2%
100-5152-325	TRAINING & TRAVEL	\$ 3,737	\$ 5,559	\$ 733	\$ 850	\$ 1,793	\$ 2,534	\$ 8,000	\$ 4,100	\$ 8,000	\$ 8,400	\$ -	\$ 8,400	\$ 400	5.0%
100-5152-326	TUITION REIMBURSEMENT	\$ (547)	\$ -	\$ -	\$ -	\$ -	\$ (109)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5152-330	VEHICLE USE REIMBURSEMENT	\$ 336	\$ 477	\$ -	\$ -	\$ 348	\$ 232	\$ 800	\$ 162	\$ 800	\$ 840	\$ -	\$ 840	\$ 40	5.0%
100-5152-340	OPERATING MATERIALS & SUPPLIES	\$ 1,284	\$ 1,613	\$ 1,560	\$ 1,480	\$ 1,761	\$ 1,540	\$ 2,510	\$ -	\$ 2,510	\$ 2,510	\$ -	\$ 2,510	\$ -	0.0%
100-5152-355	EQUIPMENT OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 20	\$ 50	\$ 50	\$ -	\$ 50	\$ -	0.0%
	Operating Exp Total	\$ 10,007	\$ 13,075	\$ 7,619	\$ 8,083	\$ 10,480	\$ 9,853	\$ 18,915	\$ 6,600	\$ 18,915	\$ 19,285	\$ -	\$ 19,285	\$ 370	2.0%
100-5152-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105	\$ 105	\$ -	\$ -	\$ -	\$ -	100.0%
100-5152-570	IT OPERATING ISF ALLOCATION	\$ 10,790	\$ 11,190	\$ 11,065	\$ 10,835	\$ 13,070	\$ 11,390	\$ 18,320	\$ 9,160	\$ 18,320	\$ 21,325	\$ 320	\$ 21,645	\$ 3,325	18.1%
100-5152-572	INSURANCE ISF ALLOCATION	\$ 2,335	\$ 2,185	\$ 2,235	\$ 2,870	\$ 3,205	\$ 2,566	\$ 3,291	\$ 1,646	\$ 3,291	\$ 4,890	\$ 2	\$ 4,892	\$ 1,601	48.6%
100-5152-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 770	\$ 775	\$ 785	\$ 466	\$ 735	\$ 368	\$ 735	\$ 1,070	\$ -	\$ 1,070	\$ 335	45.6%
	Fixed Charges Total	\$ 13,125	\$ 13,375	\$ 14,070	\$ 14,480	\$ 17,060	\$ 14,422	\$ 22,346	\$ 11,279	\$ 22,451	\$ 27,285	\$ 322	\$ 27,607	\$ 5,261	23.5%
	Finance Total	\$ 377,456	\$ 401,577	\$ 402,422	\$ 422,709	\$ 443,375	\$ 804,594	\$ 836,325	\$ 274,283	\$ 809,410	\$ 856,597	\$ 2,510	\$ 859,107	\$ 22,782	2.7%
100-5153-110	SALARIES & WAGES-ASSESSORS OFC	\$ 282,917	\$ 264,197	\$ 286,096	\$ 232,051	\$ 306,623	\$ 274,377	\$ 370,454	\$ 138,290	\$ 331,906	\$ 385,332	\$ -	\$ 385,332	\$ 14,878	4.0%
100-5153-115	OVERTIME WAGES	\$ 2,135	\$ 1,107	\$ 3,638	\$ 362	\$ 948	\$ 1,638	\$ 3,273	\$ 11	\$ 3,180	\$ 3,419	\$ 190	\$ 3,609	\$ 336	10.3%
100-5153-120	PT/LTE/SEASONAL	\$ -	\$ -	\$ 945	\$ 2,780	\$ 6,965	\$ 2,138	\$ -	\$ 4,465	\$ 4,465	\$ -	\$ -	\$ -	\$ -	100.0%
100-5153-131	FICA	\$ 21,458	\$ 19,770	\$ 22,078	\$ 17,749	\$ 23,669	\$ 20,945	\$ 28,590	\$ 10,666	\$ 25,634	\$ 29,739	\$ 15	\$ 29,754	\$ 1,164	4.1%
100-5153-132	WRS	\$ 19,136	\$ 17,322	\$ 19,388	\$ 15,493	\$ 18,730	\$ 18,014	\$ 25,413	\$ 9,418	\$ 22,786	\$ 26,824	\$ 13	\$ 26,837	\$ 1,424	5.6%
100-5153-135	LONGEVITY BENEFIT	\$ 855	\$ 945	\$ -	\$ -	\$ -	\$ 360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5153-140	PER DIEMS - BOR	\$ -	\$ -	\$ 375	\$ 200	\$ 475	\$ 210	\$ 405	\$ -	\$ 800	\$ 1,260	\$ -	\$ 1,260	\$ 855	211.1%
100-5153-160	HEALTH INS	\$ 72,104	\$ 55,859	\$ 60,798	\$ 49,309	\$ 53,744	\$ 58,363	\$ 58,971	\$ 19,737	\$ 67,495	\$ 72,399	\$ -	\$ 72,399	\$ 13,428	22.8%
100-5153-161	LIFE INS	\$ 991	\$ 902	\$ (971)	\$ 972	\$ 862	\$ 551	\$ 958	\$ 194	\$ 709	\$ 796	\$ -	\$ 796	\$ (162)	-16.9%
100-5153-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,902	\$ -	\$ -	\$ 1,947	\$ 1	\$ 1,948	\$ 46	2.4%
100-5153-163	DENTAL INS	\$ 5,013	\$ 4,172	\$ 4,089	\$ 3,146	\$ 3,305	\$ 3,945	\$ 3,627	\$ 1,133	\$ 3,913	\$ 4,109	\$ -	\$ 4,109	\$ 482	13.3%
	Personnel Costs Total	\$ 404,609	\$ 364,274	\$ 396,436	\$ 322,062	\$ 415,321	\$ 380,540	\$ 493,593	\$ 183,914	\$ 460,888	\$ 525,825	\$ 219	\$ 526,044	\$ 32,451	6.6%
100-5153-210	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 750	\$ 7,249	\$ -	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5153-245	COMPUTER RELATED - REP & MAINT	\$ 15,157	\$ 12,611	\$ 9,369	\$ 9,233	\$ 10,719	\$ 7,225	\$ 11,800	\$ 8,427	\$ 10,330	\$ 12,160	\$ -	\$ 12,160	\$ 360	3.1%
100-5153-290	OTHER CONTRACTUAL	\$ 18,664	\$ 19,639	\$ 20,567	\$ 23,325	\$ 26,270	\$ 21,693	\$ 33,350	\$ -	\$ 30,600	\$ 33,350	\$ -	\$ 33,350	\$ -	0.0%
	Contractual Services Total	\$ 33,821	\$ 32,250	\$ 30,686	\$ 39,807	\$ 33,495	\$ 34,012	\$ 45,150	\$ 8,427	\$ 40,930	\$ 45,510	\$ -	\$ 45,510	\$ 360	0.8%
100-5153-310	OFFICE SUPPLIES & POSTAGE	\$ 4,616	\$ 4,696	\$ 5,717	\$ 4,810	\$ 6,097	\$ 5,187	\$ 8,565	\$ 4,012	\$ 5,900	\$ 8,110	\$ -	\$ 8,110	\$ (455)	-5.3%
100-5153-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 884	\$ 849	\$ 896	\$ 5,656	\$ 5,954	\$ 2,848	\$ 6,290	\$ 1,112	\$ 5,980	\$ 6,470	\$ -	\$ 6,470	\$ 180	2.9%
100-5153-323	UNIFORMS & PROTECTIVE GEAR	\$ -	\$ 11	\$ -	\$ -	\$ -	\$ 2	\$ 240	\$ -	\$ 240	\$ 240	\$ -	\$ 240	\$ -	0.0%
100-5153-325	TRAINING & TRAVEL	\$ 1,181	\$ 3,904	\$ 445	\$ 7,020	\$ 1,616	\$ 2,833	\$ 3,600	\$ -	\$ 3,000	\$ 3,600	\$ -	\$ 3,600	\$ -	0.0%
100-5153-326	TUITION REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650	\$ -	\$ 650	\$ 650	100.0%
100-5153-330	VEHICLE USE REIMBURSEMENT	\$ 2,553	\$ 3,423	\$ 1,038	\$ 1,047	\$ 2,084	\$ 2,029	\$ 1,260	\$ 728	\$ 1,760	\$ 1,320	\$ -	\$ 1,320	\$ 60	4.8%
100-5153-335	VEHICLE EXPENSE (G&O, REPAIRS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ 200	\$ 200	\$ -	\$ 200	\$ -	0.0%
100-5153-340	OPERATING MATERIALS & SUPPLIES	\$ 5	\$ 215	\$ 220	\$ 93	\$ 18	\$ 110	\$ 300	\$ -	\$ 300	\$ 300	\$ -	\$ 300	\$ -	0.0%
100-5153-355	EQUIPMENT OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ 50	\$ -	\$ 50	\$ -	0.0%
100-5153-397	GASOLINE/DIESEL FUEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 855	\$ -	\$ -	\$ 855	\$ -	\$ 855	\$ -	0.0%
	Operating Exp Total	\$ 9,239	\$ 13,098	\$ 8,316	\$ 18,626	\$ 15,769	\$ 13,010	\$ 21,360	\$ 5,852	\$ 17,430	\$ 21,795	\$ -	\$ 21,795	\$ 435	2.0%
100-5153-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57	\$ 60	\$ -	\$ -	\$ -	\$ -	100.0%
100-5153-570	IT OPERATING ISF ALLOCATION	\$ 15,785	\$ 16,280	\$ 14,695	\$ 15,150	\$ 28,725	\$ 18,127	\$ 32,855	\$ 16,818	\$ 33,245	\$ 29,080	\$ 420	\$ 29,500	\$ (3,355)	-10.2%
100-5153-572	INSURANCE ISF ALLOCATION	\$ 8,060	\$ 9,455	\$ 8,860	\$ 9,959	\$ 10,325	\$ 9,332	\$ 10,330	\$ 5,165	\$ 10,330	\$ 10,860	\$ -	\$ 10,860	\$ 530	5.1%
100-5153-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 1,090	\$ 1,090	\$ 1,090	\$ 654	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,390	\$ -	\$ 1,390	\$ (160)	-10.3%
	Fixed Charges Total	\$ 23,845	\$ 25,735	\$ 24,635	\$ 26,199	\$ 40,150	\$ 28,113	\$ 44,735	\$ 22,815	\$ 45,185	\$ 41,330	\$ 420	\$ 41,750	\$ (2,985)	-6.7%
	Assessing Total	\$ 471,514	\$ 435,357	\$ 460,073	\$ 406,694	\$ 504,735	\$ 883,236	\$ 604,838	\$ 221,008	\$ 564,433	\$ 634,460	\$ 639	\$ 635,099	\$ 30,261	5.0%
100-5162-240	REPAIRS & MAINT - BY OTHERS	\$ 10,552	\$ 4,537	\$ 4,069	\$ 4,675	\$ 3,389	\$ 5,444	\$ 11,300	\$ 1,662	\$ 5,000	\$ 11,050	\$ -	\$		

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
100-5165-110	SALARIES & WAGES-NEW CITY HALL	\$ 141,807	\$ 154,837	\$ 163,791	\$ 164,362	\$ 175,057	\$ 159,971	\$ 191,961	\$ 91,050	\$ 192,105	\$ 200,512	-	\$ 200,512	\$ 8,551
100-5165-115	OVERTIME	\$ 2,592	\$ 879	\$ 415	\$ 813	\$ 1,276	\$ 1,193	\$ 6,041	\$ 1,174	\$ 6,068	\$ 6,320	-	\$ 6,320	\$ 279
100-5165-120	PT/LTE/SEASONAL WAGES	\$ 1,182	\$ -	\$ -	\$ -	\$ -	\$ 236	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
100-5165-131	FICA	\$ 10,910	\$ 11,651	\$ 12,219	\$ 12,368	\$ 13,388	\$ 12,107	\$ 15,264	\$ 7,078	\$ 15,277	\$ 15,947	\$ 766	\$ 16,713	\$ 1,449
100-5165-132	WRS	\$ 8,845	\$ 9,139	\$ 10,071	\$ 10,351	\$ 9,704	\$ 9,704	\$ 11,959	\$ 5,609	\$ 11,970	\$ 12,677	\$ 691	\$ 13,368	\$ 1,409
100-5165-135	LONGEVITY	\$ 1,080	\$ 1,170	\$ 1,260	\$ 1,350	\$ 1,440	\$ 1,260	\$ 1,530	\$ 1,530	\$ 1,530	\$ 1,620	-	\$ 1,620	\$ 90
100-5165-160	HEALTH INS	\$ 29,036	\$ 27,643	\$ 29,097	\$ 31,292	\$ 32,149	\$ 29,843	\$ 33,747	\$ 16,874	\$ 33,747	\$ 36,200	-	\$ 36,200	\$ 2,453
100-5165-161	LIFE INS	\$ 449	\$ 488	\$ 567	\$ 670	\$ 744	\$ 584	\$ 771	\$ 390	\$ 771	\$ 804	\$ 14	\$ 818	\$ 47
100-5165-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 908	\$ -	\$ -	\$ 923	-	\$ 923	\$ 15
100-5165-163	DENTAL INS	\$ 1,936	\$ 1,956	\$ 1,875	\$ 1,956	\$ 1,956	\$ 1,936	\$ 2,054	\$ 978	\$ 1,957	\$ 2,054	-	\$ 2,054	\$ -
100-5165-190	B&G HOLIDAY PREMIUM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ 15	\$ -	-	\$ -	\$ -
100-5165-191	B&G ON CALL PAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,015	\$ 10,015	\$ 10,015
	Personnel Costs Total	\$ 197,827	\$ 207,763	\$ 219,295	\$ 222,926	\$ 236,361	\$ 216,834	\$ 264,235	\$ 124,698	\$ 263,440	\$ 277,057	\$ 11,486	\$ 288,543	\$ 24,308
100-5165-240	REPAIR & MAINT - BY OTHERS	\$ 75,714	\$ 29,337	\$ 22,787	\$ 30,155	\$ 27,647	\$ 37,128	\$ 37,900	\$ 25,790	\$ 37,900	\$ 49,500	-	\$ 49,500	\$ 11,600
100-5165-290	OTHER CONTRACTUAL SERVICES	\$ 281	\$ 295	\$ 13,542	\$ 294	\$ 319	\$ 2,946	\$ -	\$ 166	\$ 250	\$ -	-	\$ -	\$ -
	Contractual Services Total	\$ 75,995	\$ 29,632	\$ 36,329	\$ 30,449	\$ 27,966	\$ 40,074	\$ 38,275	\$ 25,956	\$ 38,150	\$ 49,875	\$ -	\$ 49,875	\$ 11,600
100-5165-323	UNIFORMS & PROTECTIVE GEAR	\$ 221	\$ 699	\$ 355	\$ 205	\$ 809	\$ 458	\$ 700	\$ 239	\$ 700	\$ 700	-	\$ 700	\$ -
100-5165-335	VEHICLE EXPENSE	\$ 461	\$ 486	\$ 996	\$ 504	\$ 625	\$ 614	\$ 1,000	\$ 577	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ -
100-5165-340	OPERATING MATERIALS & SUPPLIES	\$ 25	\$ 46	\$ 640	\$ -	\$ -	\$ 142	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
100-5165-350	REPAIR AND MAINT SUPPLIES	\$ 9,236	\$ 6,751	\$ 8,009	\$ 7,165	\$ 6,218	\$ 7,476	\$ 8,000	\$ 2,707	\$ 8,000	\$ 8,000	-	\$ 8,000	\$ -
100-5165-355	EQUIPMENT EXPENSE	\$ 2,241	\$ 2,000	\$ -	\$ 675	\$ 99	\$ 1,003	\$ 1,700	\$ -	\$ 1,700	\$ 1,700	-	\$ 1,700	\$ -
100-5165-360	BLDG CUSTODIAL SUPPLIES	\$ 7,099	\$ 3,901	\$ 9,403	\$ 3,579	\$ 8,114	\$ 6,419	\$ 8,000	\$ 2,291	\$ 8,000	\$ 8,000	-	\$ 8,000	\$ -
100-5165-365	UTILITIES	\$ 95,193	\$ 88,398	\$ 79,680	\$ 94,986	\$ 112,038	\$ 94,059	\$ 100,000	\$ 43,110	\$ 95,000	\$ 100,000	-	\$ 100,000	\$ -
100-5165-397	GASOLINE/DIESEL FUEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 397	\$ 1,300	\$ 805	-	\$ 805	\$ 805
	Operating Exp Total	\$ 114,476	\$ 102,281	\$ 99,083	\$ 107,114	\$ 127,903	\$ 110,171	\$ 119,400	\$ 49,321	\$ 115,700	\$ 120,205	\$ -	\$ 120,205	\$ 805
100-5165-570	IT OPERATING ISF ALLOCATION	\$ 16,780	\$ 17,945	\$ 11,545	\$ 11,280	\$ 12,450	\$ 14,000	\$ 14,250	\$ 7,125	\$ 14,250	\$ 14,900	\$ 210	\$ 15,110	\$ 860
100-5165-572	INSURANCE ISF ALLOCATION	\$ 14,655	\$ 15,425	\$ 17,030	\$ 19,115	\$ 19,955	\$ 17,236	\$ 20,925	\$ 10,463	\$ 20,925	\$ 22,480	\$ 307	\$ 22,787	\$ 1,862
100-5165-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 675	\$ 680	\$ 685	\$ 408	\$ 645	\$ 323	\$ 645	\$ 695	-	\$ 695	\$ 50
	Fixed Charges Total	\$ 31,435	\$ 33,370	\$ 28,985	\$ 31,340	\$ 33,090	\$ 31,644	\$ 35,820	\$ 17,911	\$ 35,820	\$ 38,075	\$ 517	\$ 38,592	\$ 2,772
	New City Hall Total	\$ 419,733	\$ 373,046	\$ 383,692	\$ 391,829	\$ 425,320	\$ 765,804	\$ 457,730	\$ 217,886	\$ 453,110	\$ 485,212	\$ 12,003	\$ 497,215	\$ 39,485
100-5166-240	REPAIRS & MAINT - BY OTHERS	\$ 7,013	\$ 5,993	\$ 5,357	\$ 4,678	\$ 8,011	\$ 6,210	\$ 7,000	\$ 4,119	\$ 7,000	\$ 7,000	-	\$ 7,000	\$ -
	Contractual Services Total	\$ 7,013	\$ 5,993	\$ 5,357	\$ 4,678	\$ 8,011	\$ 6,210	\$ 7,000	\$ 4,119	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -
100-5166-350	REPAIR & MAINT SUPPLIES	\$ -	\$ 268	\$ -	\$ -	\$ 4	\$ 54	\$ 500	\$ 85	\$ 500	\$ 500	-	\$ 500	\$ -
100-5166-365	UTILITIES	\$ 4,946	\$ 4,846	\$ 2,511	\$ 2,099	\$ 2,213	\$ 3,323	\$ 3,000	\$ 1,196	\$ 3,000	\$ 3,100	-	\$ 3,100	\$ 100
	Operating Exp Total	\$ 4,946	\$ 5,114	\$ 2,511	\$ 2,099	\$ 2,217	\$ 3,377	\$ 3,500	\$ 1,281	\$ 3,500	\$ 3,600	\$ -	\$ 3,600	\$ 100
	Police Evidence Total	\$ 11,959	\$ 11,107	\$ 7,868	\$ 6,777	\$ 10,228	\$ 19,176	\$ 10,500	\$ 5,400	\$ 10,500	\$ 10,600	\$ -	\$ 10,600	\$ 100
100-5167-240	REPAIRS & MAINT - BY OTHERS	\$ 3,153	\$ 11,360	\$ 7,262	\$ 5,822	\$ 6,172	\$ 6,754	\$ 17,500	\$ 12,365	\$ 17,500	\$ 20,050	-	\$ 20,050	\$ 2,550
	Contractual Services Total	\$ 3,153	\$ 11,360	\$ 7,262	\$ 5,822	\$ 6,172	\$ 6,754	\$ 17,500	\$ 12,365	\$ 17,500	\$ 20,050	\$ -	\$ 20,050	\$ 2,550
100-5167-350	REPAIR & MAINT SUPPLIES	\$ 2,765	\$ 1,881	\$ 1,643	\$ 2,440	\$ 1,746	\$ 1,746	\$ 4,000	\$ 1,058	\$ 4,000	\$ 4,000	-	\$ 4,000	\$ -
100-5167-355	EQUIPMENT EXPENSE	\$ -	\$ 288	\$ 150	\$ -	\$ 88	\$ 88	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	-	\$ 1,500	\$ -
100-5167-360	BLDG CUSTODIAL SUPPLIES	\$ 1,682	\$ 2,638	\$ 3,671	\$ 3,034	\$ 1,468	\$ 2,499	\$ 4,000	\$ 759	\$ 4,000	\$ 4,000	-	\$ 4,000	\$ -
100-5167-365	UTILITIES	\$ 25,152	\$ 23,560	\$ 18,319	\$ 22,108	\$ 26,916	\$ 23,211	\$ 27,500	\$ 13,244	\$ 26,000	\$ 28,000	-	\$ 28,000	\$ 500
	Operating Exp Total	\$ 29,599	\$ 28,367	\$ 23,783	\$ 25,142	\$ 30,824	\$ 27,543	\$ 37,000	\$ 15,061	\$ 35,500	\$ 37,500	\$ -	\$ 37,500	\$ 500
	Fire Station #2 Marketplace Total	\$ 32,752	\$ 39,727	\$ 31,045	\$ 30,964	\$ 36,996	\$ 68,594	\$ 54,500	\$ 27,426	\$ 53,000	\$ 57,550	\$ -	\$ 57,550	\$ 3,050
100-5168-240	REPAIRS & MAINT - BY OTHERS	\$ -	\$ 1,865	\$ 3,523	\$ 4,979	\$ 7,540	\$ 3,581	\$ 16,300	\$ 6,776	\$ 15,000	\$ 19,300	-	\$ 19,300	\$ 3,000
	Contractual Services Total	\$ -	\$ 1,865	\$ 3,523	\$ 4,979	\$ 7,540	\$ 3,581	\$ 16,300	\$ 6,776	\$ 15,000	\$ 19,300	\$ -	\$ 19,300	\$ 3,000
100-5168-350	REPAIR & MAINT SUPPLIES	\$ -	\$ 1,277	\$ 1,951	\$ 93	\$ 1,772	\$ 1,019	\$ 2,500	\$ 2,149	\$ 2,500	\$ 2,500	-	\$ 2,500	\$ -
100-5168-355	EQUIPMENT EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ -
100-5168-360	BLDG CUSTODIAL SUPPLIES	\$ -	\$ 3,240	\$ 2,219	\$ 2,828	\$ 1,323	\$ 1,922	\$ 4,000	\$ 1,351	\$ 4,000	\$ 4,000	-	\$ 4,000	\$ -
100-5168-365	UTILITIES	\$ -	\$ 21,361	\$ 34,047	\$ 32,853	\$ 39,469	\$ 25,546	\$ 35,000	\$ 16,772	\$ 35,000	\$ 36,000	-	\$ 36,000	\$ 1,000
	Operating Exp Total	\$ -	\$ 25,878	\$ 38,217	\$ 35,774	\$ 42,564	\$ 28,487	\$ 42,500	\$ 20,272	\$ 42,500	\$ 43,500	\$ -	\$ 43,500	\$ 1,000
	Fire Station #3 Uptown Total	\$ -	\$ 27,743	\$ 41,740	\$ 40,753	\$ 50,104	\$ 64,136	\$ 58,800	\$ 27,048	\$ 57,500	\$ 62,800	\$ -	\$ 62,800	\$ 4,000
100-5190-131	FICA	\$ 10,108	\$ 11,395	\$ 11,477	\$ 10,892	\$ 6,470	\$ 10,068	\$ 7,650	\$ 6,078	\$ 15,300	\$ 15,300	-	\$ 15,300	\$ 7,650
100-5190-132	WRS	\$ -	\$ -	\$ -	\$ 241	\$ (80)	\$ 32	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
100-5190-189	EMPLOYEE RETIREMENT RESERVE	\$ 132,134	\$ 150,819	\$ 150,021	\$ 131,227	\$ 84,404	\$ 129,721	\$ 100,000	\$ 63,233	\$ 200,000	\$ 200,000	-	\$ 200,000	\$ 100,000
	Personnel Costs Total	\$ 142,242	\$ 162,214	\$ 161,498	\$ 142,360	\$ 90,794	\$ 139,822	\$ 107,650	\$ 69,311	\$ 215,300	\$ 215,300	\$ -	\$ 215,300	\$ 107,650
100-5190-255	DEBT COLLECTION EXPENSE	\$ 1,848	\$ 1,571	\$ 731	\$ 644	\$ 101	\$ 979	\$ 2,000	\$ (169)	\$ 2,000	\$ 2,000	-	\$ 2,000	\$ -
	Contractual Services Total	\$ 1,848	\$ 1,571	\$ 731	\$ 644	\$ 101	\$ 979	\$ 2,000	\$ (169)	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -
100-5190-310	OFFICE SUPPLIES - INTERDEPT	\$ 10,415	\$ 10,397	\$ 10,595	\$ 5,091	\$ 10,415	\$ 9,383	\$ 12,000	\$ 3,127	\$ 12,000	\$ 12,000	-	\$ 12,000	\$ -
100-5190-311	POSTAGE CLEARING - INTERDEPT	\$ (656)	\$ 704	\$ (4,061)	\$ (2,727)	\$ (466)	\$ (1,441)	\$ -	\$ 798	\$ -	\$ -	-	\$ -	\$ -
100-5190-325	TRAINING & TRAVEL	\$ -	\$ 155	\$ -	\$ 130	\$ 140	\$ 85	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
100-5190-349	LOSS PD BY INSURANCE RECOVERY	\$ -	\$ -	\$ 2,127	\$ -	\$ -	\$ 425	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
100-5190-380	EMPLOYEE RECOG & MEMORIALS	\$ 3,726	\$ 3,010	\$ 2,904	\$ 2,487	\$ 1,837	\$ 2,793	\$ 4,250	\$ 275	\$ 4,250	\$ 4,250	-	\$ 4,250	\$ -
100-5190-381	SAFETY & HEALTH PROGRAMS	\$ -	\$ -	\$ -	\$ 323	\$ -	\$ 65	\$ 100	\$ 88	\$ 100	\$ 100	-	\$ 100	\$ -
	Operating Exp Total	\$ 13,485	\$ 14,266	\$ 11,565	\$ 5,304	\$ 11,926	\$ 11,309	\$ 16,350	\$ 4,288	\$ 16,350	\$ 16,350	\$ -	\$ 16,350	\$ -
100-5190-730	REFUND OF TAXES	\$ -	\$ 340	\$ 2	\$ 120	\$ 1,669	\$ 426	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
100-5190-735	SPECIAL ASSESSMENTS-CITY	\$ 26	\$ 26	\$ 29	\$ 29	\$ 29	\$ 28	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
	Refund of Taxes Total	\$ 26	\$ 366	\$ 31	\$ 149	\$ 1,698	\$ 454	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100-5190-900	CONTINGENCY - UNDESIGNATED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ 12,500	\$ 12,500	-	\$ 12,500	\$ -
100-5190-991	BAD DEBT EXPENSE	\$ 1,272	\$ (946)	\$ (354)	\$ (1,043)	\$ 11,184	\$ 2,023	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	-	\$ 3,000	\$ -
	Miscellaneous Costs Total	\$ 1,272	\$ (946)	\$ (354)	\$ (1,043)	\$ 11,184	\$ 2,023	\$ 15,500	\$ -	\$ 15,500	\$ 15,500	\$ -	\$ 15,500	\$ -
	Interdepartmental Other Total	\$ 158,873	\$ 177,471											

**City of Fitchburg
General Fund #100
2024 Operating Budget**

Acct #	Account Name	2018	2019	2020	2021	2022	5 Year Average	Adopted	06/2023	2023	Budget	Thru	Proposed	Budget
		Actual	Actual	Actual	Actual	Actual		Budget	YTD Actual	Estimate	Request	Adoption	Budget	Change
100-5210-110	SALARIES & WAGES - POLICE	\$ 4,250,038	\$ 4,580,269	\$ 4,755,647	\$ 4,773,294	\$ 4,978,945	\$ 4,667,639	\$ 5,493,258	\$ 2,292,151	\$ 4,956,609	\$ 5,644,003	\$ 26,785	\$ 5,670,788	\$ 177,530 3.2%
100-5210-115	OVERTIME	\$ 335,445	\$ 324,297	\$ 385,602	\$ 324,203	\$ 417,481	\$ 339,806	\$ 231,348	\$ 212,400	\$ 542,123	\$ 238,174	\$ 36,395	\$ 274,569	\$ 43,221 18.7%
100-5210-120	PT/TLT/SEASONAL WAGES	\$ 55,574	\$ 59,181	\$ 49,607	\$ 54,291	\$ 54,922	\$ 39,816	\$ 72,286	\$ 29,704	\$ 72,286	\$ 74,102	\$ -	\$ 74,102	\$ 1,816 2.5%
100-5210-125	SHIFT/FTO DIFFERENTIAL	\$ 25,366	\$ 27,231	\$ 23,340	\$ 23,550	\$ 7,642	\$ 21,426	\$ -	\$ 2,127	\$ 5,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000 100.0%
100-5210-131	FICA	\$ 356,929	\$ 376,714	\$ 382,925	\$ 396,312	\$ 416,043	\$ 385,785	\$ 451,112	\$ 194,799	\$ 433,910	\$ 463,341	\$ 4,909	\$ 468,250	\$ 17,138 3.8%
100-5210-132	WRS	\$ 481,472	\$ 510,931	\$ 564,330	\$ 598,441	\$ 620,654	\$ 555,226	\$ 725,892	\$ 313,842	\$ 696,514	\$ 802,748	\$ 5,320	\$ 808,068	\$ 62,176 11.3%
100-5210-135	LONGEVITY	\$ 22,710	\$ 24,660	\$ 24,368	\$ 27,465	\$ 30,569	\$ 25,954	\$ 24,060	\$ 24,571	\$ -	\$ 20,573	\$ -	\$ 20,573	\$ (3,487) -14.5%
100-5210-160	HEALTH INS	\$ 900,994	\$ 852,776	\$ 925,101	\$ 966,162	\$ 967,089	\$ 922,424	\$ 1,119,626	\$ 471,362	\$ 1,045,512	\$ 1,209,854	\$ -	\$ 1,209,854	\$ 9,228 0.8%
100-5210-161	LIFE INS	\$ 6,360	\$ 6,485	\$ 6,471	\$ 7,011	\$ 7,322	\$ 6,730	\$ 7,118	\$ 3,243	\$ 6,815	\$ 7,303	\$ 92	\$ 7,395	\$ 277 3.9%
100-5210-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,672	\$ -	\$ -	\$ 26,033	\$ 166	\$ 26,199	\$ 527 2.1%
100-5210-163	DENTAL INS	\$ 58,318	\$ 62,470	\$ 62,747	\$ 63,994	\$ 63,558	\$ 62,217	\$ 71,068	\$ 29,232	\$ 62,378	\$ 72,395	\$ -	\$ 72,395	\$ 1,327 1.9%
100-5210-164	TAXABLE CLOTH ALLOW/STIPEND	\$ -	\$ -	\$ -	\$ -	\$ 60,882	\$ 12,176	\$ 41,950	\$ 28,220	\$ 39,875	\$ 41,250	\$ -	\$ 41,250	\$ (700) -1.7%
100-5210-190	HOLIDAY PREMIUM	\$ 34,492	\$ 34,931	\$ 35,145	\$ 34,664	\$ 35,762	\$ 34,999	\$ 35,435	\$ 21,229	\$ 35,072	\$ 36,644	\$ -	\$ 36,644	\$ 1,209 3.4%
100-5210-191	ON CALL PAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 978	\$ 978	\$ 978 100.0%
	Personnel Costs Total	\$ 6,527,698	\$ 6,859,945	\$ 7,066,184	\$ 7,330,786	\$ 7,660,868	\$ 7,089,096	\$ 8,298,825	\$ 3,622,900	\$ 7,924,905	\$ 8,638,420	\$ 74,645	\$ 8,713,065	\$ 414,240 5.0%
100-5210-210	PROFESSIONAL SERVICES	\$ 714	\$ 9,400	\$ 66,944	\$ 12,616	\$ 24,316	\$ 22,798	\$ 32,500	\$ 17,354	\$ 32,500	\$ 32,500	\$ -	\$ 32,500	\$ - 0.0%
100-5210-240	REPAIRS & MAINT - BY OTHERS	\$ 5,142	\$ 9,094	\$ 8,257	\$ 10,839	\$ 10,839	\$ 8,182	\$ 11,000	\$ 4,749	\$ 11,000	\$ 10,500	\$ -	\$ 10,500	\$ (500) -4.5%
100-5210-245	COMPUTER RELATED - REP & MAINT	\$ 12,542	\$ 12,688	\$ 9,006	\$ 9,822	\$ 17,219	\$ 12,255	\$ 17,915	\$ 11,716	\$ 17,915	\$ 26,625	\$ -	\$ 26,625	\$ 8,710 48.6%
100-5210-250	PUBLIC NOTICES/ADS	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 4	\$ -	\$ 16	\$ 16	\$ -	\$ -	\$ -	\$ - 100.0%
100-5210-260	POLICE VEHICLE LEASE PROGRAM	\$ 112,478	\$ 108,296	\$ 110,323	\$ 104,812	\$ 26,516	\$ 92,485	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-5210-290	OTHER CONTRACTUAL/CROSS GUARDS	\$ 5,232	\$ 4,722	\$ 4,662	\$ -	\$ -	\$ 2,923	\$ 5,500	\$ 188	\$ 5,500	\$ 5,500	\$ -	\$ 5,500	\$ - 0.0%
	Contractual Services Total	\$ 136,108	\$ 144,200	\$ 199,192	\$ 134,829	\$ 78,910	\$ 138,648	\$ 66,915	\$ 34,023	\$ 66,931	\$ 75,125	\$ -	\$ 75,125	\$ 8,210 12.3%
100-5210-310	OFFICE SUPPLIES & POSTAGE	\$ 10,380	\$ 10,540	\$ 10,037	\$ 12,536	\$ 12,429	\$ 11,184	\$ 13,000	\$ 8,155	\$ 13,000	\$ 13,000	\$ -	\$ 13,000	\$ - 0.0%
100-5210-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 1,158	\$ 1,458	\$ 951	\$ 1,174	\$ 1,058	\$ 1,160	\$ 1,700	\$ 1,450	\$ 1,700	\$ 1,700	\$ -	\$ 1,700	\$ - 0.0%
100-5210-323	UNIFORMS & PROTECTIVE GEAR	\$ 53,783	\$ 65,573	\$ 30,017	\$ 27,430	\$ 20,643	\$ 39,489	\$ 2,000	\$ 169	\$ 900	\$ 1,650	\$ -	\$ 1,650	\$ (350) -17.5%
100-5210-324	PROTECTIVE GEAR	\$ -	\$ -	\$ -	\$ 19,974	\$ 28,462	\$ 9,687	\$ 25,500	\$ 8,226	\$ 25,500	\$ 27,775	\$ -	\$ 27,775	\$ 2,275 8.9%
100-5210-325	TRAINING & TRAVEL	\$ 30,144	\$ 35,042	\$ 15,657	\$ 23,643	\$ 54,358	\$ 31,769	\$ 58,500	\$ 17,651	\$ 58,500	\$ 58,500	\$ -	\$ 58,500	\$ - 0.0%
100-5210-326	TUITION REIMBURSEMENT	\$ 1,888	\$ 5,539	\$ 841	\$ 1,682	\$ 3,793	\$ 2,749	\$ 5,825	\$ 1,303	\$ 5,825	\$ 10,060	\$ -	\$ 10,060	\$ 4,235 72.7%
100-5210-327	YMCA MEMBERSHIP	\$ 4,245	\$ 6,034	\$ 5,103	\$ 6,289	\$ 6,751	\$ 5,684	\$ 9,060	\$ 3,182	\$ 9,060	\$ 9,205	\$ -	\$ 9,205	\$ 145 1.6%
100-5210-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-5210-335	VEHICLE EXPENSE (G&O, REPAIRS)	\$ 135,381	\$ 147,945	\$ 123,573	\$ 167,997	\$ 181,515	\$ 151,282	\$ 44,860	\$ 22,352	\$ 44,860	\$ 46,360	\$ -	\$ 46,360	\$ 1,500 3.3%
100-5210-340	OPERATING MATERIALS & SUPPLIES	\$ 8,589	\$ 10,904	\$ 7,013	\$ 23,736	\$ 45,419	\$ 19,132	\$ 40,600	\$ 25,569	\$ 40,600	\$ 47,600	\$ -	\$ 47,600	\$ 7,000 17.2%
100-5210-345	PUBLIC INFORMATION & EDUCATION	\$ 8,158	\$ 9,356	\$ 869	\$ 2,795	\$ 10,307	\$ 6,297	\$ 12,500	\$ 1,063	\$ 12,500	\$ 12,500	\$ -	\$ 12,500	\$ - 0.0%
100-5210-350	REPAIR & MAINT SUPPLIES	\$ 180,523	\$ 153,243	\$ 180,523	\$ 180,523	\$ 180,523	\$ 180,523	\$ 20,600	\$ 830	\$ 20,600	\$ 13,500	\$ -	\$ 13,500	\$ (7,100) -34.5%
100-5210-355	EQUIPMENT EXPENSE	\$ 48,025	\$ 48,228	\$ 15,588	\$ 60,313	\$ 65,992	\$ 47,629	\$ 20,600	\$ 830	\$ 20,600	\$ 13,500	\$ -	\$ 13,500	\$ (7,100) -34.5%
100-5210-360	BUILDING REPAIRS & MAINTENANCE	\$ -	\$ -	\$ -	\$ 18	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-5210-363	COMMUNICATIONS EXPENSE	\$ 1,136	\$ 1,972	\$ 7,519	\$ 1,031	\$ 2,628	\$ 2,857	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
100-5210-383	FIREARMS & AMMUNITION	\$ 36,020	\$ 28,762	\$ 32,123	\$ -	\$ -	\$ 19,381	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-5210-384	INVESTIGATIVE SUPPLIES	\$ 27,122	\$ 23,622	\$ 16,906	\$ 19,206	\$ 16,083	\$ 20,588	\$ 24,850	\$ 10,762	\$ 24,850	\$ 22,450	\$ -	\$ 22,450	\$ (2,400) -9.7%
100-5210-392	K-9 UNIT	\$ 704	\$ 1,073	\$ -	\$ -	\$ -	\$ 355	\$ 1,800	\$ -	\$ -	\$ 1,800	\$ -	\$ 1,800	\$ - 0.0%
100-5210-395	EQUIPMENT REPLACEMENT RESERVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,680	\$ 5,143	\$ 17,680	\$ 27,020	\$ -	\$ 27,020	\$ 9,340 52.8%
100-5210-397	GASOLINE/DIESEL FUEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 147,000	\$ 55,037	\$ 135,000	\$ 140,000	\$ -	\$ 140,000	\$ (7,000) -4.8%
	Operating/Exp Total	\$ 366,886	\$ 396,236	\$ 268,499	\$ 368,067	\$ 449,516	\$ 369,841	\$ 428,475	\$ 160,911	\$ 413,575	\$ 436,120	\$ -	\$ 436,120	\$ 7,645 1.8%
100-5210-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,900	\$ 881	\$ 1,900	\$ -	\$ -	\$ -	\$ (1,900) -100.0%
100-5210-570	IT OPERATING ISF ALLOCATION	\$ 273,850	\$ 292,380	\$ 260,845	\$ 260,670	\$ 313,365	\$ 280,222	\$ 383,760	\$ 191,880	\$ 383,760	\$ 408,335	\$ 5,830	\$ 414,165	\$ 30,405 7.9%
100-5210-571	MPS ALLOCATION	\$ 164,590	\$ 127,482	\$ 151,566	\$ 155,338	\$ 170,095	\$ 153,798	\$ 179,825	\$ 179,825	\$ 179,825	\$ 185,210	\$ -	\$ 185,210	\$ 5,385 3.0%
100-5210-572	INSURANCE ISF ALLOCATION	\$ 116,490	\$ 132,733	\$ 134,030	\$ 166,365	\$ 175,454	\$ 184,514	\$ 170,520	\$ 85,260	\$ 170,520	\$ 178,455	\$ 1,258	\$ 180,693	\$ 10,173 6.0%
100-5210-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ -	\$ 21,850	\$ 31,980	\$ 19,099	\$ 31,575	\$ 15,788	\$ 31,575	\$ 28,700	\$ -	\$ 28,700	\$ (2,875) -9.1%
	Fixed Charges Total	\$ 554,849	\$ 552,595	\$ 578,106	\$ 614,223	\$ 690,894	\$ 598,133	\$ 767,580	\$ 473,634	\$ 767,580	\$ 801,680	\$ 7,088	\$ 808,768	\$ 41,188 5.4%
	Police Total	\$ 7,585,541	\$ 7,952,976	\$ 8,111,981	\$ 8,447,905	\$ 8,880,188	\$ 8,195,718	\$ 9,561,795	\$ 4,291,468	\$ 9,172,991	\$ 9,951,345	\$ 81,733	\$ 10,033,078	\$ 471,283 4.9%
100-5220-110	SALARIES & WAGES - FIRE DEPT	\$ 1,069,221	\$ 1,108,501	\$ 1,134,414	\$ 1,159,231	\$ 1,204,271	\$ 1,135,128	\$ 1,443,181	\$ 646,407	\$ 1,401,733	\$ 1,475,596	\$ 59,601	\$ 1,535,197	\$ 92,016 6.4%
100-5220-115	OVERTIME	\$ 192,135	\$ 141,488	\$ 65,886	\$ 96,520	\$ 175,426	\$ 134,291	\$ 117,901	\$ 185,108	\$ 449,861	\$ 117,994	\$ 26,478	\$ 144,472	\$ 26,571 22.5%
100-5220-120	PT/TLT/SEASONAL WAGES	\$ 21,075	\$ 18,885	\$ 20,250	\$ 30,879	\$ 25,285	\$ 23,275	\$ 23,400	\$ 10,028	\$ 23,400	\$ 23,400	\$ -	\$ 23,400	\$ - 0.0%
100-5220-131	FICA	\$ 136,267	\$ 137,380	\$ 132,269	\$ 137,105	\$ 140,547	\$ 136,714	\$ 165,312	\$ 80,460	\$ 181,110	\$ 168,907	\$ 12,147	\$ 181,054	\$ 15,742 9.5%
100-5220-132	WRS	\$ 168,790	\$ 167,343	\$ 172,507	\$ 183,599	\$ 203,223	\$ 179,092	\$ 273,038	\$ 132,348	\$ 300,339	\$ 301,637	\$ 12,983	\$ 314,620	\$ 41,582 15.2%
100-5220-135	LONGEVITY	\$ 7,650	\$ 8,145	\$ 6,930	\$ 7,920	\$ 7,335	\$ 7,596	\$ 6,795	\$ 6,795	\$ 6,795	\$ 7,110	\$ -	\$ 7,110	\$ 315 4.6%
100-5220-150	POC SERVICES	\$ 516,656	\$ 557,608	\$ 523,957	\$ 531,447	\$ 467,881	\$ 519,510	\$ 556,778	\$ 225,968	\$ 472,778	\$ 570,681	\$ 56,175	\$ 626,856	\$ 70,078 12.6%
100-5220-160	HEALTH INS	\$ 243,338	\$ 241,694	\$ 261,402	\$ 280,815	\$ 308,449	\$ 267,140	\$ 371,599	\$ 169,822	\$ 371,505	\$ 407,987	\$ 22,477	\$ 430,464	\$ 58,865 15.8%
100-5220-161	LIFE INS	\$ 991	\$ 1,131	\$ 1,544	\$ 2,068	\$ 2,156	\$ 1,578	\$ 3,087	\$ 1,216	\$ 3,481	\$ 3,029	\$ 426	\$ 4,226	\$ 426 100.0%
100-5220-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,157	\$ -	\$ -	\$ 7,571	\$ 400	\$ 7,571	\$ 414 5.8%
100-5220-163	DENTAL INS	\$ 15,790	\$ 15,116	\$ 14,696	\$ 15,352	\$ 16,683	\$ 15,527	\$ 20,935	\$ 8,326	\$ 18,035	\$ 19,602	\$ 1,331	\$ 20,933	\$ (2) 0.0%
100-5220-164	TAXABLE CLOTHING ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,200	\$ 3,600	\$ 7,500	\$ 7,000	\$ 500	\$ 7,500	\$ 300 4.2%
100-5220-190	HOLIDAY PREMIUM	\$ 7,483	\$ 8,175	\$ 8,292	\$ 8,265	\$ 11,206	\$ 8,684	\$ 6,160	\$ 5,000	\$ 6,160	\$ 6,160	\$ 19,324	\$ 25,484	\$ 19,324 313.7%
	Personnel Costs Total	\$ 2,379,396	\$ 2,405,466	\$ 2,342,147	\$ 2,453,201	\$ 2,562,462	\$ 2,428,534	\$ 3,002,553	\$ 1,475,078	\$ 3,241,917	\$ 3,116,539	\$ 211,645	\$ 3,328,184	\$ 325,631 10.8%
100-5220-210	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 500 100.0%
100-5220-240	REPAIRS & MAINT - BY OTHERS	\$ 11,369	\$ 11,228	\$ 18,728	\$ 12,494	\$ 11,423	\$ 13,048	\$ 12,000	\$ 5,306	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ - 0.0%
100-5220-245	COMPUTER RELATED - REP & MAINT	\$ 14,593	\$ 11,533	\$ 12,942	\$ 14,255	\$ 17,221	\$ 14,109	\$ 16,590	\$ 16,511	\$ 20,296	\$ 18,590	\$ -	\$ 18,590	\$ 2,000 12.1%

City of Fitchburg General Fund #100 2024 Operating Budget																													
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change															
100-5240-110	SALARIES & WAGES - BLDG INSP	\$ 216,885	\$ 229,863	\$ 244,119	\$ 253,946	\$ 263,022	\$ 241,567	\$ 334,816	\$ 150,214	\$ 332,129	\$ 360,969	-	\$ 360,969	\$ 26,153	7.8%														
100-5240-115	OVERTIME	\$ 2,882	\$ 1,154	\$ 222	\$ 368	\$ 296	\$ 984	\$ 4,204	\$ 205	\$ 4,363	\$ 4,620	-	\$ 4,620	\$ 416	9.9%														
100-5240-131	FICA	\$ 16,687	\$ 17,134	\$ 17,954	\$ 18,608	\$ 19,269	\$ 17,930	\$ 26,155	\$ 11,235	\$ 26,038	\$ 28,198	-	\$ 28,198	\$ 2,043	7.8%														
100-5240-132	WRS	\$ 14,857	\$ 15,306	\$ 16,677	\$ 17,331	\$ 17,286	\$ 16,291	\$ 23,250	\$ 10,450	\$ 23,145	\$ 25,434	-	\$ 25,434	\$ 2,184	9.4%														
100-5240-135	LONGEVITY	\$ 2,240	\$ 2,340	\$ 2,475	\$ 2,475	\$ 2,745	\$ 2,475	\$ 2,880	\$ 2,880	\$ 3,870	\$ 3,015	-	\$ 3,015	\$ 135	4.7%														
100-5240-160	HEALTH INS	\$ 45,704	\$ 43,049	\$ 45,309	\$ 48,722	\$ 58,431	\$ 48,243	\$ 85,978	\$ 35,655	\$ 85,978	\$ 92,195	-	\$ 92,195	\$ 6,217	7.2%														
100-5240-161	LIFE INS	\$ 864	\$ 896	\$ 950	\$ 1,193	\$ 1,486	\$ 1,078	\$ 1,520	\$ 794	\$ 1,482	\$ 1,600	-	\$ 1,600	\$ 80	5.3%														
100-5240-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,657	\$ -	\$ -	\$ 1,698	-	\$ 1,698	\$ 41	2.5%														
100-5240-163	DENTAL INS	\$ 3,917	\$ 3,918	\$ 3,755	\$ 3,918	\$ 3,949	\$ 3,891	\$ 5,447	\$ 2,140	\$ 5,186	\$ 5,446	-	\$ 5,446	\$ (1)	0.0%														
	Personnel Costs Total	\$ 304,001	\$ 313,660	\$ 331,461	\$ 346,696	\$ 366,484	\$ 332,460	\$ 485,907	\$ 213,573	\$ 482,191	\$ 523,175	-	\$ 523,175	\$ 37,268	7.7%														
100-5240-210	PROFESSIONAL SERVICES	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	100.0%														
100-5240-245	COMPUTER RELATED - REP & MAINT	\$ 5,888	\$ 6,750	\$ 6,781	\$ 6,750	\$ 6,997	\$ 6,633	\$ 7,000	\$ 2,684	\$ 3,000	\$ -	-	\$ -	\$ (7,000)	-100.0%														
100-5240-290	OTHER CONTRACTUAL SERVICES	\$ -	\$ -	\$ 222	\$ -	\$ -	\$ 44	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	100.0%														
	Contractual Services Total	\$ 5,888	\$ 6,760	\$ 7,003	\$ 6,750	\$ 6,997	\$ 6,680	\$ 7,000	\$ 2,684	\$ 3,000	\$ -	-	\$ -	\$ (7,000)	-100.0%														
100-5240-310	OFFICE SUPPLIES & POSTAGE	\$ 221	\$ 364	\$ 4,351	\$ 887	\$ 562	\$ 1,277	\$ 1,000	\$ 464	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ -	0.0%														
100-5240-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 922	\$ 1,102	\$ 486	\$ 634	\$ 1,062	\$ 841	\$ 1,300	\$ 565	\$ 1,300	\$ 1,900	-	\$ 1,900	\$ 600	46.2%														
100-5240-323	UNIFORMS & PROTECTIVE GEAR	\$ 237	\$ 141	\$ 420	\$ 90	\$ 431	\$ 264	\$ 2,050	\$ 280	\$ 2,000	\$ 2,000	-	\$ 2,000	\$ (50)	-2.4%														
100-5240-325	TRAINING & TRAVEL	\$ 5,825	\$ 7,857	\$ 1,943	\$ 4,106	\$ 3,054	\$ 4,557	\$ 10,000	\$ 4,421	\$ 10,000	\$ 10,000	-	\$ 10,000	\$ -	0.0%														
100-5240-330	VEHICLE USE REIMBURSEMENT	\$ 252	\$ 126	\$ -	\$ -	\$ 211	\$ 118	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	100.0%														
100-5240-335	VEHICLE EXPENSE	\$ 2,183	\$ 1,944	\$ 1,628	\$ 1,731	\$ 2,435	\$ 1,984	\$ 1,600	\$ 2,209	\$ 3,000	\$ 3,000	-	\$ 3,000	\$ 1,400	87.5%														
100-5240-340	OPERATING MATERIALS & SUPPLIES	\$ 5,402	\$ 3,669	\$ 179	\$ 4,134	\$ 5,149	\$ 3,707	\$ 5,000	\$ 1,752	\$ 5,000	\$ 5,000	-	\$ 5,000	\$ -	0.0%														
100-5240-345	PUBLIC INFORMATION & EDUCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ 200	\$ 200	-	\$ 200	\$ -	0.0%														
100-5240-355	EQUIPMENT EXPENSE	\$ -	\$ -	\$ -	\$ 180	\$ -	\$ 36	\$ 400	\$ 22	\$ 400	\$ 400	-	\$ 400	\$ -	0.0%														
100-5240-397	GASOLINE/DIESEL FUEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900	\$ 838	\$ 2,900	\$ 2,900	-	\$ 2,900	\$ -	0.0%														
	Operating Exp Total	\$ 15,042	\$ 15,203	\$ 9,007	\$ 11,762	\$ 12,904	\$ 12,784	\$ 24,450	\$ 10,551	\$ 25,800	\$ 26,400	-	\$ 26,400	\$ 1,950	8.0%														
100-5240-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121	\$ 125	\$ -	-	\$ -	-	100.0%														
100-5240-570	IT OPERATING ISF ALLOCATION	\$ 14,345	\$ 14,975	\$ 15,275	\$ 14,665	\$ 21,975	\$ 16,247	\$ 29,395	\$ 14,697	\$ 29,395	\$ 32,130	360	\$ 32,490	\$ 3,095	10.5%														
100-5240-572	INSURANCE ISF ALLOCATION	\$ 7,590	\$ 9,195	\$ 8,370	\$ 9,760	\$ 9,970	\$ 8,977	\$ 11,579	\$ 5,790	\$ 11,579	\$ 13,015	-	\$ 13,015	\$ 1,436	12.4%														
100-5240-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 885	\$ 885	\$ 895	\$ 531	\$ 840	\$ 1,180	\$ 840	\$ 1,180	-	\$ 1,180	\$ 340	40.5%														
	Fixed Charges Total	\$ 21,935	\$ 24,170	\$ 24,520	\$ 25,310	\$ 32,840	\$ 25,755	\$ 41,814	\$ 21,028	\$ 41,939	\$ 46,325	360	\$ 46,685	\$ 4,871	11.6%														
	Bidding Inspection Total	\$ 346,866	\$ 359,793	\$ 371,991	\$ 390,518	\$ 419,225	\$ 729,602	\$ 559,171	\$ 247,836	\$ 552,930	\$ 595,900	360	\$ 596,260	\$ 37,089	6.6%														
100-5290-131	FICA	\$ 56	\$ 76	\$ 52	\$ 119	\$ (9)	\$ 59	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	100.0%														
100-5290-140	PER DIEMS - POLICE & FIRE COMM	\$ 735	\$ 990	\$ 675	\$ 1,560	\$ 305	\$ 853	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	-	\$ 1,500	\$ -	0.0%														
	Personnel Costs Total	\$ 791	\$ 1,066	\$ 727	\$ 1,679	\$ 296	\$ 912	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	-	\$ 1,500	\$ -	0.0%														
100-5290-210	PROFESSIONAL SERVICES	\$ 18,600	\$ -	\$ -	\$ -	\$ -	\$ 3,720	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	100.0%														
100-5290-265	WEIGHTS & MEASURES	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 4,800	\$ 3,840	\$ 4,800	\$ 3,200	\$ 3,200	\$ 6,000	-	\$ 6,000	\$ 1,200	25.0%														
100-5290-269	DANE COM/ANALOG TACTICAL	\$ 183,233	\$ 162,119	\$ 192,112	\$ 186,809	\$ 146,926	\$ 174,240	\$ 205,500	\$ 34,725	\$ 205,500	\$ 120,000	-	\$ 120,000	\$ (85,500)	-41.6%														
100-5290-270	FITCHRONA EMS CONTRIBUTION	\$ 477,428	\$ 506,566	\$ 684,418	\$ 721,647	\$ 936,571	\$ 665,326	\$ 1,031,222	\$ 515,611	\$ 1,031,222	\$ 1,137,933	-	\$ 1,137,933	\$ 106,711	10.3%														
	Contractual Services Total	\$ 664,261	\$ 672,285	\$ 880,130	\$ 912,056	\$ 1,088,297	\$ 843,406	\$ 1,241,522	\$ 553,536	\$ 1,239,922	\$ 1,263,933	-	\$ 1,263,933	\$ 22,411	1.8%														
100-5290-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ 6	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	100.0%														
100-5290-325	TRAINING & TRAVEL	\$ -	\$ -	\$ 75	\$ -	\$ -	\$ 15	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	100.0%														
	Operating Exp Total	\$ -	\$ -	\$ 75	\$ -	\$ 30	\$ 21	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	100.0%														
	Other Public Safety Total	\$ 683,652	\$ 673,351	\$ 880,932	\$ 913,735	\$ 1,088,623	\$ 848,059	\$ 1,243,022	\$ 553,536	\$ 1,241,422	\$ 1,265,433	-	\$ 1,265,433	\$ 22,411	1.8%														
100-5300-110	SALARIES & WAGES - PUBLIC WKS	\$ 619,669	\$ 665,223	\$ 667,305	\$ 770,650	\$ 755,512	\$ 695,672	\$ 909,235	\$ 385,223	\$ 819,265	\$ 933,036	-	\$ 933,036	\$ 23,801	2.6%														
100-5300-115	OVERTIME	\$ 28,246	\$ 29,356	\$ 24,375	\$ 29,676	\$ 25,182	\$ 27,427	\$ 35,497	\$ 27,018	\$ 36,534	\$ 38,504	4,719	\$ 43,223	\$ 7,726	21.8%														
100-5300-120	PT/LT/SEASONAL WAGES	\$ 6,967	\$ 9,799	\$ 7,408	\$ 7,837	\$ 26,454	\$ 11,693	\$ 16,129	\$ 26,572	\$ 26,572	\$ 12,691	-	\$ 12,691	\$ (3,438)	-21.3%														
100-5300-131	FICA	\$ 49,707	\$ 52,511	\$ 52,728	\$ 60,395	\$ 60,054	\$ 55,079	\$ 73,787	\$ 33,329	\$ 66,678	\$ 75,575	1,349	\$ 76,924	\$ 3,137	4.3%														
100-5300-132	WRS	\$ 43,512	\$ 45,025	\$ 46,604	\$ 53,830	\$ 49,063	\$ 47,607	\$ 64,492	\$ 27,440	\$ 58,372	\$ 67,215	1,218	\$ 68,433	\$ 3,941	6.1%														
100-5300-135	LONGEVITY	\$ 3,398	\$ 3,690	\$ 3,488	\$ 3,735	\$ 3,983	\$ 3,659	\$ 3,677	\$ 4,868	\$ 4,868	\$ 3,677	-	\$ 3,677	\$ -	0.0%														
100-5300-140	PER DIEMS - BD OF PUBLIC WKS	\$ 720	\$ 705	\$ 1,128	\$ 2,275	\$ 1,355	\$ 1,237	\$ 3,050	\$ -	\$ 3,050	\$ 3,050	-	\$ 3,050	\$ -	0.0%														
100-5300-160	HEALTH INS	\$ 144,059	\$ 140,401	\$ 138,705	\$ 179,874	\$ 172,306	\$ 155,069	\$ 223,223	\$ 82,266	\$ 181,499	\$ 203,319	-	\$ 203,319	\$ (19,904)	-8.9%														
100-5300-161	LIFE INS	\$ 1,340	\$ 1,421	\$ 1,240	\$ 1,427	\$ 1,529	\$ 1,391	\$ 1,921	\$ 765	\$ 1,663	\$ 2,172	26	\$ 2,198	\$ 277	14.4%														
100-5300-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,869	\$ -	\$ -	\$ 4,951	-	\$ 4,951	\$ 82	1.7%														
100-5300-163	DENTAL INS	\$ 9,811	\$ 10,220	\$ 9,066	\$ 11,564	\$ 10,805	\$ 10,293	\$ 13,420	\$ 5,152	\$ 11,256	\$ 11,773	-	\$ 11,773	\$ (1,647)	-12.3%														
100-5300-190	PW HOLIDAY PREMIUM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89	\$ 89	\$ -	-	\$ 4,574	\$ 4,574	100.0%														
100-5300-191	PW ON CALL PAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,346	\$ 8,346	\$ -	-	\$ 8,346	\$ 8,346	100.0%														
	Personnel Costs Total	\$ 907,429	\$ 958,351	\$ 952,047	\$ 1,121,563	\$ 1,106,243	\$ 1,009,127	\$ 1,349,300	\$ 592,722	\$ 1,209,486	\$ 1,355,965	2,036	\$ 1,376,198	\$ 26,895	2.0%														
100-5300-210	PROFESSIONAL SERVICES	\$ 1,210	\$ -	\$ 2,500	\$ 1,407	\$ -	\$ 1,023	\$ 10,880	\$ -	\$ 10,880	\$ 10,880	-	\$ 10,880	\$ -	0.0%														
100-5300-220	STREET LIGHT SERVICE - MG&E	\$ 147,260	\$ 155,615	\$ 159,565	\$ 162,353	\$ 220,051	\$ 168,969	\$ 260,000	\$ 101,901	\$ 170,000	\$ 260,000	-	\$ 260,000	\$ -	0.0%														
100-5300-225	STREET LIGHT MAINTENANCE	\$ 33,682	\$ 15,245	\$ 20,972	\$ 1,936	\$ 15,925	\$ 9,492	\$ 30,000	\$ 11,319	\$ 23,000	\$ 30,000	-	\$ 30,000	\$ -	0.0%														
100-5300-230	TRAFFIC SIGNAL MAINTENANCE	\$ 9,739	\$ 10,979	\$ 11,855	\$ 24,032	\$ 11,125	\$ 13,546	\$ 29,000	\$ -	\$ 29,000	\$ 29,000	-	\$ 29,000	\$ -	0.0%														
100-5300-240	REPAIRS & MAINT - BY OTHERS	\$ -	\$ -	\$ 990	\$ 51	\$ -	\$ 208	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	100.0%														
100-5300-245	COMPUTER RELATED REP & MAINT	\$ 1,847	\$ 4,769	\$ 7,272	\$ 7,433	\$ 4,946	\$ 5,253	\$ 15,250	\$ 912	\$ 15,520	\$ 14,600	-	\$ 14,600	\$ (650)	-4.3%														
100-5300-250	PUBLIC NOTICES/ADS	\$ 826	\$ 436	\$ 471	\$ 732	\$ 664	\$ 626	\$ 900	\$ 288	\$ 900	\$ 900	-	\$ 900	\$ -	0.0%														
100-5300-290	OTHER CONTRACTUAL	\$ -	\$ 75	\$ -	\$ -	\$ -	\$ 985	\$ -	\$ 2,000	\$ 2,000	\$ -	-	\$ -	-	100.0%														
	Contractual Services Total	\$ 193,354	\$ 188,329	\$ 203,625	\$ 197,944	\$ 249,427	\$ 206,536	\$ 346,030	\$ 116,420	\$ 251,300	\$ 345,380	-	\$ 345,380	\$ (650)	-0.2%														
100-5300-310	OFFICE SUPPLIES & POSTAGE	\$ 1,621	\$ 1,394	\$ 1,411	\$ 2,012	\$ 1,610	\$ 1,610	\$ 2,100	\$ 2,424	\$ 2,500	\$ 2,100	-	\$ 2,100	\$ -	0.0%														
100-5300-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 9,330	\$ 9,269	\$ 9,108	\$ 9,134	\$ 9,652	\$ 9,299	\$ 10,250	\$ 1,030	\$ 3,000	\$ 19,660	(10,000)	\$ 9,660	\$ (590)	-5.8%														
100-5300-323	UNIFORMS & PROTECTIVE GEAR	\$ 7,512	\$ 8,348	\$ 8,346	\$ 10,442	\$ 12,811	\$ 9,492	\$ 16,245	\$ 9,295	\$ 15,000	\$ 21,845	(900)	\$ 20,945	\$ 4,700	28.9%														
100-5300-325																													

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
100-5352-200	METRO TRANSIT SERVICES	\$ 482,944	\$ 483,323	\$ 502,655	\$ 502,000	\$ 1,252,810	\$ 644,746	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	100.0%
100-5352-290	OTHER CONTRACTUAL SERVICES	\$ 7,127	\$ -	\$ -	\$ -	\$ -	\$ 1,425	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	100.0%
	Contractual Services Total	\$ 490,071	\$ 483,323	\$ 502,655	\$ 502,000	\$ 1,252,810	\$ 646,172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	100.0%
	Mass Transit Total	\$ 490,071	\$ 483,323	\$ 502,655	\$ 502,000	\$ 1,252,810	\$ 1,292,344	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	100.0%
100-5460-110	SALARIES & WAGES - SENIOR CTR	\$ 378,142	\$ 410,153	\$ 430,830	\$ 442,854	\$ 480,379	\$ 428,472	\$ 509,092	\$ 248,529	\$ 510,341	\$ 533,340	\$ -	\$ 533,340	\$ 24,248	4.8%
100-5460-115	OVERTIME	\$ -	\$ 134	\$ -	\$ -	\$ 107	\$ 48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	100.0%
100-5460-120	PT/LTE/SEASONAL WAGES	\$ 14,067	\$ 14,995	\$ 3,515	\$ 9,196	\$ 15,572	\$ 11,469	\$ 16,250	\$ 8,148	\$ 16,406	\$ 16,819	\$ -	\$ 16,819	\$ 569	3.5%
100-5460-131	FICA	\$ 29,427	\$ 31,526	\$ 32,657	\$ 34,059	\$ 37,144	\$ 32,963	\$ 40,513	\$ 19,487	\$ 40,620	\$ 42,426	\$ -	\$ 42,426	\$ 1,913	4.7%
100-5460-132	WRS	\$ 25,553	\$ 27,142	\$ 29,347	\$ 30,177	\$ 31,677	\$ 28,779	\$ 34,906	\$ 17,218	\$ 34,991	\$ 37,106	\$ -	\$ 37,106	\$ 2,200	6.3%
100-5460-135	LONGEVITY	\$ 3,366	\$ 3,582	\$ 3,915	\$ 4,140	\$ 4,365	\$ 3,874	\$ 4,230	\$ 4,230	\$ 4,230	\$ 4,433	\$ -	\$ 4,433	\$ 203	4.8%
100-5460-140	PER DIEMS - COMM ON AGING	\$ 365	\$ 245	\$ 175	\$ 385	\$ 525	\$ 339	\$ 500	\$ -	\$ 100	\$ 500	\$ -	\$ 500	\$ -	0.0%
100-5460-160	HEALTH INS	\$ 92,965	\$ 92,766	\$ 97,627	\$ 104,809	\$ 99,998	\$ 97,633	\$ 123,813	\$ 64,055	\$ 123,813	\$ 132,772	\$ -	\$ 132,772	\$ 8,959	7.2%
100-5460-161	LIFE INS	\$ 635	\$ 698	\$ 810	\$ 978	\$ 1,213	\$ 867	\$ 1,236	\$ 687	\$ 1,242	\$ 1,562	\$ -	\$ 1,562	\$ 326	26.4%
100-5460-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,558	\$ -	\$ -	\$ 2,572	\$ -	\$ 2,572	\$ 14	0.5%
100-5460-163	DENTAL INS	\$ 6,390	\$ 6,799	\$ 6,515	\$ 6,788	\$ 6,297	\$ 6,558	\$ 7,804	\$ 3,846	\$ 7,433	\$ 7,804	\$ -	\$ 7,804	\$ -	0.0%
	Personnel Costs Total	\$ 550,910	\$ 588,040	\$ 605,391	\$ 633,386	\$ 677,277	\$ 611,001	\$ 740,902	\$ 366,200	\$ 739,176	\$ 779,334	\$ -	\$ 779,334	\$ 38,432	5.2%
100-5460-211	OREGON SNR CTR CONTRIBUTION	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%
100-5460-240	REPAIRS & MAINT - BY OTHERS	\$ 1,341	\$ 1,788	\$ 2,149	\$ 1,819	\$ 3,294	\$ 2,078	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.0%
100-5460-245	COMPUTER RELATED REP & MAINT	\$ 101	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 625	\$ -	\$ 625	\$ -	\$ -	\$ -	\$ (625)	-100.0%
100-5460-250	PUBLIC NOTICES/ADS	\$ -	\$ -	\$ -	\$ -	\$ 14	\$ 3	\$ -	\$ (10)	\$ 125	\$ -	\$ -	\$ -	\$ -	100.0%
100-5460-290	OTHER CONTRACTUAL	\$ 412	\$ 15,276	\$ 4,295	\$ 4,172	\$ 8,330	\$ 6,497	\$ 16,195	\$ 5,195	\$ 11,000	\$ 21,340	\$ -	\$ 21,340	\$ 5,145	31.8%
	Contractual Services Total	\$ 2,854	\$ 18,064	\$ 6,444	\$ 6,991	\$ 12,638	\$ 9,398	\$ 18,320	\$ 6,185	\$ 13,250	\$ 22,840	\$ -	\$ 22,840	\$ 4,520	24.7%
100-5460-310	OFFICE SUPPLIES & POSTAGE	\$ 1,735	\$ 1,626	\$ 1,183	\$ 1,614	\$ 2,578	\$ 1,747	\$ 1,600	\$ 621	\$ 1,600	\$ 1,600	\$ -	\$ 1,600	\$ -	0.0%
100-5460-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 460	\$ 640	\$ 326	\$ 500	\$ 347	\$ 455	\$ 1,195	\$ 678	\$ 1,050	\$ 1,255	\$ -	\$ 1,255	\$ 60	5.0%
100-5460-325	TRAINING & TRAVEL	\$ 394	\$ 757	\$ 945	\$ 1,611	\$ 664	\$ 874	\$ 2,600	\$ 126	\$ 600	\$ 2,600	\$ -	\$ 2,600	\$ -	0.0%
100-5460-330	VEHICLE USE REIMBURSEMENT	\$ 2,090	\$ 1,173	\$ 541	\$ 394	\$ 504	\$ 928	\$ 630	\$ 267	\$ 600	\$ 660	\$ -	\$ 660	\$ 30	4.8%
100-5460-335	VEHICLE EXPENSE (G&O, REPAIRS)	\$ 207	\$ 332	\$ 482	\$ 212	\$ 350	\$ 317	\$ 200	\$ 4	\$ 200	\$ 200	\$ -	\$ 200	\$ -	0.0%
100-5460-340	OPERATING MATERIALS & SUPPLIES	\$ 841	\$ 405	\$ 1,271	\$ 1,197	\$ 518	\$ 846	\$ 600	\$ 208	\$ 600	\$ 600	\$ -	\$ 600	\$ -	0.0%
100-5460-345	PUBLIC INFORMATION & EDUCATION	\$ 3,863	\$ 4,258	\$ 3,086	\$ 2,758	\$ 4,841	\$ 3,761	\$ 4,000	\$ 3,947	\$ 6,000	\$ 6,100	\$ (2,100)	\$ 4,000	\$ -	0.0%
100-5460-355	EQUIPMENT EXPENSE	\$ 250	\$ 2,228	\$ 101	\$ 607	\$ 2,674	\$ 1,172	\$ 2,250	\$ 1,450	\$ 2,250	\$ 2,250	\$ -	\$ 2,250	\$ -	0.0%
100-5460-386	NUTRITION PROGRAM	\$ 2,813	\$ 2,798	\$ 2,690	\$ 3,341	\$ 4,031	\$ 3,135	\$ 3,000	\$ 2,505	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ 500	16.7%
100-5460-387	SENIOR PROGRAMS EXPENSE	\$ 19,315	\$ 1,326	\$ 387	\$ 2,768	\$ 1,959	\$ 5,151	\$ 1,400	\$ 1,178	\$ 1,550	\$ 2,500	\$ -	\$ 2,500	\$ 1,100	78.6%
100-5460-391	VOLUNTEER PROGRAM EXP	\$ 1,795	\$ 1,889	\$ 1,792	\$ (144)	\$ 1,384	\$ 1,343	\$ 2,000	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 500	25.0%
100-5460-397	GASOLINE/DIESEL FUEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 117	\$ 300	\$ 400	\$ -	\$ 400	\$ (300)	-42.9%
	Operating Exp Total	\$ 33,763	\$ 17,432	\$ 12,804	\$ 14,798	\$ 19,850	\$ 19,729	\$ 20,175	\$ 11,101	\$ 20,750	\$ 24,165	\$ (2,100)	\$ 22,065	\$ 1,890	9.4%
100-5460-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 554	\$ 2,000	\$ -	\$ -	\$ -	\$ (2,000)	-100.0%
100-5460-570	IT OPERATING ISF ALLOCATION	\$ 28,965	\$ 29,870	\$ 24,605	\$ 24,735	\$ 33,015	\$ 28,238	\$ 37,610	\$ 18,805	\$ 37,610	\$ 41,300	\$ 545	\$ 41,845	\$ 4,235	11.3%
100-5460-572	INSURANCE ISF ALLOCATION	\$ 9,585	\$ 12,122	\$ 12,068	\$ 13,934	\$ 15,347	\$ 12,611	\$ 15,025	\$ 7,512	\$ 15,025	\$ 16,005	\$ -	\$ 16,005	\$ 980	6.5%
100-5460-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 1,620	\$ 1,635	\$ 1,650	\$ 981	\$ 1,680	\$ 840	\$ 1,680	\$ 1,810	\$ -	\$ 1,810	\$ 130	7.7%
	Fixed Charges Total	\$ 38,550	\$ 41,992	\$ 38,293	\$ 40,304	\$ 50,012	\$ 41,830	\$ 56,315	\$ 27,711	\$ 56,315	\$ 59,115	\$ 545	\$ 59,660	\$ 3,345	5.9%
	Senior Center Total	\$ 626,077	\$ 665,528	\$ 662,932	\$ 695,479	\$ 758,777	\$ 1,322,087	\$ 835,712	\$ 411,197	\$ 829,491	\$ 885,454	\$ (1,555)	\$ 883,899	\$ 48,187	5.8%
100-5514-110	SALARIES & WAGES	\$ 107	\$ 1	\$ -	\$ 28	\$ 55	\$ 38	\$ -	\$ (83)	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5514-115	OVERTIME	\$ 1,049	\$ -	\$ -	\$ -	\$ -	\$ 210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5514-120	PT/LTE/SEASONAL WAGES	\$ 4,895	\$ 5,976	\$ 5,136	\$ 2,206	\$ 7,219	\$ 5,086	\$ 27,387	\$ 6,319	\$ 27,387	\$ 28,067	\$ -	\$ 28,067	\$ 680	2.5%
100-5514-131	FICA	\$ 480	\$ 457	\$ 393	\$ 171	\$ 556	\$ 411	\$ 2,095	\$ 477	\$ 2,095	\$ 2,147	\$ -	\$ 2,147	\$ 52	2.5%
100-5514-132	WRS	\$ 89	\$ -	\$ -	\$ 2	\$ 3	\$ 19	\$ -	\$ (5)	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5514-160	HEALTH INS	\$ 370	\$ -	\$ -	\$ -	\$ -	\$ 74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5514-161	LIFE INS	\$ 7	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5514-163	DENTAL INS	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Personnel Costs Total	\$ 7,022	\$ 6,434	\$ 5,529	\$ 2,407	\$ 7,833	\$ 5,845	\$ 29,482	\$ 6,708	\$ 29,482	\$ 30,214	\$ -	\$ 30,214	\$ 732	2.5%
100-5514-240	REPAIRS & MAINT - BY OTHERS	\$ 11,264	\$ 8,709	\$ 6,500	\$ 21,472	\$ 12,006	\$ 11,990	\$ 19,200	\$ 12,710	\$ 19,200	\$ 23,200	\$ -	\$ 23,200	\$ 4,000	20.8%
100-5514-290	OTHER CONTRACTUAL SERVICES	\$ 649	\$ 128	\$ 6,612	\$ 248	\$ 45	\$ 1,536	\$ 500	\$ (180)	\$ -	\$ 500	\$ -	\$ 500	\$ -	0.0%
	Contractual Services Total	\$ 11,913	\$ 8,837	\$ 13,112	\$ 21,720	\$ 12,051	\$ 13,527	\$ 19,700	\$ 12,530	\$ 19,200	\$ 23,700	\$ -	\$ 23,700	\$ 4,000	20.3%
100-5514-350	REPAIR & MAINT SUPPLIES	\$ 9,481	\$ 3,613	\$ 2,322	\$ 2,127	\$ 7,793	\$ 5,067	\$ 10,000	\$ 349	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.0%
100-5514-355	EQUIPMENT EXPENSE	\$ 2,650	\$ 2,797	\$ -	\$ 416	\$ -	\$ 1,173	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0.0%
100-5514-360	BLDG CUSTODIAL SUPPLIES	\$ 3,674	\$ 8,747	\$ 3,814	\$ 3,351	\$ 2,435	\$ 4,404	\$ 7,000	\$ 2,028	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	0.0%
100-5514-365	UTILITIES & PAY TELEPHONE	\$ 33,118	\$ 34,031	\$ 33,862	\$ 39,879	\$ 42,566	\$ 36,691	\$ 40,000	\$ 16,770	\$ 36,000	\$ 40,000	\$ -	\$ 40,000	\$ -	0.0%
100-5514-390	OTHER OPERATING EXPENSE	\$ -	\$ 70	\$ -	\$ -	\$ -	\$ 14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Operating Exp Total	\$ 48,923	\$ 49,258	\$ 39,998	\$ 45,773	\$ 52,794	\$ 47,349	\$ 59,000	\$ 19,147	\$ 55,000	\$ 59,000	\$ -	\$ 59,000	\$ -	0.0%
100-5514-572	INSURANCE ISF ALLOCATION	\$ 4,410	\$ 4,470	\$ 4,540	\$ 5,015	\$ 5,210	\$ 4,729	\$ 5,550	\$ 2,775	\$ 5,550	\$ 5,890	\$ -	\$ 5,890	\$ 340	6.1%
	Fixed Charges Total	\$ 4,410	\$ 4,470	\$ 4,540	\$ 5,015	\$ 5,210	\$ 4,729	\$ 5,550	\$ 2,775	\$ 5,550	\$ 5,890	\$ -	\$ 5,890	\$ 340	6.1%
	Community Center Total	\$ 72,268	\$ 68,999	\$ 63,179	\$ 74,915	\$ 77,888	\$ 138,171	\$ 113,732	\$ 41,160	\$ 109,232	\$ 118,804	\$ -	\$ 118,804	\$ 5,072	4.5%

Acct #	Account Name	2018	2019	2020	2021	2022	5 Year	Adopted	06/2023	2023	Budget	Thru	Proposed	Budget
		Actual	Actual	Actual	Actual	Actual	Average	Budget	YTD Actual	Estimate	Request	Adoption	Budget	Change
100-5520-110	SALARIES & WAGES - PARKS DEPT	\$ 444,210	\$ 461,550	\$ 499,332	\$ 485,006	\$ 514,718	\$ 480,963	\$ 558,228	\$ 269,938	\$ 554,984	\$ 582,743	\$ 17,455	\$ 600,198	\$ 41,970 7.5%
100-5520-115	OVERTIME	\$ 17,051	\$ 14,391	\$ 9,863	\$ 20,338	\$ 18,221	\$ 15,973	\$ 15,223	\$ 14,554	\$ 15,209	\$ 15,021	\$ 1,790	\$ 16,811	\$ 1,588 10.4%
100-5520-120	PT/LTE/SEASONAL WAGES	\$ 34,482	\$ 34,319	\$ 36,562	\$ 20,216	\$ 47,827	\$ 34,681	\$ 60,680	\$ 15,385	\$ 60,536	\$ 62,194	\$ -	\$ 62,194	\$ 1,514 2.5%
100-5520-131	FICA	\$ 36,632	\$ 37,135	\$ 39,825	\$ 38,704	\$ 42,975	\$ 39,054	\$ 48,880	\$ 22,480	\$ 48,620	\$ 50,874	\$ 2,333	\$ 53,207	\$ 4,327 8.9%
100-5520-132	WRS	\$ 30,734	\$ 31,348	\$ 34,536	\$ 33,454	\$ 34,670	\$ 32,948	\$ 39,322	\$ 19,675	\$ 39,101	\$ 41,595	\$ 2,104	\$ 43,699	\$ 4,377 11.1%
100-5520-135	LONGEVITY	\$ 2,948	\$ 4,140	\$ 4,433	\$ 4,725	\$ 4,613	\$ 4,172	\$ 4,821	\$ 4,860	\$ 4,860	\$ 5,067	\$ -	\$ 5,067	\$ 246 5.1%
100-5520-140	PER DIEMS - PARKS COMMISSION	\$ 700	\$ 745	\$ 1,200	\$ 1,420	\$ 1,520	\$ 1,117	\$ 3,420	\$ 275	\$ 3,420	\$ 3,420	\$ -	\$ 3,420	\$ - 0.0%
100-5520-160	HEALTH INS	\$ 100,839	\$ 104,257	\$ 116,264	\$ 122,871	\$ 135,548	\$ 115,956	\$ 142,714	\$ 66,534	\$ 130,014	\$ 140,176	\$ 2,381	\$ 142,557	\$ (157) -0.1%
100-5520-161	LIFE INS	\$ 1,398	\$ 1,499	\$ 1,563	\$ 1,722	\$ 2,002	\$ 1,637	\$ 1,928	\$ 1,090	\$ 1,920	\$ 2,096	\$ 41	\$ 2,137	\$ 209 10.8%
100-5520-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,059	\$ -	\$ -	\$ 3,080	\$ 108	\$ 3,188	\$ 129 4.2%
100-5520-163	DENTAL INS	\$ 6,903	\$ 7,260	\$ 6,968	\$ 7,824	\$ 8,426	\$ 7,476	\$ 8,636	\$ 3,976	\$ 7,767	\$ 8,149	\$ 138	\$ 8,287	\$ (349) -4.0%
100-5520-190	PARKS HOLIDAY PREMIUM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69	\$ 69	\$ -	\$ 2,904	\$ 2,904	\$ 2,904 100.0%
100-5520-191	PARKS ON CALL PAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,347	\$ 8,347	\$ 8,347 100.0%
Personnel Costs Total		\$ 675,897	\$ 696,644	\$ 750,546	\$ 736,280	\$ 810,520	\$ 733,977	\$ 886,911	\$ 418,836	\$ 866,500	\$ 914,415	\$ 37,601	\$ 952,016	\$ 65,105 7.3%
100-5520-210	PROFESSIONAL SERVICES	\$ 8,486	\$ -	\$ -	\$ -	\$ -	\$ 1,697	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-5520-250	PUBLIC NOTICES/ADS	\$ 269	\$ 327	\$ 390	\$ 562	\$ 415	\$ 993	\$ 500	\$ 235	\$ 500	\$ 500	\$ -	\$ 500	\$ - 0.0%
100-5520-289	GOLF COURSE MAINTENANCE	\$ 30,000	\$ 30,000	\$ 50,000	\$ 51,000	\$ 52,000	\$ 42,600	\$ 53,000	\$ 26,504	\$ 53,000	\$ 54,000	\$ -	\$ 54,000	\$ 1,000 1.9%
100-5520-290	OTHER CONTRACTUAL	\$ 105,877	\$ 117,279	\$ 127,357	\$ 124,014	\$ 154,736	\$ 125,853	\$ 183,750	\$ 53,142	\$ 183,750	\$ 180,500	\$ (10,000)	\$ 170,500	\$ (13,250) -7.2%
Contractual Services Total		\$ 144,632	\$ 147,606	\$ 177,747	\$ 175,576	\$ 207,151	\$ 170,542	\$ 237,250	\$ 79,881	\$ 237,250	\$ 235,000	\$ (10,000)	\$ 225,000	\$ (12,250) -5.2%
100-5520-310	OFFICE SUPPLIES & POSTAGE	\$ 1,110	\$ 225	\$ 209	\$ 640	\$ 499	\$ 537	\$ 750	\$ 162	\$ 750	\$ 750	\$ -	\$ 750	\$ - 0.0%
100-5520-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 575	\$ 570	\$ 480	\$ 630	\$ 660	\$ 583	\$ 750	\$ 300	\$ 750	\$ 750	\$ -	\$ 750	\$ - 0.0%
100-5520-323	UNIFORMS & PROTECTIVE GEAR	\$ 5,263	\$ 6,439	\$ 5,345	\$ 7,037	\$ 10,021	\$ 6,821	\$ 6,400	\$ 5,309	\$ 6,400	\$ 11,300	\$ -	\$ 11,300	\$ 4,900 76.6%
100-5520-325	TRAINING & TRAVEL	\$ 1,553	\$ 2,271	\$ 1,107	\$ 1,915	\$ 2,304	\$ 1,830	\$ 9,075	\$ 3,618	\$ 9,075	\$ 9,075	\$ -	\$ 9,075	\$ - 0.0%
100-5520-335	VEHICLE EXPENSE (G&O, REPAIRS)	\$ 35,072	\$ 32,107	\$ 25,931	\$ 35,089	\$ 52,583	\$ 36,156	\$ 5,000	\$ 319	\$ 5,000	\$ 7,500	\$ -	\$ 7,500	\$ 2,500 50.0%
100-5520-340	OPERATING MATERIALS & SUPPLIES	\$ 14,839	\$ 15,588	\$ 13,126	\$ 19,113	\$ 17,443	\$ 16,022	\$ 22,000	\$ 10,850	\$ 22,000	\$ 24,000	\$ -	\$ 24,000	\$ 2,000 9.1%
100-5520-350	REPAIR & MAINT SUPPLIES	\$ 36,999	\$ 34,661	\$ 43,276	\$ 31,971	\$ 36,884	\$ 36,758	\$ 41,000	\$ 17,458	\$ 41,000	\$ 49,250	\$ -	\$ 49,250	\$ 8,250 20.1%
100-5520-355	EQUIPMENT EXPENSE	\$ 15,338	\$ 12,015	\$ 12,243	\$ 12,027	\$ 15,656	\$ 13,456	\$ 13,700	\$ 6,240	\$ 13,700	\$ 13,700	\$ -	\$ 13,700	\$ - 0.0%
100-5520-360	BUILDING REPAIRS & MAINTENANCE	\$ 10,311	\$ 12,473	\$ 13,796	\$ 11,171	\$ 13,821	\$ 12,314	\$ 16,300	\$ 8,160	\$ 16,300	\$ 17,300	\$ -	\$ 17,300	\$ 1,000 6.1%
100-5520-365	UTIL (SHELTERS) & TELEPHONE	\$ 51,941	\$ 48,559	\$ 42,306	\$ 52,462	\$ 56,241	\$ 50,302	\$ 44,000	\$ 16,238	\$ 44,000	\$ 44,000	\$ -	\$ 44,000	\$ - 0.0%
100-5520-387	SHELTER RENTAL EXPENSE	\$ 220	\$ 1,416	\$ -	\$ -	\$ -	\$ 327	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-5520-397	GASOLINE/DIESEL FUEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,100	\$ 20,456	\$ 38,100	\$ 38,100	\$ -	\$ 38,100	\$ - 0.0%
Operating Exp Total		\$ 173,221	\$ 166,324	\$ 157,819	\$ 172,055	\$ 206,112	\$ 175,106	\$ 197,075	\$ 89,110	\$ 197,075	\$ 215,725	\$ -	\$ 215,725	\$ 18,650 9.5%
100-5520-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ 108	\$ 22	\$ 500	\$ 257	\$ 500	\$ -	\$ -	\$ -	\$ (500) -100.0%
100-5520-570	IT OPERATING ISF ALLOCATION	\$ 18,170	\$ 17,840	\$ 30,860	\$ 32,145	\$ 46,015	\$ 29,006	\$ 55,735	\$ 28,649	\$ 56,517	\$ 59,175	\$ 750	\$ 59,925	\$ 4,190 7.5%
100-5520-572	INSURANCE ISF ALLOCATION	\$ 22,023	\$ 25,242	\$ 24,540	\$ 28,689	\$ 31,288	\$ 26,356	\$ 31,930	\$ 15,965	\$ 31,930	\$ 37,075	\$ 936	\$ 38,011	\$ 6,081 19.0%
100-5520-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 2,745	\$ 2,745	\$ 2,745	\$ 1,656	\$ 3,045	\$ 1,523	\$ 3,045	\$ 3,935	\$ -	\$ 3,935	\$ 890 29.2%
Fixed Charges Total		\$ 40,193	\$ 43,082	\$ 58,145	\$ 63,594	\$ 80,186	\$ 57,040	\$ 91,210	\$ 46,394	\$ 91,992	\$ 101,895	\$ 1,686	\$ 101,871	\$ 10,661 11.7%
Parks Department Total		\$ 1,033,943	\$ 1,053,656	\$ 1,144,257	\$ 1,147,505	\$ 1,303,969	\$ 2,216,292	\$ 1,412,446	\$ 634,221	\$ 1,392,817	\$ 1,465,325	\$ 29,287	\$ 1,494,612	\$ 82,166 5.8%
100-5530-110	SALARIES & WAGES - RECREATION	\$ 125,551	\$ 119,259	\$ 101,492	\$ 128,960	\$ 125,185	\$ 120,089	\$ 136,647	\$ 64,952	\$ 136,044	\$ 142,183	\$ -	\$ 142,183	\$ 5,536 4.1%
100-5530-115	OVERTIME	\$ 600	\$ 1,399	\$ -	\$ 46	\$ 65	\$ 422	\$ 2,200	\$ 103	\$ 2,200	\$ 2,317	\$ -	\$ 2,317	\$ 117 5.3%
100-5530-120	PT/LTE/SEASONAL WAGES	\$ 33,047	\$ 35,145	\$ 5,403	\$ 34,068	\$ 34,068	\$ 23,462	\$ 61,336	\$ 16,699	\$ 60,767	\$ 62,426	\$ -	\$ 62,426	\$ 1,090 1.8%
100-5530-131	FICA	\$ 11,293	\$ 11,217	\$ 7,685	\$ 9,994	\$ 11,545	\$ 10,347	\$ 15,362	\$ 5,857	\$ 15,273	\$ 15,881	\$ -	\$ 15,881	\$ 519 3.4%
100-5530-132	WRS	\$ 8,289	\$ 7,618	\$ 7,411	\$ 7,879	\$ 8,300	\$ 7,899	\$ 9,484	\$ 4,453	\$ 9,443	\$ 10,017	\$ -	\$ 10,017	\$ 533 5.6%
100-5530-135	LONGEVITY	\$ 810	\$ 900	\$ 495	\$ 540	\$ 585	\$ 666	\$ 630	\$ 630	\$ 630	\$ 675	\$ -	\$ 675	\$ 45 7.1%
100-5530-160	HEALTH INS	\$ 36,472	\$ 27,162	\$ 18,053	\$ 24,031	\$ 28,084	\$ 26,760	\$ 29,486	\$ 14,743	\$ 29,486	\$ 31,625	\$ -	\$ 31,625	\$ 2,139 7.3%
100-5530-161	LIFE INS	\$ 126	\$ 116	\$ 101	\$ 134	\$ 169	\$ 129	\$ 155	\$ 85	\$ 155	\$ 169	\$ -	\$ 169	\$ 14 9.0%
100-5530-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 722	\$ -	\$ -	\$ 732	\$ -	\$ 732	\$ 10 1.4%
100-5530-163	DENTAL INS	\$ 2,536	\$ 2,008	\$ 1,215	\$ 1,536	\$ 1,727	\$ 1,804	\$ 1,813	\$ 864	\$ 1,727	\$ 1,813	\$ -	\$ 1,813	\$ - 0.0%
Personnel Costs Total		\$ 218,724	\$ 204,824	\$ 141,855	\$ 182,765	\$ 209,728	\$ 191,579	\$ 257,835	\$ 108,386	\$ 255,725	\$ 267,838	\$ -	\$ 267,838	\$ 10,003 3.9%
100-5530-245	COMPUTER RELATED REP & MAINT	\$ 8,306	\$ 6,867	\$ 1,834	\$ 1,970	\$ 3,442	\$ 4,484	\$ 5,125	\$ 3,391	\$ 5,125	\$ 5,500	\$ -	\$ 5,500	\$ 375 7.3%
100-5530-290	OTHER CONTRACTUAL SERVICES	\$ 72,676	\$ 59,928	\$ 31,003	\$ 40,633	\$ 60,331	\$ 52,914	\$ 45,000	\$ 44,250	\$ 90,000	\$ 90,000	\$ -	\$ 90,000	\$ 45,000 100.0%
Contractual Services Total		\$ 80,982	\$ 66,795	\$ 32,837	\$ 42,603	\$ 63,773	\$ 57,398	\$ 50,125	\$ 47,641	\$ 95,125	\$ 95,500	\$ -	\$ 95,500	\$ 45,375 90.5%
100-5530-310	OFFICE SUPPLIES & POSTAGE	\$ 145	\$ 437	\$ 363	\$ 36	\$ 196	\$ 235	\$ 275	\$ 88	\$ 275	\$ 275	\$ -	\$ 275	\$ - 0.0%
100-5530-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 622	\$ 631	\$ 516	\$ 371	\$ 694	\$ 567	\$ 700	\$ 721	\$ 750	\$ 800	\$ -	\$ 800	\$ 100 14.3%
100-5530-325	TRAINING & TRAVEL	\$ 1,100	\$ 357	\$ -	\$ -	\$ 687	\$ 429	\$ 1,300	\$ 872	\$ 1,300	\$ 1,400	\$ -	\$ 1,400	\$ 100 7.7%
100-5530-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ 47	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-5530-335	VEHICLE OPERATING EXPENSE	\$ 486	\$ 506	\$ 258	\$ 166	\$ 372	\$ 358	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ - 0.0%
100-5530-340	OPERATING MATERIALS & SUPPLIES	\$ -	\$ 104	\$ -	\$ 175	\$ -	\$ 56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-5530-345	PUBLIC INFORMATION & EDUCATION	\$ 8,945	\$ 8,050	\$ 4,200	\$ 4,200	\$ 4,200	\$ 5,919	\$ 4,200	\$ -	\$ 4,200	\$ 4,200	\$ -	\$ 4,200	\$ - 0.0%
100-5530-350	REPAIR & MAINT SUPPLIES	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-5530-355	EQUI													

City of Fitchburg
General Fund #100
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
100-5570-110	SALARIES & WAGES - CABLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 243,768	\$ 115,376	\$ 242,409	\$ 252,697	\$ -	\$ 252,697	\$ 8,929
100-5570-115	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132	\$ 132	\$ -	\$ -	\$ -	3.7%
100-5570-120	PT/LTE/SEASONAL WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,418	\$ 2,575	\$ 8,418	\$ 8,804	\$ 48	\$ 8,852	\$ 434
100-5570-131	FICA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,333	\$ 8,360	\$ 19,230	\$ 20,050	\$ 13	\$ 20,063	\$ 730
100-5570-132	WRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,613	\$ 7,907	\$ 16,521	\$ 17,476	\$ 8	\$ 17,484	\$ 871
100-5570-135	LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 540	\$ 540	\$ 540	\$ 585	\$ -	\$ 585	\$ 45
100-5570-160	HEALTH INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,885	\$ 25,563	\$ 50,447	\$ 54,102	\$ -	\$ 54,102	\$ (8,783)
100-5570-161	LIFE INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 580	\$ 305	\$ 579	\$ 691	\$ -	\$ 691	\$ 111
100-5570-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,149	\$ -	\$ -	\$ 1,159	\$ -	\$ 1,159	\$ 10
100-5570-163	DENTAL INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,994	\$ 1,497	\$ 2,995	\$ 3,145	\$ -	\$ 3,145	\$ (849)
100-5570-190	FACTV HOLIDAY PREMIUM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44	\$ 44	\$ -	\$ 119	\$ 119	\$ 119
	Personnel Costs Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 357,280	\$ 162,299	\$ 341,315	\$ 358,709	\$ 188	\$ 358,897	\$ 1,617
100-5570-240	REPAIRS & MAINT - BY OTHERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -
100-5570-245	COMPUTER RELATED REP & MAINT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,290	\$ 3,340	\$ 10,290	\$ 16,000	\$ (3,700)	\$ 12,300	\$ 2,010
100-5570-290	OTHER CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,130	\$ 272	\$ 1,130	\$ 1,230	\$ -	\$ 1,230	\$ 100
	Contractual Services Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,420	\$ 3,612	\$ 14,420	\$ 20,230	\$ (3,700)	\$ 16,530	\$ 2,110
100-5570-310	OFFICE SUPPLIES & POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 377	\$ 377	\$ 500	\$ -	\$ 500	\$ 200
100-5570-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 755	\$ 1,595	\$ 1,600	\$ 1,600	\$ -	\$ 1,600	\$ 845
100-5570-325	TRAINING & TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 1,934	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -
100-5570-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ 105	\$ -	\$ 105	\$ 5
100-5570-335	VEHICLE EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 15	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -
100-5570-340	OPERATING MATERIALS & SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,348	\$ 3,866	\$ 8,503	\$ 9,350	\$ -	\$ 9,350	\$ 2
100-5570-345	PUBLIC INFORMATION & EDUCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -
100-5570-350	REPAIRS & MAINT SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 713	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -
100-5570-355	EQUIPMENT EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,200	\$ -	\$ 6,200	\$ 6,200
100-5570-397	GASOLINE/DIESEL FUEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 875	\$ 81	\$ 875	\$ 875	\$ -	\$ 875	\$ -
	Operating Exp Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,378	\$ 8,581	\$ 20,455	\$ 28,630	\$ -	\$ 28,630	\$ 7,252
100-5570-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100-5570-570	IT OPERATING ISF ALLOCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,035	\$ 14,018	\$ 28,035	\$ 29,340	\$ 420	\$ 29,760	\$ 1,725
100-5570-572	INSURANCE ISF ALLOCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,515	\$ 4,758	\$ 9,515	\$ 9,820	\$ 4	\$ 9,824	\$ 309
100-5570-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,475	\$ 4,737	\$ 9,475	\$ 10,005	\$ -	\$ 10,005	\$ 530
	Fixed Charges Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,025	\$ 23,514	\$ 47,030	\$ 49,165	\$ 424	\$ 49,589	\$ 2,564
	FACTV Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,103	\$ 198,006	\$ 423,220	\$ 456,734	\$ (3,088)	\$ 453,646	\$ 13,543
100-5630-110	SALARIES & WAGES - PLANNING	\$ 238,022	\$ 210,619	\$ 234,330	\$ 243,690	\$ 212,899	\$ 227,912	\$ 261,119	\$ 123,061	\$ 264,984	\$ 286,285	\$ -	\$ 286,285	\$ 25,166
100-5630-115	OVERTIME	\$ 2,313	\$ 320	\$ -	\$ 224	\$ 1,002	\$ 772	\$ 6,104	\$ -	\$ 6,191	\$ 6,688	\$ -	\$ 6,688	\$ 584
100-5630-120	PT/LTE/SEASONAL WAGES	\$ 8,691	\$ 10,289	\$ 2,834	\$ 4,565	\$ -	\$ 5,276	\$ 11,675	\$ 1,201	\$ 11,675	\$ 11,966	\$ -	\$ 11,966	\$ 291
100-5630-131	FICA	\$ 19,385	\$ 16,744	\$ 18,137	\$ 18,925	\$ 16,372	\$ 17,913	\$ 21,336	\$ 9,210	\$ 21,638	\$ 23,328	\$ -	\$ 23,328	\$ 1,992
100-5630-132	WRS	\$ 14,488	\$ 13,846	\$ 15,840	\$ 15,766	\$ 13,744	\$ 14,737	\$ 18,171	\$ 8,382	\$ 18,440	\$ 20,215	\$ -	\$ 20,215	\$ 2,044
100-5630-135	LONGEVITY	\$ 2,025	\$ 270	\$ 315	\$ 360	\$ 818	\$ 758	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100-5630-140	PER DIEMS - COMMISSIONS & BDS	\$ 2,260	\$ 2,985	\$ 2,615	\$ 2,175	\$ 2,160	\$ 2,439	\$ 4,090	\$ -	\$ 4,090	\$ 4,090	\$ -	\$ 4,090	\$ -
100-5630-160	HEALTH INS	\$ 38,978	\$ 27,038	\$ 32,725	\$ 33,635	\$ 17,608	\$ 29,997	\$ 17,048	\$ 19,005	\$ 38,009	\$ 40,774	\$ -	\$ 40,774	\$ 23,726
100-5630-161	LIFE INS	\$ 471	\$ 172	\$ 191	\$ 202	\$ 353	\$ 278	\$ 406	\$ 216	\$ 414	\$ 688	\$ -	\$ 688	\$ 282
100-5630-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,065	\$ -	\$ -	\$ 1,094	\$ -	\$ 1,094	\$ 29
100-5630-163	DENTAL INS	\$ 2,654	\$ 1,878	\$ 2,094	\$ 2,081	\$ 994	\$ 1,940	\$ 964	\$ 1,093	\$ 2,186	\$ 2,295	\$ -	\$ 2,295	\$ 1,331
	Personnel Costs Total	\$ 329,287	\$ 284,161	\$ 309,081	\$ 321,623	\$ 265,950	\$ 302,020	\$ 341,978	\$ 162,168	\$ 367,627	\$ 397,423	\$ -	\$ 397,423	\$ 55,445
100-5630-210	PROFESSIONAL SERVICES	\$ -	\$ 14,999	\$ -	\$ -	\$ 2,215	\$ 3,443	\$ 4,200	\$ -	\$ 4,200	\$ 4,200	\$ -	\$ 4,200	\$ -
100-5630-245	COMPUTER RELATED REP & MAINT	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100-5630-250	PUBLIC NOTICES/ADS	\$ 5,818	\$ 3,283	\$ 1,975	\$ 3,615	\$ 4,525	\$ 3,843	\$ 4,300	\$ 1,075	\$ 2,575	\$ 5,000	\$ -	\$ 5,000	\$ 700
100-5630-290	OTHER CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Contractual Services Total	\$ 5,823	\$ 22,282	\$ 1,975	\$ 3,615	\$ 8,740	\$ 8,487	\$ 8,500	\$ 1,075	\$ 6,775	\$ 9,200	\$ -	\$ 9,200	\$ 700
100-5630-310	OFFICE SUPPLIES & POSTAGE	\$ 1,022	\$ 930	\$ 732	\$ 1,790	\$ 717	\$ 1,038	\$ 1,600	\$ 228	\$ 500	\$ 1,600	\$ -	\$ 1,600	\$ -
100-5630-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 639	\$ 958	\$ 1,165	\$ 1,066	\$ 450	\$ 856	\$ 2,285	\$ 783	\$ 2,200	\$ 2,585	\$ -	\$ 2,585	\$ 300
100-5630-325	TRAINING & TRAVEL	\$ 241	\$ 1,343	\$ -	\$ 300	\$ -	\$ 377	\$ 7,030	\$ 703	\$ 7,030	\$ 7,130	\$ -	\$ 7,130	\$ 100
100-5630-330	VEHICLE USE REIMBURSEMENT	\$ 10	\$ 378	\$ -	\$ -	\$ -	\$ 78	\$ 930	\$ -	\$ 700	\$ 980	\$ -	\$ 980	\$ 50
100-5630-340	OPERATING MATERIALS & SUPPLIES	\$ -	\$ 335	\$ 35	\$ -	\$ -	\$ 74	\$ 250	\$ -	\$ 250	\$ 250	\$ -	\$ 250	\$ -
100-5630-345	PUBLIC INFORMATION & EDUCATION	\$ -	\$ 5,821	\$ -	\$ -	\$ -	\$ 1,164	\$ 400	\$ -	\$ 200	\$ 600	\$ -	\$ 600	\$ 200
100-5630-355	EQUIPMENT EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 293	\$ 300	\$ -	\$ -	\$ -	\$ -
	Operating Exp Total	\$ 1,912	\$ 9,765	\$ 1,932	\$ 3,156	\$ 1,167	\$ 3,586	\$ 12,495	\$ 1,334	\$ 11,180	\$ 13,145	\$ -	\$ 13,145	\$ 650
100-5630-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9	\$ 10	\$ -	\$ -	\$ -	\$ -
100-5630-570	IT OPERATING ISF ALLOCATION	\$ 15,910	\$ 16,475	\$ 15,700	\$ 15,780	\$ 22,810	\$ 17,335	\$ 27,180	\$ 13,590	\$ 27,180	\$ 28,775	\$ 335	\$ 29,110	\$ 1,930
100-5630-572	INSURANCE ISF ALLOCATION	\$ 2,275	\$ 2,195	\$ 2,136	\$ 2,495	\$ 2,830	\$ 2,386	\$ 2,775	\$ 1,388	\$ 2,775	\$ 2,530	\$ -	\$ 2,530	\$ (245)
100-5630-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 1,080	\$ 1,090	\$ 1,100	\$ 554	\$ 1,035	\$ 518	\$ 1,035	\$ 1,115	\$ -	\$ 1,115	\$ 80
	Fixed Charges Total	\$ 18,185	\$ 18,670	\$ 18,916	\$ 19,365	\$ 26,740	\$ 20,375	\$ 30,990	\$ 15,505	\$ 31,006	\$ 32,420	\$ 335	\$ 32,755	\$ 1,765
	Zoning & Planning Total	\$ 355,207	\$ 334,878	\$ 331,904	\$ 347,759	\$ 302,597	\$ 648,563	\$ 393,963	\$ 180,082	\$ 416,582	\$ 452,188	\$ 335	\$ 452,523	\$ 58,560

City of Fitchburg General Fund #100 2024 Operating Budget																
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average		2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate		2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
100-5670-110	SALARIES & WAGES - EDC	\$ 175,822	\$ 182,480	\$ 195,782	\$ 193,306	\$ 210,385	\$ 191,555	\$	222,163	\$ 100,107	\$ 222,163	\$	232,273	\$ 83,699	\$ 315,972	\$ 93,809 42.2%
100-5670-115	OVERTIME	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ 38	\$	-	\$ -	\$ -	\$	-	\$ -	\$ -	\$ 100.0%
100-5670-131	FICA	\$ 12,939	\$ 13,448	\$ 14,134	\$ 13,888	\$ 15,264	\$ 13,935	\$	17,174	\$ 8,210	\$ 17,174	\$	17,955	\$ 6,420	\$ 24,375	\$ 7,201 41.9%
100-5670-132	WRS	\$ 11,734	\$ 12,102	\$ 13,166	\$ 12,991	\$ 13,618	\$ 12,722	\$	15,266	\$ 6,983	\$ 15,266	\$	16,195	\$ 5,790	\$ 21,985	\$ 6,719 44.0%
100-5670-135	LONGEVITY	\$ 1,890	\$ 1,980	\$ 2,070	\$ 2,160	\$ 2,250	\$ 2,070	\$	2,340	\$ 2,340	\$ 2,340	\$	2,430	\$ -	\$ 2,430	\$ 90 3.8%
100-5670-140	PER DIEMS - ECON DEV COMM	\$ 275	\$ 575	\$ 375	\$ 280	\$ 425	\$ 386	\$	1,080	\$ 50	\$ 1,080	\$	1,080	\$ -	\$ 1,080	\$ - 0.0%
100-5670-160	HEALTH INS	\$ 25,350	\$ 23,759	\$ 25,130	\$ 26,042	\$ 27,909	\$ 25,638	\$	29,486	\$ 14,008	\$ 29,486	\$	31,625	\$ 22,477	\$ 54,102	\$ 24,616 83.5%
100-5670-161	LIFE INS	\$ 723	\$ 959	\$ 1,007	\$ 1,004	\$ 1,155	\$ 970	\$	1,320	\$ 564	\$ 1,320	\$	1,380	\$ 121	\$ 1,501	\$ 181 13.7%
100-5670-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	800	\$ -	\$ -	\$	800	\$ 400	\$ 1,200	\$ 400 50.0%
100-5670-163	DENTAL INS	\$ 1,687	\$ 1,700	\$ 1,639	\$ 1,652	\$ 1,718	\$ 1,679	\$	1,813	\$ 821	\$ 1,727	\$	1,813	\$ 1,331	\$ 3,144	\$ 1,331 73.4%
100-5670-190	EDC HOLIDAY PREMIUM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-	\$ 54	\$ 54	\$	-	\$ 222	\$ 222	\$ 222 100.0%
	Personnel Costs Total	\$ 230,612	\$ 237,003	\$ 253,303	\$ 251,323	\$ 272,724	\$ 248,993	\$	291,442	\$ 133,137	\$ 290,610	\$	305,551	\$ 120,460	\$ 426,011	\$ 134,569 46.2%
100-5670-245	COMPUTER RELATED REP & MAINT	\$ 840	\$ 840	\$ 840	\$ 840	\$ 960	\$ 864	\$	960	\$ 960	\$ 960	\$	960	\$ -	\$ 960	\$ - 0.0%
	Contractual Services Total	\$ 840	\$ 840	\$ 840	\$ 840	\$ 960	\$ 864	\$	960	\$ 960	\$ 960	\$	960	\$ -	\$ 960	\$ - 0.0%
100-5670-310	OFFICE SUPPLIES & POSTAGE	\$ 785	\$ 696	\$ 52	\$ 164	\$ 157	\$ 371	\$	1,350	\$ 27	\$ 1,350	\$	1,675	\$ -	\$ 1,675	\$ 325 24.1%
100-5670-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 1,457	\$ 1,042	\$ 1,543	\$ 923	\$ 1,596	\$ 1,312	\$	1,935	\$ 1,465	\$ 1,935	\$	1,885	\$ -	\$ 1,885	\$ (50) -2.6%
100-5670-325	TRAINING & TRAVEL	\$ 1,289	\$ 1,059	\$ 546	\$ 98	\$ 757	\$ 750	\$	1,290	\$ 637	\$ 1,290	\$	1,560	\$ -	\$ 1,560	\$ 270 20.9%
100-5670-330	VEHICLE USE REIMBURSEMENT	\$ 552	\$ 747	\$ -	\$ -	\$ 433	\$ 346	\$	720	\$ 96	\$ 720	\$	755	\$ -	\$ 755	\$ 35 4.9%
100-5670-340	OPERATING MATERIALS & SUPPLIES	\$ 16	\$ 61	\$ -	\$ -	\$ -	\$ 15	\$	500	\$ -	\$ 500	\$	1,250	\$ -	\$ 1,250	\$ 750 150.0%
100-5670-345	PUBLIC INFORMATION & EDUCATION	\$ 407	\$ -	\$ -	\$ -	\$ 3,672	\$ 816	\$	525	\$ -	\$ 525	\$	525	\$ -	\$ 525	\$ - 0.0%
100-5670-355	EQUIPMENT EXPENSE	\$ -	\$ -	\$ -	\$ 4,710	\$ -	\$ 942	\$	-	\$ -	\$ -	\$	-	\$ -	\$ -	\$ - 100.0%
100-5670-363	COMMUNICATIONS EXPENSE	\$ 373	\$ 421	\$ 392	\$ 385	\$ 389	\$ 392	\$	325	\$ -	\$ 325	\$	325	\$ -	\$ 325	\$ - 0.0%
	Operating Exp Total	\$ 4,879	\$ 4,026	\$ 2,533	\$ 6,280	\$ 7,004	\$ 4,944	\$	6,645	\$ 2,225	\$ 6,645	\$	7,975	\$ -	\$ 7,975	\$ 1,330 20.0%
100-5670-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-	\$ 10	\$ 10	\$	-	\$ -	\$ -	\$ 100.0%
100-5670-570	IT OPERATING ISF ALLOCATION	\$ 7,595	\$ 7,880	\$ 7,385	\$ 7,450	\$ 13,175	\$ 8,697	\$	15,915	\$ 7,958	\$ 15,915	\$	16,985	\$ 3,670	\$ 20,655	\$ 4,740 29.8%
100-5670-572	INSURANCE ISF ALLOCATION	\$ 5,625	\$ 6,085	\$ 6,680	\$ 7,675	\$ 7,990	\$ 6,811	\$	7,745	\$ 3,873	\$ 7,745	\$	8,415	\$ 147	\$ 8,562	\$ 817 10.5%
100-5670-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 540	\$ 545	\$ 550	\$ 327	\$	515	\$ 258	\$ 515	\$	555	\$ -	\$ 555	\$ 40 7.8%
	Fixed Charges Total	\$ 13,220	\$ 13,965	\$ 14,605	\$ 15,670	\$ 21,715	\$ 15,835	\$	24,175	\$ 12,099	\$ 24,185	\$	25,955	\$ 3,817	\$ 29,772	\$ 5,597 23.2%
	Economic Development Total	\$ 249,551	\$ 255,834	\$ 271,281	\$ 274,113	\$ 302,403	\$ 525,438	\$	323,222	\$ 148,421	\$ 322,400	\$	340,441	\$ 124,277	\$ 464,718	\$ 141,496 43.8%
100-5920-951	TRANSFER TO CAP PROJ - EQUIP	\$ -	\$ -	\$ 20,000	\$ 13,905	\$ 377,833	\$ 82,348	\$	1,070,849	\$ -	\$ 1,070,849	\$	3,137,500	\$ -	\$ 3,137,500	\$ 2,066,651 193.0%
100-5920-954	OTHER TRANS TO FUND 400	\$ 276,712	\$ 335,905	\$ 368,039	\$ 424,618	\$ 167,516	\$ 314,558	\$	-	\$ -	\$ -	\$	-	\$ -	\$ -	\$ 100.0%
	Miscellaneous Costs Total	\$ 276,712	\$ 335,905	\$ 368,039	\$ 438,523	\$ 545,349	\$ 396,906	\$	1,070,849	\$ -	\$ 1,070,849	\$	3,137,500	\$ -	\$ 3,137,500	\$ 2,066,651 193.0%
	Transfers to Other Funds Total	\$ 276,712	\$ 335,905	\$ 368,039	\$ 438,523	\$ 545,349	\$ 396,906	\$	1,070,849	\$ -	\$ 1,070,849	\$	3,137,500	\$ -	\$ 3,137,500	\$ 2,066,651 193.0%
	Grand Total	\$ 19,507,747	\$ 20,107,417	\$ 20,613,468	\$ 21,573,920	\$ 23,894,034	\$ 21,139,317	\$	27,020,559	\$ 11,359,786	\$ 26,646,316	\$	30,501,462	\$ 677,280	\$ 31,178,742	\$ 4,158,183 15.4%
	Net Surplus/(Deficit)	\$ 1,286,383	\$ 2,231,827	\$ 1,242,728	\$ 871,355	\$ 2,127,235	\$ 1,551,906	\$	(1,178,499)	\$ 11,714,450	\$ 237,967	\$	(3,352,800)	\$ -	\$ (3,352,800)	\$ (2,174,301)

City of Fitchburg
Grant/Donation Fund #200
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
5460 200-4325-460	FEDERAL GRANT COVID	\$ -	\$ -	\$ 259	\$ -	\$ -	\$ 52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2198 200-4322-198	FEDERAL GRANT SPECIFIC PROJ PD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,524	\$ 94,198	\$ -	\$ -	\$ -	100.0%
2199 200-4322-199	FEDERAL GRANT GENERAL PD	\$ -	\$ -	\$ 8,000	\$ 27,921	\$ 1,862	\$ 7,556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2299 200-4322-299	FEDERAL GRANT MISC FD	\$ 5,244	\$ -	\$ -	\$ -	\$ -	\$ 1,049	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5631 200-4325-631	FEDERAL GRANT PLANNING	\$ -	\$ 13,750	\$ -	\$ -	\$ -	\$ 2,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1999 200-4351-999	STATE GRANT GENERAL GOVT	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2199 200-4352-199	STATE GRANT GENERAL PD	\$ -	\$ 3,990	\$ -	\$ -	\$ -	\$ 798	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5403 200-4375-403	COUNTY GRANT SENIOR NUTRITION	\$ -	\$ -	\$ 1,000	\$ 4,085	\$ 14,378	\$ 3,893	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5440 200-4375-440	COUNTY GRANT SENIOR MISC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,941	\$ 1,941	\$ 1,000	\$ -	\$ 1,000	100.0%
	Subtotal Intergovernmental Aid	\$ 5,244	\$ 17,740	\$ 9,259	\$ 33,006	\$ 16,240	\$ 16,298	\$ -	\$ 5,465	\$ 96,139	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
1999 200-4851-999	PRIVATE DONATIONS GEN GOVT	\$ -	\$ -	\$ 916	\$ -	\$ 970	\$ 377	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2101 200-4852-101	PRIVATE DONATIONS K9 UNIT	\$ 2,765	\$ 1,120	\$ -	\$ 2,124	\$ 1,080	\$ 1,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2199 200-4852-199	PRIVATE DONATIONS MISC PD	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2299 200-4852-299	PRIVATE DONATIONS MISC FD	\$ -	\$ 9,400	\$ 1,170	\$ 16,675	\$ -	\$ 5,449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5403 200-4855-403	DONATIONS SENIOR NUTRITION	\$ 100	\$ -	\$ -	\$ 3,415	\$ 485	\$ 800	\$ -	\$ 1,530	\$ 1,530	\$ 500	\$ -	\$ 500	100.0%
5410 200-4855-410	SR CTR- MEMORIALS	\$ 1,650	\$ 664	\$ 1,650	\$ 4,642	\$ 2,725	\$ 2,266	\$ 3,000	\$ 5,150	\$ 6,000	\$ 2,000	\$ -	\$ 2,000	(1,000) -33.3%
5411 200-4855-411	SR CTR- LEGACY FUND	\$ -	\$ -	\$ 10,975	\$ 19,500	\$ 12,282	\$ 8,551	\$ 70,000	\$ 2,990	\$ 70,000	\$ 4,000	\$ -	\$ 4,000	(66,000) -94.3%
5420 200-4855-420	SR CTR-ENERGY/CORD CUT SAVINGS	\$ 110	\$ 75	\$ -	\$ -	\$ -	\$ 37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5440 200-4855-440	SR CTR-DONATIONS MISC	\$ 7,709	\$ 18,825	\$ 5,699	\$ 1,662	\$ 1,605	\$ 7,100	\$ 1,500	\$ 1,461	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	- 0.0%
5450 200-4855-450	SR CTR-DONATIONS VOLUNTEER RN	\$ -	\$ -	\$ -	\$ 304	\$ -	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5460 200-4855-460	SR CTR-DONATIONS COVID19	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5510 200-4855-510	PRIVATE DONATIONS GEN LIBRARY	\$ 750	\$ 12,560	\$ 6,700	\$ 16,828	\$ -	\$ 7,368	\$ -	\$ 800	\$ 800	\$ -	\$ -	\$ -	100.0%
5520 200-4855-520	RECREATION SCHOLARSHIPS	\$ 1,658	\$ 522	\$ -	\$ 247	\$ 532	\$ 592	\$ -	\$ 392	\$ 500	\$ -	\$ -	\$ -	100.0%
5521 200-4855-521	DONATIONS PARKS SPECIFIC PROJ	\$ 955	\$ 3,604	\$ 8,481	\$ 10,341	\$ 14,124	\$ 7,501	\$ -	\$ 12,052	\$ 12,052	\$ -	\$ -	\$ -	100.0%
5522 200-4855-522	DONATIONS PARKS GENERAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 800	\$ -	\$ -	\$ -	100.0%
5524 200-4855-524	DONATIONS DOG PARK	\$ 250	\$ 3,330	\$ 175	\$ 250	\$ 750	\$ 951	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5525 200-4855-525	DONATIONS SPLASH PAD	\$ -	\$ 1,744	\$ -	\$ -	\$ -	\$ 349	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5671 200-4855-671	DONATIONS - ECON DEV	\$ 13,824	\$ -	\$ -	\$ -	\$ -	\$ 2,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2101 200-4882-101	SALE OF K9 MERCHANDISE	\$ 235	\$ -	\$ -	\$ -	\$ -	\$ 47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Miscellaneous Revenues Total	\$ 30,006	\$ 53,844	\$ 36,366	\$ 75,988	\$ 34,552	\$ 46,151	\$ 74,500	\$ 25,175	\$ 93,182	\$ 8,000	\$ -	\$ 8,000	(66,500) -89.3%
5520 200-4925-520	SCHOLARSHIPS- TRX FROM F400	\$ -	\$ -	\$ -	\$ 10,724	\$ -	\$ 2,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5411 200-4985-411	SR GEN - TRX FR OTHER PROJ	\$ -	\$ -	\$ 13,649	\$ -	\$ -	\$ 2,730	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5440 200-4985-440	SR GEN - TRX FR OTHER PROJ	\$ 1,452	\$ -	\$ -	\$ -	\$ -	\$ 290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Other Financing Sources Total	\$ 1,452	\$ -	\$ 13,649	\$ 10,724	\$ -	\$ 5,165	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Total Revenues	\$ 36,702	\$ 71,584	\$ 59,273	\$ 119,717	\$ 50,792	\$ 67,614	\$ 74,500	\$ 30,640	\$ 189,321	\$ 9,000	\$ -	\$ 9,000	(65,500) -87.9%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
2198 200-5212-198	SPECIFIC PD GRANT/DONATION EXP	\$ -	\$ -	\$ -	\$ -	\$ 8,816	\$ 1,763	\$ -	\$ 10,297	\$ 85,382	\$ -	\$ -	\$ -	100.0%
2199 200-5212-199	MISC PD GRANT/DONATION EXP	\$ -	\$ 5,990	\$ 8,000	\$ 27,446	\$ 906	\$ 8,468	\$ -	\$ 1,430	\$ 1,430	\$ -	\$ -	\$ -	100.0%
2299 200-5212-299	MISC FD GRANT/DONATION EXP	\$ 4,100	\$ 9,400	\$ 1,110	\$ -	\$ 13,488	\$ 5,620	\$ -	\$ 2,649	\$ 2,700	\$ -	\$ -	\$ -	100.0%
5403 200-5465-403	SENIOR NUTRITION	\$ 919	\$ -	\$ 876	\$ 4,086	\$ 4,957	\$ 2,167	\$ 1,000	\$ 6,755	\$ 8,500	\$ -	\$ -	\$ (1,000)	-100.0%
5510 200-5515-510	GENERAL LIBRARY GRANTS/DONATE	\$ 750	\$ 12,501	\$ 784	\$ 18,777	\$ 4,000	\$ 7,362	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1999 200-5711-999	MISC GEN GOVT GRANT/DON	\$ -	\$ -	\$ 916	\$ 1,000	\$ 955	\$ 574	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2101 200-5722-101	K9 UNIT EXP	\$ 6,036	\$ 795	\$ 2,145	\$ 4,007	\$ 3,650	\$ 3,327	\$ 3,000	\$ 1,979	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	500 16.7%
5410 200-5745-410	SR CTR-MEMORIALS	\$ 6,979	\$ 5,424	\$ 74	\$ 3,555	\$ 3,013	\$ 3,809	\$ 2,000	\$ 1,293	\$ 2,000	\$ 1,000	\$ -	\$ 1,000	(1,000) -50.0%
5411 200-5745-411	SR CTR-LEGACY FUNDS	\$ -	\$ -	\$ 3,058	\$ 4,537	\$ 4,196	\$ 2,358	\$ 60,000	\$ -	\$ 60,000	\$ 4,000	\$ -	\$ 4,000	(56,000) -93.3%
5420 200-5745-420	SR CTR-ENERGY/CORD CUT SAVINGS	\$ 36	\$ 152	\$ -	\$ -	\$ -	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5440 200-5745-440	SR CTR-DONATIONS MISC	\$ 3,150	\$ 15,580	\$ 2,500	\$ 1,099	\$ 4,493	\$ 5,364	\$ 2,500	\$ 3,102	\$ 4,000	\$ 2,000	\$ -	\$ 2,000	(500) -20.0%
5450 200-5745-450	SR CTR-VOLUNTEER RN	\$ 732	\$ 272	\$ 241	\$ -	\$ -	\$ 249	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5460 200-5745-460	SR CTR-COVID19	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5520 200-5765-520	RECREATION SCHOLARSHIP EXP	\$ 1,350	\$ 484	\$ -	\$ -	\$ -	\$ 367	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5521 200-5765-521	PARKS SPECIFIC PROJECTS	\$ 350	\$ 360	\$ 8,400	\$ 9,030	\$ 16,439	\$ 6,916	\$ -	\$ 1,556	\$ 2,000	\$ -	\$ -	\$ -	100.0%
5522 200-5765-522	PARKS DONATIONS GENERAL	\$ -	\$ -	\$ 2,700	\$ 225	\$ 1,547	\$ 894	\$ -	\$ 900	\$ 900	\$ -	\$ -	\$ -	100.0%
5523 200-5765-523	PARKS - SAVE AN ASH PRGM	\$ 4,664	\$ -	\$ -	\$ -	\$ -	\$ 933	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5631 200-5775-631	MISC PLANNING	\$ -	\$ 13,750	\$ -	\$ -	\$ -	\$ 2,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5671 200-5775-671	MISC ECON DEV	\$ 13,824	\$ -	\$ -	\$ -	\$ -	\$ 2,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5410 200-5985-410	SR CENTER MEMORIALS TRX OUT	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5411 200-5985-411	SR CENTER LEGACY TRX OUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	100.0%
5440 200-5985-440	SR CENTER GEN TRX OUT	\$ -	\$ -	\$ 13,649	\$ -	\$ -	\$ 2,730	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
5410 200-5995-410	SR CENTER MEM INTERPRJ TRX	\$ 1,452	\$ -	\$ -	\$ -	\$ -	\$ 290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Total Expenditures	\$ 44,342	\$ 64,707	\$ 45,053	\$ 73,761	\$ 76,458	\$ 60,864	\$ 68,500	\$ 59,960	\$ 200,412	\$ 10,500	\$ -	\$ 10,500	(58,000) -84.7%
	Net Surplus/(Deficit)	\$ (7,640)	\$ 6,877	\$ 14,221	\$ 45,956	\$ (25,666)	\$ 6,749	\$ 6,000	\$ (29,320)	\$ (11,091)	\$ (1,500)	\$ -	\$ (1,500)	\$ (7,500)
	Beginning Fund Balance	\$ 83,823	\$ 76,184	\$ 83,060	\$ 97,281	\$ 143,237		\$ 117,571	\$ 117,571	\$ 117,571	\$ 106,480		\$ 106,480	
	Annual Activity	\$ (7,640)	\$ 6,877	\$ 14,221	\$ 45,956	\$ (25,666)		\$ 6,000	\$ (29,320)	\$ (11,091)	\$ (1,500)		\$ (1,500)	
	Estimated Ending Fund Balance	\$ 76,184	\$ 83,060	\$ 97,281	\$ 143,237	\$ 117,571		\$ 123,571	\$ 88,251	\$ 106,480	\$ 104,980		\$ 104,980	

City of Fitchburg
Grant/Donation Fund #200
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
Ending Fund Balance by Project														
1999	Misc General Government	\$ -	\$ -	\$ -	\$ -	\$ 16		\$ 16	\$ 16	\$ 16	\$ 16		\$ 16	
2101	Police K9	\$ 19,621	\$ 19,947	\$ 17,801	\$ 15,918	\$ 13,348		\$ 10,348	\$ 11,369	\$ 9,848	\$ 6,348		\$ 6,348	
2198	Police Specific	\$ -	\$ -	\$ -	\$ -	\$ (8,816)		\$ (8,816)	\$ (15,589)	\$ 0	\$ 0		\$ -	
2199	Police General	\$ -	\$ -	\$ -	\$ 474	\$ 1,430		\$ 1,430	\$ 0	\$ 0	\$ 0		\$ -	
2299	Fire General	\$ 1,145	\$ 1,145	\$ 1,204	\$ 17,879	\$ 4,391		\$ 4,391	\$ 1,742	\$ 1,691	\$ 1,691		\$ 1,691	
5144	Sustainability General	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
5401	Senior AMP	\$ 4,487	\$ 4,487	\$ 4,487	\$ 4,487	\$ 4,487		\$ 4,487	\$ 4,487	\$ 4,487	\$ 4,487		\$ 4,487	
5403	Senior Nutrition	\$ 803	\$ 803	\$ 927	\$ 4,341	\$ 14,248		\$ 13,248	\$ 9,023	\$ 7,278	\$ 7,778		\$ 7,778	
5410	Senior Memorials	\$ 16,501	\$ 11,741	\$ 13,318	\$ 14,405	\$ 4,117		\$ 5,117	\$ 7,974	\$ 8,117	\$ 9,117		\$ 9,117	
5411	Senior Legacy Funds	\$ -	\$ -	\$ 21,566	\$ 36,530	\$ 44,615		\$ 54,615	\$ 17,605	\$ 24,615	\$ 24,615		\$ 24,615	
5420	Senior Energy Task Force	\$ 524	\$ 447	\$ 447	\$ 447	\$ 447		\$ 447	\$ 447	\$ 447	\$ 447		\$ 447	
5430	Senior Dementia Friendly	\$ 439	\$ 439	\$ 439	\$ 439	\$ 439		\$ 439	\$ 439	\$ 439	\$ 439		\$ 439	
5440	Senior General	\$ 15,963	\$ 19,208	\$ 8,758	\$ 9,321	\$ 6,433		\$ 5,433	\$ 6,733	\$ 5,874	\$ 6,374		\$ 6,374	
5450	Senior Volunteer Nurse	\$ 993	\$ 720	\$ 479	\$ 783	\$ 783		\$ 783	\$ 783	\$ 783	\$ 783		\$ 783	
5460	Senior COVID	\$ -	\$ -	\$ 259	\$ 259	\$ 259		\$ 259	\$ 259	\$ 259	\$ 259		\$ 259	
5510	Library General	\$ 220	\$ 279	\$ 6,195	\$ 4,247	\$ 247		\$ 247	\$ 1,047	\$ 1,047	\$ 1,047		\$ 1,047	
5520	Recreation Scholarship	\$ 7,852	\$ 7,891	\$ 7,891	\$ 18,862	\$ 19,394		\$ 19,394	\$ 19,786	\$ 19,894	\$ 19,894		\$ 19,894	
5521	Park Specific	\$ 1,266	\$ 4,510	\$ 4,591	\$ 5,902	\$ 3,587		\$ 3,587	\$ 14,083	\$ 13,639	\$ 13,639		\$ 13,639	
5522	Parks Donation General	\$ 6,120	\$ 6,120	\$ 3,420	\$ 3,195	\$ 1,648		\$ 1,648	\$ 1,548	\$ 1,548	\$ 1,548		\$ 1,548	
5523	Save an Ash Tree	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
5524	Dog Park	\$ 250	\$ 3,580	\$ 3,755	\$ 4,005	\$ 4,755		\$ 4,755	\$ 4,755	\$ 4,755	\$ 4,755		\$ 4,755	
5525	Splash Pad	\$ -	\$ 1,744	\$ 1,744	\$ 1,744	\$ 1,744		\$ 1,744	\$ 1,744	\$ 1,744	\$ 1,744		\$ 1,744	
5631	Planning General	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
5671	Economic Development General	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
check (rounding ok)		\$ 76,184	\$ 83,060	\$ 97,281	\$ 143,237	\$ 117,571		\$ 123,571	\$ 88,251	\$ 106,480	\$ 104,980		\$ 104,981	

City of Fitchburg
Park Dedication Fund #202
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	Adopted Budget	06/2023 YTD Actual	2023 Estimate	Budget Request	Thru Adoption	Proposed Budget	Budget Change	
202-4612-029	FEES IN LIEU-QUARRY VISTA	\$ -	\$ 89,685	\$ -	\$ -	\$ -	\$ 17,937	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
202-4612-033	FEES IN LIEU-FAHEY FIELDS	\$ -	\$ 474,352	\$ -	\$ -	\$ -	\$ 94,870	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
202-4612-035	FEES IN LIEU-STONER PRAIRIE	\$ -	\$ 12,900	\$ -	\$ -	\$ -	\$ 2,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
202-4613-100	FEES IN LIEU-PARK DEDICATION	\$ 47,630	\$ (576,936)	\$ -	\$ -	\$ -	\$ (105,861)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
202-4613-200	FEES IN LIEU-STREET FRONTAGE	\$ 2,160	\$ -	\$ -	\$ -	\$ -	\$ 432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
	Subtotal Fees in Lieu	\$ 49,790	\$ -	\$ -	\$ -	\$ -	\$ 9,958	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
202-4672-033	PI FEES - FAHEY FIELDS	\$ 1,760	\$ -	\$ -	\$ -	\$ -	\$ 352	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
	Subtotal Park Improvement Fees	\$ 1,760	\$ -	\$ -	\$ -	\$ -	\$ 352	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
202-4810-000	INTEREST REVENUES	\$ 38,811	\$ 45,125	\$ 10,558	\$ 1,289	\$ 10,066	\$ 21,170	\$ -	\$ 18,149	\$ 20,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	100.0%
202-4982-000	Inter Project Transfer In	\$ -	\$ 26,365	\$ -	\$ -	\$ -	\$ 5,273	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Miscellaneous Revenues	\$ 38,811	\$ 71,490	\$ 10,558	\$ 1,289	\$ 10,066	\$ 26,443	\$ -	\$ 18,149	\$ 20,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	100.0%
	Total Revenues	\$ 90,361	\$ 71,490	\$ 10,558	\$ 1,289	\$ 10,066	\$ 36,753	\$ -	\$ 18,149	\$ 20,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	100.0%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
202-5520-000	PARK DEDICATION IMPROVEMENTS	\$ 64,966	\$ 103,534	\$ 98,241	\$ 355,352	\$ 52,425	\$ 134,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5520-100	IMPROVE FROM ST FRONTAGE FEE	\$ -	\$ 236	\$ 19,717	\$ -	\$ -	\$ 3,991	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-000	PARK IMPROVE-AREA COMMUNITY	\$ -	\$ -	\$ -	\$ 1,750	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-002	PARK IMPROVE - SEMINOLE HILLS	\$ 238	\$ -	\$ -	\$ -	\$ -	\$ 48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-012	PARK IMPROVE - HATCHERY HILL	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ 21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-016	PARK IMPROVE - HARLAN SPRAGUE	\$ 610	\$ -	\$ -	\$ 1,015	\$ -	\$ 325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-017	PARK IMPROVE - QUARRY HILL	\$ -	\$ 72	\$ 361	\$ -	\$ 2,183	\$ 523	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-018	PARK IMPROVE - SEMINOLE FOREST	\$ 995	\$ -	\$ -	\$ -	\$ -	\$ 199	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-020	PARK IMPROVE - SWAN CREEK	\$ -	\$ 4,678	\$ -	\$ -	\$ 2,654	\$ 1,466	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-021	PARK IMPROVE - FITCH TECH CAMP	\$ -	\$ 2,348	\$ -	\$ -	\$ -	\$ 470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-022	PARK IMPROVE - OAK MEADOW	\$ -	\$ -	\$ 1,233	\$ 1,094	\$ -	\$ 466	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-024	PARK IMPROVE - ORCHARD POINTE	\$ -	\$ 4,894	\$ -	\$ -	\$ -	\$ 979	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-026	PARK IMPROV - PINNACLE PARK	\$ -	\$ 295	\$ -	\$ 2,020	\$ -	\$ 463	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-029	PARK IMROVE - QUARRY VISTA	\$ 8,503	\$ 114,849	\$ 4,770	\$ 990	\$ -	\$ 25,822	\$ -	\$ 1,048	\$ 1,048	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-031	PARK IMROVE - RIMROCK	\$ -	\$ -	\$ -	\$ -	\$ 1,920	\$ 384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-032	PARK IMROVE-UPTOWN CROSSING	\$ -	\$ -	\$ 918	\$ -	\$ -	\$ 184	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-033	PARK IMROVE-FAHEY FIELDS	\$ 681	\$ 304,435	\$ 160,029	\$ (11,907)	\$ 88,000	\$ 108,248	\$ -	\$ 2,096	\$ 2,096	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-035	PI - N STONER PRAIRIE	\$ -	\$ -	\$ -	\$ 2,060	\$ -	\$ 412	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Total Expenditures	\$ 76,098	\$ 561,707	\$ 285,269	\$ 352,374	\$ 147,182	\$ 284,526	\$ -	\$ 3,144	\$ 3,144	\$ -	\$ -	\$ -	\$ -	100.0%
	Net Surplus/(Deficit)	\$ 14,263	\$ (490,217)	\$ (274,710)	\$ (351,085)	\$ (137,116)	\$ (247,773)	\$ -	\$ 15,006	\$ 16,856	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	
	Beginning Fund Balance	\$ 2,019,331	\$ 2,033,594	\$ 1,543,378	\$ 1,268,667	\$ 917,582		\$ 780,467	\$ 780,467	\$ 780,467	\$ 797,323		\$ 797,323		
	Annual Activity	\$ 14,263	\$ (490,217)	\$ (274,710)	\$ (351,085)	\$ (137,116)		\$ -	\$ 15,006	\$ 16,856	\$ 10,000		\$ 10,000		
	Estimated Ending Fund Balance	\$ 2,033,594	\$ 1,543,378	\$ 1,268,667	\$ 917,582	\$ 780,467		\$ 780,467	\$ 795,472	\$ 797,323	\$ 807,323		\$ 807,323		

City of Fitchburg
Park Fee Fund #203 (effective 4/4/18)
2024 Operating Budget

		2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
		Actual	Actual	Actual	Actual	Actual	Average	Adopted	YTD Actual	Estimate	Budget	Thru	Proposed	Budget
Acct #	Account Name							Budget			Request	Adoption	Budget	Change
2005	203-4612-005 FEES IN LIEU-ARTISAN VILLAGE	\$ -	\$ 441,660	\$ -	\$ -	\$ -	\$ 88,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2007	203-4612-007 FEES IN LIEU-STONER PRAIRIE	\$ -	\$ 136,179	\$ -	\$ -	\$ -	\$ 27,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2009	203-4612-009 FEES IN LIEU-3101 S FISH HATCH	\$ -	\$ -	\$ -	\$ 679,810	\$ -	\$ 135,962	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2010	203-4612-010 FEES IN LIEU-QRY RDGE RET COMM	\$ -	\$ -	\$ 562,900	\$ -	\$ -	\$ 112,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2011	203-4612-011 FEES IN LIEU-LIMESTONE RDG APT	\$ -	\$ -	\$ 389,700	\$ -	\$ -	\$ 77,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2012	203-4612-012 FEES IN LIEU-CRESCENT CROSSING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,080	\$ -	\$ 506,610	\$ -	\$ -	\$ (186,080)	-100.0%
2013	203-4612-013 FEES IN LIEU-NORTHPTNT/LIMERICK	\$ -	\$ -	\$ -	\$ 48,741	\$ -	\$ 9,748	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2017	203-4612-017 FEES IN LIEU-HIGHFIELD RESERVE	\$ -	\$ -	\$ -	\$ -	\$ 987,240	\$ 197,448	\$ -	\$ 4,330	\$ 4,330	\$ -	\$ -	\$ -	100.0%
2999	203-4612-999 FEES IN LIEU-MISCELLANEOUS	\$ 4,330	\$ 8,660	\$ 8,660	\$ 4,330	\$ -	\$ 5,196	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Fees in Lieu of Land Dedication	\$ 4,330	\$ 586,499	\$ 961,260	\$ 732,881	\$ 987,240	\$ 654,442	\$ 186,080	\$ 4,330	\$ 510,940	\$ -	\$ -	\$ (186,080)	-100.0%
1001	203-4671-001 PI FEES-TERRAVERSSA	\$ -	\$ 72,770	\$ (7,310)	\$ 62,780	\$ 23,870	\$ 30,422	\$ -	\$ 19,180	\$ 25,880	\$ -	\$ -	\$ -	100.0%
1002	203-4671-002 PI FEES-PRIMA VISTA	\$ 10,400	\$ -	\$ -	\$ -	\$ -	\$ 2,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1003	203-4671-003 PI FEES-UPTOWN CROSSING	\$ 16,320	\$ -	\$ -	\$ -	\$ -	\$ 3,264	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1004	203-4671-004 PI FEES-PLESKO SR HOUSING	\$ -	\$ 5,280	\$ -	\$ -	\$ -	\$ 1,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1005	203-4671-005 PI-ARTISAN VILLAGE	\$ -	\$ 16,320	\$ -	\$ -	\$ -	\$ 3,264	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1006	203-4671-006 PI-NORTH PARK	\$ -	\$ 25,280	\$ -	\$ -	\$ -	\$ 5,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1007	203-4671-007 PI-STONER PRAIRIE	\$ -	\$ 30,150	\$ -	\$ -	\$ -	\$ 6,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1008	203-4671-008 PI-NINE SPRINGS	\$ -	\$ -	\$ 11,360	\$ 9,760	\$ -	\$ 4,224	\$ -	\$ 9,120	\$ 9,120	\$ -	\$ -	\$ -	100.0%
1009	203-4671-009 PI-3101 S FISH HATCHERY	\$ -	\$ -	\$ -	\$ 25,120	\$ -	\$ 5,024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1010	203-4671-010 PI-QUARRY RDGE RET COMM	\$ -	\$ -	\$ 20,800	\$ -	\$ -	\$ 4,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1011	203-4671-011 PI-LIMESTONE RIDGE APTS	\$ -	\$ -	\$ 18,560	\$ -	\$ -	\$ 3,712	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1012	203-4671-012 PI-CRESCENT CROSSING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,970	\$ -	\$ 60,970	\$ -	\$ -	\$ (60,970)	-100.0%
1013	203-4671-013 PI-NORTHPOINTE/LIMERICK APTS	\$ -	\$ -	\$ -	\$ 20,320	\$ -	\$ 4,064	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1016	203-4671-016 PI-THE EDGE AT TERRAVERSSA	\$ -	\$ -	\$ -	\$ -	\$ 30,240	\$ 6,048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1017	203-4671-017 PI-HIGHFIELD RESERVE	\$ -	\$ -	\$ -	\$ -	\$ 36,480	\$ 7,296	\$ -	\$ 670	\$ 670	\$ -	\$ -	\$ -	100.0%
1018	203-4671-018 PI-PAXTON PLACE III & IV	\$ -	\$ -	\$ -	\$ -	\$ 11,390	\$ 2,278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1999	203-4671-999 PI FEES-MISCELLANEOUS	\$ 670	\$ 1,340	\$ 1,340	\$ 670	\$ -	\$ 804	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Park Improvement Fees	\$ 27,390	\$ 151,140	\$ 44,750	\$ 118,650	\$ 101,980	\$ 88,782	\$ 60,970	\$ 28,970	\$ 96,640	\$ -	\$ -	\$ (60,970)	-100.0%
0000	203-4810-000 INTEREST REVENUES	\$ 373	\$ (373)	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 81,756	\$ -	\$ -	\$ -	\$ -	100.0%
1001	203-4811-001 INT PI-TERRAVERSSA	\$ -	\$ -	\$ 467	\$ 51	\$ 1,123	\$ 328	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
1002	203-4811-002 INT PI-PRIMA VISTA	\$ -	\$ 405	\$ 74	\$ 12	\$ 130	\$ 124	\$ -	\$ -	\$ 259	\$ 130	\$ -	\$ 130	100.0%
1003	203-4811-003 INT PI-UPTOWN CROSSING	\$ -	\$ 564	\$ 116	\$ 19	\$ 202	\$ 180	\$ -	\$ -	\$ 405	\$ 202	\$ -	\$ 202	100.0%
1004	203-4811-004 INT PI-PLESKO SR HOUSING	\$ -	\$ 115	\$ 37	\$ 6	\$ 65	\$ 45	\$ -	\$ -	\$ 129	\$ 65	\$ -	\$ 65	100.0%
1005	203-4811-005 INT PI-ARTISAN VILLAGE	\$ -	\$ 284	\$ 114	\$ 19	\$ 199	\$ 123	\$ -	\$ -	\$ 398	\$ 199	\$ -	\$ 199	100.0%
1006	203-4811-006 INT PI-NORTH PARK	\$ -	\$ 275	\$ 176	\$ 29	\$ 306	\$ 157	\$ -	\$ -	\$ 613	\$ 306	\$ -	\$ 306	100.0%
1007	203-4811-007 INT PI-STONER PRAIRIE	\$ -	\$ 268	\$ 210	\$ 34	\$ 365	\$ 175	\$ -	\$ -	\$ 729	\$ 365	\$ -	\$ 365	100.0%
1008	203-4811-008 INT PI-NINE SPRINGS 6TH ADD	\$ -	\$ -	\$ 46	\$ 19	\$ 252	\$ 64	\$ -	\$ -	\$ 504	\$ 252	\$ -	\$ 252	100.0%
1009	203-4811-009 INT PI-3101 S FISH HATCHERY	\$ -	\$ -	\$ -	\$ 3	\$ 299	\$ 60	\$ -	\$ -	\$ 598	\$ 299	\$ -	\$ 299	100.0%
1010	203-4811-010 INT PI-QUARRY RDGE RET COMM	\$ -	\$ -	\$ 57	\$ 23	\$ 248	\$ 66	\$ -	\$ -	\$ 497	\$ 248	\$ -	\$ 248	100.0%
1011	203-4811-011 INT PI-LIMESTONE RIDGE APTS	\$ -	\$ -	\$ 2	\$ 21	\$ 221	\$ 49	\$ -	\$ -	\$ 442	\$ 221	\$ -	\$ 221	100.0%
1013	203-4811-013 INT PI-NORTHPOINTE/LIMERICK	\$ -	\$ -	\$ -	\$ 18	\$ 242	\$ 52	\$ -	\$ -	\$ 484	\$ 242	\$ -	\$ 242	100.0%
1016	203-4811-016 INT PI-THE EDGE AT TERRAVERSSA	\$ -	\$ -	\$ -	\$ -	\$ 354	\$ 71	\$ -	\$ -	\$ 708	\$ 354	\$ -	\$ 354	100.0%
1017	203-4811-017 INT PI-HIGHFIELD RESERVE	\$ -	\$ -	\$ -	\$ -	\$ 320	\$ 64	\$ -	\$ -	\$ 640	\$ 320	\$ -	\$ 320	100.0%
1018	203-4811-018 INT PI-PAXTON PLACE III & IV	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ 16	\$ -	\$ -	\$ 160	\$ 80	\$ -	\$ 80	100.0%
1999	203-4811-999 INT PI-MISCELLANEOUS	\$ -	\$ 43	\$ 15	\$ 4	\$ 49	\$ 22	\$ -	\$ -	\$ 97	\$ 49	\$ -	\$ 49	100.0%
2005	203-4812-005 INT LIEU-ARTISAN VILLAGE	\$ -	\$ 7,692	\$ 3,116	\$ 503	\$ 5,454	\$ 3,353	\$ -	\$ -	\$ 10,907	\$ 5,454	\$ -	\$ 5,454	100.0%
2007	203-4812-007 INT LIEU-STONER PRAIRIE	\$ -	\$ 1,212	\$ 947	\$ 153	\$ 1,470	\$ 756	\$ -	\$ -	\$ 2,940	\$ 1,470	\$ -	\$ 1,470	100.0%
2009	203-4812-009 INT LIEU-3101 S FISH HATCHERY	\$ -	\$ -	\$ -	\$ 67	\$ 7,443	\$ 1,502	\$ -	\$ -	\$ 14,885	\$ 7,443	\$ -	\$ 7,443	100.0%
2010	203-4812-010 INT LIEU-QUARRY RDGE RET COMM	\$ -	\$ -	\$ 1,534	\$ 626	\$ 6,521	\$ 1,736	\$ -	\$ -	\$ 13,042	\$ 6,521	\$ -	\$ 6,521	100.0%
2011	203-4812-011 INT LIEU-LIMESTONE RIDGE APTS	\$ -	\$ -	\$ 52	\$ 432	\$ 4,245	\$ 946	\$ -	\$ -	\$ 8,490	\$ 4,245	\$ -	\$ 4,245	100.0%
2013	203-4812-013 INT LIEU-NORTHPOINT/LIMERICK	\$ -	\$ -	\$ -	\$ 42	\$ 580	\$ 124	\$ -	\$ -	\$ 1,160	\$ 580	\$ -	\$ 580	100.0%
2017	203-4812-017 INT LIEU-HIGHFIELD RESERVE	\$ -	\$ -	\$ -	\$ -	\$ 8,663	\$ 1,733	\$ -	\$ -	\$ 17,326	\$ 8,663	\$ -	\$ 8,663	100.0%
2999	203-4812-999 INT LIEU-MISCELLANEOUS	\$ -	\$ 221	\$ 99	\$ 25	\$ 190	\$ 107	\$ -	\$ -	\$ 380	\$ 190	\$ -	\$ 190	100.0%
	Subtotal Miscellaneous Revenues	\$ 373	\$ 10,707	\$ 7,063	\$ 2,104	\$ 39,020	\$ 11,854	\$ 2,000	\$ 81,756	\$ 75,794	\$ 37,897	\$ -	\$ 37,897	1794.8%
0203	203-4930-203 FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000	\$ -	\$ -	\$ 1,120,000	\$ -	\$ 1,120,000	135.8%
	Subtotal Fund Balance Applied	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000	\$ -	\$ -	\$ 1,120,000	\$ -	\$ 1,120,000	135.8%
	Total Revenues	\$ 32,093	\$ 748,346	\$ 1,013,073	\$ 853,635	\$ 1,128,240	\$ 755,077	\$ 724,050	\$ 115,056	\$ 683,374	\$ 1,157,897	\$ -	\$ 1,157,897	59.9%
		2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
		Actual	Actual	Actual	Actual	Actual	Average	Adopted	YTD Actual	Estimate	Budget	Thru	Proposed	Budget
Acct #	Account Name							Budget			Request	Adoption	Budget	Change
1001	203-5761-001 TERRAVERSSA-PI IMPROV	\$ -	\$ -	\$ 48,504	\$ 1,800	\$ 17,182	\$ 13,497	\$ 35,000	\$ 5,166	\$ 35,000	\$ 77,000	\$ -	\$ 77,000	120.0%
1005	203-5761-005 ARTISAN VILLAGE-PI IMPROV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000	\$ -	\$ 17,000	100.0%
1006	203-5761-006 NORTH PARK-PI IMPROV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,000	\$ -	\$ 26,000	100.0%
1007	203-5761-007 STONER PRAIRIE-PI IMPROV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,660	\$ -	\$ 30,660	\$ -	\$ -	\$ (30,660)	-100.0%
1008	203-5761-008 NINE SPRINGS 6TH ADD-PI IMPROV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,000	\$ -	\$ 31,000	100.0%
1012	203-5761-012 CRESCENT CROSSING-PI IMPROV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,970	\$ -	\$ 60,970	\$ -	\$ -	\$ (60,970)	-100.0%
1016	203-5761-016 THE EDGE AT TERRAVERSSA-PI IMPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,000	\$ -	\$ 31,000	100.0%
	Subtotal Park Improvement Fee Exp	\$ -	\$ -	\$ 48,504	\$ 1,800	\$ 17,182	\$ 13,497	\$ 126,630	\$ 5,166	\$ 126,630	\$ 182,000	\$ -	\$ 182,000	43.7%
2005	203-5762-005 ARTISAN VILLAGE-IN LIEU	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 443,000	\$ -	\$ 443,000	100.0%
2007	203-5762-007 STONER PRAIRIE-IN LIEU	\$ -	\$ -	\$ -	\$ -	\$ 16,193	\$ 3,239	\$ 122,290	\$ -	\$ 122,290	\$ -	\$ -	\$ (122,290)	-100.0%
2009	203-5762-009 3101 S FISH HATCHERY-IN LIEU	\$ -	\$ -	\$ -	\$ 6,590	\$ 97,045	\$ 20,727	\$ -	\$ 5,525	\$ 185,000	\$ -	\$ -	\$ -	100.0%
2010	203-5762-010 QUARRY RDGE RET COMM-IN LIEU	\$ -	\$ -	\$ -	\$ -	\$ 17,387	\$ 3,477	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2011	203-5762-011 LIMESTONE RDG APTS-IN LIEU	\$ -	\$ -	\$ -	\$ -	\$ 36,469	\$ 7,294	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
2012	203-5762-012 CRESCENT CROSSING-IN LIEU	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,080	\$ -	\$ 186,080	\$ -	\$ -	\$ (186,080)	-100.0%
2017	203-5762-017 HIGHFIELD RESERVE-IN LIEU	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 8,483	\$ 40,000	\$ 353,000	\$ -	\$ 353,000	782.5%
2999	203-5762-999 MISCELLANEOUS-IN LIEU	\$ -	\$ -	\$ -	\$ 8,227	\$ 2,255	\$ 2,096	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Park Fee in Lieu of Land Exp	\$ -	\$ -	\$ -	\$ 14,817	\$ 169,349	\$ 36,833	\$ 348,370	\$ 14,008	\$ 533,370	\$ 796,000	\$ -	\$ 796,000	128.5%

City of Fitchburg
Park Fee Fund #203 (effective 4/4/18)
2024 Operating Budget

2005	Acct #	Account Name	2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
			Actual	Actual	Actual	Actual	Actual	Average	Adopted Budget	YTD Actual	Estimate	Budget Request	Thru Adoption	Proposed Budget	Change
	203-5922-005	ARTISAN VILLAGE-TRX F400	\$ -	\$ -	\$ -	\$ -	\$ 13,186	\$ 2,637	\$ -	\$ 18,364	\$ 18,364	\$ -	\$ -	\$ -	100.0%
		Subtotal Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ 13,186	\$ 2,637	\$ -	\$ 18,364	\$ 18,364	\$ -	\$ -	\$ -	100.0%
		Total Expenditures	\$ -	\$ -	\$ 48,504	\$ 16,617	\$ 199,717	\$ 52,968	\$ 475,000	\$ 37,539	\$ 678,364	\$ 978,000	\$ -	\$ 978,000	105.9%
		Net Surplus/(Deficit)	\$ 32,093	\$ 748,346	\$ 964,569	\$ 837,018	\$ 928,523	\$ 702,110	\$ (225,950)	\$ 77,517	\$ 5,010	\$ (940,103)	\$ -	\$ (940,103)	\$ (714,153)
		Beginning Fund Balance	\$ -	\$ 32,093	\$ 780,439	\$ 1,745,008	\$ 2,582,027		\$ 3,510,549	\$ 3,510,549	\$ 3,510,549	\$ 3,515,559		\$ 3,515,559	
		Annual Activity	\$ 32,093	\$ 748,346	\$ 964,569	\$ 837,018	\$ 928,523		\$ (225,950)	\$ 77,517	\$ 5,010	\$ (940,103)		\$ (940,103)	
		Estimated Ending Fund Balance	\$ 32,093	\$ 780,439	\$ 1,745,008	\$ 2,582,027	\$ 3,510,549		\$ 3,284,599	\$ 3,588,067	\$ 3,515,559	\$ 2,575,456		\$ 2,575,456	
		Ending Fund Balance by Project													
0000		Miscellaneous	\$ 373	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 81,756	\$ -	\$ -		\$ -	
1001		TerraVessa Park Improvements	\$ -	\$ 72,770	\$ 17,423	\$ 78,453	\$ 86,264		\$ 51,264	\$ 100,277	\$ 77,144	\$ 144		\$ 144	
1002		Prima Vista Park Improvements	\$ 10,400	\$ 10,805	\$ 10,880	\$ 10,892	\$ 11,022		\$ 11,022	\$ 11,022	\$ 11,281	\$ 11,410		\$ 11,410	
1003		Uptown Crossing Park Improvements	\$ 16,320	\$ 16,884	\$ 17,000	\$ 17,019	\$ 17,222		\$ 17,222	\$ 17,222	\$ 17,626	\$ 17,829		\$ 17,829	
1004		Plesko Park Improvements	\$ -	\$ 5,395	\$ 5,432	\$ 5,438	\$ 5,503		\$ 5,503	\$ 5,503	\$ 5,632	\$ 5,697		\$ 5,697	
1005		Artisan Village Park Improvements	\$ -	\$ 16,604	\$ 16,719	\$ 16,737	\$ 16,936		\$ 16,936	\$ 16,936	\$ 17,334	\$ 533		\$ 533	
1006		North Park Park Improvements	\$ -	\$ 25,555	\$ 25,731	\$ 25,760	\$ 26,066		\$ 26,066	\$ 26,066	\$ 26,679	\$ 985		\$ 985	
1007		Stoner Prairie Park Improvements	\$ -	\$ 30,418	\$ 30,628	\$ 30,662	\$ 31,027		\$ 367	\$ 31,027	\$ 1,096	\$ 1,461		\$ 1,461	
1008		Nine Springs 6th Add Park Improvements	\$ -	\$ -	\$ 11,406	\$ 21,186	\$ 21,438		\$ 21,438	\$ 30,558	\$ 31,061	\$ 313		\$ 313	
1009		3101 S Fish Hatchery Park Improvements	\$ -	\$ -	\$ -	\$ 25,123	\$ 25,421		\$ 25,421	\$ 25,421	\$ 26,019	\$ 26,318		\$ 26,318	
1010		Quarry Ridge Retirement Park Improvemts	\$ -	\$ -	\$ 20,857	\$ 20,880	\$ 21,128		\$ 21,128	\$ 21,128	\$ 21,625	\$ 21,873		\$ 21,873	
1011		Limestone Ridge Park Improvemts	\$ -	\$ -	\$ 18,562	\$ 18,583	\$ 18,804		\$ 18,804	\$ 18,804	\$ 19,246	\$ 19,467		\$ 19,467	
1012		Crescent Crossing Park Improvemts	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
1013		Northpointe/Limerick Apt Park Improvemts	\$ -	\$ -	\$ -	\$ 20,338	\$ 20,579		\$ 20,579	\$ 20,579	\$ 21,063	\$ 21,305		\$ 21,305	
1014		Ochall Mixed Use Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
1015		Traceway North Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
1016		The Edge at Terravessa Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ 30,594		\$ 30,594	\$ 30,594	\$ 31,302	\$ 656		\$ 656	
1017		Highfield Reserve Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ 36,800		\$ 36,800	\$ 37,470	\$ 38,110	\$ 38,430		\$ 38,430	
1018		Paxton Place III & IV Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ 11,470		\$ 11,470	\$ 11,470	\$ 11,629	\$ 11,709		\$ 11,709	
1019		TBD	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
1020		TBD	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
1999		Miscellaneous Park Improvements	\$ 670	\$ 2,053	\$ 3,408	\$ 4,083	\$ 4,131		\$ 4,131	\$ 4,131	\$ 4,228	\$ 4,277		\$ 4,277	
2001		TerraVessa Fee in Lieu of Park Land	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
2005		Artisan Village Fee in Lieu of Park Land	\$ -	\$ 449,352	\$ 452,469	\$ 452,971	\$ 445,239		\$ 445,239	\$ 426,875	\$ 437,783	\$ 236		\$ 236	
2006		North Park Fee in Lieu of Park Land	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
2007		Stoner Prairie Fee in Lieu of Park Land	\$ -	\$ 137,390	\$ 138,337	\$ 138,491	\$ 123,768		\$ 1,478	\$ 123,768	\$ 4,418	\$ 5,888		\$ 5,888	
2008		Nine Springs 6th Add FIL of Park Land	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
2009		3101 S Fish Hatchery FIL of Park Land	\$ -	\$ -	\$ -	\$ 673,288	\$ 583,685		\$ 583,685	\$ 578,160	\$ 413,570	\$ 421,013		\$ 421,013	
2010		Quarry Ridge Retirement FIL of Park Land	\$ -	\$ -	\$ 564,434	\$ 565,060	\$ 554,194		\$ 554,194	\$ 554,194	\$ 567,237	\$ 573,758		\$ 573,758	
2011		Limestone Ridge FIL of Park Land	\$ -	\$ -	\$ 389,752	\$ 390,184	\$ 357,960		\$ 357,960	\$ 357,960	\$ 366,450	\$ 370,695		\$ 370,695	
2012		Crescent Crossing FIL of Park Land	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 320,530	\$ 320,530		\$ 320,530	
2013		Northpointe/Limerick Apt FIL of Park Land	\$ -	\$ -	\$ -	\$ 48,783	\$ 49,363		\$ 49,363	\$ 49,363	\$ 50,524	\$ 51,104		\$ 51,104	
2014		Ochalla Mixed Use FIL of Park Land	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
2015		Traceway North FIL of Park Land	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
2017		Highfield Reserve FIL of Park Land	\$ -	\$ -	\$ -	\$ -	\$ 995,903		\$ 955,903	\$ 991,750	\$ 977,559	\$ 633,222		\$ 633,222	
2018		Paxton Place III & IV FIL of Park Land	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
2019		TBD	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
2020		TBD	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
2999		Miscellaneous Fee in Lieu of Park Land	\$ 4,330	\$ 13,211	\$ 21,970	\$ 18,097	\$ 16,032		\$ 16,032	\$ 16,032	\$ 16,412	\$ 16,603		\$ 16,603	
			\$ 32,093	\$ 780,439	\$ 1,745,008	\$ 2,582,027	\$ 3,510,549		\$ 3,284,599	\$ 3,588,067	\$ 3,515,559	\$ 2,575,456		\$ 2,575,456	
		check	-	-	-	-	-		-	-	-	-		-	

City of Fitchburg
FACTv Fund #207
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
207-4111-000	PROPERTY TAX LEVY	\$ -	\$ -	\$ -	\$ 95,953	\$ 155,102	\$ 50,211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-4359-001	FRANCHISE FEE REDUCTION AID	\$ -	\$ -	\$ 31,651	\$ 63,196	\$ 63,196	\$ 31,609	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-4490-000	CABLE FRANCHISE FEES - CHARTER	\$ 244,228	\$ 245,430	\$ 218,759	\$ 185,680	\$ 191,875	\$ 217,194	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-4490-100	CABLE FRANCHISE FEES - AT&T	\$ 60,546	\$ 57,073	\$ 44,374	\$ 30,636	\$ 26,149	\$ 43,756	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-4490-200	CABLE FRANCHISE FEES - TDS	\$ 11,733	\$ 13,477	\$ 12,500	\$ 11,333	\$ 11,211	\$ 12,051	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-4690-000	PUBLIC CHARGES	\$ 5,996	\$ 7,209	\$ 5,284	\$ 2,750	\$ 1,601	\$ 4,568	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-4810-000	INTEREST REVENUES	\$ 7,757	\$ 7,376	\$ 1,317	\$ 189	\$ 2,179	\$ 3,764	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-4830-200	FACTV PRODUCTIONS SERVICES	\$ -	\$ -	\$ -	\$ 975	\$ -	\$ 195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-4860-000	PCARD REBATE	\$ 575	\$ 251	\$ 309	\$ 383	\$ -	\$ 303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-4890-600	SALE OF FIXED ASSETS	\$ -	\$ -	\$ 942	\$ -	\$ -	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Total Revenues	\$ 330,834	\$ 330,817	\$ 315,136	\$ 391,094	\$ 451,314	\$ 363,839	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
207-5570-110	SALARIES & WAGES - CABLE	\$ 174,658	\$ 181,501	\$ 191,193	\$ 196,318	\$ 210,839	\$ 190,902	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-120	PT/LTE/SEASONAL WAGES	\$ 15,649	\$ 18,698	\$ 15,150	\$ 20,356	\$ 3,908	\$ 14,752	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-131	FICA	\$ 13,707	\$ 13,990	\$ 14,335	\$ 15,159	\$ 15,047	\$ 14,448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-132	WRS	\$ 12,762	\$ 13,154	\$ 13,791	\$ 14,418	\$ 13,785	\$ 13,582	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-135	LONGEVITY	\$ 315	\$ 360	\$ 405	\$ 450	\$ 495	\$ 405	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-160	HEALTH INS	\$ 54,708	\$ 51,464	\$ 54,158	\$ 58,233	\$ 50,899	\$ 53,893	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-161	LIFE INS	\$ 418	\$ 427	\$ 490	\$ 572	\$ 584	\$ 498	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-163	DENTAL INS	\$ 3,804	\$ 3,804	\$ 3,645	\$ 3,804	\$ 3,246	\$ 3,661	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Personnel Costs	\$ 276,022	\$ 283,398	\$ 293,168	\$ 309,310	\$ 298,803	\$ 292,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-210	PROFESSIONAL SERVICES	\$ 1,875	\$ -	\$ -	\$ -	\$ -	\$ 375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-240	REPAIRS & MAINT - BY OTHERS	\$ 7,913	\$ 3,780	\$ -	\$ 2,144	\$ 2,365	\$ 3,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-245	COMPUTER RELATED REP & MAINT	\$ 6,650	\$ 7,485	\$ 7,427	\$ 4,537	\$ 9,587	\$ 7,137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-250	PUBLIC NOTICES/ADS	\$ -	\$ -	\$ -	\$ -	\$ 95	\$ 19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-290	OTHER CONTRACTUAL SERVICES	\$ 3,233	\$ 747	\$ 733	\$ 745	\$ 1,485	\$ 1,389	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Contractual Services Costs	\$ 19,670	\$ 12,012	\$ 8,160	\$ 7,426	\$ 13,532	\$ 12,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-310	OFFICE SUPPLIES & POSTAGE	\$ 308	\$ 18	\$ 1	\$ 429	\$ 13	\$ 154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 862	\$ 877	\$ 727	\$ 728	\$ 750	\$ 789	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-325	TRAINING & TRAVEL	\$ 23	\$ 2	\$ -	\$ 222	\$ 249	\$ 99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ -	\$ 340	\$ 81	\$ -	\$ 84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-335	VEHICLE EXPENSE	\$ 466	\$ 519	\$ -	\$ 2,645	\$ 993	\$ 925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-340	OPERATING MATERIALS & SUPPLIES	\$ 4,888	\$ 9,400	\$ 7,596	\$ 8,712	\$ 15,302	\$ 9,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-345	PUBLIC INFORMATION & EDUCATION	\$ 1,188	\$ 418	\$ -	\$ 956	\$ -	\$ 512	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-350	REPAIRS & MAINT SUPPLIES	\$ 552	\$ -	\$ 1,358	\$ 1,410	\$ 2,195	\$ 1,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-355	EQUIPMENT EXPENSE	\$ 18,220	\$ (648)	\$ 6,430	\$ 1,253	\$ -	\$ 5,051	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Operating Costs	\$ 26,506	\$ 10,586	\$ 16,453	\$ 16,435	\$ 19,502	\$ 17,896	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-570	IT OPERATING ISF ALLOCATION	\$ 18,325	\$ 20,550	\$ 21,485	\$ 21,230	\$ 24,000	\$ 21,118	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-572	INSURANCE ISF ALLOCATION	\$ 6,680	\$ 8,030	\$ 7,695	\$ 8,780	\$ 9,030	\$ 8,043	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5570-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 9,530	\$ 9,545	\$ 9,555	\$ 5,726	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Allocated Costs	\$ 25,005	\$ 28,580	\$ 38,710	\$ 39,555	\$ 42,585	\$ 34,887	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
207-5780-000	TRANS TO CAP PROJECTS	\$ 25,000	\$ 45,000	\$ 62,500	\$ 5,000	\$ 109,500	\$ 49,400	\$ 160,773	\$ 192,446	\$ 192,446	\$ -	\$ -	\$ (160,773)	-100.0%
207-5920-100	TRANSFER TO GENERAL FUND (FEE)	\$ 19,600	\$ 19,800	\$ 20,100	\$ 21,100	\$ 21,900	\$ 20,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Transfers	\$ 44,600	\$ 64,800	\$ 82,600	\$ 26,100	\$ 131,400	\$ 69,900	\$ 160,773	\$ 192,446	\$ 192,446	\$ -	\$ -	\$ (160,773)	-100.0%
	Total Expenditures	\$ 391,803	\$ 399,376	\$ 439,091	\$ 398,826	\$ 505,822	\$ 426,984	\$ 160,773	\$ 192,446	\$ 192,446	\$ -	\$ -	\$ (160,773)	-100.0%
	Net Surplus/(Deficit)	\$ (60,968)	\$ (68,560)	\$ (123,955)	\$ (7,732)	\$ (54,508)	\$ (63,144)	\$ (160,773)	\$ (192,446)	\$ (192,446)	\$ -	\$ -	\$ 160,773	
	Beginning Fund Balance	\$ 508,168	\$ 447,200	\$ 378,640	\$ 254,686	\$ 246,954		\$ 192,446	\$ 192,446	\$ 192,446	\$ (0)		\$ (0)	
	Annual Activity	\$ (60,968)	\$ (68,560)	\$ (123,955)	\$ (7,732)	\$ (54,508)		\$ (160,773)	\$ (192,446)	\$ (192,446)	\$ -		\$ -	
	Estimated Ending Fund Balance	<u>\$ 447,200</u>	<u>\$ 378,640</u>	<u>\$ 254,686</u>	<u>\$ 246,954</u>	<u>\$ 192,446</u>		<u>\$ 31,673</u>	<u>\$ (0)</u>	<u>\$ (0)</u>	<u>\$ (0)</u>		<u>\$ (0)</u>	
	% of Expenditures	114.1%	94.8%	58.0%	61.9%	38.0%		19.7%	0.0%		#DIV/0!		#DIV/0!	

City of Fitchburg
Refuse & Recycle Collection Fund #213
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
213-4354-213	RECYCLING GRANT - ST OF WISC	\$ 103,921	\$ 103,903	\$ 104,002	\$ 105,273	\$ 105,314	\$ 104,483	\$ 105,000	\$ 105,347	\$ 105,347	\$ 105,000	\$ -	\$ 105,000	\$ 0.0%
213-4373-213	MISC AID/GRANT - DANE COUNTY	\$ 1,943	\$ 2,300	\$ -	\$ 1,814	\$ 1,923	\$ 1,596	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	(1,800) -100.0%
213-4642-000	REFUSE & RECYCLE COLLECTION	\$ 900,890	\$ 913,001	\$ 1,174,588	\$ 1,224,674	\$ 1,300,928	\$ 1,102,816	\$ 1,411,462	\$ 1,393,222	\$ 1,393,222	\$ 1,477,304	\$ -	\$ 1,477,304	65,842 4.7%
213-4800-000	MISCELLANEOUS REVENUES	\$ 7,920	\$ 9,000	\$ 13,567	\$ 2,686	\$ 2,223	\$ 7,079	\$ -	\$ 894	\$ 1,000	\$ -	\$ -	\$ -	- 100.0%
213-4800-001	C&D REUSE/RECYCLE DEP RETAINED	\$ -	\$ -	\$ -	\$ 26,361	\$ -	\$ 5,272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
213-4810-000	INTEREST ON TEMP INVESTMENTS	\$ 15,343	\$ 22,546	\$ 8,693	\$ 1,250	\$ 9,426	\$ 11,452	\$ 2,000	\$ 31,365	\$ 50,000	\$ 10,000	\$ -	\$ 10,000	8,000 400.0%
213-4830-100	YARDWASTE POLYBAG SALES	\$ 150	\$ 283	\$ 294	\$ 239	\$ 276	\$ 248	\$ 200	\$ 55	\$ 200	\$ -	\$ -	\$ -	(200) -100.0%
213-4830-200	SALE OF RECYCLED MATERIALS	\$ 32	\$ -	\$ -	\$ -	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
213-4860-000	PCARD REBATE	\$ 27,159	\$ 16,263	\$ 19,895	\$ 24,008	\$ 26,223	\$ 22,710	\$ 16,000	\$ -	\$ 16,000	\$ 20,000	\$ -	\$ 20,000	4,000 25.0%
213-4930-213	FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	10,000 100.0%
Total Revenues		\$ 1,057,356	\$ 1,067,296	\$ 1,321,041	\$ 1,386,305	\$ 1,446,313	\$ 1,255,662	\$ 1,536,462	\$ 1,530,883	\$ 1,565,769	\$ 1,622,304	\$ -	\$ 1,622,304	\$ 85,842 5.6%
213-5362-110	SALARIES & WAGES - RECYCLING	\$ 87,547	\$ 86,648	\$ 105,778	\$ 102,148	\$ 104,561	\$ 97,336	\$ 114,741	\$ 56,082	\$ 109,300	\$ 124,097	\$ -	\$ 124,097	\$ 9,356 8.2%
213-5362-115	OVERTIME WAGES	\$ 1,769	\$ 882	\$ 2,766	\$ 1,912	\$ 1,142	\$ 1,694	\$ 3,278	\$ 502	\$ 2,973	\$ 3,564	\$ -	\$ 3,564	\$ 286 8.7%
213-5362-120	PT/LTE/SEASONAL WAGES	\$ 2,456	\$ 2,553	\$ 2,151	\$ 2,126	\$ 1,108	\$ 2,079	\$ 4,309	\$ 942	\$ 4,224	\$ 4,416	\$ -	\$ 4,416	\$ 107 2.5%
213-5362-131	FICA	\$ 6,987	\$ 6,878	\$ 8,394	\$ 8,057	\$ 8,081	\$ 7,680	\$ 9,368	\$ 4,310	\$ 8,922	\$ 10,108	\$ -	\$ 10,108	\$ 740 7.9%
213-5362-132	WRS	\$ 5,935	\$ 5,742	\$ 7,268	\$ 7,024	\$ 6,072	\$ 6,408	\$ 8,034	\$ 3,375	\$ 7,643	\$ 8,812	\$ -	\$ 8,812	\$ 778 9.7%
213-5362-135	LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127	\$ -	\$ 127	\$ 49	\$ -	\$ 49	(78) -61.4%
213-5362-140	PER DIEMS - RCC	\$ 830	\$ 1,005	\$ 1,030	\$ 1,125	\$ 1,200	\$ 1,038	\$ 1,600	\$ -	\$ 1,600	\$ 1,600	\$ -	\$ 1,600	\$ - 0.0%
213-5362-160	HEALTH INS	\$ 14,461	\$ 7,847	\$ 15,653	\$ 15,049	\$ 15,524	\$ 13,707	\$ 23,390	\$ 7,990	\$ 22,786	\$ 24,224	\$ -	\$ 24,224	\$ 834 3.6%
213-5362-161	LIFE INS	\$ 118	\$ 86	\$ 139	\$ 142	\$ 123	\$ 122	\$ 170	\$ 75	\$ 164	\$ 218	\$ -	\$ 218	\$ 48 28.2%
213-5362-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 640	\$ -	\$ -	\$ 645	\$ -	\$ 645	\$ 5 0.8%
213-5362-163	DENTAL INS	\$ 962	\$ 540	\$ 984	\$ 954	\$ 939	\$ 876	\$ 1,329	\$ 491	\$ 1,329	\$ 1,383	\$ -	\$ 1,383	\$ 54 4.1%
Total Personnel Costs		\$ 121,066	\$ 112,181	\$ 144,165	\$ 138,536	\$ 138,750	\$ 130,939	\$ 166,986	\$ 73,767	\$ 159,068	\$ 179,116	\$ -	\$ 179,116	\$ 12,130 7.3%
213-5362-240	REPAIRS & MAINT - BY OTHERS	\$ -	\$ -	\$ 160	\$ -	\$ -	\$ 32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
213-5362-245	COMPUTER RELATED REP & MAINT	\$ 1,999	\$ 2,722	\$ 2,097	\$ 2,133	\$ 2,111	\$ 2,212	\$ 2,500	\$ 2,279	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ - 0.0%
213-5362-290	OTHER CONTRACTUAL SERVICES	\$ 810,478	\$ 851,996	\$ 1,107,582	\$ 1,170,295	\$ 1,283,844	\$ 1,044,839	\$ 1,330,905	\$ 664,405	\$ 1,330,905	\$ 1,388,650	\$ -	\$ 1,388,650	\$ 57,745 4.3%
Total Contractual Services		\$ 812,477	\$ 854,718	\$ 1,109,839	\$ 1,172,428	\$ 1,285,955	\$ 1,047,083	\$ 1,333,405	\$ 666,684	\$ 1,333,405	\$ 1,391,150	\$ -	\$ 1,391,150	\$ 57,745 4.3%
213-5362-310	OFFICE SUPPLIES & POSTAGE	\$ 142	\$ 145	\$ 76	\$ 59	\$ 64	\$ 97	\$ 495	\$ 1,904	\$ 1,910	\$ 975	\$ -	\$ 975	\$ 480 97.0%
213-5362-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ 150	\$ 1,070	\$ -	\$ 500	\$ 1,070	\$ -	\$ 1,070	\$ - 0.0%
213-5362-323	UNIFORMS & PROTECTIVE GEAR	\$ (3)	\$ -	\$ 95	\$ -	\$ -	\$ 18	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ - 0.0%
213-5362-325	TRAINING & TRAVEL	\$ 409	\$ -	\$ -	\$ -	\$ -	\$ 82	\$ 550	\$ -	\$ 550	\$ 550	\$ -	\$ 550	\$ - 0.0%
213-5362-335	VEHICLE EXPENSE (G&O, REPAIRS)	\$ 185	\$ 214	\$ (467)	\$ 347	\$ 918	\$ 239	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
213-5362-340	OPERATING MATERIALS & SUPPLIES	\$ -	\$ 804	\$ 216	\$ 680	\$ -	\$ 340	\$ 550	\$ -	\$ 550	\$ 550	\$ -	\$ 550	\$ - 0.0%
213-5362-345	PUBLIC INFORMATION & EDUCATION	\$ 4,501	\$ 4,392	\$ 6,048	\$ 4,956	\$ 5,735	\$ 5,126	\$ 12,850	\$ 5,143	\$ 12,850	\$ 13,000	\$ -	\$ 13,000	\$ 150 1.2%
213-5362-380	YARDWASTE POLYBAGS	\$ 789	\$ 645	\$ -	\$ 578	\$ -	\$ 402	\$ 800	\$ 798	\$ 798	\$ 1,000	\$ -	\$ 1,000	\$ 200 25.0%
213-5362-381	RECYCLING DROP OFF SITE MAINT	\$ 6,672	\$ -	\$ 481	\$ 1,286	\$ 18,386	\$ 5,365	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
213-5362-397	GASOLINE/DIESEL FUEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 459	\$ 500	\$ 250	\$ -	\$ 250	\$ - 0.0%
Total Operating Expenditures		\$ 12,695	\$ 6,950	\$ 6,448	\$ 7,907	\$ 25,103	\$ 11,820	\$ 16,665	\$ 8,304	\$ 17,758	\$ 17,495	\$ -	\$ 17,495	\$ 830 5.0%
213-5362-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 1,500	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ - 0.0%
213-5362-570	IT OPERATING ISF ALLOCATION	\$ 3,870	\$ 5,050	\$ 6,355	\$ 6,805	\$ 9,065	\$ 6,229	\$ 10,945	\$ 5,472	\$ 10,945	\$ 11,590	\$ 160	\$ 11,750	\$ 805 7.4%
213-5362-572	INSURANCE ISF ALLOCATION	\$ 6,345	\$ 6,425	\$ 6,495	\$ 9,700	\$ 11,030	\$ 7,999	\$ 10,565	\$ 5,283	\$ 10,565	\$ 10,645	\$ -	\$ 10,645	\$ 80 0.8%
213-5362-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 545	\$ 590	\$ 595	\$ 346	\$ 570	\$ 285	\$ 570	\$ 715	\$ -	\$ 715	\$ 145 25.4%
Total Allocated Costs		\$ 10,215	\$ 11,475	\$ 13,395	\$ 17,095	\$ 20,690	\$ 14,574	\$ 24,580	\$ 12,540	\$ 24,580	\$ 25,450	\$ 160	\$ 25,610	\$ 1,030 4.2%
213-5920-100	TRANSFER TO GENERAL FUND (FEE)	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ - 0.0%
213-5920-300	TRANS TO DEBT SERVICE-RENT	\$ 2,513	\$ 2,513	\$ 2,513	\$ 2,513	\$ 2,513	\$ 2,513	\$ 2,513	\$ 1,257	\$ 2,513	\$ 2,513	\$ -	\$ 2,513	\$ - 0.0%
213-5920-400	TRANSFER TO CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ - 0.0%
Total Transfers & Other Financing Sources		\$ 22,513	\$ 22,513	\$ 22,513	\$ 22,513	\$ 22,513	\$ 22,513	\$ 32,513	\$ 11,257	\$ 32,513	\$ 32,513	\$ -	\$ 32,513	\$ - 0.0%
Total Expenditures		\$ 978,966	\$ 1,007,837	\$ 1,296,360	\$ 1,358,479	\$ 1,493,010	\$ 1,226,930	\$ 1,574,149	\$ 772,551	\$ 1,567,324	\$ 1,645,724	\$ 160	\$ 1,645,884	\$ 71,735 4.6%
Net Surplus/(Deficit)		\$ 78,390	\$ 59,460	\$ 24,681	\$ 27,826	\$ (46,697)	\$ 28,732	\$ (37,687)	\$ 758,332	\$ (1,555)	\$ (33,420)	\$ (160)	\$ (33,580)	\$ 4,107
Assigned Fund Balance - One Year State Revenues														
Beginning Fund Balance		\$ 103,638	\$ 103,921	\$ 103,903	\$ 104,002	\$ 105,273		\$ 105,314	\$ 105,314	\$ 105,314	\$ 105,347		\$ 105,347	
Annual Activity		\$ 283	\$ (17)	\$ 99	\$ 1,271	\$ 41		\$ (314)	\$ 34	\$ 33	\$ (347)		\$ (347)	
Estimated Ending Fund Balance		\$ 103,921	\$ 103,903	\$ 104,002	\$ 105,273	\$ 105,314		\$ 105,000	\$ 105,347	\$ 105,347	\$ 105,000		\$ 105,000	
Unassigned Fund Balance														
(target: 15-25% of budgeted expenditures)														
Beginning Fund Balance		\$ 292,911	\$ 371,019	\$ 430,495	\$ 455,078	\$ 481,633		\$ 434,895	\$ 434,895	\$ 434,895	\$ 433,307		\$ 433,307	
Annual Activity		\$ 78,107	\$ 59,477	\$ 24,582	\$ 26,555	\$ (46,737)		\$ (37,373)	\$ 758,298	\$ (1,588)	\$ (33,073)		\$ (33,233)	
Estimated Ending Fund Balance		\$ 371,019	\$ 430,495	\$ 455,078	\$ 481,633	\$ 434,895		\$ 397,522	\$ 1,193,194	\$ 433,307	\$ 400,234		\$ 400,074	
% of Expenditures		37.9%	42.7%	35.1%	35.5%	29.1%		25.3%		27.6%	24.3%		24.3%	
Total Fund Balance														
Beginning Fund Balance		\$ 396,549	\$ 474,939	\$ 534,399	\$ 559,080	\$ 586,906		\$ 540,209	\$ 540,209	\$ 540,209	\$ 538,654		\$ 538,654	
Annual Activity		\$ 78,390	\$ 59,460	\$ 24,681	\$ 27,826	\$ (46,697)		\$ (37,687)	\$ 758,332	\$ (1,555)	\$ (33,420)		\$ (33,580)	
Estimated Ending Fund Balance		\$ 474,939	\$ 534,399	\$ 559,080	\$ 586,906	\$ 540,209		\$ 502,522	\$ 1,298,541	\$ 538,654	\$ 505,234		\$ 505,074	

City of Fitchburg
Drug Enforcement Fund #222
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
222-4310-100	FED EQUITABLE SHARING FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 32,123	\$ 6,425	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
222-4810-000	INTEREST ON FED EQUIT FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 294	\$ 59	\$ -	\$ 479	\$ 500	\$ 500	\$ -	\$ 500	\$ 500 100.0%
		\$ -	\$ -	\$ -	\$ -	\$ 32,416	\$ 6,483	\$ -	\$ 479	\$ 500	\$ 500	\$ -	\$ 500	\$ 500 100.0%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
222-5210-325	TRAINING & TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ 11,839	\$ 2,368	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 15,000 100.0%
		\$ -	\$ -	\$ -	\$ -	\$ 11,839	\$ 2,368	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 15,000 100.0%
	Net Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ 20,578	\$ 4,116	\$ -	\$ 479	\$ 500	\$ (14,500)	\$ -	\$ (14,500)	\$ (14,500)
	Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,578	\$ 20,578	\$ 20,578	\$ 21,078		\$ 21,078	
	Annual Activity	\$ -	\$ -	\$ -	\$ -	\$ 20,578		\$ -	\$ 479	\$ 500	\$ (14,500)		\$ (14,500)	
	Estimated Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 20,578		\$ 20,578	\$ 21,057	\$ 21,078	\$ 6,578		\$ 6,578	
	% of Expenditures	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a		n/a	

City of Fitchburg
Community Wellbeing Fund #224
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
224-4510-000	LAW & ORDINANCE VIOLATIONS	\$ -	\$ -	\$ -	\$ 7,009	\$ 5,184	\$ 2,439	\$ 5,800	\$ 4,121	\$ 6,340	\$ 5,800	\$ -	\$ 5,800	\$ - 0.0%
224-4810-000	INTEREST REVENUE	\$ -	\$ -	\$ -	\$ 2	\$ 125	\$ 26	\$ -	\$ 304	\$ 300	\$ 100	\$ -	\$ 100	\$ 100 100.0%
		\$ -	\$ -	\$ -	\$ 7,012	\$ 5,310	\$ 2,464	\$ 5,800	\$ 4,424	\$ 6,640	\$ 5,900	\$ -	\$ 5,900	\$ 100 1.7%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
224-5144-389	HNI GRANTS TO OTHERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ (15,000) -100.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ (15,000) -100.0%
Net Surplus/(Deficit)		\$ -	\$ -	\$ -	\$ 7,012	\$ 5,310	\$ 2,464	\$ (9,200)	\$ 4,424	\$ (8,360)	\$ 5,900	\$ -	\$ 5,900	\$ 15,100
Beginning Fund Balance		\$ -	\$ -	\$ -	\$ -	\$ 7,012		\$ 12,322	\$ 12,322	\$ 12,322	\$ 3,962		\$ 3,962	
Annual Activity		\$ -	\$ -	\$ -	\$ 7,012	\$ 5,310		\$ (9,200)	\$ 4,424	\$ (8,360)	\$ 5,900		\$ 5,900	
Estimated Ending Fund Balance		\$ -	\$ -	\$ -	\$ 7,012	\$ 12,322		\$ 3,122	\$ 16,746	\$ 3,962	\$ 9,862		\$ 9,862	
% of Expenditures		n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a		n/a	

City of Fitchburg
Community & Economic Development Authority #225
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
225-4121-000	HOTEL ROOM TAX - CEDA	\$ 456,630	\$ 488,580	\$ 185,579	\$ 316,356	\$ 453,014	\$ 380,032	\$ 390,964	\$ 77,130	\$ 499,050	\$ 488,250	\$ -	\$ 488,250	\$ 97,286	24.9%
	Subtotal Room Tax	\$ 456,630	\$ 488,580	\$ 185,579	\$ 316,356	\$ 453,014	\$ 380,032	\$ 390,964	\$ 77,130	\$ 499,050	\$ 488,250	\$ -	\$ 488,250	\$ 97,286	24.9%
225-4800-000	OTHER REVENUE	\$ 6,034	\$ 5,618	\$ 44	\$ -	\$ 76	\$ 2,354	\$ 7,000	\$ 25	\$ 7,000	\$ 8,750	\$ -	\$ 8,750	\$ 1,750	25.0%
225-4810-100	INTEREST ON INVESTMENTS	\$ 15,645	\$ 18,302	\$ 4,728	\$ 612	\$ 12,788	\$ 10,415	\$ 260	\$ 8,344	\$ 15,000	\$ 10,000	\$ -	\$ 10,000	\$ 9,740	3746.2%
225-4810-400	INTEREST ON LOAN REPAYMENTS	\$ 1,804	\$ 4,428	\$ 954	\$ 352	\$ 111	\$ 1,530	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (420)	-100.0%
225-4810-500	VENTURE DEBT DIVIDENDS	\$ -	\$ 269	\$ -	\$ -	\$ -	\$ 54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
225-4860-000	PCARD REBATE	\$ 750	\$ 327	\$ 42	\$ 59	\$ 136	\$ 263	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Miscellaneous Revenues	\$ 24,232	\$ 28,945	\$ 5,768	\$ 1,024	\$ 13,110	\$ 14,616	\$ 7,680	\$ 8,369	\$ 22,000	\$ 18,750	\$ -	\$ 18,750	\$ 11,070	144.1%
	Total Revenues	\$ 480,862	\$ 517,525	\$ 191,348	\$ 317,380	\$ 466,125	\$ 394,648	\$ 398,644	\$ 85,499	\$ 521,050	\$ 507,000	\$ -	\$ 507,000	\$ 108,356	27.2%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
225-5610-210	PROFESSIONAL SERVICES	\$ 13,824	\$ -	\$ 44	\$ -	\$ -	\$ 2,774	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
225-5610-245	COMPUTER RELATED REP & MAINT	\$ -	\$ -	\$ -	\$ -	\$ 135	\$ 27	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ (5,000)	-100.0%
225-5610-250	PUBLIC NOTICES	\$ -	\$ 12	\$ 8	\$ -	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Contractual Services	\$ 13,824	\$ 12	\$ 52	\$ -	\$ 135	\$ 2,805	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ (5,000)	-100.0%
225-5610-320	PUBLICATIONS/DUES/SUBS/MEMBER	\$ 5,165	\$ 5,395	\$ 5,575	\$ 5,540	\$ 5,600	\$ 5,455	\$ 6,315	\$ 3,000	\$ 6,315	\$ 6,320	\$ 800	\$ 7,120	\$ 805	12.7%
225-5610-325	TRAINING & TRAVEL	\$ 150	\$ 1,410	\$ 219	\$ 38	\$ 458	\$ 455	\$ 5,390	\$ 279	\$ 5,390	\$ 5,575	\$ -	\$ 5,575	\$ 185	3.4%
225-5610-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ 99	\$ -	\$ -	\$ -	\$ 20	\$ -	\$ 130	\$ 200	\$ -	\$ -	\$ -	\$ -	100.0%
225-5610-345	PUBLIC INFO & EDUCATION	\$ 25,782	\$ 15,148	\$ 11,462	\$ 10	\$ -	\$ 10,480	\$ 11,700	\$ 4,609	\$ 11,700	\$ 25,000	\$ -	\$ 25,000	\$ 13,300	113.7%
225-5610-360	ANNUAL BUSINESS LUNCHEON	\$ 11,394	\$ 11,485	\$ -	\$ -	\$ -	\$ 4,576	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ -	0.0%
225-5610-390	ROOM TAX PAYMENT TO CHAMBER	\$ 343,700	\$ 367,748	\$ 139,683	\$ 238,118	\$ 340,978	\$ 286,046	\$ 294,200	\$ 58,055	\$ 375,627	\$ 367,500	\$ -	\$ 367,500	\$ 73,300	24.9%
225-5610-391	OTHER PROMOTIONAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	100.0%
225-5610-392	(30%) PROMOTIONAL EXPENSES	\$ 1,418	\$ 5,335	\$ 942	\$ 625	\$ 6,802	\$ 3,024	\$ 4,400	\$ 451	\$ 4,400	\$ 4,400	\$ -	\$ 4,400	\$ -	0.0%
225-5610-394	SPORTS RELATED PROMO EXP	\$ -	\$ 5,030	\$ 24,970	\$ -	\$ -	\$ 6,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	100.0%
225-5610-396	GRANTS TO OTHERS	\$ 31,085	\$ -	\$ -	\$ -	\$ -	\$ 6,217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Operating Expenditures	\$ 418,693	\$ 411,651	\$ 182,852	\$ 244,331	\$ 353,838	\$ 322,273	\$ 334,005	\$ 124,524	\$ 473,632	\$ 420,795	\$ 800	\$ 421,595	\$ 87,590	26.2%
225-5610-570	IT OPERATING ISF ALLOCATION	\$ 1,150	\$ 1,210	\$ 1,210	\$ 1,240	\$ 1,520	\$ 1,266	\$ 1,565	\$ 783	\$ 1,565	\$ 1,565	\$ -	\$ 1,565	\$ -	0.0%
	Subtotal Fixed Costs	\$ 1,150	\$ 1,210	\$ 1,210	\$ 1,240	\$ 1,520	\$ 1,266	\$ 1,565	\$ 783	\$ 1,565	\$ 1,565	\$ -	\$ 1,565	\$ -	0.0%
225-5612-600	BAD DEBT EXPENSE-REV LOANS	\$ -	\$ -	\$ -	\$ 90	\$ -	\$ 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
225-5922-100	TRANSFER TO GENERAL FUND	\$ 46,055	\$ 68,085	\$ 51,405	\$ 53,160	\$ 55,160	\$ 54,773	\$ 58,075	\$ 29,037	\$ 58,185	\$ 60,895	\$ -	\$ 60,895	\$ 2,820	4.9%
	Subtotal Transfers & Other Uses	\$ 46,055	\$ 68,085	\$ 51,405	\$ 53,250	\$ 55,160	\$ 54,791	\$ 58,075	\$ 29,037	\$ 58,185	\$ 60,895	\$ -	\$ 60,895	\$ 2,820	4.9%
	Total Expenditures	\$ 479,723	\$ 480,958	\$ 235,519	\$ 298,821	\$ 410,653	\$ 381,135	\$ 398,645	\$ 154,344	\$ 538,382	\$ 483,255	\$ 800	\$ 484,055	\$ 85,410	21.4%
	Net Surplus/(Deficit)	\$ 1,139	\$ 36,567	\$ (44,171)	\$ 18,559	\$ 55,472	\$ 13,513	\$ (1)	\$ (68,844)	\$ (17,332)	\$ 23,745	\$ (800)	\$ 22,945	\$ 22,946	

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
	Room Tax - General													
	(target: 15-20% of budgeted expenditures)													
	Beginning Fund Balance	\$ 259,105	\$ 289,526	\$ 345,340	\$ 325,185	\$ 343,482		\$ 398,843	\$ 398,843	\$ 398,843	\$ 431,511		\$ 431,511	
	Annual Activity	\$ 30,420	\$ 55,815	\$ (20,155)	\$ 18,297	\$ 55,361		\$ (421)	\$ (18,844)	\$ 32,668	\$ 23,745		\$ 22,945	
	Estimated Ending Fund Balance	\$ 289,526	\$ 345,340	\$ 325,185	\$ 343,482	\$ 398,843		\$ 398,422	\$ 379,999	\$ 431,511	\$ 455,256		\$ 454,456	
	% of expenditures	60.4%	71.8%	138.1%	114.9%	97.1%		99.9%		80.1%	94.2%		93.9%	
	Room Tax - Sports Fund													
	Beginning Fund Balance	\$ 80,094	\$ 80,094	\$ 75,064	\$ 50,094	\$ 50,094		\$ 50,094	\$ 50,094	\$ 50,094	\$ 94		\$ 94	
	Annual Activity	\$ -	\$ (5,030)	\$ (24,970)	\$ -	\$ -		\$ -	\$ (50,000)	\$ (50,000)	\$ -		\$ -	
	Estimated Ending Fund Balance	\$ 80,094	\$ 75,064	\$ 50,094	\$ 50,094	\$ 50,094		\$ 50,094	\$ 94	\$ 94	\$ 94		\$ 94	
	Room Tax - Placemaking/Signage													
	(target: 15-20% of budgeted expenditures)													
	Beginning Fund Balance	\$ 38,968	\$ 38,968	\$ 38,968	\$ 38,968	\$ 38,968		\$ 38,968	\$ 38,968	\$ 38,968	\$ 38,968		\$ 38,968	
	Annual Activity	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
	Estimated Ending Fund Balance	\$ 38,968	\$ 38,968	\$ 38,968	\$ 38,968	\$ 38,968		\$ 38,968	\$ 38,968	\$ 38,968	\$ 38,968		\$ 38,968	
	Revolving Loan Fund													
	Beginning Fund Balance	\$ 342,165	\$ 306,419	\$ 322,706	\$ 302,849	\$ 362,257		\$ 383,281	\$ 383,281	\$ 383,281	\$ 383,281		\$ 383,281	
	Annual Activity	\$ (35,745)	\$ 16,286	\$ (19,856)	\$ 59,408	\$ 21,024		\$ -	\$ -	\$ -	\$ -		\$ -	
	Estimated Ending Fund Balance	\$ 306,419	\$ 322,706	\$ 302,849	\$ 362,257	\$ 383,281		\$ 383,281	\$ 383,281	\$ 383,281	\$ 383,281		\$ 383,281	
	Grant Fund (project ended)													
	Beginning Fund Balance	\$ 50,000	\$ 18,915	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
	Annual Activity	\$ (31,085)	\$ (18,915)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
	Estimated Ending Fund Balance	\$ 18,915	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
	Undesignated													
	Beginning Fund Balance	\$ 94,257	\$ 131,806	\$ 120,217	\$ 141,027	\$ 81,881		\$ 60,968	\$ 60,968	\$ 60,968	\$ 60,968		\$ 60,968	
	Annual Activity	\$ 37,549	\$ (11,589)	\$ 20,810	\$ (59,146)	\$ (20,913)		\$ 420	\$ -	\$ -	\$ -		\$ -	
	Estimated Ending Fund Balance	\$ 131,806	\$ 120,217	\$ 141,027	\$ 81,881	\$ 60,968		\$ 61,388	\$ 60,968	\$ 60,968	\$ 60,968		\$ 60,968	
	Total Fund Balance													
	Beginning Fund Balance	\$ 864,588	\$ 865,727	\$ 902,294	\$ 858,123	\$ 876,682		\$ 932,154	\$ 932,154	\$ 932,154	\$ 914,822		\$ 914,822	
	Annual Activity	\$ 1,139	\$ 36,567	\$ (44,171)	\$ 18,559	\$ 55,472		\$ (1)	\$ (68,844)	\$ (17,332)	\$ 23,745		\$ 22,945	
	Estimated Ending Fund Balance	\$ 865,727	\$ 902,294	\$ 858,123	\$ 876,682	\$ 932,154		\$ 932,153	\$ 863,310	\$ 914,822	\$ 938,567		\$ 937,767	

City of Fitchburg
Affordable Housing Fund #226
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
226-4810-000	INTEREST ON INVESTMENTS	\$ 1,797	\$ 2,025	\$ 601	\$ 93	\$ 27,645	\$ 6,432	\$ 500	\$ 64,432	\$ 100,000	\$ 150,000	\$ -	\$ 150,000	\$ 149,500 29900.0%
226-4921-404	TRX FROM TID 4 CLOSURE-AFFORD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ -	\$ 3,416,434	\$ -	\$ -	\$ -	\$ (3,500,000) -100.0%
226-4921-406	TRX FROM TID 6 CLOSURE-AFFORD	\$ -	\$ -	\$ -	\$ -	\$ 1,870,305	\$ 374,061	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
226-4921-415	TRX FROM TID 15 CLOSURE-AFFORD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ 700,000	\$ 700,000 100.0%
226-4922-404	TRX FROM TID 4 CLOSURE-HOUSING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ 1,464,186	\$ -	\$ -	\$ -	\$ (1,500,000) -100.0%
226-4922-406	TRX FROM TID 6 CLOSURE-HOUSING	\$ -	\$ -	\$ -	\$ -	\$ 801,559	\$ 160,312	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
226-4922-415	TRX FROM TID15 CLOSURE-HOUSING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ 300,000 100.0%
226-4930-226	FUND BALANCE APPLIED-AFORD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700,000	\$ -	\$ 3,700,000	\$ 3,700,000 100.0%
	Subtotal Miscellaneous Revenues	\$ 1,797	\$ 2,025	\$ 601	\$ 93	\$ 2,699,509	\$ 540,805	\$ 5,000,500	\$ 64,432	\$ 4,980,620	\$ 4,850,000	\$ -	\$ 4,850,000	\$ (150,500) -3.0%
	Total Revenues	\$ 1,797	\$ 2,025	\$ 601	\$ 93	\$ 2,699,509	\$ 540,805	\$ 5,000,500	\$ 64,432	\$ 4,980,620	\$ 4,850,000	\$ -	\$ 4,850,000	\$ (150,500) -3.0%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
226-5610-210	PROFESSIONAL SERVICES-AFORD	\$ 22,923	\$ 2,327	\$ 200	\$ 10,000	\$ 3,000	\$ 7,690	\$ 25,000	\$ 6,263	\$ 25,000	\$ 440,000	\$ -	\$ 440,000	\$ 415,000 1660.0%
	Subtotal Contractual Services - Affordable	\$ 22,923	\$ 2,327	\$ 200	\$ 10,000	\$ 3,000	\$ 7,690	\$ 25,000	\$ 6,263	\$ 25,000	\$ 440,000	\$ -	\$ 440,000	\$ 415,000 1660.0%
226-5610-325	TRAINING & TRAVEL-AFFORD	\$ -	\$ -	\$ -	\$ 355	\$ 550	\$ 181	\$ 525	\$ -	\$ 525	\$ 600	\$ -	\$ 600	\$ 75 14.3%
	Subtotal Operating Expenditures - Affordable	\$ -	\$ -	\$ -	\$ 355	\$ 550	\$ 181	\$ 525	\$ -	\$ 525	\$ 600	\$ -	\$ 600	\$ 75 14.3%
226-5910-400	TRX TO F400-AFFORD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700,000	\$ -	\$ 3,700,000	\$ 3,700,000 100.0%
	Subtotal Transfers & Other Uses-Affordable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700,000	\$ -	\$ 3,700,000	\$ 3,700,000 100.0%
226-5670-140	PER DIEMS - HOUSING COMMITTEE	\$ -	\$ -	\$ 250	\$ 125	\$ 75	\$ 90	\$ 840	\$ -	\$ 840	\$ 840	\$ 420	\$ 1,260	\$ 420 50.0%
226-5670-131	FICA	\$ -	\$ -	\$ 19	\$ 10	\$ 6	\$ 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Personnel Costs - Housing	\$ -	\$ -	\$ 269	\$ 135	\$ 81	\$ 97	\$ 840	\$ -	\$ 840	\$ 840	\$ 420	\$ 1,260	\$ 420 50.0%
226-5670-210	PROFESSIONAL SERVICES-HOUSING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ - 0.0%
	Subtotal Contractual Services - Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ - 0.0%
	Total Expenditures	\$ 22,923	\$ 2,327	\$ 469	\$ 10,490	\$ 3,631	\$ 7,968	\$ 51,365	\$ 6,263	\$ 26,365	\$ 4,166,440	\$ 420	\$ 4,166,860	\$ 4,115,495 8012.3%
	Net Surplus/(Deficit)	\$ (21,126)	\$ (302)	\$ 132	\$ (10,397)	\$ 2,695,879	\$ 532,837	\$ 4,949,135	\$ 58,170	\$ 4,954,255	\$ (3,016,440)	\$ (420)	\$ (3,016,860)	\$ (7,965,995)
	Tax Increment Extension - Affordable (75% of tax increment transferred)													
	Beginning Fund Balance	\$ 76,641	\$ 55,515	\$ 55,213	\$ 55,614	\$ 45,351		\$ 1,939,751	\$ 1,939,751	\$ 1,939,751	\$ 5,430,660		\$ 5,430,660	
	Annual Activity	\$ (21,126)	\$ (302)	\$ 401	\$ (10,262)	\$ 1,894,400		\$ 3,474,975	\$ 58,170	\$ 3,490,909	\$ (3,290,600)		\$ (3,290,600)	
	Estimated Ending Fund Balance	\$ 55,515	\$ 55,213	\$ 55,614	\$ 45,351	\$ 1,939,751		\$ 5,414,726	\$ 1,997,921	\$ 5,430,660	\$ 2,140,060		\$ 2,140,060	
	Tax Increment Extension - Any Housing (25% of tax increment transferred)													
	Beginning Fund Balance	\$ 31,752	\$ 31,752	\$ 31,752	\$ 31,483	\$ 31,348		\$ 832,827	\$ 832,827	\$ 832,827	\$ 2,296,173		\$ 2,296,173	
	Annual Activity	\$ -	\$ -	\$ (269)	\$ (135)	\$ 801,479		\$ 1,474,160	\$ -	\$ 1,463,346	\$ 274,160		\$ 273,740	
	Estimated Ending Fund Balance	\$ 31,752	\$ 31,752	\$ 31,483	\$ 31,348	\$ 832,827		\$ 2,306,987	\$ 832,827	\$ 2,296,173	\$ 2,570,333		\$ 2,569,913	
	Undesignated													
	Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
	Annual Activity	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
	Estimated Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
	Total Fund Balance													
	Beginning Fund Balance	\$ 108,393	\$ 87,267	\$ 86,965	\$ 87,096	\$ 76,699		\$ 2,772,578	\$ 2,772,578	\$ 2,772,578	\$ 7,726,833		\$ 7,726,833	
	Annual Activity	\$ (21,126)	\$ (302)	\$ 132	\$ (10,397)	\$ 2,695,879		\$ 4,949,135	\$ 58,170	\$ 4,954,255	\$ (3,016,440)		\$ (3,016,860)	
	Estimated Ending Fund Balance	\$ 87,267	\$ 86,965	\$ 87,096	\$ 76,699	\$ 2,772,578		\$ 7,721,713	\$ 2,830,748	\$ 7,726,833	\$ 4,710,393		\$ 4,709,973	

City of Fitchburg
Cemetery Fund #227
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
227-4810-000	INTEREST FROM INVESTMENTS	\$ 656	\$ 1,172	\$ 454	\$ 145	\$ 25,180	\$ 5,522	\$ 100	\$ (20,772)	\$ 5,000	\$ 4,000	\$ -	\$ 4,000	\$ 3,900 3900.0%
227-4830-101	CEMETERY LOT SALES	\$ 16,305	\$ 14,295	\$ 21,075	\$ 20,660	\$ 18,995	\$ 18,266	\$ 21,000	\$ 3,795	\$ 18,000	\$ 21,000	\$ -	\$ 21,000	\$ - 0.0%
	Subtotal Miscellaneous Revenues	\$ 16,961	\$ 15,467	\$ 21,529	\$ 20,805	\$ 44,175	\$ 23,788	\$ 21,100	\$ (16,977)	\$ 23,000	\$ 25,000	\$ -	\$ 25,000	\$ 3,900 18.5%
	Total Revenues	\$ 16,961	\$ 15,467	\$ 21,529	\$ 20,805	\$ 44,175	\$ 23,788	\$ 21,100	\$ (16,977)	\$ 23,000	\$ 25,000	\$ -	\$ 25,000	\$ 3,900 18.5%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
227-5491-110	SALARIES & WAGES - CEMETERY	\$ -	\$ 1,846	\$ 1,285	\$ -	\$ 3,895	\$ 1,405	\$ -	\$ 236	\$ 236	\$ -	\$ -	\$ -	\$ - 100.0%
227-5491-120	PT/LTE/SEASONAL WAGES	\$ -	\$ 230	\$ 260	\$ -	\$ 1,917	\$ 481	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
227-5491-131	FICA	\$ -	\$ 148	\$ 114	\$ -	\$ 276	\$ 108	\$ -	\$ 18	\$ 18	\$ -	\$ -	\$ -	\$ - 100.0%
227-5491-132	WRS	\$ -	\$ 121	\$ 87	\$ -	\$ 252	\$ 92	\$ -	\$ 16	\$ 16	\$ -	\$ -	\$ -	\$ - 100.0%
227-5491-160	HEALTH INS	\$ -	\$ 478	\$ 234	\$ -	\$ 1,216	\$ 385	\$ -	\$ 98	\$ 98	\$ -	\$ -	\$ -	\$ - 100.0%
227-5491-161	LIFE INS	\$ -	\$ 9	\$ 4	\$ -	\$ 22	\$ 7	\$ -	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ - 100.0%
227-5491-163	DENTAL INS	\$ -	\$ 35	\$ 16	\$ -	\$ 77	\$ 26	\$ -	\$ 6	\$ 6	\$ -	\$ -	\$ -	\$ - 100.0%
	Total Personnel Costs	\$ -	\$ 2,866	\$ 1,999	\$ -	\$ 7,655	\$ 2,504	\$ -	\$ 374	\$ 374	\$ -	\$ -	\$ -	\$ - 100.0%
227-5491-290	OTHER CONTRACTUAL	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ 140	\$ -	\$ 675	\$ 675	\$ -	\$ -	\$ -	\$ - 100.0%
	Total Contractual Services	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ 140	\$ -	\$ 675	\$ 675	\$ -	\$ -	\$ -	\$ - 100.0%
227-5491-340	OPERATING MATERIALS	\$ 12	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ 200	\$ -	\$ 200	\$ 200	\$ -	\$ 200	\$ - 0.0%
	Total Operating Expenditures	\$ 12	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ 200	\$ -	\$ 200	\$ 200	\$ -	\$ 200	\$ - 0.0%
	Total Expenditures	\$ 12	\$ 2,866	\$ 2,699	\$ -	\$ 7,655	\$ 2,646	\$ 200	\$ 1,049	\$ 1,249	\$ 200	\$ -	\$ 200	\$ - 0.0%
	Net Surplus/(Deficit)	\$ 16,949	\$ 12,601	\$ 18,830	\$ 20,805	\$ 36,520	\$ 21,141	\$ 20,900	\$ (18,026)	\$ 21,751	\$ 24,800	\$ -	\$ 24,800	\$ 3,900
	Beginning Fund Balance	\$ 25,076	\$ 42,025	\$ 54,626	\$ 73,456	\$ 94,261		\$ 130,781	\$ 130,781	\$ 130,781	\$ 152,532		\$ 152,532	
	Annual Activity	\$ 16,949	\$ 12,601	\$ 18,830	\$ 20,805	\$ 36,520		\$ 20,900	\$ (18,026)	\$ 21,751	\$ 24,800		\$ 24,800	
	Estimated Ending Fund Balance	\$ 42,025	\$ 54,626	\$ 73,456	\$ 94,261	\$ 130,781		\$ 151,681	\$ 112,755	\$ 152,532	\$ 177,332		\$ 177,332	

City of Fitchburg
American Rescue Plan (ARPA) Funding #229
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
229-4329-100	OTHER FED GRANT	\$ -	\$ -	\$ -	\$ 10,881	\$ 294,259	\$ 61,028	\$ 1,978,873	\$ 2,920,539	\$ 2,287,104	\$ 15,000	\$ -	\$ 15,000	\$ (1,963,873) -99.2%
229-4810-000	INTEREST ON INVESTMENTS	\$ -	\$ -	\$ -	\$ 174	\$ 35,833	\$ 7,201	\$ -	\$ 72,853	\$ 120,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000 100.0%
	Subtotal Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ 11,055	\$ 330,092	\$ 68,229	\$ 1,978,873	\$ 2,993,393	\$ 2,407,104	\$ 17,000	\$ -	\$ 17,000	\$ (1,961,873) -99.1%
	Total Revenues	\$ -	\$ -	\$ -	\$ 11,055	\$ 330,092	\$ 68,229	\$ 1,978,873	\$ 2,993,393	\$ 2,407,104	\$ 17,000	\$ -	\$ 17,000	\$ (1,961,873) -99.1%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
229-5300-210	PROFESSIONAL SERVICES - PW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
229-5520-210	PROFESSIONAL SERVICES - PARKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 15,000	\$ -	\$ 15,000	\$ 5,000 50.0%
	Total Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 15,000	\$ -	\$ 15,000	\$ 5,000 50.0%
229-5144-389	HNI GRANTS TO OTHERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
229-5165-340	OPERATING SUPPLIES - CITY HALL	\$ -	\$ -	\$ -	\$ -	\$ 205	\$ 41	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ (500) -100.0%
229-5165-355	EQUIPMENT EXPENSE-CH	\$ -	\$ -	\$ -	\$ -	\$ 2,678	\$ 536	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
229-5165-360	BLDG CUSTODIAL SUPPLIES-CH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ (500) -100.0%
229-5210-340	OPERATING SUPPLIES - POLICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ (500) -100.0%
229-5210-360	BLDG CUSTODIAL SUPPLIES-PD	\$ -	\$ -	\$ -	\$ -	\$ 46	\$ 9	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ (500) -100.0%
229-5220-340	OPERATING SUPPLIES - FIRE	\$ -	\$ -	\$ -	\$ -	\$ 204	\$ 41	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ (500) -100.0%
229-5220-360	BLDG CUSTODIAL SUPPLIES-FD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ (500) -100.0%
229-5300-340	OPERATING SUPPLIES - STREETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
229-5300-360	BLDG CUSTODIAL SUPPLIES-STREET	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
229-5460-340	OPERATING SUPPLIES - SR CNTR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ (500) -100.0%
229-5460-360	BLDG CUSTODIAL SUPPLIES - SR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ (500) -100.0%
229-5511-340	OPERATING SUPPLIES - LIBRARY	\$ -	\$ -	\$ -	\$ -	\$ 786	\$ 157	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ (500) -100.0%
229-5511-360	BLDG CUSTODIAL SUPPLIES-LIB	\$ -	\$ -	\$ -	\$ -	\$ 513	\$ 103	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ (500) -100.0%
229-5520-290	OTHER CONTRACTUAL - PARKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,000) -100.0%
229-5520-340	OPERATING SUPPLIES - PARKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ -	\$ 4,500	\$ -	\$ -	\$ -	\$ (4,500) -100.0%
229-5520-360	BLDG CUSTODIAL SUPPLIES-PARKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Total Operating Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 4,431	\$ 886	\$ 13,500	\$ -	\$ 9,500	\$ -	\$ -	\$ -	\$ (13,500) -100.0%
229-5920-100	TRX TO GENERAL FUND	\$ -	\$ -	\$ -	\$ 3,054	\$ 2,179	\$ 1,047	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
229-5920-250	TRX TO LIBRARY FUND	\$ -	\$ -	\$ -	\$ 1,626	\$ 1,080	\$ 541	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
229-5920-400	TRX TO CAPITAL PROJECTS FUND	\$ -	\$ -	\$ -	\$ -	\$ 10,488	\$ 2,098	\$ 1,894,500	\$ 625,000	\$ 1,958,500	\$ -	\$ -	\$ -	\$ (1,894,500) -100.0%
229-5920-602	TRX TO WATER UTILITY FUND	\$ -	\$ -	\$ -	\$ 276	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
229-5920-604	TRX TO STORMWATER UTILITY FUND	\$ -	\$ -	\$ -	\$ -	\$ 272,985	\$ 54,597	\$ -	\$ 293,600	\$ 293,600	\$ -	\$ -	\$ -	\$ - 100.0%
229-5920-700	TRX TO TECHNOLOGY FUND	\$ -	\$ -	\$ -	\$ 5,924	\$ 3,096	\$ 1,804	\$ -	\$ 15,504	\$ 15,504	\$ -	\$ -	\$ -	\$ - 100.0%
	Total Transfers & Other Financing Sources	\$ -	\$ -	\$ -	\$ 10,881	\$ 289,828	\$ 60,142	\$ 1,894,500	\$ 934,104	\$ 2,267,604	\$ -	\$ -	\$ -	\$ (1,894,500) -100.0%
	Total Expenditures	\$ -	\$ -	\$ -	\$ 10,881	\$ 294,259	\$ 61,028	\$ 1,918,000	\$ 934,104	\$ 2,287,104	\$ 15,000	\$ -	\$ 15,000	\$ (1,903,000) -99.2%
	Net Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ 174	\$ 35,833	\$ 7,201	\$ 60,873	\$ 2,059,289	\$ 120,000	\$ 2,000	\$ -	\$ 2,000	\$ (58,873)
	Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 174	\$ 174	\$ 36,007	\$ 36,007	\$ 36,007	\$ 156,007		\$ 156,007	
	Annual Activity	\$ -	\$ -	\$ -	\$ 174	\$ 35,833	\$ 35,833	\$ 60,873	\$ 2,059,289	\$ 120,000	\$ 2,000		\$ 2,000	
	Estimated Ending Fund Balance	\$ -	\$ -	\$ -	\$ 174	\$ 36,007	\$ 36,007	\$ 96,880	\$ 2,095,296	\$ 156,007	\$ 158,007		\$ 158,007	

City of Fitchburg
TID Closure Excess Increment Funding #230
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
230-4810-000	INTEREST ON INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,986	\$ 40,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000 100.0%
230-4930-230	FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 828,750	\$ -	\$ 828,750	\$ 947,550	\$ -	\$ 947,550	\$ 118,800 14.3%
	Subtotal Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 828,750	\$ 20,986	\$ 868,750	\$ 952,550	\$ -	\$ 952,550	\$ 123,800 14.9%
230-4921-404	TIF #4 DISTRIBUTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,325,000	\$ -	\$ -	\$ -	\$ - 100.0%
230-4921-406	TIF #6 DISTRIBUTIONS	\$ -	\$ -	\$ -	\$ -	\$ 1,846,018	\$ 369,204	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
230-4921-415	TIF #15 DISTRIBUTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,500	\$ -	\$ 52,500	\$ 52,500 100.0%
	Other Financing Sources Total	\$ -	\$ -	\$ -	\$ -	\$ 1,846,018	\$ 369,204	\$ -	\$ -	\$ 3,325,000	\$ 52,500	\$ -	\$ 52,500	\$ 52,500 100.0%
	Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ 1,846,018	\$ 369,204	\$ 828,750	\$ 20,986	\$ 4,193,750	\$ 1,005,050	\$ -	\$ 1,005,050	\$ 176,300 21.3%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
230-5115-210	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,000	\$ 180,000	\$ 550,000	\$ (500,000)	\$ 50,000	\$ 50,000 100.0%
230-5115-290	OTHER CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ (25,000)	\$ -	\$ - 100.0%
230-5144-210	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ 40,000 100.0%
230-5152-210	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 175,000	\$ (100,000)	\$ 75,000	\$ 75,000 100.0%
230-5153-210	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ (110,000) -100.0%
230-5210-245	COMPUTER RELATED - REP & MAINT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,800	\$ 16,800	\$ (16,800)	\$ -	\$ - 100.0%
230-5300-210	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ (45,000)	\$ -	\$ - 100.0%
230-5520-290	OTHER CONTRACTUAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 145,000	\$ (135,000)	\$ 10,000	\$ - 0.0%
230-5630-210	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 375,000	\$ -	\$ 375,000	\$ 375,000 100.0%
	Total Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 52,000	\$ 741,800	\$ 1,371,800	\$ (821,800)	\$ 550,000	\$ 430,000 358.3%
230-5143-325	TRAINING & TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 24,470	\$ -	\$ -	\$ -	\$ (25,000) -100.0%
230-5143-340	OPERATING SUPPLIES - HR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 391	\$ 530	\$ -	\$ -	\$ -	\$ - 100.0%
230-5144-389	HNI GRANTS TO OTHERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ (100,000)	\$ 50,000	\$ 50,000 100.0%
230-5165-355	EQUIPMENT EXPENSE-CH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ - 100.0%
230-5210-355	EQUIPMENT EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,000	\$ 36,000	\$ (36,000)	\$ -	\$ - 100.0%
	Total Operating Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 391	\$ 79,000	\$ 186,000	\$ (136,000)	\$ 50,000	\$ 25,000 100.0%
230-5920-400	TRX TO CAPITAL PROJECTS FUND	\$ -	\$ -	\$ -	\$ -	\$ 161,035	\$ 32,207	\$ 933,750	\$ 378,965	\$ 3,216,515	\$ 947,550	\$ (615,000)	\$ 332,550	\$ (601,200) -64.4%
	Total Transfers & Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ 161,035	\$ 32,207	\$ 933,750	\$ 378,965	\$ 3,216,515	\$ 947,550	\$ (615,000)	\$ 332,550	\$ (601,200) -64.4%
	Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 161,035	\$ 32,207	\$ 1,078,750	\$ 431,356	\$ 4,037,315	\$ 2,505,350	\$ (1,572,800)	\$ 932,550	\$ (146,200) -13.6%
	Net Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ 1,684,983	\$ 336,997	\$ (1,078,750)	\$ (410,370)	\$ (672,315)	\$ (2,447,850)	\$ 1,572,800	\$ (875,050)	\$ 203,700
	Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,684,983	\$ 1,684,983	\$ 1,684,983	\$ 1,012,668		\$ 1,012,668	
	Annual Activity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,684,983	\$ (1,078,750)	\$ (410,370)	\$ (672,315)	\$ (2,447,850)		\$ (875,050)	
	Estimated Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,684,983</u>	<u>\$ 606,233</u>	<u>\$ 1,274,613</u>	<u>\$ 1,012,668</u>	<u>\$ (1,435,182)</u>		<u>\$ 137,618</u>	

City of Fitchburg
Transit Fund #231
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
231-4111-000	PROPERTY TAX LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 552,395	\$ 552,395	\$ 552,395	\$ 681,482	\$ -	\$ 681,482	\$ 129,087 23.4%
231-4323-500	FEDERAL AID - MASS TRANSIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 862,503	\$ 238,139	\$ 952,564	\$ 1,200,000	\$ -	\$ 1,200,000	\$ 337,497 39.1%
231-4810-000	INTEREST ON INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ 100	\$ 100	\$ -	\$ 100	\$ 100 100.0%
	Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,414,898	\$ 790,549	\$ 1,505,059	\$ 1,881,582	\$ -	\$ 1,881,582	\$ 466,684 33.0%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
231-5352-110	SALARIES & WAGES - TRANSIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,194	\$ -	\$ 3,869	\$ 4,359	\$ -	\$ 4,359	\$ 165 3.9%
231-5352-131	FICA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 321	\$ -	\$ 296	\$ 333	\$ -	\$ 333	\$ 12 3.7%
231-5352-132	WRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 285	\$ -	\$ 263	\$ 301	\$ -	\$ 301	\$ 16 5.6%
231-5352-160	HEALTH INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,048	\$ -	\$ 426	\$ 457	\$ -	\$ 457	\$ (591) -56.4%
231-5352-161	LIFE INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ -	\$ 3	\$ 3	\$ -	\$ 3	\$ - 0.0%
231-5352-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ -	\$ -	\$ 20	\$ -	\$ 20	\$ - 0.0%
231-5352-163	DENTAL INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67	\$ -	\$ 23	\$ 24	\$ -	\$ 24	\$ (43) -64.2%
	Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,938	\$ -	\$ 4,880	\$ 5,497	\$ -	\$ 5,497	\$ (441) -7.4%
231-5352-200	METRO TRANSIT SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,408,960	\$ 324,564	\$ 1,408,960	\$ 1,875,960	\$ -	\$ 1,875,960	\$ 467,000 33.1%
	Total Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,408,960	\$ 324,564	\$ 1,408,960	\$ 1,875,960	\$ -	\$ 1,875,960	\$ 467,000 33.1%
231-5352-572	INSURANCE ISF ALLOCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125	\$ -	\$ 125	\$ 125 100.0%
	Allocated Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125	\$ -	\$ 125	\$ 125 100.0%
	Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,414,898	\$ 324,564	\$ 1,413,840	\$ 1,881,582	\$ -	\$ 1,881,582	\$ 466,684 33.0%
	Net Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 465,985	\$ 91,219	\$ -	\$ -	\$ -	\$ -
	Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,219		\$ 91,219	
	Annual Activity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 465,985	\$ 91,219	\$ -		\$ -	
	Estimated Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 465,985	\$ 91,219	\$ 91,219		\$ 91,219	

City of Fitchburg
Library Fund #250
2024 Operating Budget

		2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
		Actual	Actual	Actual	Actual	Actual	Average	Adopted	YTD Actual	Estimate	Budget	Thru	Proposed	Change
Acct #	Account Name							Budget			Request	Adoption	Budget	
250-4111-000	PROPERTY TAX LEVY	\$ 1,784,887	\$ 1,835,488	\$ 1,900,097	\$ 1,964,700	\$ 2,052,994	\$ 1,907,633	\$ 2,170,815	\$ 2,170,815	\$ 2,170,815	\$ 2,314,436	-	\$ 2,314,436	\$ 143,621 6.6%
250-4329-100	OTHER FED GRANT	\$ -	\$ -	\$ -	\$ 29,013	\$ -	\$ 5,803	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
250-4374-103	NET COUNTY PAYMENT	\$ 29,373	\$ 61,707	\$ 67,320	\$ 83,300	\$ 82,452	\$ 64,830	\$ 83,300	\$ 82,069	\$ 82,069	\$ 75,321	-	\$ 75,321	\$ (7,979) -9.6%
250-4510-000	LIBRARY FINES	\$ 14,108	\$ 1,965	\$ 532	\$ 81	\$ 143	\$ 3,366	\$ -	\$ 119	\$ 150	\$ -	\$ -	\$ -	\$ - 100.0%
250-4610-250	COPY FEES - LIBRARY	\$ 8,158	\$ 7,904	\$ 1,732	\$ 1,836	\$ 6,789	\$ 5,284	\$ 8,000	\$ 3,538	\$ 8,000	\$ 8,000	-	\$ 8,000	\$ - 0.0%
250-4810-100	INTEREST INCOME	\$ 20,716	\$ 30,763	\$ 12,735	\$ 1,284	\$ 16,113	\$ 16,322	\$ 2,000	\$ 54,450	\$ 60,000	\$ 2,000	-	\$ 2,000	\$ - 0.0%
250-4810-103	MCF Endowment Investment Earn	\$ (1,540)	\$ 10,614	\$ 5,942	\$ 16,049	\$ (10,212)	\$ 4,171	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
250-4820-100	SALE OF SUPPLIES - LIBRARY	\$ 251	\$ 194	\$ 26	\$ 47	\$ 114	\$ 126	\$ 200	\$ 60	\$ 200	\$ 200	-	\$ 200	\$ - 0.0%
250-4830-100	PAYMENT - FCH MATERIAL DAMAGE	\$ 6,243	\$ 6,227	\$ 3,601	\$ 3,826	\$ 4,622	\$ 4,904	\$ 4,500	\$ 1,712	\$ 3,000	\$ 3,000	-	\$ 3,000	\$ (1,500) -33.3%
250-4850-000	DONATIONS	\$ 1,965	\$ 3,417	\$ 836	\$ 1,863	\$ 5,232	\$ 2,663	\$ 2,000	\$ 1,766	\$ 3,000	\$ 18,500	3,000	\$ 21,500	\$ 19,500 975.0%
250-4860-000	PCARD REBATE	\$ 7,916	\$ 4,460	\$ 3,956	\$ 4,221	\$ 4,689	\$ 5,048	\$ 4,000	\$ -	\$ -	\$ 4,000	-	\$ 4,000	\$ - 0.0%
250-4875-001	MCF GRANT/ENDOWMENT DONATIONS	\$ 100	\$ 100	\$ 1,500	\$ -	\$ -	\$ 340	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ - 100.0%
250-4875-002	GRANT- OTHER	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ - 100.0%
250-4890-000	MISCELLANEOUS REVENUE	\$ 29,495	\$ 39,871	\$ 17,825	\$ 22,328	\$ 21,639	\$ 26,231	\$ 15,000	\$ 21,748	\$ 22,000	\$ 8,000	-	\$ 8,000	\$ (7,000) -46.7%
250-4890-501	PAYMENT - OTHER SCLS DAMAGES	\$ 326	\$ 232	\$ 55	\$ 197	\$ 241	\$ 210	\$ 200	\$ 22	\$ 200	\$ 200	-	\$ 200	\$ - 0.0%
250-4890-600	SALE OF FIXED ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	-	\$ 2,000	\$ 2,000 100.0%
250-4922-229	TRANSFER FROM ARPA FUND	\$ -	\$ -	\$ -	\$ 1,626	\$ 1,080	\$ 541	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ - 100.0%
250-4930-251	ASSIGNED FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 247,000	\$ -	\$ 247,000	\$ 70,000	-	\$ 70,000	\$ (177,000) -71.7%
Total Revenues		\$ 1,902,198	\$ 2,002,941	\$ 2,045,169	\$ 2,101,358	\$ 2,185,893	\$ 2,047,512	\$ 2,537,015	\$ 2,336,299	\$ 2,596,434	\$ 2,505,657	\$ 3,000	\$ 2,508,657	\$ (28,358) -1.1%

		2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
		Actual	Actual	Actual	Actual	Actual	Average	Adopted	YTD Actual	Estimate	Budget	Thru	Proposed	Change
Acct #	Account Name							Budget			Request	Adoption	Budget	
250-5511-110	SALARIES & WAGES - LIBRARY SVC	\$ 855,301	\$ 898,178	\$ 889,262	\$ 897,631	\$ 991,638	\$ 906,402	\$ 1,117,664	\$ 512,349	\$ 1,098,836	\$ 1,146,766	\$ 203	\$ 1,146,969	\$ 29,305 2.6%
250-5511-115	OVERTIME	\$ 626	\$ 480	\$ 217	\$ 82	\$ 688	\$ 419	\$ 1,139	\$ 750	\$ 1,139	\$ 1,198	-	\$ 1,198	\$ 59 5.2%
250-5511-120	PT/LTE/SEASONAL WAGES	\$ 47,359	\$ 46,831	\$ 32,821	\$ 39,643	\$ 45,666	\$ 42,464	\$ 73,055	\$ 35,111	\$ 71,616	\$ 74,880	2,649	\$ 77,529	\$ 4,474 6.1%
250-5511-131	FICA	\$ 67,834	\$ 70,327	\$ 69,224	\$ 70,035	\$ 77,353	\$ 70,955	\$ 91,351	\$ 40,628	\$ 89,801	\$ 93,716	-	\$ 93,716	\$ 2,365 2.6%
250-5511-132	WRS	\$ 46,777	\$ 47,188	\$ 45,845	\$ 46,046	\$ 51,924	\$ 47,556	\$ 58,278	\$ 27,287	\$ 58,102	\$ 61,189	-	\$ 61,189	\$ 2,911 5.0%
250-5511-135	LIBRARY - LONGEVITY	\$ 1,530	\$ 1,305	\$ 1,485	\$ 1,665	\$ 1,845	\$ 1,566	\$ 2,273	\$ 2,273	\$ 2,273	\$ 2,205	-	\$ 2,205	\$ (68) -3.0%
250-5511-140	PER DIEMS - LIBRARY BOARD	\$ -	\$ -	\$ -	\$ -	\$ 550	\$ 110	\$ 1,800	\$ -	\$ 1,800	\$ 1,800	-	\$ 1,800	\$ - 0.0%
250-5511-160	HEALTH INS	\$ 124,883	\$ 113,742	\$ 120,547	\$ 124,777	\$ 153,861	\$ 127,562	\$ 164,128	\$ 80,793	\$ 176,281	\$ 189,342	-	\$ 189,342	\$ 25,214 15.4%
250-5511-161	LIFE INS	\$ 747	\$ 818	\$ 790	\$ 853	\$ 1,365	\$ 915	\$ 1,695	\$ 727	\$ 1,698	\$ 2,095	-	\$ 2,095	\$ 400 23.6%
250-5511-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,673	\$ -	\$ -	\$ 4,741	-	\$ 4,741	\$ 68 1.5%
250-5511-163	DENTAL INS	\$ 8,544	\$ 8,001	\$ 7,765	\$ 9,462	\$ 9,095	\$ 8,574	\$ 11,064	\$ 4,426	\$ 9,674	\$ 10,157	-	\$ 10,157	\$ (907) -8.2%
250-5511-190	Library Holiday Premium	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ -	\$ -	-	\$ -	\$ - 100.0%
Personnel Costs		\$ 1,153,602	\$ 1,186,871	\$ 1,167,956	\$ 1,190,195	\$ 1,333,985	\$ 1,206,522	\$ 1,527,120	\$ 704,358	\$ 1,511,220	\$ 1,588,089	\$ 2,852	\$ 1,590,941	\$ 63,821 4.2%
250-5511-240	REPAIRS & MAINT BY OTHERS	\$ 10,771	\$ 3,314	\$ 7,770	\$ 37,550	\$ 35,270	\$ 18,935	\$ 20,000	\$ 2,402	\$ 20,000	\$ 19,000	-	\$ 19,000	\$ (1,000) -5.0%
250-5511-245	COMPUTER RELATED REP & MAINT	\$ 1,007	\$ 1,537	\$ -	\$ -	\$ -	\$ 509	\$ -	\$ -	\$ -	\$ 4,900	-	\$ 4,900	\$ 4,900 100.0%
250-5511-250	PUBLIC NOTICES & ADVERTISEMENT	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ 40	\$ -	\$ 18	\$ 18	\$ -	210	\$ 210	\$ 210 100.0%
250-5511-290	OTHER CONTRACTUAL SERVICES	\$ 136,264	\$ 142,496	\$ 143,839	\$ 122,877	\$ 123,460	\$ 133,787	\$ 123,275	\$ 122,893	\$ 123,868	\$ 123,050	-	\$ 123,050	\$ (225) -0.2%
250-5511-291	CONTRACT SVC- PERFRMR & PRSNTRS	\$ 4,686	\$ 4,229	\$ 425	\$ 1,298	\$ 2,085	\$ 2,545	\$ 4,850	\$ 800	\$ 4,000	\$ 4,000	-	\$ 4,000	\$ (850) -17.5%
Contractual Services Costs		\$ 152,727	\$ 151,775	\$ 152,034	\$ 161,726	\$ 160,815	\$ 155,815	\$ 148,125	\$ 126,113	\$ 147,886	\$ 150,950	\$ 210	\$ 151,160	\$ 3,035 2.0%
250-5511-310	OFFICE SUPPLIES & POSTAGE	\$ 2,485	\$ 3,111	\$ 442	\$ 574	\$ 636	\$ 1,449	\$ 1,000	\$ 422	\$ 1,000	\$ 1,500	-	\$ 1,500	\$ 500 50.0%
250-5511-323	UNIFORM ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ 348	\$ 70	\$ -	\$ -	\$ -	\$ 300	-	\$ 300	\$ 300 100.0%
250-5511-325	TRAINING & TRAVEL	\$ 5,998	\$ 1,088	\$ 4,111	\$ 618	\$ 2,016	\$ 2,766	\$ 4,000	\$ 1,852	\$ 4,000	\$ 4,000	-	\$ 4,000	\$ - 0.0%
250-5511-330	VEHICLE USE REIMBURSEMENT	\$ 335	\$ 42	\$ -	\$ -	\$ 149	\$ 105	\$ 200	\$ -	\$ -	\$ 200	-	\$ 200	\$ - 0.0%
250-5511-335	VEHICLE EXPENSE (G&O, REPAIRS)	\$ 109	\$ 86	\$ 24	\$ -	\$ 228	\$ 89	\$ 400	\$ 10	\$ 200	\$ 200	-	\$ 200	\$ (200) -50.0%
250-5511-340	OPERATING MATERIALS & SUPPLIES	\$ 25,616	\$ 36,552	\$ 21,909	\$ 16,059	\$ 31,270	\$ 26,281	\$ 25,330	\$ 9,429	\$ 26,000	\$ 24,000	-	\$ 24,000	\$ (1,330) -5.3%
250-5511-345	PUBLIC INFORMATION & EDUCATION	\$ 1,465	\$ 2,354	\$ -	\$ -	\$ 1,497	\$ 1,063	\$ 2,000	\$ 60	\$ 1,000	\$ 1,500	-	\$ 1,500	\$ (500) -25.0%
250-5511-350	REPAIR & MAINTENANCE SUPPLIES	\$ 7,474	\$ 5,197	\$ 9,186	\$ 6,762	\$ 8,092	\$ 7,342	\$ 6,000	\$ 886	\$ 6,000	\$ 6,000	-	\$ 6,000	\$ - 0.0%
250-5511-355	EQUIPMENT OPERATING EXPENSE	\$ 38,897	\$ 41,727	\$ 44,118	\$ 49,092	\$ 60,954	\$ 46,958	\$ 37,250	\$ 16,885	\$ 37,250	\$ 39,000	-	\$ 39,000	\$ 1,750 4.7%
250-5511-360	BLDG CUSTODIAL SUPPLIES	\$ 6,612	\$ 4,258	\$ 4,453	\$ 4,905	\$ 4,376	\$ 4,921	\$ 6,000	\$ 5,425	\$ 7,000	\$ 6,000	-	\$ 6,000	\$ - 0.0%
250-5511-365	UTILITIES & TELEPHONE	\$ 88,180	\$ 82,018	\$ 59,892	\$ 70,471	\$ 81,387	\$ 76,390	\$ 76,000	\$ 37,411	\$ 76,000	\$ 76,000	-	\$ 76,000	\$ - 0.0%
250-5511-387	LIBRARY COLLECTION	\$ 179,097	\$ 181,060	\$ 169,165	\$ 181,979	\$ 179,235	\$ 178,107	\$ 185,000	\$ 79,016	\$ 185,000	\$ 185,000	-	\$ 185,000	\$ - 0.0%
250-5511-390	OTHER OPERATING EXP	\$ 1,293	\$ 1,424	\$ 806	\$ 920	\$ 737	\$ 1,036	\$ 1,500	\$ 319	\$ 1,300	\$ 1,500	-	\$ 1,500	\$ - 0.0%
250-5511-397	GASOLINE/DIESEL FUEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84	\$ 200	\$ 200	-	\$ 200	\$ 200 100.0%
Operating Costs		\$ 357,561	\$ 358,917	\$ 314,106	\$ 331,381	\$ 370,925	\$ 346,578	\$ 344,680	\$ 151,798	\$ 344,950	\$ 345,400	\$ -	\$ 345,400	\$ 720 0.2%
250-5511-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,500	\$ 11,358	\$ 23,500	\$ 23,750	-	\$ 23,750	\$ 250 1.1%
250-5511-570	IT OPERATING ISF ALLOCATION	\$ 54,005	\$ 57,800	\$ 68,035	\$ 67,700	\$ 71,890	\$ 63,886	\$ 86,575	\$ 43,287	\$ 86,575	\$ 91,520	1,550	\$ 93,070	\$ 6,495 7.5%
250-5511-572	INSURANCE ISF ALLOCATION	\$ 19,880	\$ 19,665	\$ 24,175	\$ 28,100	\$ 30,645	\$ 24,493	\$ 31,395	\$ 15,698	\$ 31,395	\$ 33,550	5	\$ 33,555	\$ 2,160 6.9%
250-5511-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 7,025	\$ 7,075	\$ 7,115	\$ 4,243	\$ 6,820	\$ 3,410	\$ 6,820	\$ 9,615	-	\$ 9,615	\$ 2,795 41.0%
Allocated Costs		\$ 73,885	\$ 77,465	\$ 99,235	\$ 102,875	\$ 109,650	\$ 92,622	\$ 148,290	\$ 73,753	\$ 148,290	\$ 158,435	\$ 1,555	\$ 159,990	\$ 11,700 7.9%
250-5920-100	OP TRANS OUT-GEN FUND ADMIN	\$ 110,500	\$ 116,600	\$ 119,900	\$ 126,400	\$ 133,800	\$ 121,440	\$ 141,800	\$ 141,800	\$ 141,800	\$ 225,200	-	\$ 225,200	\$ 83,400 58.8%
250-5920-400	TRANS TO CAP PROJ-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 227,000	\$ -	\$ 227,000	\$ 36,000	-	\$ 36,000	\$ (191,000) -84.1%
Transfers		\$ 110,500	\$ 116,600	\$ 119,900	\$ 126,400	\$ 133,800	\$ 121,440	\$ 368,800	\$ 141,800	\$ 368,800	\$ 261,200	-	\$ 261,200	\$ (107,600) -29.2%
Total Expenditures		\$ 1,848,275	\$ 1,891,628	\$ 1,853,231	\$ 1,912,577	\$ 2,109,175	\$ 1,922,977	\$ 2,537,015	\$ 1,197,821	\$ 2,521,146	\$ 2,504,074	\$ 4,617	\$ 2,508,691	\$ (28,324) -1.1%
Net Surplus/(Deficit)		\$ 53,923	\$ 111,313	\$ 191,938	\$ 188,781	\$ 76,718	\$ 124,535	\$ (247,000)	\$ 1,138,478	\$ (171,712)	\$ (68,417)	\$ (1,617)	\$ (70,034)	\$ 176,966

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
<u>Reserve Fund</u>														
(target: 15-20% of budgeted expenditures)														
	Beginning Fund Balance	\$ 363,806	\$ 419,169	\$ 519,768	\$ 704,264	\$ 876,996		\$ 316,377	\$ 316,377	\$ 316,377	\$ 378,172		\$ 378,172	
	Reclassified FB	\$ -	\$ -	\$ -	\$ -	\$ (647,550)		\$ 64,175	\$ 64,175	\$ (13,493)	\$ (4,144)		\$ (1,834)	
	Annual Activity	\$ 55,362	\$ 100,599	\$ 184,496	\$ 172,732	\$ 86,931		\$ -	\$ 1,138,478	\$ 75,288	\$ 1,583		\$ (34)	
	Estimated Ending Fund Balance	\$ 419,169	\$ 519,768	\$ 704,264	\$ 876,996	\$ 316,377		\$ 380,552	\$ 1,519,030	\$ 378,172	\$ 375,611		\$ 376,304	
	% of expenditures	22.7%	27.5%	38.0%	45.9%	15.0%		15.0%		15.0%	15.0%		15.0%	
<u>Assigned Fund Balance - Building Maint</u>														
	Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 647,550	\$ 647,550	\$ 647,550	\$ 414,043		\$ 414,043	
	Reclassified FB	\$ -	\$ -	\$ -	\$ -	\$ 647,550		\$ (64,175)	\$ (64,175)	\$ 13,493	\$ 4,144		\$ 1,834	
	Annual Activity	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (247,000)	\$ -	\$ (247,000)	\$ (70,000)		\$ (70,000)	
	Estimated Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 647,550		\$ 336,375	\$ 583,375	\$ 414,043	\$ 348,187		\$ 345,877	
<u>Restricted Fund Balance - Endowment</u>														
	Beginning Fund Balance	\$ 74,329	\$ 72,889	\$ 83,603	\$ 91,045	\$ 107,094		\$ 96,882	\$ 96,882	\$ 96,882	\$ 96,882		\$ 96,882	
	Annual Activity	\$ (1,440)	\$ 10,714	\$ 7,442	\$ 16,049	\$ (10,212)		\$ -	\$ -	\$ -	\$ -		\$ -	
	Estimated Ending Fund Balance	\$ 72,889	\$ 83,603	\$ 91,045	\$ 107,094	\$ 96,882		\$ 96,882	\$ 96,882	\$ 96,882	\$ 96,882		\$ 96,882	
<u>Total Fund Balance</u>														
	Beginning Fund Balance	\$ 438,135	\$ 492,058	\$ 603,371	\$ 795,309	\$ 984,090		\$ 1,060,808	\$ 1,060,808	\$ 1,060,808	\$ 889,096		\$ 889,096	
	Reclassified FB	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	
	Annual Activity	\$ 53,923	\$ 111,313	\$ 191,938	\$ 188,781	\$ 76,718		\$ (247,000)	\$ 1,138,478	\$ (171,712)	\$ (68,417)		\$ (70,034)	
	Estimated Ending Fund Balance	\$ 492,058	\$ 603,371	\$ 795,309	\$ 984,090	\$ 1,060,808		\$ 813,808	\$ 2,199,286	\$ 889,096	\$ 820,679		\$ 819,062	

City of Fitchburg
Debt Service Fund #300
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
300-4111-000	TAX APPORTIONMENT FOR DEBT SVC	\$ 4,358,568	\$ 3,876,320	\$ 4,139,753	\$ 4,294,802	\$ 4,508,620	\$ 4,235,613	\$ 4,496,892	\$ 4,496,892	\$ 4,496,892	\$ 5,390,245	\$ -	\$ 5,390,245	\$ 893,353 19.9%
300-4200-000	SPECIAL ASSESS INSTALLMENTS	\$ 157,960	\$ 144,572	\$ 47,403	\$ 241,051	\$ 40,175	\$ 126,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-4200-100	SPECIAL ASSESS - ADVANCE COLL	\$ 637,141	\$ 92,965	\$ -	\$ -	\$ 779,188	\$ 301,859	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-4810-000	INTEREST FROM INVESTMENTS	\$ 36,730	\$ 42,123	\$ 19,422	\$ 2,060	\$ 41,901	\$ 28,447	\$ 3,000	\$ 94,384	\$ 100,000	\$ 20,000	\$ -	\$ 20,000	\$ 17,000 566.7%
300-4810-200	INTEREST ON S/A	\$ 298,098	\$ 9,172	\$ 1,185	\$ -	\$ 7,533	\$ 63,198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-4810-201	MISCELLANEOUS REVENUE	\$ 29,200	\$ -	\$ -	\$ -	\$ -	\$ 5,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-4810-401	INT REV ON DEBT PROCEEDS	\$ -	\$ 211	\$ 813	\$ 29	\$ 15,245	\$ 3,260	\$ -	\$ 15,404	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Total General Revenues	\$ 5,517,696	\$ 4,165,362	\$ 4,208,577	\$ 4,537,943	\$ 5,392,662	\$ 4,764,448	\$ 4,499,892	\$ 4,606,680	\$ 4,596,892	\$ 5,410,245	\$ -	\$ 5,410,245	\$ 910,353 20.2%
300-4924-000	TRANFER FROM CAP PROJ-FD IMP	\$ -	\$ -	\$ 386,002	\$ 887,135	\$ 456,946	\$ 346,017	\$ 400,000	\$ -	\$ 307,105	\$ 250,000	\$ -	\$ 250,000	\$ (150,000) -37.5%
300-4924-014	TRANSFER FROM TID #4	\$ 1,492,255	\$ 8,758,763	\$ 601,988	\$ 3,767,088	\$ 409,050	\$ 3,005,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-4924-015	TRANSFER FROM TID #6	\$ 378,500	\$ 377,250	\$ 375,900	\$ 379,400	\$ 2,182,450	\$ 738,700	\$ 1,821,000	\$ -	\$ 1,821,000	\$ -	\$ -	\$ -	\$ (1,821,000) -100.0%
300-4924-016	TRANSFER FROM TID #9	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 90,000	\$ 450,000	\$ -	\$ 450,000	\$ 350,000	\$ -	\$ 350,000	\$ (100,000) -22.2%
300-4924-017	TRANSFER FROM TID #10	\$ -	\$ -	\$ 64,855	\$ 228,638	\$ 589,121	\$ 176,523	\$ 579,221	\$ 271,236	\$ 579,221	\$ 584,196	\$ -	\$ 584,196	\$ 4,975 0.9%
300-4924-018	TRANSFER FROM TID #13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,004	\$ -	\$ 97,004	\$ 97,004 100.0%
300-4924-213	TRANS FROM RECY - RENT	\$ 2,513	\$ 2,513	\$ 2,513	\$ 2,513	\$ 2,513	\$ 2,513	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-4925-000	SUD DEBT SERV REIMBURSEMENT	\$ 8,470	\$ -	\$ -	\$ -	\$ -	\$ 1,694	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-4925-001	UTILITY DIST #1 - RENT	\$ 51,667	\$ 51,667	\$ 51,667	\$ 51,700	\$ 51,667	\$ 51,674	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-4925-100	RENT - SUD	\$ 2,513	\$ 2,513	\$ 2,513	\$ 2,515	\$ 2,513	\$ 2,513	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-4930-301	FUND BAL APPLIED - PREMIUM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 407,238	\$ -	\$ 407,238	\$ 263,016	\$ -	\$ 263,016	\$ (144,222) -35.4%
300-4950-000	REFINANCE PROCEEDS	\$ 3,327,099	\$ -	\$ 1,970,000	\$ -	\$ -	\$ 1,059,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-4950-100	PREMIUM ON DEBT ISSUANCE	\$ 244,964	\$ 260,002	\$ 1,151,115	\$ 1,136,358	\$ -	\$ 558,488	\$ 150,000	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ 150,000 100.0%
	Total General Revenues	\$ 5,507,980	\$ 9,452,708	\$ 4,606,552	\$ 6,455,347	\$ 4,144,260	\$ 6,033,369	\$ 3,807,459	\$ 271,236	\$ 3,564,564	\$ 1,844,216	\$ -	\$ 1,844,216	\$ (1,963,243) -51.6%
	Total Revenues	\$ 11,025,677	\$ 13,618,070	\$ 8,815,129	\$ 10,993,290	\$ 9,536,922	\$ 10,797,818	\$ 8,307,351	\$ 4,877,916	\$ 8,161,456	\$ 7,254,461	\$ -	\$ 7,254,461	\$ (1,052,890) -12.7%

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
300-5810-090	PRINCIPAL - 2009 G.O. NOTES	\$ 1,085,000	\$ -	\$ -	\$ -	\$ -	\$ 217,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5810-100	PRINCIPAL - 2010 GO - LIBRARY	\$ 3,625,000	\$ -	\$ -	\$ -	\$ -	\$ 725,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5810-101	PRINCIPAL - 2010 GO NOTES	\$ 840,000	\$ -	\$ -	\$ -	\$ -	\$ 168,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5810-110	PRINCIPAL - 2011A GO NOTES	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5810-111	PRINCIPAL - 2011B GO BONDS	\$ 300,000	\$ 350,000	\$ 400,000	\$ 3,575,000	\$ -	\$ 925,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5810-120	PRINCIPAL - 2012A GO NOTES	\$ 745,000	\$ 750,000	\$ 340,000	\$ 345,000	\$ 350,000	\$ 506,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5810-122	PRINCIPAL - 2012B GO BONDS	\$ 820,000	\$ 8,360,000	\$ 270,000	\$ 2,985,000	\$ -	\$ 2,487,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5810-130	PRINCIPAL - 2013 GO NOTES	\$ 100,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 120,000	\$ 140,000	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ (140,000) -100.0%
300-5810-150	PRINCIPAL - 2015A GO NOTES	\$ 335,000	\$ 340,000	\$ 345,000	\$ 300,000	\$ 615,000	\$ 387,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 220,000	\$ -	\$ 220,000	\$ 5,000 2.3%
300-5810-151	PRINCIPAL - 2015B GO BONDS	\$ 360,000	\$ 365,000	\$ 370,000	\$ 380,000	\$ 385,000	\$ 372,000	\$ 1,835,000	\$ 1,835,000	\$ 1,835,000	\$ 50,000	\$ -	\$ 50,000	\$ (1,785,000) -97.3%
300-5810-160	PRINCIPAL - 2016A GO NOTES	\$ 610,000	\$ 360,000	\$ 610,000	\$ 645,000	\$ 365,000	\$ 518,000	\$ 395,000	\$ 395,000	\$ 395,000	\$ 395,000	\$ -	\$ 395,000	\$ - 0.0%
300-5810-161	PRINCIPAL - 2016B GO BONDS	\$ 290,000	\$ 225,000	\$ 270,000	\$ 230,000	\$ 235,000	\$ 250,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ -	\$ 240,000	\$ - 0.0%
300-5810-170	PRINCIPAL - 2017A GO NOTES	\$ 145,000	\$ 130,000	\$ 125,000	\$ 130,000	\$ 135,000	\$ 133,000	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 75,000	\$ - 0.0%
300-5810-171	PRINCIPAL - 2017B GO BONDS	\$ 505,000	\$ 460,000	\$ 295,000	\$ 305,000	\$ 315,000	\$ 376,000	\$ 325,000	\$ -	\$ 325,000	\$ 335,000	\$ -	\$ 335,000	\$ 10,000 3.1%
300-5810-180	PRINCIPAL - 2018A GO NOTES	\$ -	\$ 290,000	\$ 285,000	\$ 295,000	\$ 310,000	\$ 236,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 50,000	\$ -	\$ 50,000	\$ (265,000) -84.1%
300-5810-181	PRINCIPAL - 2018B GO BONDS	\$ -	\$ 365,000	\$ 390,000	\$ 405,000	\$ 420,000	\$ 316,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 455,000	\$ -	\$ 455,000	\$ 20,000 4.6%
300-5810-191	PRINCIPAL - 2019 GO BONDS	\$ -	\$ -	\$ 300,000	\$ 455,000	\$ 605,000	\$ 272,000	\$ 620,000	\$ -	\$ 620,000	\$ 640,000	\$ -	\$ 640,000	\$ 20,000 3.2%
300-5810-201	PRINCIPAL - 2020 GO BONDS	\$ -	\$ -	\$ -	\$ 735,000	\$ 690,000	\$ 285,000	\$ 715,000	\$ 715,000	\$ 715,000	\$ 740,000	\$ -	\$ 740,000	\$ 25,000 3.5%
300-5810-211	PRINCIPAL - 2021 GO BONDS	\$ -	\$ -	\$ -	\$ -	\$ 980,000	\$ 196,000	\$ 980,000	\$ -	\$ 980,000	\$ 710,000	\$ -	\$ 710,000	\$ (270,000) -27.6%
300-5810-241	PRINCIPAL - 2024 GO BONDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 1,000,000 100.0%
	Principal Expenses	\$ 9,815,000	\$ 12,175,000	\$ 4,180,000	\$ 10,965,000	\$ 5,530,000	\$ 8,533,000	\$ 6,290,000	\$ 4,150,000	\$ 6,290,000	\$ 4,910,000	\$ -	\$ 4,910,000	\$ (1,380,000) -21.9%
300-5820-090	INTEREST - 2009 G.O. NOTES	\$ 36,070	\$ -	\$ -	\$ -	\$ -	\$ 7,214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5820-100	INTEREST - 2010 GO LIBRARY	\$ 62,305	\$ -	\$ -	\$ -	\$ -	\$ 12,461	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5820-101	INTEREST - 2010 GO NOTES	\$ 26,960	\$ -	\$ -	\$ -	\$ -	\$ 5,392	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5820-110	INTEREST - 2011A GO NOTES	\$ 4,510	\$ 3,410	\$ 2,310	\$ 1,155	\$ -	\$ 2,277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5820-111	INTEREST - 2011B GO BONDS	\$ 109,038	\$ 103,038	\$ 96,038	\$ 88,038	\$ -	\$ 79,230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5820-120	INTEREST - 2012A GO NOTES	\$ 43,150	\$ 28,200	\$ 17,300	\$ 10,450	\$ 3,500	\$ 20,520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5820-122	INTEREST - 2012B GO BONDS	\$ 293,450	\$ 184,775	\$ 81,600	\$ 27,834	\$ -	\$ 117,532	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
300-5820-130	INTEREST - 2013 GO NOTES	\$ 14,128	\$ 12,728	\$ 10,728	\$ 8,478	\$ 5,978	\$ 10,408	\$ 3,290	\$ 1,645	\$ 3,290	\$ -	\$ -	\$ -	\$ (3,290) -100.0%
300-5820-150	INTEREST - 2015A GO NOTES	\$ 48,450	\$ 41,700	\$ 34,850	\$ 28,400	\$ 19,250	\$ 34,530	\$ 10,950	\$ 6,550	\$ 19,250	\$ 6,600	\$ -	\$ 6,600	\$ (4,350) -39.7%
300-5820-151	INTEREST - 2015B GO BONDS	\$ 94,575	\$ 87,325	\$ 79,975	\$ 72,475	\$ 64,825	\$ 79,835	\$ 57,075	\$ 30,488	\$ 57,075	\$ 20,075	\$ -	\$ 20,075	\$ (37,000) -64.8%
300-5820-160	INTEREST - 2016A GO NOTES	\$ 67,838	\$ 61,775	\$ 55,713	\$ 45,450	\$ 35,350	\$ 53,225	\$ 27,750	\$ 15,850	\$ 27,750	\$ 19,850	\$ -	\$ 19,850	\$ (7,900) -28.5%
300-5820-161	INTEREST - 2016B GO BONDS	\$ 106,350	\$ 101,200	\$ 96,250	\$ 91,250	\$ 86,600	\$ 96,330	\$ 81,850	\$ 42,125	\$ 81,850	\$ 77,050	\$ -	\$ 77,050	\$ (4,800) -5.9%
300-5820-170	INTEREST - 2017A GO NOTES	\$ 26,902	\$ 23,400	\$ 19,500	\$ 15,750	\$ 11,850	\$ 19,480	\$ 7,800	\$ 3,900	\$ 7,800	\$ 6,300	\$ -	\$ 6,300	\$ (1,500) -19.2%
300-5820-171	INTEREST - 2017B GO BONDS	\$ 230,776	\$ 222,900	\$ 209,100	\$ 200,250	\$ 191,100	\$ 210,825	\$ 181,650	\$ 90,825	\$ 181,650	\$ 171,900	\$ -	\$ 171,900	\$ (9,750) -5.4%
300-5820-180	INTEREST - 2018A GO NOTES	\$ 24,285	\$ 48,000	\$ 39,375	\$ 30,675	\$ 21,600	\$ 32,787	\$ 12,225	\$ 8,475	\$ 12,225	\$ 6,750	\$ -	\$ 6,750	\$ (5,475) -44.8%
300-5820-181	INTEREST - 2018B GO BONDS	\$ 106,736	\$ 224,615	\$ 213,290	\$ 201,365	\$ 188,990	\$ 186,999	\$ 176,165	\$ 91,345	\$ 176,165	\$ 162,815	\$ -	\$ 162,815	\$ (13,350) -7.6%
300-5820-191	INTEREST - 2019 GO BONDS	\$ -	\$ -	\$ 224,000	\$ 219,883	\$ 210,783	\$ 130,933	\$ 198,683	\$ 99,341	\$ 198,683	\$ 186,283	\$ -	\$ 186,283	\$ (12,400) -6.2%
300-5820-201	INTEREST - 2020 GO BONDS	\$ -	\$ -	\$ -	\$ 334,355	\$ 472,900	\$ 161,451	\$ 437,775	\$ 227,825	\$ 437,775	\$ 401,400	\$ -	\$ 401,400	\$ (36,375) -8.3%
300-5820-211	INTEREST - 2021 GO BONDS	\$ -	\$ -	\$ -	\$ -	\$ 446,437	\$ 89,287	\$ 407,238	\$ 203,619	\$ 407,238	\$ 368,038	\$ -	\$ 368,038	\$ (39,200) -9.6%
300-5820-231	INTEREST - 2023 GO BONDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 247,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (247,500) -100.0%
300-5820-241	INTEREST - 2024 GO BONDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 600,000	\$ 600,000 100.0%
	Interest Expenses	\$ 1,295,521	\$ 1,143,065	\$ 1,180,028	\$ 1,375,807	\$ 1,759,163	\$ 1,350,717	\$ 1,849,951	\$ 821,988	\$ 1,610,751	\$ 2,027,061	\$ -	\$ 2,027,061	\$ 177,110 9.6%
300-5831-000	NEW DEBT ISSUANCE COSTS	\$ 115,987	\$ 89,544	\$ 108,281	\$ 19,667	\$ -	\$ 66,696	\$ 150,000	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ 150,000 100.0%

City of Fitchburg
Debt Service Fund #300
2024 Operating Budget

Acct #	Account Name						5 Year Average				2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
		2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual		2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate				
	Beginning Fund Balance	\$ 813,638	\$ 606,249	\$ 511,216	\$ 3,349,539	\$ 1,861,313		\$ 3,316,484	\$ 3,316,484	\$ 3,316,484	\$ 3,152,551		\$ 3,152,551	
	Annual Activity	\$ (207,389)	\$ (95,032)	\$ 2,838,322	\$ (1,488,226)	\$ 1,455,172		\$ (407,238)	\$ (94,872)	\$ (163,933)	\$ (263,016)		\$ (263,016)	
	Estimated Ending Fund Balance	<u>\$ 606,249</u>	<u>\$ 511,216</u>	<u>\$ 3,349,539</u>	<u>\$ 1,861,313</u>	<u>\$ 3,316,484</u>		<u>\$ 2,909,246</u>	<u>\$ 3,221,613</u>	<u>\$ 3,152,551</u>	<u>\$ 2,889,535</u>		<u>\$ 2,889,535</u>	
	% of Expenditures	5.4%	3.7%	56.0%	14.9%	41.0%		35.0%		39.8%	39.8%		39.8%	

City of Fitchburg
Capital Projects Fund #400
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
400-4111-012	LEVY-INFO TECH UPGRD & REPLACE	\$ 80,000	\$ 85,000	\$ -	\$ -	\$ -	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4111-022	LEVY-ENTERPRISE CONTENT MGMT	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4111-030	LEVY-LOGO IMPLEMENT/WAYFINDING	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4111-043	LEVY-GENERAL FLEET VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,180	\$ 6,180	\$ 6,180	\$ 6,365	\$ -	\$ 6,365	185 3.0%
400-4111-539	LEVY-ASSESSING FLEET VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ 2,400	\$ 480	\$ 2,472	\$ 2,472	\$ 2,472	\$ 2,546	\$ -	\$ 2,546	74 3.0%
400-4111-712	LEVY-FACTV FLEET VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,122	\$ -	\$ 2,122	2,122 100.0%
400-4111-714	LEVY-VIDEO SWITCHERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,950	\$ -	\$ 5,950	5,950 100.0%
400-4111-715	LEVY-CITY-WIDE AV EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,500	\$ -	\$ 29,500	29,500 100.0%
400-4112-014	LEVY-GIS SYSTEM MAINT & UPGRAD	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 800	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	\$ -	\$ -	100.0%
400-4112-016	LEVY-GPS SYSTEM	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ 1,500	\$ -	\$ -	\$ 2,400	\$ 2,400	\$ -	\$ 2,400	- 0.0%
400-4112-125	LEVY-POLICE RADIOS	\$ -	\$ -	\$ 131,440	\$ -	\$ -	\$ 26,288	\$ 72,385	\$ 72,385	\$ 72,385	\$ -	\$ -	\$ -	(72,385) -100.0%
400-4112-126	LEVY-ELECTRONIC CONTROL DEVICE	\$ -	\$ -	\$ -	\$ -	\$ 58,000	\$ 11,600	\$ 12,319	\$ 12,319	\$ 12,319	\$ 15,407	\$ -	\$ 15,407	3,088 25.1%
400-4112-127	LEVY-POLICE EVIDENCE FACILITY	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	20,000 100.0%
400-4112-140	LEVY-POLICE BODY CAMERAS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,895	\$ -	\$ -	\$ -	\$ 37,853	\$ -	\$ 37,853	37,853 100.0%
400-4112-142	LEVY-PD RECORDS SOFTWARE	\$ -	\$ 42,650	\$ -	\$ -	\$ -	\$ 8,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4112-199	LEVY-PD FLEET VEHICLES	\$ 34,950	\$ 44,761	\$ -	\$ -	\$ -	\$ 15,942	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4112-233	LEVY-FIRE WATER TENDERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 41,600	\$ -	\$ 41,600	1,600 4.0%
400-4112-236	LEVY-FIRE STATION 3 BLDG SYS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000	35,000 100.0%
400-4112-238	LEVY-EARLY WARNING SIRENS	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ 5,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4112-241	LEVY-FIRE STATION 2 BLDG SYS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000	35,000 100.0%
400-4112-260	LEVY-FIRE SQUAD	\$ -	\$ -	\$ -	\$ 39,000	\$ -	\$ 7,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4112-264	LEVY-THERMAL IMAGING CAMERAS	\$ 57,500	\$ -	\$ -	\$ -	\$ -	\$ 11,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4112-265	LEVY-FIRE PORT/MOBILE RADIOS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,957	\$ 84,957	\$ 84,957	\$ -	\$ -	\$ -	(84,957) -100.0%
400-4112-267	LEVY-FIRE HEADQUARTERS	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000	35,000 100.0%
400-4112-299	LEVY-PD FLEET VEHICLES	\$ 31,216	\$ 32,152	\$ -	\$ -	\$ 34,009	\$ 19,475	\$ 35,029	\$ 35,029	\$ 35,029	\$ -	\$ -	\$ -	(35,029) -100.0%
400-4112-302	LEVY-EMS VEHICLE REPLACEMENT	\$ -	\$ 21,500	\$ 31,600	\$ -	\$ -	\$ 10,620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4112-308	LEVY-REPLACE EMS EQUIP	\$ 9,476	\$ -	\$ -	\$ -	\$ -	\$ 1,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4112-309	LEVY-ADDL FRONT LINE AMBULANCE	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 1,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	(5,000) -100.0%
400-4112-399	LEVY-EMS FLEET REPLACEMENT	\$ -	\$ -	\$ 97,400	\$ 73,358	\$ 103,332	\$ 54,818	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4112-407	LEVY-BLDG INSPECT VEH	\$ -	\$ 29,900	\$ 7,107	\$ 7,320	\$ 4,800	\$ 9,825	\$ 4,944	\$ 4,944	\$ 4,944	\$ 5,092	\$ -	\$ 5,092	148 3.0%
400-4112-602	LEVY-FRATS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,450	\$ -	\$ 15,450	15,450 100.0%
400-4113-101	LEVY-HIGHWAY EQUIP REPLACE	\$ 94,000	\$ 52,000	\$ 53,732	\$ -	\$ 123,277	\$ 64,602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4113-103	LEVY-INTERSECTION SIGNALIZE	\$ -	\$ -	\$ 175,000	\$ 74,800	\$ -	\$ 49,960	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4113-108	LEVY-FLEET MAINT EQUIP	\$ -	\$ -	\$ -	\$ -	\$ 185,250	\$ 37,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4113-198	LEVY-HIGHWAY EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 264,239	\$ 264,239	\$ 264,239	\$ 272,166	\$ -	\$ 272,166	7,927 3.0%
400-4113-199	LEVY-PLOW FLEET REPLACEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,051	\$ 16,051	\$ 16,051	\$ -	\$ -	\$ -	(16,051) -100.0%
400-4113-319	LEVY-STREET RESURFACE PRGM	\$ 622,165	\$ 846,000	\$ 788,000	\$ 858,000	\$ 928,000	\$ 808,433	\$ 1,041,414	\$ 1,041,414	\$ 1,041,414	\$ 1,113,024	\$ -	\$ 1,113,024	71,610 6.9%
400-4113-429	LEVY-PAVED SHOULDERS	\$ -	\$ 185,000	\$ 30,000	\$ -	\$ -	\$ 37,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4113-450	LEVY-TRAFFIC CALMING PRGRM	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4113-469	LEVY-LACY-AMM INTERSECTION	\$ 15,000	\$ -	\$ 88,125	\$ -	\$ -	\$ 20,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4113-474	LEVY-FISH HATCHERY LEFT TURN	\$ -	\$ -	\$ 11,925	\$ -	\$ -	\$ 2,385	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4113-479	LEVY-UPDATE STREET LIGHTING	\$ -	\$ -	\$ 8,150	\$ -	\$ -	\$ 1,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4113-486	LEVY-SIDEWALK & PATH IMPROV	\$ 55,000	\$ 57,000	\$ 66,000	\$ 68,210	\$ 70,426	\$ 63,327	\$ 74,171	\$ 74,171	\$ 74,171	\$ 76,396	\$ -	\$ 76,396	2,225 3.0%
400-4113-488	LEVY-FISH HATCHERY ROAD	\$ -	\$ -	\$ -	\$ 210,000	\$ -	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4113-497	LEVY-MAINTENANCE OF ARTERIALS	\$ -	\$ -	\$ 39,000	\$ 40,170	\$ 64,775	\$ 28,789	\$ 66,718	\$ 66,718	\$ 66,718	\$ 68,720	\$ -	\$ 68,720	2,002 3.0%
400-4113-501	LEVY-CTH MICAINE RD	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4114-630	LEVY-VERONA RD UTIL RELOC&REL	\$ 25,000	\$ 175,000	\$ 30,000	\$ -	\$ -	\$ 46,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4114-716	LEVY-BIKE ROUNDABOUT	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4115-298	LEVY-LIBRARY BUILDING SYS REPL	\$ 25,000	\$ -	\$ -	\$ 27,318	\$ 28,138	\$ 16,091	\$ 28,982	\$ 28,982	\$ 28,982	\$ -	\$ -	\$ -	(28,982) -100.0%
400-4116-198	LEVY-PARKS EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 216,993	\$ 216,993	\$ 216,993	\$ 223,503	\$ -	\$ 223,503	6,510 3.0%
400-4116-212	LEVY-MCKEE FARMS PARK	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4116-255	LEVY-PARK SYSTEM IMPROVEMENTS	\$ 55,000	\$ 56,000	\$ 57,000	\$ 58,000	\$ 59,000	\$ 57,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 61,000	\$ -	\$ 61,000	1,000 1.7%
400-4116-262	LEVY-PARKING LOT RESURFACING	\$ 52,000	\$ 54,600	\$ 57,330	\$ 75,197	\$ 78,207	\$ 63,467	\$ 66,367	\$ 66,367	\$ 66,367	\$ 69,686	\$ -	\$ 69,686	3,319 5.0%
400-4116-263	LEVY-TENNIS/PICKLEBALL COURTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,400	\$ 19,400	\$ 19,400	\$ 39,844	\$ -	\$ 39,844	20,444 105.4%
400-4116-264	LEVY-EXISTING LARGE PARK SHEL	\$ 15,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ 101,000	\$ -	\$ 101,000	101,000 100.0%
400-4116-268	LEVY-PARK CONNECT TO CITY H2O	\$ 20,106	\$ -	\$ -	\$ -	\$ -	\$ 4,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4116-272	LEVY-NEIGHBORHOOD HUB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	10,000 100.0%
400-4116-302	LEVY-CITY CAMPUS BLDG SYSTEMS	\$ 75,000	\$ -	\$ -	\$ 81,955	\$ 84,413	\$ 48,274	\$ 86,946	\$ 86,946	\$ 86,946	\$ 76,323	\$ -	\$ 76,323	(10,623) -12.2%
400-4116-304	LEVY-MAINT FAC BLDG SYS REPLAC	\$ 25,000	\$ -	\$ -	\$ 27,318	\$ 28,138	\$ 16,091	\$ 28,982	\$ 28,982	\$ 28,982	\$ 29,851	\$ -	\$ 29,851	869 3.0%
400-4116-352	LEVY-SENIOR CENTER FLEET VEH	\$ 17,350	\$ 1,800	\$ 1,854	\$ 1,910	\$ 3,600	\$ 5,303	\$ 3,708	\$ 3,708	\$ 3,708	\$ 3,819	\$ -	\$ 3,819	111 3.0%
400-411 Taxes Total		\$ 1,538,763	\$ 1,788,363	\$ 1,705,663	\$ 1,697,556	\$ 1,883,265	\$ 1,722,722	\$ 2,239,657	\$ 2,239,657	\$ 2,239,657	\$ 2,434,617	\$ -	\$ 2,434,617	194,960 8.7%
400-4200-001	SPECIAL ASSESSMENT INSTALLMENT	\$ (63,506)	\$ (66,638)	\$ 61,161	\$ (7,358)	\$ 22,937	\$ (10,681)	\$ -	\$ 11,584	\$ 11,584	\$ -	\$ -	\$ -	100.0%
400-4203-319	SPECIAL ASSESSMENTS BILLED	\$ 105,409	\$ 111,409	\$ -	\$ 28,138	\$ -	\$ 48,991	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4325-298	FED GRANT - LIBRARY BLDG	\$ -	\$ -	\$ 15,332	\$ -	\$ -	\$ 3,066	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4326-302	FED GRANT - CITY CAMPUS BLDG	\$ -	\$ -	\$ 33,393	\$ -	\$ -	\$ 6,679	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4233-486	S/A-SIDEWALK & PATH IMPROV	\$ 32,078	\$ -	\$ -	\$ -	\$ -	\$ 6,416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4253-319	SA-STREET RESURFACE PGM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,147	\$ -	\$ 36,147	\$ -	\$ -	\$ -	(36,147) -100.0%
400-4253-486	SA-SIDWALKS/PATHS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,787	\$ -	\$ 62,388	\$ 32,741	\$ -	\$ 32,741	954 3.0%
400-42 Special Assessments Total		\$ 73,981	\$ 44,771	\$ 109,887	\$ 20,780	\$ 22,937	\$ 54,471	\$ 67,934	\$ 11,584	\$ 110,119	\$ 32,741	\$ -	\$ 32,741	(35,193) -51.8%
400-4321-044	FED GRANT - BIKE SHARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 323,200	\$ -	\$ -	\$ -	100.0%
400-4323-368	FED GRANT - S SYENE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,710,000	\$ -	\$ 1,710,000	1,710,000 100.0%
400-4323-501	FED GRANT - CTH MICAINE RD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	100.0%
400-432 Federal Grants Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 363,200	\$ 1,710,000	\$ -	\$ 1,710,000	1,710,000 100.0%
400-4342-309	OTHER GOV SHARE OF ADDL AMBO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	(5,000) -100.0%
400-4342-602	OTHER GOV SHARE OF FRATS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ 85,000	\$ -	\$ -	\$ -	(85,000) -100.0%
400-434 Other Cities Contributions/Grants - Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -	(90,000) -100.0%
400-4353-319	ST GRANT-STREET RESURFACING PRGM	\$ 58,281	\$ -	\$ 131,193	\$ -	\$ -	\$ 37,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4353-479	ST GRANT-UPDATE STR LIGHTING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,500	\$ -	\$ 19,500	\$ 19,500	\$ -	\$ 19,500	- 0.0%
400-4353-492	ST GRANT-FITCHRONA RD (L-N)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,864	\$ -	\$ 220,864	\$ -	\$ -	\$ -	(220,864) -100.0%
400-4353-504	ST GRANT-BUS STOP IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ 180,000	\$ -	\$ -	\$ -	(180,000) -100.0%
400-4356-701	ST GRANT-RENT-TO-OWN TOWNHOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	200,000 100.0%
400-435 State Grants Total (excl ERP)		\$ 58,281	\$ -	\$ 131,193	\$ -	\$ -	\$ 37,895	\$ 420,364	\$ -	\$ 420,364	\$ 219,500	\$ -	\$ 219,500	(20,864) -47.8%
400-4361-039	ERP-ELECTRONIC POLL BOOKS	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4361-111	EXPENDITURE RESTRAINT PROGRAM													

City of Fitchburg
Capital Projects Fund #400
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
400-4373-103	CTY FUNDING - INTERSECTION SIG	\$ -	\$ -	\$ 10,421	\$ 124,860	\$ 161,573	\$ 59,371	\$ -	\$ 5,892	\$ 803,389	\$ -	\$ -	\$ -	\$ -	100.0%
400-4373-481	COUNTY SHARE OF MCKEE RD	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4373-469	CTY FUNDING - LACY/MM INTERSEC	\$ -	\$ -	\$ 7,811	\$ 167,913	\$ 107,900	\$ 56,725	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4373-488	CTY FUNDING - FISH HATCHERY RD	\$ -	\$ -	\$ 459,732	\$ 8,110,046	\$ 22,188	\$ 1,718,393	\$ -	\$ 1,597,110	\$ 1,597,111	\$ -	\$ -	\$ -	\$ -	100.0%
400-4383-319	COUNTY SHARE OF ROAD PROJECTS	\$ -	\$ -	\$ -	\$ 16,157	\$ -	\$ 3,231	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4391-040	OTHER GOV SHARE OF CAP PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 223,619	\$ -	\$ -	\$ -	\$ -	100.0%
400-43	County Grants Total	\$ -	\$ 550,000	\$ 477,964	\$ 8,418,976	\$ 291,662	\$ 1,947,720	\$ -	\$ 1,603,002	\$ 2,624,119	\$ -	\$ -	\$ -	\$ -	100.0%
400-4620-330	FIRE IMPACT FEES RECEIVED	\$ 218,205	\$ 380,556	\$ 268,676	\$ 235,117	\$ 303,873	\$ 281,285	\$ -	\$ 196,096	\$ 254,354	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	100.0%
400-462	Impact Fees Total	\$ 218,205	\$ 380,556	\$ 268,676	\$ 235,117	\$ 303,873	\$ 281,285	\$ -	\$ 196,096	\$ 254,354	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	100.0%
400-4810-102	ADJ INVEST TO MARKET	\$ -	\$ 939	\$ (938)	\$ 546	\$ (547)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4810-330	INTEREST - FIRE IMPACT FEES	\$ 3,470	\$ 5,446	\$ 3,022	\$ 154	\$ 3,232	\$ 3,065	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4811-042	INTEREST - FIRE IMPACT FEES	\$ -	\$ -	\$ -	\$ -	\$ 382	\$ 76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4811-539	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 29	\$ 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4811-712	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 163	\$ 33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4812-140	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 166	\$ 33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4812-199	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 4,720	\$ 944	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4812-249	INTEREST - FUTURE FIRE STATION	\$ 234,003	\$ 119,358	\$ 5,873	\$ -	\$ -	\$ 71,847	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4812-260	INTEREST - FIRE SQUAD	\$ -	\$ -	\$ 0	\$ 2	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4812-267	INTEREST - FIRE HQ REMODEL	\$ -	\$ 383	\$ 1,608	\$ -	\$ -	\$ 398	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4812-299	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 1,483	\$ 297	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4812-399	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 1,728	\$ 346	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4812-407	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 306	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4813-199	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 3,022	\$ 604	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4813-319	INTEREST - STR RESURF PGM	\$ 9,316	\$ -	\$ -	\$ -	\$ 17,997	\$ 5,463	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4813-368	INTEREST - SYENE RD	\$ -	\$ -	\$ -	\$ 107	\$ 101,217	\$ 20,265	\$ -	\$ 157,894	\$ 157,894	\$ -	\$ -	\$ -	\$ -	100.0%
400-4813-469	INTEREST - LACY/MM	\$ -	\$ -	\$ -	\$ (70)	\$ (0)	\$ (14)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4813-481	INTEREST - MCKEE RD PHASE II	\$ -	\$ 328	\$ 1,919	\$ (959)	\$ 1,848	\$ 627	\$ -	\$ 2,806	\$ 2,807	\$ -	\$ -	\$ -	\$ -	100.0%
400-4813-486	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 1,189	\$ 238	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4813-488	INTEREST - NON TID FHR DEBT	\$ -	\$ 1,215	\$ 6,718	\$ (3,006)	\$ 28,437	\$ 6,673	\$ -	\$ 48,874	\$ 48,875	\$ -	\$ -	\$ -	\$ -	100.0%
400-4813-494	INTEREST - LACY (FTCHRNA-SEM)	\$ -	\$ -	\$ -	\$ 29	\$ 25,604	\$ 5,127	\$ -	\$ 39,764	\$ 39,764	\$ -	\$ -	\$ -	\$ -	100.0%
400-4813-497	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 1,539	\$ 308	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4813-999	INTEREST - SA DEBT PROCEEDS	\$ -	\$ 2,502	\$ 12,989	\$ (77)	\$ 2,062	\$ 3,495	\$ -	\$ 2,258	\$ 2,259	\$ -	\$ -	\$ -	\$ -	100.0%
400-4815-298	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 4,373	\$ 875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4816-259	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 1,615	\$ 323	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4816-262	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 2,263	\$ 453	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4816-264	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 603	\$ 121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4816-302	INTEREST - City Campus/Bldg	\$ -	\$ -	\$ -	\$ -	\$ 4,613	\$ 923	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4816-304	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 1,579	\$ 316	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4816-352	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 109	\$ 22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-481	Interest Income on Projects Total	\$ 246,789	\$ 130,172	\$ 31,190	\$ (3,274)	\$ 208,730	\$ 122,921	\$ -	\$ 251,596	\$ 251,599	\$ -	\$ -	\$ -	\$ -	100.0%
400-4810-000	INTEREST - GENERAL	\$ 63,052	\$ 130,109	\$ 49,275	\$ 3,738	\$ (1,159)	\$ 49,003	\$ -	\$ 316,302	\$ 500,000	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	100.0%
400-4819-000	INTEREST - SODFATHER INTERFUND	\$ 24,691	\$ 20,129	\$ 14,032	\$ 12,987	\$ 13,724	\$ 17,113	\$ -	\$ 5,712	\$ 19,370	\$ 17,550	\$ -	\$ 17,550	\$ 17,550	100.0%
400-481	Other Interest Total	\$ 87,743	\$ 150,238	\$ 63,308	\$ 16,725	\$ 12,565	\$ 66,116	\$ -	\$ 322,014	\$ 519,370	\$ 217,550	\$ -	\$ 217,550	\$ 217,550	100.0%
400-4822-200	DANECOM CONTRIB OTHER ENTITIES	\$ 598	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4822-602	CONTRIB OTHER ENTITIES-FRATS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ (90,000)	-100.0%
400-4823-481	DEVELOPER CONTRIBUTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,210	\$ 1,210	\$ -	\$ -	\$ -	\$ -	100.0%
400-4823-469	DEV CONTRIB - LACY/MM INTERSEC	\$ -	\$ -	\$ 3,906	\$ 1,823	\$ -	\$ 1,146	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4823-492	CONTRIB OTHERS-FITCHRONA (L-N)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,500	\$ -	\$ 33,500	\$ 45,000	\$ -	\$ 45,000	\$ 11,500	34.3%
400-4823-999	DEV CONTRIB INFRASTRUCTURE	\$ -	\$ -	\$ 10,249	\$ -	\$ -	\$ 2,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-482	Developer Contributions Total	\$ 598	\$ -	\$ 14,155	\$ 1,823	\$ -	\$ 3,315	\$ 123,500	\$ 1,210	\$ 124,710	\$ 45,000	\$ -	\$ 45,000	\$ (78,500)	-63.6%
400-4851-038	DONATIONS-SOLAR INVESTMENTS	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4852-267	DONATIONS-FIRE HQ	\$ -	\$ -	\$ -	\$ 1,906	\$ -	\$ 381	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4856-263	DONATIONS-TENNIS/PICKLEBALL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ -	\$ 160,000	\$ 160,000	100.0%
400-4856-265	DONATIONS-DOG PARK	\$ 8,915	\$ 1,006	\$ -	\$ -	\$ -	\$ 1,984	\$ -	\$ -	\$ 8,450	\$ -	\$ -	\$ -	\$ -	100.0%
400-4856-270	DONATIONS-INCLUSIVE PLAYGROUND	\$ -	\$ -	\$ -	\$ 52,000	\$ -	\$ 10,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4856-272	DONATIONS - HUB PHASE 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	100.0%
400-4856-302	DONATIONS-CITY CAMPUS BLDG	\$ -	\$ 4,570	\$ -	\$ -	\$ -	\$ 914	\$ -	\$ -	\$ 5,895	\$ -	\$ -	\$ -	\$ -	100.0%
400-4856-353	DONATIONS - SR CENTER PATIO	\$ -	\$ -	\$ -	\$ -	\$ 42,294	\$ 8,459	\$ -	\$ 19,260	\$ 20,705	\$ -	\$ -	\$ -	\$ -	100.0%
400-485	Donations Total	\$ 8,916	\$ 5,575	\$ -	\$ 53,906	\$ 42,294	\$ 22,138	\$ -	\$ 19,260	\$ 260,050	\$ 160,000	\$ -	\$ 160,000	\$ 160,000	100.0%
400-4860-000	PCARD REBATE	\$ 5,578	\$ 1,297	\$ 441	\$ 832	\$ 935	\$ 1,817	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-486	Pcard Rebate	\$ 5,578	\$ 1,297	\$ 441	\$ 832	\$ 935	\$ 1,817	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4881-040	SALE FA - TOWN OF MADISON	\$ -	\$ -	\$ -	\$ -	\$ 607,500	\$ 121,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4881-699	SALE FA - B&G FLEET VEHICLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	100.0%
400-4882-199	SALE OF PD FLEET VEHICLES	\$ -	\$ -	\$ -	\$ 16,020	\$ -	\$ 3,204	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4882-249	SALE FA - FUTURE FIRE STATION	\$ 903,841	\$ -	\$ -	\$ -	\$ -	\$ 180,768	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4882-250	SALE FA - FIRE ENGINES	\$ 200,000	\$ 190,970	\$ -	\$ -	\$ -	\$ 78,194	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	100.0%
400-4882-256	SALE FA - EXTRICATE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 1,875	\$ 375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4882-260	SALE OF FIRE SQUAD	\$ -	\$ -	\$ 1,555	\$ 1,152	\$ -	\$ 541	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4882-299	SALE FA - FIRE FLEET VEHICLES	\$ -	\$ 12,169	\$ -	\$ -	\$ -	\$ 2,434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4883-101	SALE OF PW VEHICLE/EQUIP	\$ 52,731	\$ 263,728	\$ -	\$ 8,151	\$ 99,344	\$ 84,791	\$ -	\$ 8,746	\$ 8,746	\$ -	\$ -	\$ -	\$ -	100.0%
400-4883-199	SALE OF PLOW FLEET	\$ -	\$ 42,919	\$ -	\$ -	\$ 37,939	\$ 16,172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4886-211	SALE OF MCGAW PK EQUIP	\$ 230	\$ -	\$ -	\$ -	\$ -	\$ 46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-488	Sale of Fixed Assets Total	\$ 1,156,802	\$ 509,786	\$ 1,555	\$ 25,323	\$ 746,658	\$ 488,025	\$ -	\$ 8,746	\$ 8,746	\$ 77,000	\$ -	\$ 77,000	\$ 77,000	100.0%
400-4890-000	MISCELLANEOUS INCOME	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4891-038	MISC INC-SOLAR	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4892-200	DANE COM REIMB (EPIC/VERONA)	\$ 8,205	\$ -	\$ -	\$ -	\$ -	\$ 1,641	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4893-319	Misc Revenue - Street Resurfac	\$ -	\$ 8,076	\$ -	\$ -	\$ -	\$ 1,615	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-4896-701	MISC INCOME - RENT-TO-OWN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	100.0%
400-489	Miscellaneous Revenues Total	\$ 8,455	\$ 8,086	\$ -	\$ -	\$ -	\$ 3,308	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	100.0%

City of Fitchburg
Capital Projects Fund #400
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
400-4902-141	DEBT PROCEEDS-POLICE FACILITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,562,500	\$ -	\$ 13,437,500	\$ 21,562,500	\$ -	\$ 21,562,500	\$ 10,000,000
400-4902-249	DEBT-FUTURE FIRE STN LAND&BLDG	\$ 4,207,901	\$ -	\$ -	\$ -	\$ -	\$ 841,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86.5%
400-4902-250	DEBT-FIRE ENGINES	\$ 963,834	\$ -	\$ -	\$ -	\$ -	\$ 192,767	\$ -	\$ -	\$ -	\$ 900,000	\$ -	\$ 900,000	\$ 900,000
400-4902-254	DEBT-FIRE SCBA	\$ 321,227	\$ -	\$ -	\$ -	\$ -	\$ 64,245	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4902-260	DEBT PROCEEDS-FIRE SQUAD	\$ -	\$ -	\$ 610,000	\$ -	\$ -	\$ 122,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4902-265	DEBT PROCEEDS-FIRE RADIOS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,496	\$ -	\$ -	\$ -	\$ 100.0%
400-4902-267	DEBT-FIRE HEADQUARTERS	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4903-319	DEBT PROCEEDS-STR RESURF PGRM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ (25,000)
400-4903-368	DEBT PROCEEDS-S SYENE	\$ -	\$ -	\$ -	\$ 6,520,259	\$ -	\$ 1,304,052	\$ -	\$ -	\$ -	\$ 2,370,000	\$ -	\$ 2,370,000	\$ 2,370,000
400-4903-477	DEBT-SEMINOLE HWY PATH	\$ 253,640	\$ -	\$ -	\$ -	\$ -	\$ 50,728	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4903-481	DEBT PROCEEDS-MCKEE PHASE II	\$ 206,298	\$ 295,000	\$ 2,430,000	\$ -	\$ -	\$ 586,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4903-488	DEBT PROCEEDS-FISH HATCHERY	\$ -	\$ 1,750,000	\$ 5,570,000	\$ -	\$ -	\$ 1,464,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4903-492	DEBT PROCEEDS-FITCHRONA(LCY-N)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,636	\$ -	\$ 122,636	\$ 45,000	\$ -	\$ 45,000	\$ (77,636)
400-4903-494	DEBT PROCEEDS-LACY(FTRNA-SEM)	\$ -	\$ -	\$ -	\$ 1,719,741	\$ -	\$ 343,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -63.3%
400-4903-506	DEBT PROCEEDS-FITCHRONA@WHAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -100.0%
400-4903-999	DEBT PROCEEDS-DEV PD INFRA	\$ -	\$ 2,845,000	\$ 350,000	\$ -	\$ -	\$ 639,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4906-272	DEBT PROCEEDS-HUB PHASE 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87,687	\$ -	\$ -	\$ -	\$ 100.0%
400-490	Debt Proceeds Total	\$ 5,952,901	\$ 5,290,000	\$ 8,960,000	\$ 8,240,000	\$ -	\$ 5,688,580	\$ 11,760,136	\$ -	\$ 13,785,319	\$ 24,877,500	\$ -	\$ 24,877,500	\$ 13,117,364
400-4921-024	TRANS FR GEN FUND - WEBSITE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ 40,000	\$ -	\$ 40,000	\$ (20,000)
400-4921-025	TRANS FR GEN FUND - DOOR ACCES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ (200,000)
400-4921-035	TRANS FR GEN FUND - VIDEO SEC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ (125,000)
400-4921-039	TRANS FR GEN FUND - POLL BOOKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 105,000
400-4921-040	GF FB TRX - TOWN OF MADISON	\$ -	\$ -	\$ -	\$ -	\$ 353,250	\$ 70,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400-4921-042	GF FB TRX - HYBRID/ELEC VEH	\$ -	\$ -	\$ 20,000	\$ 7,905	\$ 17,956	\$ 9,172	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -
400-4921-045	GF FB TRX - CAP GRANT MATCHES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 680,000	\$ -	\$ 680,000	\$ 680,000
400-4921-699	TRANS FR GEN FUND - B&G FLEET	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,000	\$ -	\$ 26,000	\$ -	\$ -	\$ -	\$ (26,000)
400-4922-126	GF FB TRX - ECD	\$ -	\$ -	\$ -	\$ -	\$ 6,627	\$ 1,325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400-4922-141	GF FB TRX - POLICE FACILITY	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4922-143	GF FB TRX - PS PORTABLE CAMERA	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4922-198	TRANS FR GEN FUND - PD EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,000	\$ -	\$ 33,000	\$ -	\$ -	\$ -	\$ (33,000)
400-4922-199	TRANS FROM GEN FUND	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4922-229	TRANS FR GEN FUND - REHAB UNIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 336,849	\$ -	\$ 336,849	\$ 800,000	\$ -	\$ 800,000	\$ 463,151
400-4922-233	DEBT FB TRX - FD TENDERS	\$ -	\$ -	\$ -	\$ -	\$ 219,188	\$ 43,838	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4922-239	TRANS FR GEN FUND - COMMAND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 575,000	\$ -	\$ 575,000	\$ 575,000
400-4922-254	TRANS FR GEN FUND - SCBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 649,000	\$ -	\$ 649,000	\$ 649,000
400-4922-256	TRANS FR GEN FUND - EXTRICATIO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ (75,000)
400-4922-267	DEBT FB TRX - FIRE HEADQUARTER	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4922-399	GF FB TRX - EMS FLEET REP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,500	\$ -	\$ 225,500	\$ 225,500
400-4922-601	TRANS FR GEN FUND - DISPATCH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ (45,000)
400-4922-602	GF FB TRX - FRATS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ (150,000)
400-4923-101	GF FB TRX - HWY EQUIP	\$ 285,000	\$ -	\$ -	\$ -	\$ -	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4923-107	DEBT FB TRX - SALT SHED	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4923-319	DEBT FB TRX - STREET RESURF	\$ -	\$ 275,000	\$ 100,000	\$ 75,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4923-368	DEBT FB TRX - SYENE (MC-LCY)	\$ -	\$ 25,000	\$ -	\$ 36,624	\$ 60,000	\$ 24,325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4923-999	DEBT FB TRX - DEV PD INFRASTR	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4926-354	GF FB TRX - CC/SR SEAT/TABLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,000	\$ -	\$ 43,000	\$ 43,000
400-4929-999	TRANS FR GEN FUND- ERP GAP	\$ -	\$ 335,905	\$ 368,039	\$ 424,618	\$ 167,516	\$ 259,216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4936-265	TRANS FR PK DED - DOG PARK	\$ 24,518	\$ 16,503	\$ -	\$ -	\$ 13,186	\$ 10,841	\$ -	\$ 18,364	\$ 18,365	\$ -	\$ -	\$ -	\$ 100.0%
400-4936-270	TRANS FR PK DED - INCLUSIVE PK	\$ -	\$ -	\$ -	\$ 64,400	\$ 15,600	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4943-101	SALE OF FA HWY EQUIP - OLD	\$ 31,725	\$ -	\$ -	\$ -	\$ -	\$ 6,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4951-006	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ 158,035	\$ 31,607	\$ 750,000	\$ 91,965	\$ 841,965	\$ -	\$ -	\$ (750,000)	
400-4951-038	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 100.0%
400-4951-042	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ 0.0%
400-4951-710	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 145,000	\$ 210,000	\$ -	\$ -	\$ -	\$ (15,000)
400-4951-715	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,450	\$ -	\$ 21,450	\$ 100.0%
400-4952-140	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,750	\$ -	\$ 153,750	\$ -	\$ -	\$ -	\$ (153,750)
400-4953-108	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 100.0%
400-4953-450	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137,600	\$ -	\$ 137,600	\$ 100.0%
400-4953-479	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,500	\$ -	\$ 19,500	\$ 19,500	\$ -	\$ 19,500	\$ 0.0%
400-4953-504	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ (45,000)
400-4953-510	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ (1,000,000)
400-4953-511	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 830,000	\$ -	\$ 830,000	\$ -	\$ -	\$ -	\$ (830,000)
400-4954-652	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 0.0%
400-4955-204	TRANS FR LIBRARY-SORTER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 212,000	\$ -	\$ 217,000	\$ -	\$ -	\$ -	\$ (212,000)
400-4955-205	TRANS FR LIBRARY-CONF RM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 100.0%
400-4955-298	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000	\$ 580,000	\$ -	\$ -	\$ -	\$ 100.0%
400-4956-212	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 600	\$ -	\$ 162,000	\$ 1,040,000	\$ -	\$ -	\$ -	\$ 100.0%
400-4956-259	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 57,000	\$ -	\$ -	\$ -	\$ 100.0%
400-4956-264	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000	\$ (325,000)	\$ 50,000	\$ 50,000
400-4956-272	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4956-302	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
400-4956-353	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ 10,488	\$ 2,098	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 100.0%
400-4956-355	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 2,000	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 100.0%
400-4956-701	TRANS FR SPR-RENT-TO-OWN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ (250,000)	\$ -	\$ -
400-4956-702	TRANS FR SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700,000	\$ -	\$ 3,700,000	\$ 3,700,000
400-49	Transfers From Other Funds Total	\$ 476,243	\$ 652,408	\$ 888,039	\$ 614,547	\$ 1,534,846	\$ 833,217	\$ 4,136,099	\$ 947,329	\$ 6,303,429	\$ 7,831,050	\$ (615,000)	\$ 7,216,050	\$ 3,079,951
400-497	INTER PROJ TRX IN - various projects	\$ 25,000	\$ 45,000	\$ 62,500	\$ 5,000	\$ 109,500	\$ 49,400	\$ 219,333	\$ 297,446	\$ 300,133	\$ -	\$ -	\$ -	\$ (219,333)
400-498	INTER PROJ TRX IN - various projects	\$ 1,026,483	\$ 966,193	\$ 40,399	\$ 378,679	\$ 870,059	\$ 656,363	\$ 683,560	\$ -	\$ 683,560	\$ 39,550	\$ -	\$ 39,550	\$ (644,010)
400-49	Transfer From Other Projects Total	\$ 1,051,483	\$ 1,011,193	\$ 102,899	\$ 383,679	\$ 979,559	\$ 705,763	\$ 902,893	\$ 297,446	\$ 983,693	\$ 39,550	\$ -	\$ 39,550	\$ (863,343)
400-4991-699	FB APP-B&G FLEET VEH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,000	\$ -	\$ 26,000	\$ 100.0%
400-4992-014	FB APP-GIS SYSTEM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ (5,500)
400-4992-601	FB APP-DISPATCH CONSOLES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000	\$ 100.0%
400-4996-264	FB APP-LARGE PARK SHELTERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 100.0%
400-4996-354	FB APP-SR CNTR/CC SEAT/TABLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 100.0%
400-4999-999	FB APP-ERP GAP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ (650,000)
400-499	Fund Balance Applied Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 655,500	\$ -	\$ 655,500	\$ 136,000	\$ -	\$ 136,000	\$ (519,500)
	Revenue Total	\$ 11,517,727	\$ 11,193,711	\$ 13,379,436	\$ 20,306,045	\$ 6,682,992	\$ 12,615,982	\$ 21,046,083	\$ 5,897,941	\$ 29,644,229	\$ 38,830,508	\$ (615,000)	\$ 38,215,508	\$ 17,169,425

City of Fitchburg
Capital Projects Fund #400
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	Adopted Budget	06/2023 YTD Actual	2023 Estimate	Budget Request	Thru Adoption	Proposed Budget	Budget Change
400-5711-006	FINANCIAL AND OTHER SOFTWARE					158,035	\$ 31,607	\$ 750,000	\$ 17,100	\$ 841,965				(750,000)
400-5711-012	INFO TECH UPGRADE & REPLACE	\$ 77,843					\$ 15,569							
400-5711-022	ENTERPRISE CONTENT MGMT SYSTEM	\$ 91,693	\$ 45,700				\$ 27,479							
400-5711-025	DOOR ACCESS SYSTEM	\$ 40,786					\$ 8,157							
400-5711-030	LOGO IMPLEMENT & WAYFINDING	\$ 5,346	\$ 2,850	\$ 369		\$ 98,327	\$ 21,378			\$ 19,460				
400-5711-036	AUTOMATED TIMEKEEPING	\$ 4,963					\$ 993			\$ 41,437				
400-5711-038	FITCHBURG SOLAR INVESTMENT	\$ 7,161					\$ 1,432				\$ 25,000		\$ 25,000	25,000
400-5711-039	ELECTRONIC POLL BOOKS			\$ 77,943			\$ 15,589							
400-5711-040	TOWN OF MADISON - GENERAL GOVT					\$ 14,087	\$ 2,817							
400-5711-042	HYBRID AND ELECTRIC VEHICLES							\$ 20,000	\$ 2,029	\$ 60,000	\$ 50,000		\$ 50,000	30,000
400-5711-043	GENERAL FLEET VEHICLES							\$ 6,180		\$ 6,180	\$ 6,365		\$ 6,365	185
400-5711-044	BICYCLE SHARING PROGRAM									\$ 404,000				
400-5711-539	ASSESSING FLEET VEHICLES							\$ 2,472		\$ 2,472	\$ 2,546		\$ 2,546	74
400-5711-699	B&G FLEET VEHICLE										\$ 28,000		\$ 28,000	28,000
400-5711-710	FACT NEW EQUIP CITY HALL CAMP		\$ 10,799	\$ 2,779	\$ 34,155	\$ 11,460	\$ 11,839	\$ 40,000	\$ 99,011	\$ 235,000				(40,000)
400-5711-711	FACT VIDEO DELIVERY SYSTEM					\$ 66,203	\$ 13,241							
400-5711-712	FACT FLEET VEHICLE				\$ 8,300		\$ 1,660	\$ 2,060		\$ 2,060	\$ 2,122		\$ 2,122	62
400-5711-714	FACTV SWITCHERS							\$ 31,500		\$ 31,500	\$ 5,950		\$ 5,950	(25,550)
400-5711-715	CITY-WIDE AV EQUIPMENT										\$ 65,500		\$ 65,500	65,500
400-5712-014	GIS IMPLEMENTATION					\$ 4,604	\$ 921	\$ 5,500		\$ 5,500				(5,500)
400-5715-204	AUTO MATERIALS HANDLING (SORT)							\$ 212,000		\$ 217,000				(212,000)
400-5715-205	LIBRARY CONFERENCE ROOM										\$ 35,000		\$ 35,000	35,000
400-5715-298	LIBRARY BUILDING SYS REPLACE	\$ 15,803		\$ 15,332		\$ 34,903	\$ 13,208	\$ 28,982	\$ 5,287	\$ 608,982	\$ 29,851		\$ 29,851	869
400-5716-262	PARKING LOT RESURFACING	\$ 5,666		\$ 139,430	\$ (1,707)		\$ 28,678	\$ 66,367		\$ 221,478	\$ 69,686		\$ 69,686	3,319
400-5716-302	CITY CAMPUS/BLDG SYS REPLACE	\$ 26,658	\$ 367,646	\$ 35,373	\$ 13,990	\$ 25,588	\$ 93,851	\$ 86,946	\$ 5,943	\$ 258,770	\$ 89,554		\$ 89,554	2,608
400-5716-304	MAINT FAC BLDG SYS REPLACENT							\$ 28,982		\$ 57,120	\$ 29,851		\$ 29,851	869
400-5716-307	CITY CAMPUS REMODELING							\$ 650,000		\$ 650,000				(650,000)
400-5716-354	SR CTR/COMM CTR SEAT/TABLES										\$ 58,000		\$ 58,000	58,000
400-5716-355	SR CENTER KITCHEN										\$ 250,000	\$ (250,000)		
400-571	Capital Projects - General	\$ 275,918	\$ 426,995	\$ 271,227	\$ 54,738	\$ 413,208	\$ 288,417	\$ 1,930,989	\$ 129,369	\$ 3,662,924	\$ 747,425	\$ (250,000)	\$ 497,425	\$ (1,433,564)
400-5721-040	TOWN OF MADISON - PS						\$ 87,091	\$ 17,418	\$ 44,459	\$ 44,460				
400-5722-125	POLICE COMM CTR RADIOS						\$ 701,685	\$ 140,337	\$ 72,385	\$ 3,150	\$ 94,548			(72,385)
400-5722-126	Elec Control Devices - Police						\$ 64,626	\$ 12,925	\$ 12,319		\$ 15,407		\$ 15,407	3,088
400-5722-127	POLICE EVIDENCE FACILITY									\$ 65,000	\$ 20,000		\$ 20,000	20,000
400-5722-136	PD FLEET VEHICLE #64	\$ (15)												
400-5722-140	POLICE BODY CAMERAS	\$ 6,601		\$ 8,943			\$ 3,109	\$ 183,750		\$ 197,730	\$ 37,853		\$ 37,853	(145,897)
400-5722-141	POLICE FACILITY	\$ 12,965	\$ 7,259	\$ 3,509	\$ 36,617	\$ 2,190	\$ 12,508	\$ 11,562,500	\$ 366	\$ 13,497,132	\$ 21,562,500		\$ 21,562,500	10,000,000
400-5722-142	PD RECORDS SOFTWARE		\$ 68,087	\$ 68,087			\$ 27,235							
400-5722-143	PORTABLE PUBLIC SAFETY CAMERAS	\$ 27,713	\$ 891				\$ 5,721							
400-5722-199	PD FLEET VEHICLES	\$ 6,567		\$ 36,086	\$ 87,665	\$ 138,103	\$ 53,844	\$ 250,337	\$ 22,790	\$ 483,167	\$ 249,403		\$ 249,403	(934)
400-5722-200	DANECON LOCAL ADDITIONS	\$ 2,442				\$ (11,055)	\$ (1,723)							
400-5722-229	AIR/LIGHT/REHAB VEHICLE								\$ 86,136	\$ 336,849				
400-5722-233	WATER TENDERS					\$ 359,015	\$ 71,803	\$ 40,000	\$ 55,409	\$ 180,984	\$ 41,600		\$ 41,600	1,600
400-5722-236	FIRE STATION #3 BLDG SYSTEMS										\$ 35,000		\$ 35,000	35,000
400-5722-241	FIRE STATION #2 BLDG SYSTEMS										\$ 35,000		\$ 35,000	35,000
400-5722-249	FUTURE FIRE STA LAND & BLDGS	\$ 3,816,035	\$ 3,570,488	\$ 194,692	\$ (8,427)		\$ 1,514,557							
400-5722-250	FIRE ENGINES	\$ 1,309,634	\$ 25,700				\$ 267,067				\$ 975,000		\$ 975,000	975,000
400-5722-254	FD SCBA	\$ 305,891					\$ 61,178							
400-5722-260	FIRE SQUAD			\$ 1,496	\$ 636,638		\$ 127,627							
400-5722-264	THERMAL IMAGING CAMERAS	\$ 38,387					\$ 7,677							
400-5722-265	FIRE RADIOS						\$ 459,657		\$ 56,641	\$ 147,453				(84,957)
400-5722-267	FIRE HEADQUARTERS		\$ 46,145	\$ 523,675	\$ 134,578		\$ 23,027	\$ 35,600		\$ 35,000	\$ 35,000		\$ 35,000	35,000
400-5722-299	FIRE FLEET VEHICLES		\$ 34,473				\$ 36,145	\$ 35,029	\$ 1,090	\$ 51,894	\$ 36,080		\$ 36,080	1,051
400-5722-302	EMS VEHICLE REPLACEMENT		\$ 164,240	\$ 30,588	\$ 11,617		\$ 41,289							
400-5722-308	REPLACE EMS MEDICAL EQUIPMENT	\$ 9,159					\$ 1,832							
400-5722-309	ADDL FRONT-LINE AMBULANCES							\$ 10,000		\$ 10,000				(10,000)
400-5722-399	EMS FLEET REPLACEMENT				\$ 157,642		\$ 31,528	\$ 107,599	\$ 27,686	\$ 107,599	\$ 350,544		\$ 350,544	242,945
400-5722-407	BLDG INSPECTION VEHICLES		\$ 23,395				\$ 4,679	\$ 4,944		\$ 4,944	\$ 5,092		\$ 5,092	148
400-5722-601	POLICE DISPATCH CONSOLES										\$ 45,000		\$ 45,000	45,000
400-5722-602	FITCHRONA ANALOG TACTICAL							\$ 325,000		\$ 325,000	\$ 15,450		\$ 15,450	(309,550)
400-572	Capital Projects - Public Safety	\$ 5,535,381	\$ 3,940,677	\$ 867,077	\$ 1,056,328	\$ 1,860,484	\$ 2,651,989	\$ 12,688,820	\$ 299,923	\$ 15,594,679	\$ 23,458,929		\$ 23,458,929	\$ 10,770,109

City of Fitchburg
Capital Projects Fund #400
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
400-5731-040	TOWN OF MADISON - HIGHWAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191,000	\$ -	\$ -	\$ -	\$ -	100.0%
400-5731-201	COMMERCE PARK DEV FUND	\$ 666	\$ 516	\$ 426	\$ 492	\$ 506	\$ 521	\$ -	\$ 216	\$ 260	\$ -	\$ -	\$ -	\$ -	100.0%
400-5732-014	GIS IMPLEMENTATION	\$ 830	\$ -	\$ 1,200	\$ -	\$ -	\$ 406	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5732-016	GPS SYSTEM	\$ -	\$ -	\$ -	\$ -	\$ 11,082	\$ 2,216	\$ 2,400	\$ -	\$ 2,400	\$ 2,400	\$ -	\$ 2,400	\$ -	0.0%
400-5732-238	EARLY WARNING SIRENS	\$ 1,750	\$ 29,369	\$ -	\$ -	\$ 6,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-101	HWY EQUIPMENT REPLACEMENT	\$ 287,499	\$ 552,630	\$ -	\$ -	\$ 241,178	\$ 216,261	\$ -	\$ 1,429	\$ 48,617	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-103	INTERSECTION SIGNALIZATION	\$ (8,150)	\$ -	\$ 54,066	\$ 141,659	\$ 242,283	\$ 85,972	\$ -	\$ 8,839	\$ 912,036	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-107	SALT SHED REPAIRS	\$ -	\$ -	\$ -	\$ -	\$ 735	\$ 147	\$ -	\$ 11,590	\$ 499,265	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-108	FLEET MAINTENANCE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 102,516	\$ 20,503	\$ -	\$ 35,490	\$ 82,733	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	100.0%
400-5733-198	HIGHWAY EQUIPMENT REPLACEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 264,239	\$ 47,999	\$ 264,239	\$ 272,166	\$ -	\$ 272,166	\$ 7,927	3.0%
400-5733-199	FLOW FLEET REPLACEMENT	\$ -	\$ -	\$ 107,893	\$ 228,559	\$ 135,803	\$ 94,451	\$ 308,115	\$ -	\$ 524,219	\$ 296,391	\$ -	\$ 296,391	\$ (11,724)	-3.8%
400-5733-319	STREET RESURFACING PROGRAM	\$ 640,621	\$ 1,353,471	\$ 473,872	\$ 804,813	\$ 183,014	\$ 691,158	\$ 1,102,561	\$ 2,806	\$ 2,360,182	\$ 1,113,024	\$ -	\$ 1,113,024	\$ 10,463	0.9%
400-5733-367	SYENE ROAD RECONSTRUCTION	\$ -	\$ -	\$ -	\$ -	\$ 20,500	\$ 4,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-368	S SYENE ROAD (MCCOY TO LACY)	\$ -	\$ 24,900	\$ 49,202	\$ 175,029	\$ 638,418	\$ 177,510	\$ -	\$ 789,614	\$ 5,881,596	\$ 4,080,000	\$ -	\$ 4,080,000	\$ 4,080,000	100.0%
400-5733-427	PEB & BIKE PATH IMPROVEMENTS	\$ 1,495	\$ -	\$ -	\$ -	\$ -	\$ 299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-429	PAVED SHOULDERS	\$ 103,241	\$ 235,113	\$ -	\$ -	\$ -	\$ 67,671	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-450	TRAFFIC CALMING PROGRAM	\$ 17,211	\$ -	\$ 9,892	\$ -	\$ -	\$ 5,421	\$ -	\$ -	\$ 30,000	\$ 137,600	\$ -	\$ 137,600	\$ 137,600	100.0%
400-5733-468	LACY RD COMM CTR TO SYENE RD	\$ 307,707	\$ 9,980	\$ -	\$ -	\$ -	\$ 63,537	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-469	LACY-MM INTERSECTION	\$ -	\$ -	\$ 491,673	\$ 27,520	\$ -	\$ 103,839	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-470	BADGER STATE TRL	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-474	FISH HATCHERY LEFT TURN	\$ -	\$ -	\$ -	\$ 9,424	\$ -	\$ 1,885	\$ -	\$ -	\$ 2,501	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-477	SEMINOLE HIGHWAY PATH	\$ 6,949	\$ 159,487	\$ -	\$ -	\$ -	\$ 33,287	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-479	UPDATE STREET LIGHTING	\$ 3,312	\$ -	\$ -	\$ -	\$ -	\$ 662	\$ 39,000	\$ -	\$ 47,150	\$ 39,000	\$ -	\$ 39,000	\$ -	0.0%
400-5733-480	ARROWHEAD (SPOKE/SPROCKET) PH1	\$ -	\$ (3,500)	\$ -	\$ -	\$ -	\$ (700)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-481	MCKEE ROAD PHASE II	\$ 113,474	\$ 306,664	\$ 1,959,828	\$ 196,143	\$ (38,795)	\$ 507,463	\$ -	\$ -	\$ 25,198	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-483	MURPHY ROAD BRIDGE REPLACE	\$ 197,607	\$ -	\$ -	\$ -	\$ -	\$ 39,521	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-486	SIDEWALK & PATH MAINT & IMPROV	\$ 101,102	\$ 41,858	\$ 55,264	\$ 42,098	\$ 3,661	\$ 48,787	\$ 105,958	\$ -	\$ 234,199	\$ 109,137	\$ -	\$ 109,137	\$ 3,179	3.0%
400-5733-488	FISH HATCHERY RD	\$ 807,635	\$ 728,830	\$ 5,859,288	\$ 7,085,973	\$ 227,847	\$ 2,941,915	\$ -	\$ 12,436	\$ 2,191,963	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-492	FITCHRONA (LACY TO NESBITT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 377,000	\$ -	\$ 377,000	\$ 90,000	\$ -	\$ 90,000	\$ (287,000)	-76.1%
400-5733-494	LACY (FITCHRONA-SEMINOLE)	\$ -	\$ -	\$ -	\$ 50	\$ 18,486	\$ 3,707	\$ -	\$ 153,796	\$ 1,704,963	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-497	MAINTENANCE ARTERIAL STREETS	\$ -	\$ -	\$ -	\$ -	\$ 62,452	\$ 12,490	\$ 66,718	\$ -	\$ 148,211	\$ 68,720	\$ -	\$ 68,720	\$ 2,002	3.0%
400-5733-501	CTH M/CAINE RD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,950	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-504	BUS STOP IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ (225,000)	-100.0%
400-5733-506	FITCHRONA RD (N OF WHALEN-S)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ (50,000)	-100.0%
400-5733-510	STREET RESURFACE IN QCT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ (1,000,000)	-100.0%
400-5733-511	BIKE LANE ADDITIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 830,000	\$ -	\$ 830,000	\$ -	\$ -	\$ -	\$ (830,000)	-100.0%
400-5733-999	PW DEV PD INFRASTRUCTURE	\$ 15,826	\$ 1,239,839	\$ 1,804,343	\$ 251,605	\$ 76,728	\$ 677,668	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5734-630	VERONA RD UTILITY RELOC & REL	\$ 28,978	\$ 26,233	\$ 25,001	\$ 42	\$ 2,755	\$ 16,602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5734-652	RECYCLING DROP OFF SITE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.0%
400-573	Capital Projects - Public Works	\$ 2,627,782	\$ 4,705,391	\$ 10,891,949	\$ 8,963,407	\$ 1,929,167	\$ 5,823,539	\$ 4,380,991	\$ 1,064,214	\$ 17,698,682	\$ 6,268,438	\$ -	\$ 6,268,438	\$ 1,887,447	43.1%
400-5746-352	SR CENTER FLEET VEHICLES	\$ 17,344	\$ -	\$ -	\$ -	\$ -	\$ 3,469	\$ 3,708	\$ -	\$ 3,708	\$ 3,819	\$ -	\$ 3,819	\$ 111	3.0%
400-5746-353	SR CENTER PATIO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 864	\$ 30,000	\$ -	\$ -	\$ -	\$ -	100.0%
400-574	Capital Projects - Health & Human Services	\$ 17,344	\$ -	\$ -	\$ -	\$ -	\$ 3,469	\$ 3,708	\$ 864	\$ 33,708	\$ 3,819	\$ -	\$ 3,819	\$ 111	3.0%
400-5763-101	PARKS EQUIPMENT REPLACEMENT	\$ 80,931	\$ 152,373	\$ 110,161	\$ 29,411	\$ 192,102	\$ 112,996	\$ -	\$ 5,640	\$ 5,640	\$ -	\$ -	\$ -	\$ -	100.0%
400-5766-198	PARKS EQUIPMENT REPLACEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 216,993	\$ -	\$ 216,993	\$ 223,503	\$ -	\$ 223,503	\$ 6,510	3.0%
400-5766-211	MCGAW PARK	\$ 7,247	\$ 330	\$ -	\$ -	\$ -	\$ 1,515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5766-212	MCKEE FARMS PARK	\$ 21,142	\$ 600	\$ 35,223	\$ (103)	\$ 3,000	\$ 11,972	\$ -	\$ -	\$ 1,040,000	\$ -	\$ -	\$ -	\$ -	100.0%
400-5766-221	NEIGHBORHOOD PARK IMPROVMNT	\$ -	\$ 1,677	\$ -	\$ -	\$ -	\$ 335	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5766-223	QUARRY RIDGE PARK	\$ 1,748	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5766-257	HUEGEL-JAMESTOWN PARK IMPROVE	\$ 24,633	\$ -	\$ -	\$ -	\$ -	\$ 4,927	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5766-259	PARK SYSTEM IMPROVEMENTS	\$ 28,844	\$ 55,177	\$ 48,402	\$ 15,732	\$ 85,418	\$ 46,715	\$ 60,000	\$ 7,225	\$ 148,072	\$ 61,000	\$ -	\$ 61,000	\$ 1,000	1.7%
400-5766-261	NINE SPRINGS GOLF COURSE	\$ 21,115	\$ -	\$ -	\$ -	\$ -	\$ 4,223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5766-263	TENNIS/PICKLEBALL COURTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,400	\$ -	\$ 19,400	\$ 199,844	\$ -	\$ 199,844	\$ 180,444	930.1%
400-5766-264	EXISTING LARGE PARK SHELTERS	\$ 7,432	\$ 6,880	\$ -	\$ -	\$ -	\$ 2,862	\$ -	\$ -	\$ -	\$ 551,000	\$ (325,000)	\$ 226,000	\$ 226,000	100.0%
400-5766-265	DOG PARK/EXERCISE AREA	\$ 33,433	\$ 17,509	\$ -	\$ -	\$ 13,186	\$ 12,826	\$ -	\$ 5,574	\$ 26,814	\$ -	\$ -	\$ -	\$ -	100.0%
400-5766-268	PARK CONNECTION TO CITY WATER	\$ -	\$ 6,596	\$ -	\$ -	\$ -	\$ 1,319	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5766-270	INCLUSIVE PLAYGROUND	\$ -	\$ -	\$ -	\$ 64,400	\$ 67,600	\$ 26,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5766-272	HUB PHASE 1 (N. FHR)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 362,687	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	100.0%
400-5766-312	SPLASH PAD-AMENDED	\$ 2,048	\$ 2,929	\$ -	\$ -	\$ -	\$ 995	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-576	Capital Projects - Parks & Recreation	\$ 228,573	\$ 244,071	\$ 193,785	\$ 109,440	\$ 361,306	\$ 227,435	\$ 296,393	\$ 18,439	\$ 1,819,606	\$ 1,045,347	\$ (325,000)	\$ 720,347	\$ 423,954	143.0%
400-5776-701	RENT-TO-OWN ENDOWMENT PROGRAM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,950,000	\$ -	\$ 3,950,000	\$ 3,950,000	100.0%
400-5776-702	WELCOME TO FITCHBURG SIGNAGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ (40,000)	\$ -	\$ -	100.0%
400-577	Capital Projects - Economic Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,990,000	\$ (40,000)	\$ 3,950,000	\$ 3,950,000	100.0%
400-583 -	Total of All Projects	\$ 57,018	\$ 44,751	\$ 56,339	\$ 57,942	\$ -	\$ 43,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-583	Capital Projects - Debt Issuance Costs	\$ 57,018	\$ 44,751	\$ 56,339	\$ 57,942	\$ -	\$ 43,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5980-342	REC DONATIONS - TRX TO F200	\$ -	\$ -	\$ -	\$ 10,724	\$ -	\$ 2,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5981-005	INTERFUND TRANSFER OUT	\$ -	\$ 4,312	\$ -	\$ -	\$ -	\$ 862	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5981-008	INTERFUND TRANSFER OUT	\$ -	\$ 1,770	\$ -	\$ -	\$ -	\$ 354	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5981-012	INTERFUND TRANSFER OUT 1012	\$ -	\$ 129,640	\$ -	\$ -	\$ -	\$ 25,928	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5981-033	INTERFUND TRANSFER OUT	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 9,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5982-104	INTERFUND TRANSFER OUT	\$ -	\$ 57,437	\$ -	\$ -	\$ -	\$ 11,487	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5982-105	INTERFUND TRANSFER OUT	\$ -	\$ 6,531	\$ -	\$ -	\$ -	\$ 1,306	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5986-212	TRANSFER TO ANOTHER FUND	\$ -	\$ 8,800	\$ -	\$ -	\$ -	\$ 1,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-59	Transfers Out	\$ -	\$ 256,490	\$ -	\$ 10,724	\$ -	\$ 53,443	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-599 -	INTER PROJ TRX OUT - various projects	\$ 1,169,771	\$ 966,193	\$ 426,401	\$ 1,265,814	\$ 1,327,004	\$ 1,031,037	\$ 683,560	\$ -	\$ 990,665	\$ 289,550	\$ -	\$ 289,550	\$ (394,010)	-57.6%
400-599	Interproject Transfers	\$ 1,169,771	\$ 966,193	\$ 426,401	\$ 1,265,814	\$ 1,327,004	\$ 1,031,037	\$ 683,560	\$ -	\$ 990,665	\$ 289,550	\$ -	\$ 289,550	\$ (394,010)	-57.6%
	Grand Total	\$ 9,811,788	\$ 10,584,568	\$ 12,706,777	\$ 11,518,393	\$ 5,891,169	\$ 10,122,539	\$ 19,984,461	\$ 1,512,809	\$ 39,800,264	\$ 35,803,508	\$ (615,000)	\$ 35,188,508	\$ 15,204,047	76.1%
	Net Surplus/(Deficit)	\$ 1,605,940	\$ 609,143	\$ 672,659	\$ 8,787,652	\$ 791,823	\$ 2,493,443	\$ 406,122	\$ 4,385,131	\$ (10,811,535)	\$ 2,891,000	\$ -	\$ 2,891,000	\$ 2,484,878	

City of Fitchburg
TID #4 Fund 404
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
404-4112-000	TIF #4 INCREMENT - KELLY	\$ 1,563,723	\$ 1,482,342	\$ 1,475,348	\$ 1,764,085	\$ 1,380,485	\$ 1,533,197	\$ 1,503,000	\$ 1,484,061	\$ 1,484,061	\$ -	\$ -	\$ -	(1,503,000) -100.0%
404-4112-001	TIF #4 INCREMENT - NINE SPRING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-4113-100	TIF #4 INCREMENT - PROMEGA	\$ 2,000,241	\$ 2,081,833	\$ 1,986,777	\$ 1,985,672	\$ 1,978,399	\$ 2,006,584	\$ 1,789,000	\$ 1,767,560	\$ 1,767,560	\$ -	\$ -	\$ -	(1,789,000) -100.0%
404-4113-200	TIF #4 INCREMENT - PROM PROCES	\$ 336,083	\$ 330,113	\$ 346,597	\$ 365,346	\$ 378,637	\$ 351,355	\$ 336,000	\$ 331,875	\$ 331,875	\$ -	\$ -	\$ -	(336,000) -100.0%
404-4113-300	TIF #4 INCREMENT - TECH/CAMECA	\$ 18,857	\$ 17,990	\$ 282,318	\$ 136,771	\$ 136,728	\$ 118,533	\$ 144,000	\$ 142,753	\$ 142,753	\$ -	\$ -	\$ -	(144,000) -100.0%
404-4114-000	TID 4 INCREMENT - AVANTE	\$ 415,662	\$ 586,026	\$ 700,304	\$ 722,624	\$ 760,487	\$ 637,020	\$ 708,000	\$ 746,122	\$ 746,122	\$ -	\$ -	\$ -	(708,000) -100.0%
404-4114-100	TID 4 INCREMENT - OTHERS	\$ 8,675	\$ (2,125)	\$ 166,539	\$ 220,853	\$ 336,433	\$ 146,075	\$ 379,000	\$ 408,250	\$ 408,250	\$ -	\$ -	\$ -	(379,000) -100.0%
	Subtotal Increment	\$ 4,343,242	\$ 4,496,179	\$ 4,957,883	\$ 5,195,351	\$ 4,971,169	\$ 4,792,765	\$ 4,859,000	\$ 4,880,621	\$ 4,880,621	\$ -	\$ -	\$ -	(4,859,000) -100.0%
404-4354-000	EXEMPT COMP AID-FTC/KELLY	\$ 565,097	\$ 578,772	\$ 578,772	\$ 578,772	\$ 578,772	\$ 576,037	\$ 578,772	\$ -	\$ 578,772	\$ -	\$ -	\$ -	(578,772) -100.0%
404-4354-001	TID #4 EXEMPT COMP AID-9 SPGS	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ -	\$ 1	\$ -	\$ -	\$ -	(1) -100.0%
404-4359-000	EXEMPT PERSONAL PROPERTY AID	\$ -	\$ 21,154	\$ 19,293	\$ 17,432	\$ 19,293	\$ 15,435	\$ 19,293	\$ 19,293	\$ 19,293	\$ -	\$ -	\$ -	(19,293) -100.0%
404-4355-100	EXEMPT COMPUTER AID - PROMEGA	\$ 70,533	\$ 72,240	\$ 72,240	\$ 72,240	\$ 72,240	\$ 71,898	\$ 72,240	\$ -	\$ 72,240	\$ -	\$ -	\$ -	(72,240) -100.0%
404-4355-200	EXEMPT COMPUTER AID - PROM PRO	\$ 79	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ -	\$ 81	\$ -	\$ -	\$ -	(81) -100.0%
404-4356-000	EXEMPT COMPUTER AID - OTHER	\$ 6,281	\$ 6,433	\$ 6,433	\$ 6,433	\$ 6,433	\$ 6,403	\$ 6,433	\$ -	\$ 6,433	\$ -	\$ -	\$ -	(6,433) -100.0%
	Subtotal Exempt Computer Aid	\$ 641,991	\$ 678,681	\$ 676,820	\$ 674,959	\$ 676,820	\$ 669,854	\$ 676,820	\$ 19,293	\$ 676,820	\$ -	\$ -	\$ -	(676,820) -100.0%
404-4810-001	TID #4 INTEREST INCOME - NINE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-4810-100	INTEREST ON ADVANCE SPECIALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-4810-400	INTEREST INCOME	\$ 165,302	\$ 111,088	\$ 53,274	\$ 13,194	\$ 177,205	\$ 104,012	\$ 20,000	\$ 423,140	\$ 725,000	\$ -	\$ -	\$ -	(20,000) -100.0%
404-4810-404	INTEREST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
	Subtotal Interest Income	\$ 165,302	\$ 111,088	\$ 53,274	\$ 13,194	\$ 177,205	\$ 104,012	\$ 20,000	\$ 423,140	\$ 725,000	\$ -	\$ -	\$ -	(20,000) -100.0%
	Total Revenues & Sources	\$ 5,150,534	\$ 5,285,948	\$ 5,687,976	\$ 5,883,504	\$ 5,825,193	\$ 5,566,631	\$ 5,555,820	\$ 5,323,054	\$ 6,282,441	\$ -	\$ -	\$ -	(5,555,820) -100.0%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
404-5730-001	KELLY INFRASTRUCTURE PAYMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-002	IMPLEMENTATION/ADMINISTRATION	\$ 2,151	\$ 157	\$ 1,850	\$ 908	\$ 150	\$ 1,043	\$ 5,000	\$ 335	\$ 5,000	\$ -	\$ -	\$ -	(5,000) -100.0%
404-5730-003	LEGAL, CONSULTING, OTHER PROF	\$ 333	\$ 2,794	\$ -	\$ 1,667	\$ 6,875	\$ 2,334	\$ 20,000	\$ 1,045	\$ 131,170	\$ -	\$ -	\$ -	(20,000) -100.0%
404-5730-004	MARKETING	\$ 13,824	\$ -	\$ -	\$ -	\$ -	\$ 2,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-005	TECH ASSESSMENT PLAN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-006	LACY ROAD SIGNAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-007	LACY ROAD IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-008	LACY RD POWER UNDERGROUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-009	FISH HATCHERY RD PRELIM DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-010	PURCHASE OF LAND - KELLY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-011	OTHER INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-012	E CHERYL/FISH HATCH SIGNAL-KEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-014	LACY RD/PARKWAY RD ENHANCEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-020	DEVELOPMENT INCENTIVES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
	Subtotal Original TID	\$ 16,307	\$ 2,951	\$ 1,850	\$ 2,575	\$ 7,025	\$ 6,142	\$ 25,000	\$ 1,380	\$ 136,170	\$ -	\$ -	\$ -	(25,000) -100.0%
404-5731-001	INCREMENT PAYMENTS - PROMEGA	\$ 3,296,000	\$ -	\$ -	\$ -	\$ -	\$ 659,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5731-002	IMPLEMENTATION/ADMIN - PROMEGA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5731-003	LEGAL, CONSULTING - PROMEGA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5731-004	MARKETING - PROMEGA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5731-005	INCREMENT PAYMENTS - PROM PROC	\$ 227,390	\$ 219,390	\$ 211,390	\$ 971,506	\$ -	\$ 325,935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5731-006	IMPLEMENT/ADMIN - TECH/CAMECA	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5731-007	INCREMENT PMTS - TECH/CAMECA	\$ -	\$ 30,014	\$ 160,664	\$ 88,639	\$ 85,289	\$ 72,921	\$ 340,584	\$ 337,815	\$ 337,815	\$ -	\$ -	\$ -	(340,584) -100.0%
	Subtotal Amendment #1	\$ 3,523,390	\$ 249,434	\$ 372,054	\$ 1,060,145	\$ 85,289	\$ 1,058,062	\$ 340,584	\$ 337,815	\$ 337,815	\$ -	\$ -	\$ -	(340,584) -100.0%
404-5730-101	NOBEL DR & MICA RD - FTC	\$ 12,999	\$ -	\$ -	\$ -	\$ -	\$ 2,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-102	IMPL/ADMIN-NINE SPRINGS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-103	LEGAL, CONSULTING & OTHER PROF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-104	INTERCHANGE PROJECT & LACY E	\$ -	\$ -	\$ 8,023	\$ -	\$ -	\$ 1,605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-105	LACY RD CONNECTION-ROUNABOUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-106	UNDERPASS - NINE SPRINGS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-107	E CHERYL/LACY CONNECTOR	\$ -	\$ 36,608	\$ -	\$ -	\$ -	\$ 7,322	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-108	RAILROAD CROSSINGS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5730-110	DEVELOPMENT INCENTIVES-NINE SP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
	Subtotal Amendment #2	\$ 12,999	\$ 36,608	\$ 8,023	\$ -	\$ -	\$ 11,526	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5732-002	IMPLEMENTATION/ADMINISTRATION	\$ 13,013	\$ 13	\$ -	\$ 6	\$ -	\$ 2,607	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5732-003	LEGAL, CONSULTING - AMEND 3	\$ 336	\$ -	\$ -	\$ -	\$ -	\$ 67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5732-021	1/2 MILE FISH LEFT TURN LANE	\$ -	\$ -	\$ -	\$ 28,271	\$ -	\$ 5,654	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5732-022	1/2 MILE RAILROAD - Lacy/Syene	\$ -	\$ -	\$ 3,262	\$ 62,026	\$ 25,145	\$ 18,087	\$ -	\$ 14,359	\$ 1,311,639	\$ -	\$ -	\$ -	- 100.0%
404-5732-023	1/2 MILE RAILROAD - Cntrl Park	\$ 3,613	\$ 533,427	\$ 75,029	\$ -	\$ 6,017	\$ 123,617	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5732-025	1/2 MILE RAILROAD - Clayton	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
	Subtotal Amendment #3	\$ 16,962	\$ 533,440	\$ 78,291	\$ 110,303	\$ 31,162	\$ 154,032	\$ -	\$ 14,359	\$ 1,311,639	\$ -	\$ -	\$ -	- 100.0%
404-5832-001	NEW DEBT ISS COSTS/BOND DISC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5833-000	DISCOUNT ON DEBT ISSUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5922-101	TRAN DEBT SERVICE-KELLY	\$ 978,617	\$ 8,202,925	\$ -	\$ -	\$ -	\$ 1,836,308	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5922-106	TRANSFER TO DS-NINE SPRINGS	\$ 409,038	\$ 453,038	\$ 496,038	\$ 3,663,038	\$ -	\$ 1,004,230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5922-202	TRANS TO DEBT SVC-PROMEGA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5922-304	TRAN DEBT SERVICE-CITY	\$ 104,600	\$ 102,800	\$ 105,950	\$ 104,050	\$ 409,050	\$ 165,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
	Subtotal Debt Service Expenditures	\$ 1,492,255	\$ 8,758,763	\$ 601,988	\$ 3,767,088	\$ 409,050	\$ 3,005,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%

City of Fitchburg
TID #4 Fund 404
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
404-5190-000	STAFF CHARGES-GENERAL	\$ 412	\$ 2,041	\$ 698	\$ 809	\$ 544	\$ 901	\$ 5,000	\$ 996	\$ 5,000	\$ -	\$ -	\$ -	(5,000) -100.0%
404-5190-001	STAFF CHARGES-KELLY/FTC	\$ 1,009	\$ 178	\$ 253	\$ 195	\$ 114	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5190-101	STAFF CHARGES-PROMEGA	\$ 357	\$ 1,704	\$ 103	\$ 356	\$ -	\$ 504	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5190-201	STAFF CHARGES-NINE SPRINGS	\$ 626	\$ 340	\$ 595	\$ 154	\$ 67	\$ 357	\$ 250	\$ -	\$ 250	\$ -	\$ -	\$ -	(250) -100.0%
404-5190-202	STAFF CHARGES-TECHLANDS/CAMECA	\$ 59	\$ 1,226	\$ 71	\$ 78	\$ 54	\$ 298	\$ 250	\$ -	\$ 250	\$ -	\$ -	\$ -	(250) -100.0%
404-5190-300	STAFF CHARGES-AMEND3 APPROVAL	\$ 30	\$ -	\$ -	\$ 106	\$ -	\$ 27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5190-301	STAFF CHARGES-RAILROAD	\$ -	\$ 920	\$ 28	\$ 945	\$ 1,019	\$ 582	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	(5,000) -100.0%
404-5190-302	STAFF CHARGES-LFT TURN	\$ -	\$ -	\$ 320	\$ 18	\$ -	\$ 68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
	Subtotal Staff Charges	\$ 2,493	\$ 6,409	\$ 2,069	\$ 2,661	\$ 1,799	\$ 3,086	\$ 10,500	\$ 996	\$ 10,500	\$ -	\$ -	\$ -	(10,500) -100.0%
404-5922-100	CLOSE-OUT SURPLUS TO OVERLYING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000,000	\$ -	\$ 14,906,493	\$ -	\$ -	\$ -	(13,000,000) -100.0%
404-5922-105	TRANS TO GF FOR ADMIN-NINE SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5922-200	TRANS TO GF FOR ADMIN REIMB-PR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,859,000	\$ -	\$ 4,880,621	\$ -	\$ -	\$ -	(4,859,000) -100.0%
404-5922-226	TRANS TO SRF FOR HOUSING IMPRV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5922-230	-2146826252	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
404-5922-404	FUND BALANCE ADDED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
	Subtotal Other Admin Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,859,000	\$ -	\$ 19,787,114	\$ -	\$ -	\$ -	(17,859,000) -100.0%
	Total Expenditures	\$ 5,064,406	\$ 9,587,605	\$ 1,064,275	\$ 4,942,771	\$ 534,324	\$ 4,238,676	\$ 18,235,084	\$ 354,549	\$ 21,583,238	\$ -	\$ -	\$ -	(18,235,084) -100.0%

City of Fitchburg
TID #6 Fund 406
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
406-4116-000	TID #6 INCREMENT - RYAN	\$ 1,792,312	\$ 1,772,425	\$ 1,818,912	\$ 2,208,043	\$ 1,991,109	\$ 1,916,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-4116-100	TID #6 INCREMENT - OTHERS	\$ 365,341	\$ 344,012	\$ 362,527	\$ 583,550	\$ 445,796	\$ 420,245	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-4116-200	TID #6 INCREMENT - ARROWHEAD	\$ 130,428	\$ (148,983)	\$ (11,735)	\$ 395,287	\$ 32,090	\$ 79,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-4116-300	TID #6 INCREMENT - BENJAMIN	\$ 97,245	\$ 175,928	\$ 168,741	\$ 181,348	\$ 202,869	\$ 165,226	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Increment	\$ 2,385,327	\$ 2,143,382	\$ 2,338,444	\$ 3,368,227	\$ 2,671,864	\$ 2,581,449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-4353-000	STATE HIGHWAY AIDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-4354-006	EXEMPT COMPUTER AID - RYAN	\$ 15,363	\$ 15,734	\$ 15,734	\$ 15,734	\$ 15,734	\$ 15,660	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-4354-106	EXEMPT COMPUTER AID - OTHERS	\$ 2,104	\$ 2,155	\$ 2,155	\$ 2,155	\$ 2,155	\$ 2,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-4354-200	EXEMPT COMPUTER AID - ARROWHEA	\$ 56,236	\$ 57,597	\$ 57,597	\$ 57,597	\$ 57,597	\$ 57,324	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-4354-300	EXEMPT COMPUTER AID - BENJAMIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-4359-000	EXEMPT PERSONAL PROPERTY AID	\$ -	\$ 11,087	\$ 95,683	\$ 180,279	\$ 95,683	\$ 76,546	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Intergovernmental Aid	\$ 73,702	\$ 86,573	\$ 171,169	\$ 255,765	\$ 171,169	\$ 151,675	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-4810-000	INTEREST REVENUE	\$ 126,251	\$ 183,435	\$ 55,916	\$ 9,407	\$ 74,764	\$ 89,955	\$ -	\$ 42,604	\$ 50,000	\$ -	\$ -	\$ -	100.0%
	Subtotal Interest Income	\$ 126,251	\$ 183,435	\$ 55,916	\$ 9,407	\$ 74,764	\$ 89,955	\$ -	\$ 42,604	\$ 50,000	\$ -	\$ -	\$ -	100.0%
406-4890-000	MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ 112,197	\$ -	\$ 22,439	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-4890-001	DEBT PROCEEDS - AMEND 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Miscellaneous Revenues/Sources	\$ -	\$ -	\$ -	\$ 112,197	\$ -	\$ 22,439	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Total Revenues & Sources	\$ 2,585,280	\$ 2,413,390	\$ 2,565,529	\$ 3,745,597	\$ 2,917,797	\$ 2,845,518	\$ -	\$ 42,604	\$ 50,000	\$ -	\$ -	\$ -	100.0%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
406-5730-001	INFRASTRUCTURE PAYMENTS-RYAN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5730-002	IMPLEMENTATION/ADMIN - RYAN	\$ 150	\$ 421	\$ 27,494	\$ 55,408	\$ 30,356	\$ 22,766	\$ -	\$ 1,500	\$ 5,000	\$ -	\$ -	\$ -	100.0%
406-5730-003	LEGAL, CONSULTING & OTHER PROF	\$ -	\$ 5,114	\$ -	\$ 2,561	\$ 201,002	\$ 41,735	\$ -	\$ 25,278	\$ 94,063	\$ -	\$ -	\$ -	100.0%
406-5730-005	BURY POWER LINES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5730-006	FITCH-RONA ROAD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5730-007	BUS PLAZAS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5730-009	STORM WATER IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5730-010	ROAD IMPROVEMENTS (AMEND 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5730-011	LAND ACQUISITION (AMEND 1)	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5730-012	MCKEE RD PH II (Comm-Badger)	\$ 113,474	\$ 334,114	\$ 2,802,170	\$ 222,262	\$ 101,114	\$ 714,627	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5730-013	PARKING, SUSTAIN, DEMO, RELOC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5730-015	OTHER INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5730-016	INFRASTRUCTURE PAYMENTS-BENJ	\$ 96,278	\$ 174,782	\$ 19,004	\$ 328,623	\$ 1,033,911	\$ 330,520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5730-017	NESBITT RD ROUNDABOUT	\$ 118,002	\$ 1,839,378	\$ 18,467	\$ -	\$ -	\$ 395,169	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5730-019	MILITARY RIDGE PATH IMPROVE	\$ 3,602	\$ 8,352	\$ -	\$ -	\$ -	\$ 2,391	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Project Costs	\$ 331,505	\$ 2,365,661	\$ 2,867,136	\$ 608,854	\$ 1,366,382	\$ 1,507,908	\$ -	\$ 26,778	\$ 99,063	\$ -	\$ -	\$ -	100.0%
406-5922-409	TRANS TO GEN FUN-AMEND1 DEBT	\$ 378,500	\$ 377,250	\$ 375,900	\$ 379,400	\$ 2,182,450	\$ 738,700	\$ 1,821,000	\$ -	\$ -	\$ -	\$ -	\$ (1,821,000)	-100.0%
	Subtotal Debt Service Expenditures	\$ 378,500	\$ 377,250	\$ 375,900	\$ 379,400	\$ 2,182,450	\$ 738,700	\$ 1,821,000	\$ -	\$ -	\$ -	\$ -	\$ (1,821,000)	-100.0%
406-5190-000	STAFF CHARGES-GENERAL	\$ 839	\$ 1,770	\$ 616	\$ 10,767	\$ 1,546	\$ 3,108	\$ -	\$ 1,534	\$ 5,000	\$ -	\$ -	\$ -	100.0%
406-5190-001	STAFF CHARGES-RYAN	\$ 1,473	\$ 2,422	\$ 446	\$ -	\$ -	\$ 868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5190-002	STAFF CHARGES-OTHERS	\$ 104	\$ 128	\$ -	\$ 492	\$ -	\$ 145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5190-101	STAFF CHARGES-AMEND 1 APPROVAL	\$ 547	\$ -	\$ -	\$ 129	\$ -	\$ 135	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5190-102	STAFF CHARGES-BENJAMIN	\$ 670	\$ 374	\$ 609	\$ 199	\$ 582	\$ 487	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5190-103	STAFF CHARGES-MCKEE PHASE II	\$ 52	\$ 10,581	\$ 17,112	\$ 2,911	\$ 213	\$ 6,174	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5190-104	STAFF CHARGES-FITCH/NES ROUND	\$ 324	\$ 14,937	\$ 312	\$ 70	\$ -	\$ 3,129	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Staff Charges	\$ 4,009	\$ 30,213	\$ 19,095	\$ 14,569	\$ 2,341	\$ 14,046	\$ -	\$ 1,534	\$ 5,000	\$ -	\$ -	\$ -	100.0%
406-5731-002	IMPLEMENTATION/ADMIN - OTHERS	\$ 2,071	\$ -	\$ 1,700	\$ 68	\$ -	\$ 768	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5732-002	IMPLEMENTATION/ADMIN - AMEND1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5733-002	IMPLEMENTATION/ADMIN - BENJAMIN	\$ 30	\$ -	\$ -	\$ -	\$ 15	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5922-012	TRANS TO GEN FUND FOR MCKEE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5922-100	CLOSE-OUT SURPLUS TO OVERLYING	\$ -	\$ -	\$ -	\$ -	\$ 5,413,542	\$ 1,082,708	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5922-200	TRANS TO SRF FOR HOUSING IMPRV	\$ -	\$ -	\$ -	\$ -	\$ 2,671,864	\$ 534,373	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5922-406	TRANS TO GEN FUND FOR ADMIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5922-407	TRANS TO GEN FUND-ADMIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5922-408	TRANS TO GEN FUN-AMEND1 ADMIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5924-406	FUND BALANCE ADDED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
406-5924-407	TRANS TO GEN FUND-ADMIN REIMB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Other Admin Charges	\$ 2,101	\$ -	\$ 1,700	\$ 68	\$ 8,085,421	\$ 1,617,858	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Total Expenditures	\$ 716,115	\$ 2,773,125	\$ 3,263,831	\$ 1,002,891	\$ 11,636,595	\$ 3,878,511	\$ 1,821,000	\$ 28,311	\$ 104,063	\$ -	\$ -	\$ (1,821,000)	-100.0%

City of Fitchburg
TID #9 Fund 409
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
409-4111-000	INCREMENT - GENERAL	\$ -	\$ -	\$ -	\$ (577)	\$ (3,225)	\$ (760)	\$ -	\$ (5,736)	\$ (5,736)	\$ -	\$ -	\$ -	100.0%
409-4111-001	INCREMENT - SZ EXPANSION	\$ 438,616	\$ 616,023	\$ 646,554	\$ 621,897	\$ 666,708	\$ 597,960	\$ 545,000	\$ 580,634	\$ 580,634	\$ 422,000	\$ -	\$ 422,000	(123,000) -22.6%
409-4111-202	INCREMENT - SZ DESIGN CENTER	\$ -	\$ -	\$ -	\$ 212,972	\$ 660,987	\$ 174,792	\$ 849,000	\$ 899,815	\$ 899,815	\$ 739,000	\$ -	\$ 739,000	(110,000) -13.0%
409-4111-203	INCREMENT - PROMEGA	\$ -	\$ -	\$ -	\$ 315,249	\$ 1,127,890	\$ 288,628	\$ 624,000	\$ 658,096	\$ 658,096	\$ 534,000	\$ -	\$ 534,000	(90,000) -14.4%
409-4111-204	INCREMENT - BERTLER/SUPREME	\$ -	\$ -	\$ -	\$ 33,655	\$ 84,503	\$ 23,632	\$ 71,000	\$ 84,347	\$ 84,347	\$ 69,000	\$ -	\$ 69,000	(2,000) -2.8%
	Subtotal Increment	\$ 438,616	\$ 616,023	\$ 646,554	\$ 1,183,196	\$ 2,536,864	\$ 1,084,251	\$ 2,089,000	\$ 2,217,156	\$ 2,217,156	\$ 1,764,000	\$ -	\$ 1,764,000	(325,000) -15.6%
409-4353-000	STATE AIDS	\$ 83,084	\$ -	\$ -	\$ -	\$ -	\$ 16,617	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
409-4354-000	STATE COMPUTER AID	\$ 131,693	\$ 134,880	\$ 134,880	\$ 134,880	\$ 134,880	\$ 134,242	\$ 134,880	\$ -	\$ 134,880	\$ 134,880	\$ -	\$ 134,880	-
409-4359-000	EXEMPT PERSONAL PROPERTY AID	\$ -	\$ 2,039	\$ 1,591	\$ 1,143	\$ 1,591	\$ 1,273	\$ 1,591	\$ 1,591	\$ 1,591	\$ 1,591	\$ -	\$ 1,591	-
	Subtotal Intergovernmental Aid	\$ 214,776	\$ 136,918	\$ 136,470	\$ 136,023	\$ 136,470	\$ 152,132	\$ 136,471	\$ 1,591	\$ 136,471	\$ 136,471	\$ -	\$ 136,471	-
409-4810-000	INTEREST REVENUE	\$ 1,762	\$ 4,989	\$ 1,806	\$ 755	\$ 21,849	\$ 6,232	\$ 500	\$ 26,033	\$ 50,000	\$ 20,000	\$ -	\$ 20,000	\$ 19,500 3900.0%
409-4810-001	INTEREST REVENUE-DEBT PROCEEDS	\$ -	\$ -	\$ -	\$ 122	\$ 107,211	\$ 21,467	\$ 500	\$ 156,290	\$ 175,000	\$ -	\$ -	\$ -	(500) -100.0%
	Subtotal Interest Income	\$ 1,762	\$ 4,989	\$ 1,806	\$ 877	\$ 129,060	\$ 27,699	\$ 1,000	\$ 182,324	\$ 225,000	\$ 20,000	\$ -	\$ 20,000	\$ 19,000 1900.0%
409-4900-000	DEBT PROCEEDS	\$ -	\$ -	\$ -	\$ 7,265,000	\$ (1,515,000)	\$ 1,150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-4930-408	FUTURE INCREMENT TO BE COLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal Miscellaneous Revenues/Sources	\$ -	\$ -	\$ -	\$ 7,265,000	\$ (1,515,000)	\$ 1,150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total Revenues & Sources	\$ 655,154	\$ 757,930	\$ 784,831	\$ 8,585,096	\$ 1,287,394	\$ 2,414,081	\$ 2,226,471	\$ 2,401,070	\$ 2,578,627	\$ 1,920,471	\$ -	\$ 1,920,471	\$ (306,000) -13.7%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
409-5730-001	DOR FEES	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 120	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ 150	-
409-5730-004	EASEMENT ACQUISITION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5730-005	ROAD ACCESS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5730-006	UTILITIES EXTENSION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5730-007	ENGINEERING & PERMITTING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5730-008	DEMO & RECONSTRUCT CUL DE SACS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5730-009	RETENTION POND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5730-010	PARKING LOTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5730-011	ENGINEERING SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5730-012	MUNICIPAL FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5730-013	GRADING AND OTHER SITE WORK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5730-022	DEV INCENTIVE - SUB ZERO EXPAN	\$ 343,194	\$ 335,694	\$ 352,444	\$ 343,444	\$ 382,944	\$ 351,544	\$ 170,944	\$ 88,472	\$ 170,944	\$ 158,944	\$ -	\$ 158,944	\$ (12,000) -7.0%
409-5730-122	DEV INCENTIVE - SZ EXPAN PRINC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	-
	Subtotal Original Project Costs	\$ 343,194	\$ 335,694	\$ 352,444	\$ 343,444	\$ 382,944	\$ 351,544	\$ 371,094	\$ 288,622	\$ 371,094	\$ 359,094	\$ -	\$ 359,094	\$ (12,000) -3.2%
409-5731-015	STORMWORK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5731-016	STORMWATER LAND ACQUISITION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5731-017	ROAD CONSTRUCTION	\$ 88,689	\$ -	\$ -	\$ -	\$ -	\$ 17,738	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5731-018	1/2 MILE STORMWATER POND RELOC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5731-019	1/2 MILE MARKETPLACE DR N	\$ 60,910	\$ -	\$ -	\$ -	\$ -	\$ 12,182	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5731-020	1/2 MILE MARKETPLACE DR S	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5731-021	1/2 MILE SUB ZERO PARKWAY	\$ 821,739	\$ (7,926)	\$ (250)	\$ -	\$ 5,073	\$ 163,727	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal Amend #1 Project Costs	\$ 971,338	\$ (7,926)	\$ (250)	\$ -	\$ 5,073	\$ 193,647	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5732-022	COMMERCE PARK DR EXTEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5732-023	LACY RD - WEST OF SEMINOLE/TID	\$ -	\$ -	\$ 174,929	\$ 9,647	\$ 10,022	\$ 38,920	\$ -	\$ 63,015	\$ 4,300,000	\$ -	\$ -	\$ -	-
409-5732-024	1/2 LACY RD - WEST OF SEMINOLE	\$ -	\$ -	\$ -	\$ -	\$ 8,539	\$ 1,708	\$ -	\$ 89,909	\$ 839,000	\$ -	\$ -	\$ -	-
409-5732-025	1/2 LACY RD - EAST OF SEMINOLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5732-026	SEMINOLE NORTH/TID	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5732-027	1/2 MILE SEMINOLE NORTH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5732-028	1/2 MILE SEMINOLE SOUTH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5732-029	ROUNDABOUT SEMINOLE/LACY	\$ -	\$ -	\$ -	\$ 75,340	\$ 300,451	\$ 75,158	\$ -	\$ 30	\$ 1,900,000	\$ -	\$ -	\$ -	-
409-5732-030	STORMWATER PONDS FOR ROADS	\$ -	\$ -	\$ -	\$ 6,957	\$ 32,651	\$ 7,921	\$ -	\$ -	\$ 315,000	\$ -	\$ -	\$ -	-
409-5732-031	REGIONAL STORMWATER STUDY/DESI	\$ -	\$ 50	\$ 66,134	\$ 10,945	\$ 17,307	\$ 18,887	\$ -	\$ -	\$ 15,593	\$ -	\$ -	\$ -	-
409-5732-032	REGIONAL STORMWATER MGMT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5732-033	NEW RD TOWARD QUARRY VISTA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5732-101	DEV INCENT - SZ DES PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,000	\$ -	\$ 190,000	\$ 260,000	\$ -	\$ 260,000	\$ 70,000 36.8%
409-5732-102	DEV INCENT - PROMEGA PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ 810,000	\$ 162,000	\$ 255,000	\$ -	\$ -	\$ 270,000	\$ -	\$ 270,000	\$ 15,000 5.9%
409-5732-103	DEV INCENT - BERTLER PRINCIPAL	\$ -	\$ -	\$ -	\$ 3,000	\$ 40,000	\$ 8,600	\$ 59,000	\$ 32,000	\$ 32,000	\$ 62,000	\$ -	\$ 62,000	\$ 3,000 5.1%
409-5732-201	DEV INCENT - SZ DES INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ 275,000	\$ 263,250	\$ -	\$ 263,250	\$ (11,750) -4.3%
409-5732-202	DEV INCENT - PROMEGA INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 294,713	\$ 58,943	\$ 537,864	\$ 254,438	\$ 527,371	\$ 538,441	\$ -	\$ 538,441	\$ 577 0.1%
409-5732-203	DEV INCENT - BERTLER INTEREST	\$ -	\$ -	\$ -	\$ 16,015	\$ 14,940	\$ 6,191	\$ 12,465	\$ 6,970	\$ 13,140	\$ 10,790	\$ -	\$ 10,790	\$ (1,675) -13.4%
	Subtotal Amend #2 Project Costs	\$ -	\$ 50	\$ 241,063	\$ 121,904	\$ 1,528,622	\$ 378,328	\$ 1,329,329	\$ 446,362	\$ 8,407,104	\$ 1,404,481	\$ -	\$ 1,404,481	\$ 75,152 5.7%
409-5730-014	INTEREST ON ADVANCE	\$ 7,100	\$ 9,486	\$ 4,104	\$ -	\$ 594	\$ 4,257	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	-
409-5830-000	ISSUE COSTS-TID9	\$ -	\$ -	\$ -	\$ 53,208	\$ (11,096)	\$ 8,422	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
409-5922-300	TRANS TO F300 FOR DEBT	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 90,000	\$ 450,000	\$ -	\$ 450,000	\$ 350,000	\$ -	\$ 350,000	\$ (100,000) -22.2%
	Subtotal Debt Service Expenditures	\$ 7,100	\$ 9,486	\$ 4,104	\$ 53,208	\$ 439,498	\$ 102,679	\$ 460,000	\$ -	\$ 460,000	\$ 360,000	\$ -	\$ 360,000	\$ (100,000) -21.7%

City of Fitchburg
TID #9 Fund 409
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
409-5190-000	STAFF CHARGES-GENERAL	\$ 311	\$ 3,015	\$ 1,312	\$ 1,476	\$ 485	\$ 1,320	\$ 3,000	\$ 115	\$ 3,000	\$ 3,000	-	\$ 3,000	\$ - 0.0%
409-5190-001	STAFF CHARGES-SUB ZERO	\$ -	\$ 2,174	\$ 758	\$ 155	\$ 18	\$ 621	\$ 1,000	\$ 19	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ - 0.0%
409-5190-119	STAFF CHARGES-MARKETPLACE DR N	\$ 1,011	\$ -	\$ -	\$ -	\$ -	\$ 202	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ - 100.0%
409-5190-120	STAFF CHARGES-MARKETPLACE DR S	\$ -	\$ 445	\$ 15	\$ -	\$ -	\$ 92	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ - 100.0%
409-5190-121	STAFF CHARGES-SUBZERO PKWY	\$ 6,405	\$ 46	\$ 55	\$ -	\$ -	\$ 1,301	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ - 100.0%
409-5190-200	STAFF CHARGES-GENERAL	\$ 1,525	\$ 824	\$ 60	\$ -	\$ -	\$ 482	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ - 100.0%
409-5190-202	STAFF CHARGES-SZ DESIGN FAC	\$ 973	\$ 447	\$ 657	\$ -	\$ 146	\$ 445	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ - 0.0%
409-5190-203	STAFF CHARGES-PROMEGA	\$ 159	\$ 1,281	\$ 1,016	\$ 1,102	\$ 1,425	\$ 997	\$ 2,000	\$ 678	\$ 2,000	\$ 2,000	-	\$ 2,000	\$ - 0.0%
409-5190-222	STAFF CHARGES-COMMERCE EXTEND	\$ -	\$ -	\$ 1,358	\$ 140	\$ -	\$ 300	\$ 500	\$ -	\$ 500	\$ -	-	\$ -	\$ (500) -100.0%
409-5190-223	STAFF CHARGES-LACY WEST/TID	\$ -	\$ 153	\$ 1,103	\$ 4,159	\$ 2,292	\$ 1,542	\$ 5,000	\$ 3,877	\$ 5,000	\$ 5,000	-	\$ 5,000	\$ - 0.0%
409-5190-224	STAFF CHARGES-LACY WEST 1/2	\$ -	\$ -	\$ 836	\$ 1,144	\$ 757	\$ 547	\$ 1,000	\$ 321	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ - 0.0%
409-5190-225	STAFF CHARGES-LACY EAST 1/2	\$ -	\$ -	\$ 60	\$ 330	\$ 26	\$ 83	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ - 0.0%
409-5190-226	STAFF CHARGES-SEMINOLE NORTH/T	\$ -	\$ -	\$ -	\$ 17	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ - 100.0%
409-5190-227	STAFF CHARGES-SEMINOLE N 1/2	\$ -	\$ -	\$ -	\$ 18	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ - 100.0%
409-5190-229	STAFF CHARGES-ROUNDAABOUT SEM/L	\$ -	\$ 54	\$ 28	\$ 297	\$ 1,182	\$ 312	\$ 20,000	\$ 1,309	\$ 20,000	\$ -	-	\$ -	\$ (20,000) -100.0%
409-5190-231	STAFF CHARGES-REG STORM ST/DES	\$ -	\$ -	\$ -	\$ 81	\$ 103	\$ 37	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ - 0.0%
409-5190-233	STAFF CHARGES-NEW RD TO QRY VS	\$ -	\$ -	\$ 65	\$ -	\$ -	\$ 13	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ - 100.0%
409-5190-234	STAFF CHARGES-BERTLER	\$ -	\$ 1,386	\$ 18	\$ 783	\$ 462	\$ 530	\$ 1,000	\$ 77	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ - 0.0%
	Subtotal Staff Charges	\$ 10,383	\$ 9,827	\$ 7,342	\$ 9,702	\$ 6,895	\$ 8,830	\$ 36,500	\$ 6,397	\$ 36,500	\$ 16,000	\$ -	\$ 16,000	\$ (20,500) -56.2%
409-5730-002	OTHER ADMINISTRATION	\$ 3	\$ 30	\$ -	\$ 8	\$ 40	\$ 16	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	-	\$ 5,000	\$ - 0.0%
409-5730-003	LEGAL,CONSULTING & OTHER PROF	\$ -	\$ 6,490	\$ 1,700	\$ 1,777	\$ 2,873	\$ 2,568	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	-	\$ 2,000	\$ - 0.0%
409-5731-002	OTHER ADMIN - AMEND 1	\$ 150	\$ -	\$ -	\$ 87	\$ -	\$ 47	\$ 50	\$ -	\$ 50	\$ -	-	\$ -	\$ (50) -100.0%
409-5732-001	DOR FEES	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 200	\$ 150	\$ -	\$ 150	\$ -	-	\$ -	\$ (150) -100.0%
409-5732-002	OTHER ADMIN	\$ -	\$ 311	\$ -	\$ -	\$ -	\$ 62	\$ 500	\$ 60	\$ 500	\$ -	-	\$ -	\$ (500) -100.0%
409-5732-003	LEGAL,CONSULTING & OTHER PROF	\$ 2,875	\$ 27,820	\$ 18,507	\$ 4,419	\$ 360	\$ 10,796	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	-	\$ 25,000	\$ - 0.0%
409-5922-100	TRANS TO GF FOR ADMIN REIMB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ - 100.0%
	Subtotal Admin & Implementation Exp	\$ 3,028	\$ 35,651	\$ 20,207	\$ 6,290	\$ 3,272	\$ 13,690	\$ 32,700	\$ 60	\$ 32,700	\$ 32,000	\$ -	\$ 32,000	\$ (700) -2.1%
	Total Expenditures	\$ 1,335,044	\$ 382,931	\$ 625,060	\$ 534,698	\$ 2,366,455	\$ 1,048,838	\$ 2,229,623	\$ 741,441	\$ 9,307,398	\$ 2,171,575	\$ -	\$ 2,171,575	\$ (58,048) -2.6%

City of Fitchburg
TID #10 Fund 410
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
410-4111-000	INCREMENT - TID #10 GENERAL	\$ -	\$ -	\$ 21,150	\$ 369,538	\$ 190,199	\$ 116,177	\$ 457,000	\$ 501,973	\$ 501,973	\$ 406,000	\$ -	\$ 406,000	\$ (51,000) -11.2%
410-4111-001	INCREMENT - TID #10 HIGHLINE	\$ -	\$ -	\$ 11,440	\$ 350,235	\$ 236,726	\$ 119,680	\$ 333,000	\$ 239,350	\$ 239,350	\$ 199,000	\$ -	\$ 199,000	\$ (134,000) -40.2%
410-4111-002	INCREMENT - TID #10 TERRACE PO	\$ -	\$ -	\$ -	\$ 28,007	\$ 281,896	\$ 61,981	\$ 448,000	\$ 474,109	\$ 474,109	\$ 395,000	\$ -	\$ 395,000	\$ (53,000) -11.8%
410-4111-004	INCREMENT - TID #10 - OCHALLA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,036	\$ 10,036	\$ 201,000	\$ -	\$ 201,000	\$ 201,000 100.0%
	Subtotal Increment	\$ -	\$ -	\$ 32,590	\$ 747,780	\$ 708,822	\$ 297,838	\$ 1,238,000	\$ 1,225,469	\$ 1,225,468	\$ 1,201,000	\$ -	\$ 1,201,000	\$ (37,000) -3.0%
410-4810-000	INTEREST REVENUE	\$ 80	\$ 444	\$ 3,823	\$ 7,788	\$ 117,135	\$ 25,854	\$ 5,000	\$ 9,563	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 5,000 100.0%
410-4810-001	INTEREST REVENUE-DEBT PROCEEDS	\$ -	\$ 3,708	\$ 11,247	\$ (178)	\$ -	\$ 2,955	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Interest Income	\$ 80	\$ 4,152	\$ 15,070	\$ 7,610	\$ 117,135	\$ 28,809	\$ 5,000	\$ 9,563	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 5,000 100.0%
410-4900-000	DEBT PROCEEDS	\$ -	\$ 4,210,000	\$ 8,360,000	\$ -	\$ -	\$ 2,514,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-4930-408	FUTURE INCREMENT TO BE COLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-4890-600	SALE OF FIXED ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,934	\$ 172,934	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Miscellaneous Revenues/Sources	\$ -	\$ 4,210,000	\$ 8,360,000	\$ -	\$ -	\$ 2,514,000	\$ -	\$ 172,934	\$ 172,934	\$ -	\$ -	\$ -	\$ - 100.0%
	Total Revenues & Sources	\$ 80	\$ 4,214,152	\$ 8,407,660	\$ 755,390	\$ 825,957	\$ 2,840,648	\$ 1,243,000	\$ 1,407,966	\$ 1,408,402	\$ 1,211,000	\$ -	\$ 1,211,000	\$ (32,000) -2.6%

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
410-5730-004	LAND ACQUISITION COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5730-005	DEMOLITION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5730-006	ROAD CONSTRUCTION	\$ (21,947)	\$ 30,097	\$ -	\$ -	\$ -	\$ 1,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5730-007	PROFESSIONAL FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5730-008	SITE PREPARATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5730-009	ADDITIONAL EARTHWORK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Original Project Costs	\$ (21,947)	\$ 30,097	\$ -	\$ -	\$ -	\$ 1,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5731-013	PIKE DRIVE EXTENSION (EAST)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5731-014	FISH HATCHERY RECONSTRUCTION	\$ -	\$ 938,244	\$ 8,413,296	\$ 3,649,882	\$ 143,329	\$ 2,628,950	\$ -	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ - 100.0%
410-5731-015	ACCESS EASEMENT OR STREET	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5731-016	TRACEWAY DRIVE EXTENSION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5731-017	1/2 MILE - FISH HATCHERY RD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5731-018	VISIONING FOR CORRIDOR	\$ -	\$ 83,228	\$ 16,121	\$ -	\$ -	\$ 19,870	\$ -	\$ -	\$ 692	\$ -	\$ -	\$ -	\$ - 100.0%
410-5731-019	FISH HATCHERY PROJ MGR & MRKTG	\$ -	\$ 1,175	\$ 18,321	\$ 9,046	\$ -	\$ 5,708	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5731-020	REDEVELOPMENT RFP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5731-101	DEV INCENT - PLESKO PRINCIPAL	\$ -	\$ -	\$ -	\$ 69,888	\$ 77,362	\$ 29,450	\$ 85,306	\$ 35,306	\$ 35,306	\$ 93,748	\$ -	\$ 93,748	\$ 8,442 9.9%
410-5731-102	DEV INCENT - 3101 SFH PRIN	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 10,000	\$ 195,000	\$ 135,000	\$ 135,000	\$ 205,000	\$ -	\$ 205,000	\$ 10,000 5.1%
410-5731-104	DEV INCENT - OCHALLA PRIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000	\$ -	\$ 115,000	\$ 115,000 100.0%
410-5731-201	DEV INCENT - PLESKO INTEREST	\$ -	\$ -	\$ -	\$ 173,451	\$ 169,328	\$ 68,556	\$ 164,774	\$ 83,581	\$ 166,174	\$ 162,561	\$ -	\$ 162,561	\$ (2,213) -1.3%
410-5731-202	DEV INCENT - 3101 SFH INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 89,543	\$ 17,909	\$ 171,711	\$ 88,293	\$ 173,211	\$ 164,711	\$ -	\$ 164,711	\$ (7,000) -4.1%
410-5731-204	DEV INCENT - OCHALLA INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,203	\$ -	\$ 64,203	\$ 64,203 100.0%
	Subtotal Amend #1 Project Costs	\$ -	\$ 1,022,648	\$ 8,447,739	\$ 3,902,267	\$ 529,562	\$ 2,780,443	\$ 616,791	\$ 342,180	\$ 625,383	\$ 805,223	\$ -	\$ 805,223	\$ 188,432 30.6%
410-5732-021	SITE SPECIFIC VISION/IMPLEM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5732-022	BRYANT RD PLAN/ANALYSIS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000 100.0%
410-5732-023	BRYANT RD ENGINEERING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5732-024	BRYANT RD RECONSTRUCTION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5732-025	STORMWATER MANAGEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5732-026	BUS RAPID TRANSIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5732-027	BUS RAPID TRANSIT (1/2 MILE)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5732-028	WAYFINDING/PLACEMAKING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Amend #2 Project Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000 100.0%
410-5730-010	CAPITALIZED INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5730-011	OTHER FINANCING COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5730-012	INTEREST ON ADVANCE	\$ 2,063	\$ 3,933	\$ 6,264	\$ -	\$ 13,788	\$ 5,210	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ - 0.0%
410-5830-000	ISSUE COSTS-FISH HATCHERY RD	\$ -	\$ 35,614	\$ 48,973	\$ -	\$ -	\$ 16,917	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5922-300	TRANS TO F300 FOR DEBT FHR	\$ -	\$ -	\$ 64,855	\$ 228,638	\$ 589,121	\$ 176,523	\$ 579,221	\$ 271,236	\$ 579,221	\$ 584,196	\$ -	\$ 584,196	\$ 4,975 0.9%
	Subtotal Debt Service Expenditures	\$ 2,063	\$ 39,547	\$ 120,092	\$ 228,638	\$ 602,909	\$ 198,650	\$ 589,221	\$ 271,236	\$ 589,221	\$ 594,196	\$ -	\$ 594,196	\$ 4,975 0.8%
410-5190-000	STAFF CHARGES-GENERAL	\$ 383	\$ 2,727	\$ 4,481	\$ 6,578	\$ 2,646	\$ 3,363	\$ 5,000	\$ 812	\$ 5,000	\$ 10,000	\$ -	\$ 10,000	\$ 5,000 100.0%
410-5190-001	STAFF CHARGES-HOTEL	\$ 2,754	\$ 31	\$ -	\$ 11	\$ -	\$ 559	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5190-002	STAFF CHARGES-PIKE INTERSECT	\$ 448	\$ 98	\$ 135	\$ 154	\$ 270	\$ 221	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5190-100	STAFF CHARGES-AMEND 1 APPROVAL	\$ 2,983	\$ 2,694	\$ 63	\$ -	\$ -	\$ 1,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5190-101	STAFF CHARGES-PLESKO	\$ 5,101	\$ 1,042	\$ 389	\$ 1,004	\$ 581	\$ 1,623	\$ 1,000	\$ 2,461	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 4,000 400.0%
410-5190-102	STAFF CHARGES-OLD JUICE PLANT	\$ 319	\$ 3,315	\$ 8,523	\$ 162	\$ 783	\$ 2,621	\$ 1,000	\$ 192	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ - 0.0%
410-5190-103	STAFF CHARGES-PARK BANK	\$ -	\$ -	\$ 135	\$ 639	\$ 171	\$ 189	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000) -100.0%
410-5190-104	STAFF CHARGES-OCHELLA MIXEDUSE	\$ -	\$ -	\$ -	\$ 1,728	\$ 2,739	\$ 894	\$ 1,000	\$ 448	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 1,000 100.0%
410-5190-113	STAFF CHARGES-FISH RECONSTRUCT	\$ 943	\$ 26,372	\$ 24,308	\$ 2,353	\$ 734	\$ 10,942	\$ 10,000	\$ 127	\$ 5,000	\$ -	\$ -	\$ -	\$ (10,000) -100.0%
410-5190-200	STAFF CHARGES-AMEND 2 APPROVAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,068	\$ 5,000	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Staff Charges	\$ 12,931	\$ 36,280	\$ 38,035	\$ 12,630	\$ 7,922	\$ 21,560	\$ 19,000	\$ 6,108	\$ 23,000	\$ 18,000	\$ -	\$ 18,000	\$ (1,000) -5.3%

City of Fitchburg
TID #10 Fund 410
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
410-5730-001	DOR FEES	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ 150	\$ - 0.0%
410-5730-002	OTHER ADMINISTRATION	\$ 272	\$ 89	\$ 30	\$ 15	\$ -	\$ 81	\$ 16,000	\$ 30	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ (11,000) -68.8%
410-5730-003	LEGAL, CONSULTING & OTHER PROF	\$ 6,772	\$ 1,750	\$ 7,335	\$ 14,802	\$ 23,224	\$ 10,777	\$ 2,000	\$ 548	\$ 12,531	\$ 10,000	\$ -	\$ 10,000	\$ 8,000 400.0%
410-5731-001	DOR FEES	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
410-5731-002	OTHER ADMINISTRATION	\$ 14,530	\$ -	\$ 284	\$ -	\$ 30	\$ 2,969	\$ 500	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ (500) -100.0%
410-5731-003	LEGAL, CONSULTING & OTHER PROF	\$ 17,439	\$ 151	\$ 677	\$ 1,241	\$ -	\$ 3,901	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,000) -100.0%
410-5732-001	DOR FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ - 100.0%
410-5732-002	OTHER ADMINISTRATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ - 100.0%
410-5732-003	LEGAL, CONSULTING & OTHER PROF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ -	\$ -	\$ -	\$ - 100.0%
410-5922-100	TRANS TO GF FOR ADMIN REIMB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Other Admin Charges	\$ 40,162	\$ 2,140	\$ 8,476	\$ 16,208	\$ 23,404	\$ 18,078	\$ 20,650	\$ 728	\$ 30,211	\$ 15,150	\$ -	\$ 15,150	\$ (5,500) -26.6%
	Total Expenditures	\$ 33,210	\$ 1,130,712	\$ 8,614,341	\$ 4,159,742	\$ 1,163,798	\$ 3,020,361	\$ 1,245,662	\$ 620,251	\$ 1,267,815	\$ 1,482,569	\$ -	\$ 1,482,569	\$ 236,907 19.0%

City of Fitchburg
TID #11 Fund 411
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
411-4111-000	INCREMENT - TID #11	\$ -	\$ -	\$ 275	\$ -	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ 100 100.0%
	Subtotal Increment	\$ -	\$ -	\$ 275	\$ -	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ 100 100.0%
411-4810-000	INTEREST REVENUE	\$ 128	\$ 29	\$ 3	\$ 1	\$ 209	\$ 74	\$ -	\$ 420	\$ 800	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Interest Income	\$ 128	\$ 29	\$ 3	\$ 1	\$ 209	\$ 74	\$ -	\$ 420	\$ 800	\$ -	\$ -	\$ -	\$ - 100.0%
411-4930-408	FUTURE INCREMENT TO BE COLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Miscellaneous Revenues/Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Total Revenues & Sources	\$ 128	\$ 29	\$ 277	\$ 1	\$ 209	\$ 129	\$ -	\$ 420	\$ 800	\$ 100	\$ -	\$ 100	\$ 100 100.0%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
411-5730-004	EARTHWORK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
411-5730-005	ONSITE UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
411-5730-006	STORMWATER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
411-5730-007	ONSITE ROADWAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
411-5730-008	ONSITE CONTINGENCY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
411-5730-009	ONSITE ENGINEERING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
411-5730-010	1/2 MILE - ROAD IMPROVE - MM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
411-5730-011	1/2 MILE - OFFSITE ENGINEERING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
411-5730-012	1/2 MILE - WATERMAIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
411-5730-013	1/2 MILE - SANITARY SEWER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
411-5730-014	DEVELOPER INCENTIVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Original Project Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
411-5730-100	INTEREST ON ADVANCE	\$ 352	\$ 635	\$ 693	\$ 722	\$ 752	\$ 631	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ - 0.0%
	Subtotal Debt Service Expenditures	\$ 352	\$ 635	\$ 693	\$ 722	\$ 752	\$ 631	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ - 0.0%
411-5190-000	STAFF CHARGES-GENERAL	\$ -	\$ 210	\$ 229	\$ 555	\$ 720	\$ 343	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
411-5190-001	STAFF CHARGES-@EDGE	\$ 8,066	\$ -	\$ -	\$ 33	\$ 67	\$ 1,633	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
411-5190-002	STAFF CHARGES-ROYAL CAPITAL	\$ -	\$ -	\$ -	\$ -	\$ 224	\$ 45	\$ 5,000	\$ 165	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ - 0.0%
	Subtotal Staff Charges	\$ 8,066	\$ 210	\$ 229	\$ 588	\$ 1,012	\$ 2,021	\$ 7,000	\$ 165	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ - 0.0%
411-5730-001	DOR FEES	\$ 1,000	\$ 150	\$ 150	\$ 150	\$ 150	\$ 320	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ 150	\$ - 0.0%
411-5730-002	OTHER ADMINISTRATION	\$ 13	\$ -	\$ -	\$ 8	\$ -	\$ 4	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ - 0.0%
411-5730-003	LEGAL, CONSULTING & OTHER PROF	\$ 17,251	\$ -	\$ -	\$ -	\$ -	\$ 3,450	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
	Subtotal Other Admin Charges	\$ 18,264	\$ 150	\$ 150	\$ 158	\$ 150	\$ 3,774	\$ 3,150	\$ 150	\$ 3,150	\$ 3,150	\$ -	\$ 3,150	\$ - 0.0%
	Total Expenditures	\$ 26,683	\$ 995	\$ 1,072	\$ 1,468	\$ 1,915	\$ 6,426	\$ 11,150	\$ 315	\$ 11,150	\$ 11,150	\$ -	\$ 11,150	\$ - 0.0%

City of Fitchburg
TID #12 Fund 412
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
412-4111-000	INCREMENT - TID #12 - GENERAL	\$ -	\$ -	\$ (3,760)	\$ 16,080	\$ 22,889	\$ 7,042	\$ 1,222,000	\$ 61,560	\$ 61,560	\$ 37,000	\$ -	\$ 37,000	\$ (1,185,000) -97.0%
412-4111-001	INCREMENT - TID #12 - PROMEGA	\$ -	\$ -	\$ 227,572	\$ 928,573	\$ 1,908,202	\$ 612,869	\$ 521,000	\$ 1,747,584	\$ 1,747,584	\$ 1,051,000	\$ -	\$ 1,051,000	\$ 530,000 101.7%
	Subtotal Increment	\$ -	\$ -	\$ 223,812	\$ 944,653	\$ 1,931,092	\$ 619,911	\$ 1,743,000	\$ 1,809,145	\$ 1,809,144	\$ 1,088,000	\$ -	\$ 1,088,000	\$ (655,000) -37.6%
412-4353-000	STATE AIDS	\$ -	\$ -	\$ -	#####	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Intergovernmental Aid	\$ -	\$ -	\$ -	#####	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 0.9%
412-4810-000	INTEREST REVENUE	\$ 89	\$ 26	\$ 143	\$ 1,084	\$ 9,558	\$ 2,180	\$ 500	\$ 26,908	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 9,500 1900.0%
	Subtotal Interest Income	\$ 89	\$ 26	\$ 143	\$ 1,084	\$ 9,558	\$ 2,180	\$ 500	\$ 26,908	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 9,500 1900.0%
412-4930-408	FUTURE INCREMENT TO BE COLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Miscellaneous Revenues/Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Total Revenues & Sources	\$ 89	\$ 26	\$ 223,955	#####	\$ 1,940,650	\$ 822,091	\$ 1,743,500	\$ 1,836,053	\$ 1,819,144	\$ 1,098,000	\$ -	\$ 1,098,000	\$ (645,500) -37.0%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
412-5730-005	1/2 MILE - FAHEY GLENN CONNECT	\$ -	\$ -	\$ -	#####	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
412-5730-006	1/2 MILE-RECON ROUNDABT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
412-5730-007	1/2 MILE-SIDEWALK/TRAFFIC CALM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
412-5730-008	1/2 MILE-MILL/RESRF E CHERYL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
412-5730-009	E CHERYL LIGHTING RETROFIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
412-5730-010	E CHERYL LIGHTING COMPLETION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
412-5730-101	DEV INCENT - PROMEGA PRINCIPAL	\$ -	\$ -	\$ -	\$ 450,000	\$ 600,000	\$ 210,000	\$ 870,000	\$ 795,000	\$ 795,000	\$ 1,045,000	\$ -	\$ 1,045,000	\$ 175,000 20.1%
412-5730-201	DEV INCENT - PROMEGA INTEREST	\$ -	\$ -	\$ -	\$ 417,110	\$ 792,970	\$ 242,016	\$ 752,545	\$ 388,235	\$ 754,608	\$ 704,008	\$ -	\$ 704,008	\$ (48,537) -6.4%
	Subtotal Original Project Costs	\$ -	\$ -	\$ -	#####	\$ 1,392,970	\$ 652,016	\$ 1,622,545	\$ 1,183,235	\$ 1,549,608	\$ 1,749,008	\$ -	\$ 1,749,008	\$ 126,463 7.8%
412-5730-100	INTEREST ON ADVANCE	\$ 455	\$ 1,100	\$ 1,054	\$ -	\$ -	\$ 522	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Debt Service Expenditures	\$ 455	\$ 1,100	\$ 1,054	\$ -	\$ -	\$ 522	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
412-5190-000	STAFF CHARGES-GENERAL	\$ 1,763	\$ 1,143	\$ 225	\$ 841	\$ 442	\$ 883	\$ 2,000	\$ 77	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
412-5190-001	STAFF CHARGES-PROMEGA R&D	\$ 2,919	\$ 445	\$ -	\$ 1,714	\$ 18	\$ 1,019	\$ 1,000	\$ 438	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ - 0.0%
	Subtotal Staff Charges	\$ 4,682	\$ 1,588	\$ 225	\$ 2,555	\$ 460	\$ 1,902	\$ 3,000	\$ 515	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ - 0.0%
412-5730-001	DOR FEES	\$ 1,000	\$ 150	\$ 150	\$ 150	\$ 150	\$ 320	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ 150	\$ - 0.0%
412-5730-002	OTHER ADMINISTRATION	\$ 15,129	\$ 63	\$ -	\$ 38	\$ -	\$ 3,046	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ - 0.0%
412-5730-003	LEGAL, CONSULTING & OTHER PROF	\$ 126	\$ 23,410	\$ 1,838	\$ 1,697	\$ 1,500	\$ 5,714	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
	Subtotal Other Admin Charges	\$ 16,255	\$ 23,623	\$ 1,988	\$ 1,885	\$ 1,650	\$ 9,080	\$ 7,150	\$ 150	\$ 7,150	\$ 7,150	\$ -	\$ 7,150	\$ - 0.0%
	Total Expenditures	\$ 21,392	\$ 26,311	\$ 3,267	#####	\$ 1,395,080	\$ 663,520	\$ 1,632,695	\$ 1,183,900	\$ 1,559,758	\$ 1,759,158	\$ -	\$ 1,759,158	\$ 126,463 7.7%

City of Fitchburg
TID #13 Fund 413
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
413-4111-000	INCREMENT - TID #13	\$ -	\$ -	\$ 2	\$ 9	\$ (55,646)	\$ (11,127)	\$ 28,000	\$ 32,295	\$ 32,295	\$ 5,000	\$ -	\$ 5,000	\$ (23,000)	-82.1%
413-4111-001	INCREMENT - PHEONIX	\$ -	\$ -	\$ 68,900	\$ 122,913	\$ 356,292	\$ 109,621	\$ 281,000	\$ 318,918	\$ 318,918	\$ 244,000	\$ -	\$ 244,000	\$ (37,000)	-13.2%
413-4111-002	INCREMENT - KWIK TRIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-4111-003	INCREMENT - ARLO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Increment	\$ -	\$ -	\$ 68,903	\$ 122,922	\$ 300,646	\$ 98,494	\$ 309,000	\$ 351,213	\$ 351,213	\$ 249,000	\$ -	\$ 249,000	\$ (60,000)	-19.4%
413-4810-000	INTEREST REVENUE	\$ 3	\$ 32	\$ 32	\$ 23	\$ 287	\$ 75	\$ 50	\$ 18,835	\$ 20,000	\$ 10,000	\$ -	\$ 10,000	\$ 9,950	19900.0%
413-4810-001	INTEREST REVENUE-DEBT PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 1,000	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Interest Income	\$ 3	\$ 32	\$ 32	\$ 23	\$ 287	\$ 75	\$ 50	\$ 19,635	\$ 21,000	\$ 10,000	\$ -	\$ 10,000	\$ 9,950	19900.0%
413-4900-000	DEBT PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ 1,515,000	\$ 303,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-4930-408	FUTURE INCREMENT TO BE COLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Miscellaneous Revenues/Sources	\$ -	\$ -	\$ -	\$ -	\$ 1,515,000	\$ 303,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Total Revenues & Sources	\$ 3	\$ 32	\$ 68,934	\$ 122,945	\$ 1,815,932	\$ 401,569	\$ 309,050	\$ 370,848	\$ 372,213	\$ 259,000	\$ -	\$ 259,000	\$ (50,050)	-16.2%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
413-5730-004	E CHERYL PATH, BOARDWALK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5730-005	GREENMARKET	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5730-006	GOLDENGATE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5730-007	NINE SPRINGS LOTS 1-8/TID 5-12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5730-008	1/2 MILE GOLDEN GATE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5730-009	1/2 MILE OL 13 BIKE PATH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5730-010	ROAD CONSTRUCITON	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Original Project Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5731-010	ENVIRON ANALYSIS & REMEDIATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5731-011	SOIL/GROUND WATER/GEOTECHNICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5731-012	1/2 MILE E. CHERYL/SYENE INTER	\$ -	\$ -	\$ 26,629	\$ 20,100	\$ 1,083,216	\$ 225,989	\$ -	\$ 610,656	\$ 745,076	\$ -	\$ -	\$ -	\$ -	100.0%
413-5731-101	DEV INCENT - PHOENIX PRINCIPAL	\$ -	\$ -	\$ -	\$ 50,000	\$ 90,000	\$ 28,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 105,000	\$ -	\$ 105,000	\$ 10,000	10.5%
413-5731-102	DEV INCENT - KWIK TR PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5731-103	DEV INCENT - ARLO PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5731-201	DEV INCENT - PHOENIX INTEREST	\$ -	\$ -	\$ -	\$ 115,697	\$ 120,300	\$ 47,199	\$ 114,750	\$ 58,800	\$ 114,750	\$ 108,750	\$ -	\$ 108,750	\$ (6,000)	-5.2%
413-5731-202	DEV INCENT - KWIK TR INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5731-203	DEV INCENT - ARLO INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Amendment #1 Project Costs	\$ -	\$ -	\$ 26,629	\$ 185,797	\$ 1,293,516	\$ 301,188	\$ 209,750	\$ 764,456	\$ 954,826	\$ 213,750	\$ -	\$ 213,750	\$ 4,000	1.9%
413-5730-100	INTEREST ON ADVANCE	\$ 125	\$ 540	\$ 427	\$ 438	\$ 1,031	\$ 512	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000)	-100.0%
413-5830-000	ISSUE COSTS-TID13	\$ -	\$ -	\$ -	\$ -	\$ 11,096	\$ 2,219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5922-300	TRANS TO F300 FOR DEBT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,004	\$ -	\$ 97,004	\$ 97,004	100.0%
	Subtotal Debt Service Expenditures	\$ 125	\$ 540	\$ 427	\$ 438	\$ 12,127	\$ 2,731	\$ 1,000	\$ -	\$ -	\$ 97,004	\$ -	\$ 97,004	\$ 96,004	9600.4%
413-5190-000	STAFF CHARGES-GENERAL	\$ 1,719	\$ 490	\$ 838	\$ 1,092	\$ 1,544	\$ 1,137	\$ 2,000	\$ 446	\$ 2,000	\$ 10,000	\$ -	\$ 10,000	\$ 8,000	400.0%
413-5190-001	STAFF CHARGES-PHOENIX	\$ 1,625	\$ 563	\$ 427	\$ 945	\$ 18	\$ 716	\$ 1,000	\$ 19	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%
413-5190-002	STAFF CHARGES-KWIK TRIP	\$ -	\$ -	\$ -	\$ 926	\$ 180	\$ 221	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5190-003	STAFF CHARGES-ARLO/LOT 55	\$ -	\$ -	\$ -	\$ -	\$ 127	\$ 25	\$ -	\$ 2,685	\$ 5,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	100.0%
413-5190-100	STAFF CHARGES-AMEND 1 APPROVAL	\$ -	\$ -	\$ 2,765	\$ 70	\$ -	\$ 567	\$ -	\$ 64	\$ 100	\$ -	\$ -	\$ -	\$ -	100.0%
413-5190-112	STAFF CHARGES-CHERYL/SYENE INT	\$ -	\$ -	\$ 29	\$ 927	\$ 3,863	\$ 964	\$ 5,000	\$ 2,461	\$ 10,000	\$ 2,000	\$ -	\$ 2,000	\$ (3,000)	-60.0%
	Subtotal Staff Charges	\$ 3,344	\$ 1,053	\$ 4,059	\$ 3,960	\$ 5,731	\$ 3,629	\$ 8,000	\$ 5,676	\$ 18,100	\$ 15,000	\$ -	\$ 15,000	\$ 7,000	87.5%
413-5730-001	DOR FEES	\$ 1,000	\$ 150	\$ 150	\$ 150	\$ 150	\$ 320	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ 150	\$ -	0.0%
413-5730-002	OTHER ADMINISTRATION	\$ 380	\$ 32	\$ -	\$ 8	\$ 4	\$ 85	\$ 20,000	\$ 30	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ (18,000)	-90.0%
413-5730-003	LEGAL, CONSULTING & OTHER PROF	\$ 18,108	\$ -	\$ -	\$ 1,667	\$ 1,500	\$ 4,255	\$ 2,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 18,000	900.0%
413-5731-001	DOR FEES	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5731-002	OTHER ADMINISTRATION	\$ -	\$ -	\$ 175	\$ -	\$ -	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
413-5731-003	LEGAL, CONSULTING & OTHER PROF	\$ -	\$ -	\$ 12,764	\$ -	\$ -	\$ 2,553	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	100.0%
	Subtotal Other Admin Charges	\$ 19,488	\$ 182	\$ 14,089	\$ 1,825	\$ 1,654	\$ 7,447	\$ 22,150	\$ 180	\$ 22,150	\$ 72,150	\$ -	\$ 72,150	\$ 50,000	225.7%
	Total Expenditures	\$ 22,956	\$ 1,775	\$ 45,203	\$ 192,020	\$ 1,313,028	\$ 314,996	\$ 240,900	\$ 770,312	\$ 995,076	\$ 397,904	\$ -	\$ 397,904	\$ 157,004	65.2%

City of Fitchburg
TID #14 Fund 414
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
414-4111-000	INCREMENT - TID #14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%
414-4111-001	INCREMENT - TBD DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Increment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%
414-4810-000	INTEREST REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31	\$ -	\$ 131	\$ 200	\$ 200	\$ -	\$ 200	\$ 200	100.0%
	Subtotal Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31	\$ -	\$ 131	\$ 200	\$ 200	\$ -	\$ 200	\$ 200	100.0%
414-4930-408	FUTURE INCREMENT TO BE COLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Miscellaneous Revenues/Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Total Revenues & Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31	\$ -	\$ 131	\$ 200	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	100.0%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
414-5730-004	INTERCEPTOR SEWER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
414-5730-005	NOBEL DRIVE EXTENSION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
414-5730-006	LACY/HAIGHT FARM ROAD	\$ -	\$ -	\$ -	\$ -	\$ 14,600	\$ 2,920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
414-5730-101	DEV INCENT - TBD DEV PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
414-5730-201	DEV INCENT - TBD DEV INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Original Project Costs	\$ -	\$ -	\$ -	\$ -	\$ 14,600	\$ 2,920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
414-5730-100	INTEREST ON ADVANCE	\$ -	\$ -	\$ -	\$ -	\$ 333	\$ 67	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%
	Subtotal Debt Service Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 333	\$ 67	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%
414-5190-000	STAFF CHARGES-GENERAL	\$ -	\$ -	\$ -	\$ -	\$ 1,719	\$ 344	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0%
414-5190-001	STAFF CHARGES-HARTUNG FIELDS	\$ -	\$ -	\$ -	\$ -	\$ 332	\$ 66	\$ 5,000	\$ 235	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0%
414-5190-100	STAFF CHARGES-AMEND 1 APPROVAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
414-5190-112	STAFF CHARGES-TBD PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Staff Charges	\$ -	\$ -	\$ -	\$ -	\$ 2,051	\$ 410	\$ 10,000	\$ 235	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.0%
414-5730-001	DOR FEES	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 200	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ 150	\$ -	0.0%
414-5730-002	OTHER ADMINISTRATION	\$ -	\$ -	\$ -	\$ -	\$ 44	\$ 9	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0.0%
414-5730-003	LEGAL, CONSULTING & OTHER PROF	\$ -	\$ -	\$ -	\$ -	\$ 16,700	\$ 3,340	\$ 5,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 15,000	300.0%
414-5731-001	DOR FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
414-5731-002	OTHER ADMINISTRATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
414-5731-003	LEGAL, CONSULTING & OTHER PROF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
414-5731-012	TBD PROJECT #C	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Other Admin Charges	\$ -	\$ -	\$ -	\$ -	\$ 17,744	\$ 3,549	\$ 7,150	\$ 150	\$ 22,150	\$ 22,150	\$ -	\$ 22,150	\$ 15,000	209.8%
	Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 34,728	\$ 6,946	\$ 18,150	\$ 385	\$ 33,150	\$ 33,150	\$ -	\$ 33,150	\$ 15,000	82.6%

City of Fitchburg
TID #15 Fund 415
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
415-4111-000	INCREMENT - TID #15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ 664,334	\$ 664,334	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 350,000 53.8%
415-4111-001	INCREMENT - 2500 RIMROCK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Increment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ 664,334	\$ 664,334	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 350,000 53.8%
415-4810-000	INTEREST REVENUE	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 1	\$ 50	\$ 4,072	\$ 4,200	\$ 200	\$ -	\$ 200	\$ 150 300.0%
	Subtotal Interest Income	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 1	\$ 50	\$ 4,072	\$ 4,200	\$ 200	\$ -	\$ 200	\$ 150 300.0%
	Total Revenues & Sources	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 1	\$ 650,050	\$ 668,406	\$ 668,534	\$ 1,000,200	\$ -	\$ 1,000,200	\$ 350,150 53.9%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
415-5730-101	DEV INCENT - 2500 RIMR PRINC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 465,000	\$ 494,586	\$ 494,586	\$ -	\$ -	\$ -	\$ (465,000) -100.0%
415-5730-201	DEV INCENT - 2500 RIM INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,312	\$ 5,312	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Original Project Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 465,000	\$ 499,898	\$ 499,898	\$ -	\$ -	\$ -	\$ (465,000) -100.0%
415-5730-100	INTEREST ON ADVANCE	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 1	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000) -100.0%
	Subtotal Debt Service Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 1	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000) -100.0%
415-5190-000	STAFF CHARGES-GENERAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 751	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ - 0.0%
415-5190-001	STAFF CHARGES-2500 RIMROCK	\$ -	\$ -	\$ -	\$ -	\$ 477	\$ 95	\$ 5,000	\$ 1,008	\$ 2,000	\$ -	\$ -	\$ -	\$ (5,000) -100.0%
	Subtotal Staff Charges	\$ -	\$ -	\$ -	\$ -	\$ 477	\$ 95	\$ 10,000	\$ 1,759	\$ 7,000	\$ 5,000	\$ -	\$ 5,000	\$ (5,000) -50.0%
415-5730-001	DOR FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ 150	\$ - 0.0%
415-5730-002	OTHER ADMINISTRATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 11	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
415-5730-003	LEGAL, CONSULTING & OTHER PROF	\$ -	\$ -	\$ -	\$ -	\$ 90	\$ 18	\$ 5,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 15,000 300.0%
415-5922-100	CLOSE-OUT SURPLUS TO OVERLYING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 662,500	\$ -	\$ 662,500	\$ 662,500 100.0%
415-5922-226	TRANS TO SRF FOR HOUSING IMPRV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 1,000,000 100.0%
415-5922-230	CLOSE-OUT SURPLUS TO OVERLYING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Other Admin Charges	\$ -	\$ -	\$ -	\$ -	\$ 90	\$ 18	\$ 7,150	\$ 161	\$ 22,150	\$ 1,684,650	\$ -	\$ 1,684,650	\$ 1,677,500 23461.5%
	Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 571	\$ 114	\$ 483,150	\$ 501,818	\$ 529,048	\$ 1,689,650	\$ -	\$ 1,689,650	\$ 1,206,500 249.7%

City of Fitchburg
TID #16 Fund 416
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
416-4111-000	INCREMENT - TID #16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
416-4111-001	INCREMENT - TBD DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Increment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
416-4810-000	INTEREST REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74	\$ 200	\$ 200	\$ -	\$ 200	\$ 200	100.0%
	Subtotal Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74	\$ 200	\$ 200	\$ -	\$ 200	\$ 200	100.0%
	Total Revenues & Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74	\$ 200	\$ 200	\$ -	\$ 200	\$ 200	100.0%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
416-5730-004	LATITUDE 43 EXTENSION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
416-5730-005	LATITUDE 43 EXTENSION (1/2 ML)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
416-5730-006	MALONEY DRIVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
416-5730-007	NEIGHBORHOOD PLAN MARKET ANALYSIS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
416-5730-008	WAYFINDING/PLACEMAKING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	100.0%
416-5730-009	MULTI-USE PATH (MCCOY-CAP CTY)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
416-5730-010	STORMWATER PHEASANT RDG TRL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
416-5730-101	DEV INCENT - TBD DEV PRINC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
416-5730-201	DEV INCENT - TBD DEV INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Original Project Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	100.0%
416-5730-100	INTEREST ON ADVANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Debt Service Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
416-5190-000	STAFF CHARGES-GENERAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,120	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	100.0%
416-5190-001	STAFF CHARGES-TBD DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	100.0%
	Subtotal Staff Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,120	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	100.0%
416-5730-001	DOR FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 150	\$ -	\$ 150	\$ 150	100.0%
416-5730-002	OTHER ADMINISTRATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	100.0%
416-5730-003	LEGAL, CONSULTING & OTHER PROF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	100.0%
	Subtotal Other Admin Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000	\$ 22,150	\$ -	\$ 22,150	\$ 22,150	100.0%
	Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,120	\$ 35,000	\$ 74,150	\$ -	\$ 74,150	\$ 74,150	100.0%

City of Fitchburg
TID #17 Fund 417
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
417-4111-000	INCREMENT - TID #17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-4111-001	INCREMENT - TBD DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Increment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-4810-000	INTEREST REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ 200	\$ 200	\$ -	\$ 200	\$ 200	100.0%
	Subtotal Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ 200	\$ 200	\$ -	\$ 200	\$ 200	100.0%
	Total Revenues & Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ 200	\$ 200	\$ -	\$ 200	\$ 200	100.0%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
417-5730-004	ANTON DR PLAN/ENG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-005	ANTON DR RESURFACING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-006	ANTON DR BIKE LANES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-007	ROUNDAABOUT (ANTON/FITCHRONA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-008	TURN LANE KAPEC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-009	SIDEWALK EXTEND - ANTON	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-010	SIDEWALK EXTEND - KJW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-011	BURY/MOVE POWERLINES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-012	WAYFINDING/PLACEMAKING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000	\$ 65,000	100.0%
417-5730-013	NEIGHBORHOOD PLAN MARKET STUDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-014	LEFT TURN LANE TAPER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-015	SIDEWALK EXTEND - MCKEE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-016	SIDEWALK WIDEN - ANTON	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-017	MULTI-USE PATH - WINGRA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-101	DEV INCENT - TBD DEV PRINC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5730-201	DEV INCENT - TBD DEV INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Original Project Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000	\$ 65,000	100.0%
417-5730-100	INTEREST ON ADVANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Debt Service Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
417-5190-000	STAFF CHARGES-GENERAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,637	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	100.0%
417-5190-001	STAFF CHARGES-TBD DEV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	100.0%
	Subtotal Staff Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,637	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	100.0%
417-5730-001	DOR FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 150	\$ -	\$ 150	\$ 150	100.0%
417-5730-002	OTHER ADMINISTRATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	100.0%
417-5730-003	LEGAL, CONSULTING & OTHER PROF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	100.0%
	Subtotal Other Admin Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000	\$ 22,150	\$ -	\$ 22,150	\$ 22,150	100.0%
	Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,637	\$ 35,000	\$ 99,150	\$ -	\$ 99,150	\$ 99,150	100.0%

City of Fitchburg
Technology Fund #700
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
700-4329-100	OTHER FED GRANT	\$ -	\$ -	\$ 26,967	\$ -	\$ -	\$ 5,393	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
700-4850-000	DONATIONS	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
700-4760-000	ISF CHARGES TO OTHER DEPTS-OPG	\$ 720,330	\$ 756,715	\$ 800,566	\$ 794,750	\$ 1,040,850	\$ 822,642	\$ 1,271,266	\$ 638,235	\$ 1,274,118	\$ 1,358,954	\$ 25,860	\$ 1,384,814	\$ 113,548	8.9%
700-4760-001	ISF CHARGES TO OTHER DEPTS-CAP	\$ -	\$ -	\$ 86,005	\$ 86,200	\$ 86,595	\$ 51,760	\$ 86,600	\$ 43,300	\$ 86,600	\$ 97,470	\$ -	\$ 97,470	\$ 10,870	12.6%
700-4761-000	ISF CHARGES TO MPSIS	\$ 203,550	\$ 208,513	\$ 217,678	\$ 229,070	\$ 233,034	\$ 218,369	\$ 250,288	\$ 52,702	\$ 233,446	\$ 262,486	\$ -	\$ 262,486	\$ 12,198	4.9%
700-4800-000	OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
700-4810-000	INTEREST ON TEMP INVESTMENTS	\$ 36	\$ 3,799	\$ 1,876	\$ 492	\$ 6,429	\$ 2,527	\$ 750	\$ 16,647	\$ 20,000	\$ 5,000	\$ -	\$ 5,000	\$ 4,250	566.7%
700-4860-000	PCARD REBATE	\$ 8,223	\$ 5,184	\$ 4,470	\$ 2,723	\$ 6,753	\$ 5,470	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0%
700-4890-400	ALLOCATED INSURANCE DIVIDEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
700-4922-229	TRANSFER FROM ARPA FUND	\$ -	\$ -	\$ -	\$ 5,924	\$ 3,096	\$ 1,804	\$ 3,600	\$ 15,504	\$ 15,504	\$ -	\$ -	\$ -	\$ (3,600)	-100.0%
700-4922-400	TRANSFER FROM FUND 400	\$ -	\$ 247,690	\$ -	\$ -	\$ -	\$ 49,538	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
700-4930-000	FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Total Revenues	\$ 932,138	\$ 1,221,901	\$ 1,137,562	\$ 1,126,158	\$ 1,376,757	\$ 1,158,903	\$ 1,617,504	\$ 766,388	\$ 1,634,668	\$ 1,728,910	\$ 25,860	\$ 1,754,770	\$ 137,266	8.5%
Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change	
700-5145-110	SALARIES & WAGES-IT	\$ 191,794	\$ 216,572	\$ 221,170	\$ 240,028	\$ 285,656	\$ 231,044	\$ 406,990	\$ 168,090	\$ 361,951	\$ 431,579	\$ -	\$ 431,579	\$ 24,589	6.0%
700-5145-115	OVERTIME WAGES	\$ 74	\$ 67	\$ 634	\$ 625	\$ 738	\$ 428	\$ 7,096	\$ 1,695	\$ 7,206	\$ 7,480	\$ 1,760	\$ 9,240	\$ 2,144	30.2%
700-5145-120	PT/LTE/SEASONAL WAGES	\$ 13,237	\$ 11,584	\$ 873	\$ -	\$ -	\$ 5,139	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
700-5145-131	FICA	\$ 15,079	\$ 17,110	\$ 16,682	\$ 17,762	\$ 21,352	\$ 17,597	\$ 31,678	\$ 12,727	\$ 28,240	\$ 33,588	\$ 1,163	\$ 34,751	\$ 3,073	9.7%
700-5145-132	WRS	\$ 12,822	\$ 14,744	\$ 14,884	\$ 16,138	\$ 17,938	\$ 15,305	\$ 28,158	\$ 11,569	\$ 25,103	\$ 30,295	\$ 1,048	\$ 31,343	\$ 3,185	11.3%
700-5145-135	LONGEVITY	\$ 855	\$ 441	\$ 473	\$ 504	\$ 1,202	\$ 695	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
700-5145-160	HEALTH INS	\$ 49,546	\$ 36,458	\$ 40,475	\$ 48,215	\$ 55,372	\$ 46,013	\$ 93,615	\$ 29,274	\$ 67,339	\$ 78,827	\$ -	\$ 78,827	\$ (14,788)	-15.8%
700-5145-161	LIFE INS	\$ 198	\$ 186	\$ 215	\$ 267	\$ 292	\$ 232	\$ 430	\$ 236	\$ 330	\$ 502	\$ 22	\$ 524	\$ 94	21.9%
700-5145-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	0.0%
700-5145-163	DENTAL INS	\$ 3,432	\$ 2,556	\$ 2,663	\$ 3,097	\$ 3,623	\$ 3,074	\$ 5,893	\$ 2,194	\$ 4,390	\$ 4,609	\$ -	\$ 4,609	\$ (1,284)	-21.8%
700-5145-181	PAY FOR PERFORMANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
700-5145-190	IT HOLIDAY PREMIUM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 156	\$ 156	\$ 156	100.0%
700-5145-191	IT ON CALL PAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,278	\$ 13,278	\$ 13,278	100.0%
700-5146-110	SALARIES & WAGES-IT	\$ 140,461	\$ 150,428	\$ 157,277	\$ 164,860	\$ 169,636	\$ 156,533	\$ 178,227	\$ 84,189	\$ 167,424	\$ 186,865	\$ -	\$ 186,865	\$ 8,638	4.8%
700-5146-115	OVERTIME WAGES	\$ 8	\$ 56	\$ 612	\$ 393	\$ 326	\$ 279	\$ 1,768	\$ 177	\$ 1,769	\$ 1,847	\$ -	\$ 1,847	\$ 79	4.5%
700-5146-131	FICA	\$ 10,024	\$ 10,821	\$ 11,552	\$ 12,183	\$ 12,548	\$ 11,426	\$ 13,770	\$ 6,203	\$ 12,943	\$ 14,437	\$ -	\$ 14,437	\$ 667	4.8%
700-5146-132	WRS	\$ 9,410	\$ 9,882	\$ 10,660	\$ 11,111	\$ 10,761	\$ 10,365	\$ 12,240	\$ 5,741	\$ 11,505	\$ 13,021	\$ -	\$ 13,021	\$ 781	6.4%
700-5146-135	LONGEVITY	\$ 225	\$ 189	\$ 203	\$ 216	\$ 515	\$ 270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
700-5146-160	HEALTH INS	\$ 34,368	\$ 32,642	\$ 34,585	\$ 37,349	\$ 36,728	\$ 35,134	\$ 40,680	\$ 16,911	\$ 37,185	\$ 42,706	\$ -	\$ 42,706	\$ 2,026	5.0%
700-5146-161	LIFE INS	\$ 139	\$ 151	\$ 168	\$ 215	\$ 236	\$ 182	\$ 226	\$ 147	\$ 211	\$ 280	\$ -	\$ 280	\$ 54	23.9%
700-5146-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ 800	\$ -	\$ 800	\$ -	0.0%
700-5146-163	DENTAL INS	\$ 2,388	\$ 2,397	\$ 2,321	\$ 2,434	\$ 2,383	\$ 2,385	\$ 2,578	\$ 1,205	\$ 2,409	\$ 2,529	\$ -	\$ 2,529	\$ (49)	-1.9%
	Personnel Costs	\$ 484,061	\$ 506,286	\$ 515,447	\$ 555,398	\$ 619,306	\$ 536,100	\$ 826,149	\$ 340,359	\$ 728,005	\$ 851,365	\$ 17,427	\$ 868,792	\$ 42,643	5.2%
700-5145-210	PROFESSIONAL SERVICES	\$ 14,167	\$ 16,638	\$ 37,950	\$ 30,108	\$ 34,246	\$ 26,622	\$ 41,700	\$ 19,425	\$ 41,700	\$ 69,700	\$ -	\$ 69,700	\$ 28,000	67.1%
700-5145-245	COMPUTER REPL & MAINT	\$ 195,988	\$ 200,373	\$ 222,872	\$ 223,882	\$ 319,602	\$ 232,543	\$ 392,990	\$ 125,074	\$ 392,990	\$ 428,900	\$ -	\$ 428,900	\$ 35,910	9.1%
700-5145-250	PUBLIC NOTICES & ADVERTISEMENT	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ 70	\$ -	\$ 7	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
700-5145-290	OTHER CONTRACTUAL SERVICES	\$ 189	\$ 350	\$ -	\$ -	\$ 7	\$ 109	\$ 435	\$ -	\$ 435	\$ 435	\$ -	\$ 435	\$ -	0.0%
	Contract Services Costs	\$ 210,343	\$ 217,362	\$ 260,822	\$ 253,990	\$ 354,205	\$ 259,344	\$ 435,125	\$ 144,506	\$ 435,125	\$ 499,035	\$ -	\$ 499,035	\$ 63,910	14.7%
700-5145-310	OFFICE SUPPLIES & POSTAGE	\$ 105	\$ 109	\$ 246	\$ 36	\$ 160	\$ 131	\$ 250	\$ -	\$ 100	\$ 250	\$ -	\$ 250	\$ -	0.0%
700-5145-320	PUB, SUBSCRIPTIONS/DUES	\$ 50	\$ 50	\$ 50	\$ 50	\$ 115	\$ 63	\$ 100	\$ 140	\$ 140	\$ 140	\$ -	\$ 140	\$ 40	40.0%
700-5145-325	TRAINING & TRAVEL	\$ 8,697	\$ 13,270	\$ 3,111	\$ 4,343	\$ 8,539	\$ 7,592	\$ 17,500	\$ 499	\$ 15,500	\$ 20,300	\$ -	\$ 20,300	\$ 2,800	16.0%
700-5145-330	VEHICLE REIMBURSEMENT	\$ 633	\$ 832	\$ -	\$ 70	\$ -	\$ 307	\$ 500	\$ 264	\$ 500	\$ 550	\$ -	\$ 550	\$ 50	10.0%
700-5145-340	OPER MATERIALS & SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
700-5145-355	EQUIPMENT EXPENSE	\$ 100,374	\$ 106,219	\$ 91,832	\$ 30,617	\$ 124,970	\$ 90,802	\$ 126,550	\$ 18,267	\$ 109,100	\$ 110,750	\$ 6,500	\$ 117,250	\$ (9,300)	-7.3%
700-5145-363	COMMUNICATIONS EXPENSE	\$ 45,064	\$ 45,503	\$ 48,334	\$ 52,147	\$ 51,174	\$ 48,444	\$ 76,510	\$ 26,101	\$ 60,000	\$ 73,605	\$ -	\$ 73,605	\$ (2,905)	-3.8%
700-5145-365	TELEPHONE EXPENSE	\$ 39,180	\$ 40,362	\$ 47,008	\$ 30,343	\$ 27,166	\$ 36,812	\$ 28,530	\$ 20,835	\$ 26,000	\$ 29,230	\$ 1,900	\$ 31,130	\$ 2,600	9.1%
	Operating Costs	\$ 194,103	\$ 206,346	\$ 190,582	\$ 117,606	\$ 212,124	\$ 184,152	\$ 249,940	\$ 66,106	\$ 211,340	\$ 234,825	\$ 8,400	\$ 243,225	\$ (6,715)	-2.7%
700-5145-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 27,515	\$ -	\$ 27,515	\$ 27,515	100.0%
700-5145-530	DEPRECIATION EXPENSE	\$ -	\$ 8,944	\$ 18,539	\$ 23,988	\$ 32,318	\$ 16,758	\$ 86,600	\$ -	\$ 86,600	\$ 97,470	\$ -	\$ 97,470	\$ 10,870	12.6%
700-5145-572	INSURANCE ISF ALLOCATION	\$ 4,575	\$ 4,325	\$ 4,510	\$ 6,515	\$ 7,265	\$ 5,438	\$ 8,181	\$ 4,091	\$ 8,181	\$ 8,700	\$ 26	\$ 8,726	\$ 545	6.7%
700-5145-590	ALLOC INSURANCE - BLDG, LI, WC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
700-5145-595	WORKER'S COMPENSATION INSUR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Allocated Costs	\$ 4,575	\$ 13,269	\$ 23,049	\$ 30,503	\$ 39,583	\$ 22,196	\$ 94,781	\$ 4,092	\$ 94,781	\$ 133,685	\$ 26	\$ 133,711	\$ 38,930	41.1%
	Total Expenditures	\$ 893,082	\$ 943,263	\$ 989,900	\$ 957,497	\$ 1,225,218	\$ 1,001,792	\$ 1,605,995	\$ 555,062	\$ 1,469,251	\$ 1,718,910	\$ 25,853	\$ 1,744,763	\$ 138,768	8.6%
	Net Surplus/(Deficit)	\$ 39,056	\$ 278,639	\$ 147,662	\$ 168,662	\$ 151,539	\$ 157,111	\$ 11,509	\$ 211,326	\$ 165,417	\$ 10,000	\$ 7	\$ 10,007	\$ (1,502)	

City of Fitchburg
Technology Fund #700
2024 Operating Budget

Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
Net Invested in Fixed Assets														
700-34137	Beginning Fund Balance	\$ -	\$ -	\$ 98,388	\$ 88,948	\$ 112,951		\$ 145,457	\$ 145,457	\$ 145,457	\$ 97,357	\$ -	\$ 97,357	
	Depreciation Expense	\$ -	\$ (8,944)	\$ (18,539)	\$ (23,988)	\$ (32,318)		\$ (86,600)	\$ -	\$ (86,600)	\$ (97,470)	\$ -	\$ (97,470)	
	Capital Purchases	\$ -	\$ 107,332	\$ 9,099	\$ 47,990	\$ 64,825		\$ 38,500	\$ 23,867	\$ 38,500	\$ 24,857	\$ (26)	\$ 24,857	
	Estimated Ending Fund Balance	\$ -	\$ 98,388	\$ 88,948	\$ 112,951	\$ 145,457		\$ 97,357	\$ 169,324	\$ 97,357	\$ 24,744	\$ (26)	\$ 24,744	
Fixed Asset Replacement Funds														
700-34205	Beginning Fund Balance	\$ -	\$ -	\$ 140,358	\$ 217,264	\$ 255,474		\$ 277,244	\$ 277,244	\$ 277,244	\$ 325,344	\$ -	\$ 325,344	
	Depreciation Charges to Others	\$ -	\$ -	\$ 86,005	\$ 86,200	\$ 86,595		\$ 86,600	\$ 43,300	\$ 86,600	\$ 97,470	\$ -	\$ 97,470	
	Transfer from F400	\$ -	\$ 247,690	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Capital Purchases	\$ -	\$ (107,332)	\$ (9,099)	\$ (47,990)	\$ (64,825)		\$ (38,500)	\$ (23,867)	\$ (38,500)	\$ (24,857)	\$ -	\$ (24,857)	
	Estimated Ending Fund Balance	\$ -	\$ 140,358	\$ 217,264	\$ 255,474	\$ 277,244		\$ 325,344	\$ 296,677	\$ 325,344	\$ 397,957	\$ -	\$ 397,957	
Reserves														
700-33000	Beginning Fund Balance	\$ 58,460	\$ 97,516	\$ 137,408	\$ 217,604	\$ 324,053		\$ 421,315	\$ 421,315	\$ 421,315	\$ 586,732		\$ 586,732	
	Annual Activity	\$ 39,056	\$ 39,893	\$ 80,195	\$ 106,449	\$ 97,262		\$ 11,509	\$ 168,026	\$ 165,417	\$ 10,000		\$ 10,007	
	Estimated Ending Fund Balance	\$ 97,516	\$ 137,408	\$ 217,604	\$ 324,053	\$ 421,315		\$ 432,824	\$ 589,341	\$ 586,732	\$ 596,732		\$ 596,739	
	% of Expenditures (incl. depreciation)	10.9%	14.6%	22.0%	33.8%	34.4%		27.0%		39.9%	34.7%		34.2%	
FA #		As of 2018	As of 2019	As of 2020	As of 2021	As of 2022		Adopted Budget	As of 6/30/2023	2023 Estimate	2024 Request	Thru Adoption	2024 Budget	Budget Change
700-17001	FA - DATA STORAGE	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 25,000	\$ -	\$ 25,000		\$ -		\$ (25,000)
700-17002	FA - PRODUCTION DATA CENTER	\$ -	\$ 107,332	\$ 107,332	\$ 107,332	\$ 107,332		\$ -	\$ -	\$ -		\$ -		\$ -
700-17003	FA - FIREWALL	\$ -	\$ -	\$ -	\$ 47,990	\$ 47,990		\$ -	\$ -	\$ -		\$ -		\$ -
700-17004	FA - WIFI	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ 12,000
700-17005	FA - NETWORK SWITCHES	\$ -	\$ -	\$ 9,099	\$ 9,099	\$ 58,545		\$ 13,500	\$ -	\$ 13,500	\$ 12,857	\$ -	\$ 12,857	\$ (643)
700-17006	FA - NVR (CAMERAS)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 23,867	\$ -		\$ -		\$ -
700-17007	FA - DR DATA CENTER	\$ -	\$ -	\$ -	\$ -	\$ 15,379		\$ -	\$ -	\$ -		\$ -		\$ -
		\$ -	\$ 107,332	\$ 116,431	\$ 164,421	\$ 229,246		\$ 38,500	\$ 23,867	\$ 38,500	\$ 24,857	\$ -	\$ 24,857	\$ (13,643)

City of Fitchburg
Insurance/Risk Management Fund #710
2024 Operating Budget

		2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
		Actual	Actual	Actual	Actual	Actual	Average	Adopted	YTD Actual	Estimate	Budget	Thru	Proposed	Change
Acct #	Account Name										Request	Adoption	Budget	
710-4760-000	ISF Charges to Other Depts	\$ 421,244	\$ 474,470	\$ 484,179	\$ 574,190	\$ 619,487	\$ 514,714	\$ 628,864	\$ 315,012	\$ 629,444	\$ 668,035	\$ 9,800	\$ 677,835	\$ 48,971 7.8%
710-4800-000	OTHER REVENUE	\$ -	\$ -	\$ -	\$ 2,260	\$ -	\$ 452	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-4810-000	INTEREST ON TEMP INVESTMENTS	\$ -	\$ 3,603	\$ 984	\$ 256	\$ 5,247	\$ 2,018	\$ 200	\$ 4,931	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 1,800 900.0%
710-4840-000	INSURANCE RECOVERIES - PS	\$ 29,190	\$ 576	\$ 9,412	\$ 11,946	\$ 2,104	\$ 10,646	\$ -	\$ 14,062	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-4840-005	INSURANCE RECOVERIES - GEN	\$ 1,242	\$ -	\$ -	\$ -	\$ -	\$ 248	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-4860-000	PCARD REBATE	\$ 354	\$ 967	\$ 491	\$ 82	\$ 28	\$ 385	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-4890-400	ALLOCATED INSURANCE DIVIDEND	\$ 16,277	\$ 17,455	\$ 27,529	\$ 41,376	\$ 54,477	\$ 31,423	\$ 10,000	\$ 10,010	\$ 10,010	\$ 10,000	\$ -	\$ 10,000	\$ - 0.0%
710-4930-000	FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
Total Revenues		\$ 468,307	\$ 497,071	\$ 522,595	\$ 630,111	\$ 681,343	\$ 559,885	\$ 639,064	\$ 344,015	\$ 641,454	\$ 680,035	\$ 9,800	\$ 689,835	\$ 50,771 7.9%
		2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
		Actual	Actual	Actual	Actual	Actual	Average	Adopted	YTD Actual	Estimate	Budget	Thru	Proposed	Change
Acct #	Account Name										Request	Adoption	Budget	
710-5154-210	PROFESSIONAL SERVICES	\$ -	\$ 132	\$ 195	\$ 747	\$ -	\$ 215	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-250	PUBLIC NOTICES & ADVERTISEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
Contractual Services Costs		\$ -	\$ 132	\$ 195	\$ 747	\$ -	\$ 215	\$ -	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-510	BOILER/EQUIP BREAKDOWN INS	\$ 1,653	\$ 1,178	\$ 1,582	\$ 4,279	\$ 4,488	\$ 2,636	\$ 5,200	\$ 4,772	\$ 4,772	\$ 6,100	\$ -	\$ 6,100	\$ 900 17.3%
710-5154-511	PROPERTY INSURANCE	\$ 47,086	\$ 61,178	\$ 69,173	\$ 73,276	\$ 79,917	\$ 66,126	\$ 86,450	\$ -	\$ 87,937	\$ 96,820	\$ -	\$ 96,820	\$ 10,370 12.0%
710-5154-512	LIABILITY INSURANCE - GENERAL	\$ 86,821	\$ 89,948	\$ 91,337	\$ 96,408	\$ 107,595	\$ 94,422	\$ 106,265	\$ 95,069	\$ 95,069	\$ 98,260	\$ -	\$ 98,260	\$ (8,005) -7.5%
710-5154-513	POLICE PROFESSIONAL E & O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-514	AUTOMOBILE	\$ 25,724	\$ 27,932	\$ 26,902	\$ 30,052	\$ 32,065	\$ 28,535	\$ 35,270	\$ 33,132	\$ 33,132	\$ 36,775	\$ -	\$ 36,775	\$ 1,505 4.3%
710-5154-515	UMBRELLA LIABILITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-516	UTILITY INSURANCE (REIMBURSED)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-517	PUBLIC OFFICIALS LIABILITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-519	UNINSURED CLAIMS/DEDUCT RES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-520	EMPLOYEE BONDS & OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-550	LIABILITY LOSSES RETAINED-PS	\$ 44,195	\$ 13,910	\$ 24,428	\$ 19,822	\$ 17,091	\$ 23,889	\$ -	\$ 5,151	\$ 20,000	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-551	LIABILITY LOSSES RETAINED-HWY	\$ 10,511	\$ 1,875	\$ 5,150	\$ -	\$ 1,948	\$ 3,897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-552	LIABILITY LOSSES RETAINED-UTIL	\$ -	\$ -	\$ -	\$ -	\$ 378	\$ 76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-553	LIABILITY LOSSES RETAINED-LIB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-554	LIABILITY LOSSES RETAINED-SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-555	LIABILITY LOSSES RETAINED-GEN	\$ 1,331	\$ 40,955	\$ 13,670	\$ 28,378	\$ 16,016	\$ 20,070	\$ 90,000	\$ 38,745	\$ 300,000	\$ 90,000	\$ -	\$ 90,000	\$ - 0.0%
710-5154-595	WORKER'S COMPENSATION INSUR	\$ 210,219	\$ 253,931	\$ 268,977	\$ 266,314	\$ 265,965	\$ 253,081	\$ 298,660	\$ 272,059	\$ 238,532	\$ 331,078	\$ 9,800	\$ 340,878	\$ 42,218 14.1%
710-5154-596	UNEMPLOYMENT INSURANCE EXPENSI	\$ -	\$ 969	\$ 2,561	\$ (1,798)	\$ 7,883	\$ 1,923	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
710-5154-599	VOL FF ACCIDENT & HEALTH	\$ 6,713	\$ 6,654	\$ 6,654	\$ 6,534	\$ 6,415	\$ 6,594	\$ 7,000	\$ 8,629	\$ 8,629	\$ 9,000	\$ -	\$ 9,000	\$ 2,000 28.6%
Allocated Costs		\$ 434,253	\$ 498,529	\$ 510,434	\$ 523,264	\$ 539,761	\$ 501,248	\$ 628,845	\$ 457,557	\$ 788,071	\$ 668,033	\$ 9,800	\$ 677,833	\$ 48,988 7.8%
Total Expenditures		\$ 434,253	\$ 498,661	\$ 510,628	\$ 524,011	\$ 539,761	\$ 501,463	\$ 628,845	\$ 457,571	\$ 788,071	\$ 668,033	\$ 9,800	\$ 677,833	\$ 48,988 7.8%
Net Surplus/(Deficit)		\$ 34,055	\$ (1,590)	\$ 11,966	\$ 106,100	\$ 141,582	\$ 58,422	\$ 10,219	\$ (113,556)	\$ (146,617)	\$ 12,002	\$ -	\$ 12,002	\$ 1,783
Beginning Fund Balance		\$ 89,017	\$ 123,071	\$ 121,482	\$ 133,448	\$ 239,548		\$ 381,129	\$ 381,129	\$ 381,129	\$ 234,513		\$ 234,513	
Annual Activity		\$ 34,055	\$ (1,590)	\$ 11,966	\$ 106,100	\$ 141,582		\$ 10,219	\$ (113,556)	\$ (146,617)	\$ 12,002		\$ 12,002	
Estimated Ending Fund Balance		\$ 123,071	\$ 121,482	\$ 133,448	\$ 239,548	\$ 381,129		\$ 391,348	\$ 267,573	\$ 234,513	\$ 246,515		\$ 246,515	
%														
% of Expenditures		28.3%	24.4%	26.1%	45.7%	70.6%		62.2%		29.8%	36.9%		36.4%	

City of Fitchburg
Utility Fund #602 - Water
2024 Operating Budget

			2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
			Actual	Actual	Actual	Actual	Actual	Average	Adopted	YTD Actual	Estimate	Budget	Thru	Proposed	Change
Acct #	New Acct #	Account Name							Budget			Request	Adoption	Budget	
600-4421-102	602-4421-002	CIAC - From City-W	\$ 131,495	\$ 97,242	\$ 737,140	\$ 1,000,241	\$ 31,145	\$ 399,453	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-4425-100	602-4425-000	Misc Amortization	\$ 59,580	\$ 59,580	\$ 59,580	\$ 59,580	\$ 59,580	\$ 59,580	\$ 59,580	\$ -	\$ 59,580	\$ -	\$ -	\$ -	(59,580) -100.0%
600-4460-100	602-4460-000	Unmetered Sales-Gi	\$ 10,065	\$ 8,592	\$ 19,780	\$ 16,532	\$ 10,979	\$ 13,190	\$ 15,000	\$ 8,391	\$ 15,000	\$ 16,000	\$ -	\$ 16,000	1,000 6.7%
600-4461-100	602-4461-000	Metered - Residentia	\$ 899,015	\$ 860,890	\$ 1,036,745	\$ 1,018,165	\$ 1,048,795	\$ 972,722	\$ 1,100,000	\$ 535,237	\$ 1,100,000	\$ 1,200,000	\$ -	\$ 1,200,000	100,000 9.1%
600-4461-101	602-4461-001	Metered - Commmerc	\$ 274,213	\$ 258,329	\$ 243,968	\$ 266,181	\$ 284,327	\$ 265,404	\$ 260,000	\$ 145,292	\$ 290,000	\$ 310,000	\$ -	\$ 310,000	50,000 19.2%
600-4461-102	602-4461-002	Metered - Industrial	\$ 101,202	\$ 90,924	\$ 96,175	\$ 105,373	\$ 115,274	\$ 101,789	\$ 100,000	\$ 51,275	\$ 110,000	\$ 115,000	\$ -	\$ 115,000	15,000 15.0%
600-4461-103	602-4461-003	Metered - Res Irriga	\$ 43,856	\$ 38,495	\$ 56,240	\$ 62,313	\$ 54,709	\$ 51,123	\$ 50,000	\$ 23,164	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	5,000 10.0%
600-4461-104	602-4461-004	Metered - Comm Irri	\$ 39,646	\$ 32,103	\$ 43,021	\$ 54,832	\$ 56,737	\$ 45,268	\$ 45,000	\$ 19,017	\$ 55,000	\$ 58,000	\$ -	\$ 58,000	13,000 28.9%
600-4461-105	602-4461-005	Metered - Ind Irrigati	\$ 8,644	\$ 4,814	\$ 9,125	\$ 15,176	\$ 17,790	\$ 11,110	\$ 15,000	\$ 4,971	\$ 15,000	\$ 16,000	\$ -	\$ 16,000	1,000 6.7%
600-4461-106	602-4461-006	Metered - Mult Fam	\$ 563,158	\$ 564,389	\$ 642,423	\$ 623,526	\$ 683,965	\$ 615,492	\$ 650,000	\$ 335,627	\$ 670,000	\$ 685,000	\$ -	\$ 685,000	35,000 5.4%
600-4461-107	602-4461-007	Metered - Mult Fam	\$ 8,018	\$ 6,880	\$ 9,911	\$ 17,436	\$ 17,089	\$ 11,867	\$ 15,000	\$ 6,151	\$ 17,000	\$ 18,000	\$ -	\$ 18,000	3,000 20.0%
600-4462-100	602-4462-000	Private Fire Protecti	\$ 98,620	\$ 101,335	\$ 107,458	\$ 111,740	\$ 112,507	\$ 106,332	\$ 114,000	\$ 56,958	\$ 113,000	\$ 115,000	\$ -	\$ 115,000	1,000 0.9%
600-4463-100	602-4463-000	Public Fire Protectio	\$ 604,339	\$ 618,115	\$ 657,484	\$ 699,872	\$ 716,667	\$ 659,295	\$ 720,000	\$ 364,647	\$ 725,000	\$ 728,000	\$ -	\$ 728,000	8,000 1.1%
600-4464-100	602-4464-000	Sales to Public Auth	\$ 10,117	\$ 10,846	\$ 9,997	\$ 12,117	\$ 15,045	\$ 11,625	\$ 12,000	\$ 8,257	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	3,000 25.0%
600-4464-101	602-4464-001	Irrigation Sales to Pu	\$ 5,773	\$ 6,139	\$ 4,264	\$ 7,565	\$ 7,832	\$ 6,315	\$ 6,000	\$ 2,622	\$ 7,800	\$ 8,000	\$ -	\$ 8,000	2,000 33.3%
			\$ 2,857,742	\$ 2,758,673	\$ 3,733,310	\$ 4,077,197	\$ 3,232,442	\$ 3,331,873	\$ 3,161,580	\$ 1,561,609	\$ 3,247,380	\$ 3,339,000	\$ -	\$ 3,339,000	\$ 177,420 5.6%
600-4470-100	602-4470-000	Forfeited Discounts	\$ 4,075	\$ 4,598	\$ 2,413	\$ 6,332	\$ 9,295	\$ 5,343	\$ 6,800	\$ 2,314	\$ 8,000	\$ 9,000	\$ -	\$ 9,000	2,200 32.4%
600-4419-100	602-4419-000	Interest Income	\$ 162,552	\$ 131,333	\$ 50,857	\$ 11,276	\$ 102,684	\$ 91,740	\$ 15,000	\$ 207,051	\$ 300,000	\$ 200,000	\$ -	\$ 200,000	185,000 1233.3%
600-4421-100	602-4421-000	CIAC-Water	\$ 1,172,882	\$ 1,622,547	\$ 1,592,634	\$ 1,427,162	\$ 922,676	\$ 1,347,580	\$ 350,000	\$ -	\$ 900,000	\$ 1,000,000	\$ -	\$ 1,000,000	650,000 185.7%
600-4421-101	602-4421-001	CIAC - Impact Fees	\$ 448,762	\$ 1,024,537	\$ 685,203	\$ 407,113	\$ 797,153	\$ 672,554	\$ 300,000	\$ 318,961	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	100,000 33.3%
600-4471-100	602-4471-000	Misc. Serv Rev-NSF	\$ 3,526	\$ 3,365	\$ 14,205	\$ 7,461	\$ 4,394	\$ 6,590	\$ 3,500	\$ 1,989	\$ 4,000	\$ 4,500	\$ -	\$ 4,500	1,000 28.6%
600-4472-100	602-4472-000	Rents from Water Pr	\$ 105,710	\$ 72,082	\$ 74,966	\$ 77,964	\$ 248,267	\$ 115,798	\$ 84,330	\$ 130,384	\$ 130,384	\$ 135,599	\$ -	\$ 135,599	51,269 60.8%
600-4474-100	602-4474-000	Other Revenues (Ju	\$ 31,049	\$ 29,242	\$ 28,679	\$ 28,601	\$ 29,215	\$ 29,357	\$ 30,000	\$ 7,000	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	- 0.0%
600-4475-100	602-4475-000	P-Card Rebate	\$ 7,440	\$ 4,160	\$ 3,873	\$ 6,405	\$ 5,769	\$ 5,529	\$ 4,500	\$ -	\$ 4,500	\$ 5,000	\$ -	\$ 5,000	500 11.1%
600-4631-100	602-4631-000	Reimb from Projects	\$ 4,939	\$ 8,760	\$ 20,094	\$ 10,647	\$ 21,702	\$ 13,229	\$ -	\$ 7,164	\$ 10,000	\$ -	\$ -	\$ -	- 100.0%
			\$ 1,940,935	\$ 2,900,784	\$ 2,476,392	\$ 1,983,237	\$ 2,141,155	\$ 2,288,501	\$ 794,130	\$ 674,863	\$ 1,786,884	\$ 1,784,099	\$ -	\$ 1,784,099	\$ 989,969 124.7%
			\$ 4,798,677	\$ 5,659,457	\$ 6,209,703	\$ 6,060,433	\$ 5,373,597	\$ 5,620,373	\$ 3,955,710	\$ 2,236,472	\$ 5,034,264	\$ 5,123,099	\$ -	\$ 5,123,099	\$ 1,167,389 29.5%
			2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
			Actual	Actual	Actual	Actual	Actual	Average	Adopted	YTD Actual	Estimate	Budget	Thru	Proposed	Change
Acct #	New Acct #	Account Name							Budget			Request	Adoption	Budget	
600-5403-100	602-5403-530	Depreciation Expen	\$ 352,995	\$ 345,295	\$ 350,568	\$ 392,736	\$ 426,885	\$ 373,696	\$ 360,000	\$ -	\$ 360,000	\$ 400,000	\$ -	\$ 400,000	40,000 11.1%
600-5403-101	602-5403-531	Depr Exp Contrib Pl	\$ 346,315	\$ 373,357	\$ 402,504	\$ 444,712	\$ 440,883	\$ 401,554	\$ 425,000	\$ -	\$ 425,000	\$ 425,000	\$ -	\$ 425,000	- 0.0%
600-5408-100	602-5408-534	Taxes - W	\$ 700,799	\$ 708,971	\$ 747,304	\$ 784,353	\$ 783,935	\$ 745,072	\$ 790,000	\$ -	\$ 790,000	\$ 795,000	\$ -	\$ 795,000	5,000 0.6%
			\$ 1,400,109	\$ 1,427,622	\$ 1,500,376	\$ 1,621,801	\$ 1,651,703	\$ 1,520,322	\$ 1,575,000	\$ -	\$ 1,575,000	\$ 1,620,000	\$ -	\$ 1,620,000	\$ 45,000 2.9%

City of Fitchburg
Utility Fund #602 - Water
2024 Operating Budget

				2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
				Actual	Actual	Actual	Actual	Actual	Average	Adopted	YTD Actual	Estimate	Budget	Thru	Proposed	Change
Acct #	New Acct #	Account Name								Budget			Request	Adoption	Budget	
600-5600-100	602-5600-110	Oper Supr-SS Wage	\$	730	\$ 1,475	\$ 356	\$ 1,744	\$ 3,572	\$ 1,575	\$ 3,290	\$ 3,549	\$ 3,349	\$ 5,684	\$ -	\$ 5,684	\$ 2,394 72.8%
new	602-5600-115	Oper Supr-SS OT	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226	\$ -	\$ 1,444	\$ -	\$ 1,444	\$ 1,444 100.0%
new	602-5600-131	Oper Supr-SS FICA	\$	55	\$ 111	\$ 27	\$ 132	\$ 270	\$ 119	\$ 252	\$ 286	\$ 256	\$ 545	\$ -	\$ 545	\$ 293 116.3%
new	602-5600-132	Oper Supr-SS WRS	\$	49	\$ 96	\$ 24	\$ 117	\$ 232	\$ 104	\$ 224	\$ 256	\$ 228	\$ 492	\$ -	\$ 492	\$ 268 119.6%
new	602-5600-160	Oper Supr-SS Hlth	\$	71	\$ 129	\$ 32	\$ 142	\$ 375	\$ 150	\$ 352	\$ 355	\$ 352	\$ 594	\$ -	\$ 594	\$ 242 68.8%
new	602-5600-161	Oper Supr-SS Life	\$	2	\$ 4	\$ 1	\$ 1	\$ 5	\$ 3	\$ 5	\$ 5	\$ 5	\$ 10	\$ -	\$ 10	\$ 5 100.0%
new	602-5600-162	Oper Supr-SS Disat	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17	\$ -	\$ -	\$ 26	\$ -	\$ 26	\$ 9 52.9%
new	602-5600-163	Oper Supr-SS Dent	\$	4	\$ 8	\$ 2	\$ 23	\$ 58	\$ 19	\$ 20	\$ 53	\$ 52	\$ 86	\$ -	\$ 86	\$ 66 330.0%
600-5601-100	602-5601-110	Ck Wells, DNR Rep	\$	15,971	\$ 15,648	\$ 15,364	\$ 21,951	\$ 26,127	\$ 19,012	\$ 36,811	\$ 11,221	\$ 37,977	\$ 42,219	\$ -	\$ 42,219	\$ 5,408 14.7%
new	602-5601-115	Ck Wells, DNR Rep	\$	4,717	\$ 4,808	\$ 6,718	\$ 9,667	\$ 5,948	\$ 6,372	\$ 7,216	\$ 2,413	\$ 7,256	\$ 7,624	\$ -	\$ 7,624	\$ 408 5.7%
new	602-5601-120	Ck Wells, DNR Rep	\$	812	\$ -	\$ -	\$ -	\$ -	\$ 162	\$ -	\$ 295	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	602-5601-131	Ck Wells, DNR Rep	\$	2,569	\$ 2,154	\$ 2,432	\$ 3,023	\$ 2,930	\$ 2,621	\$ 3,368	\$ 1,349	\$ 3,460	\$ 3,813	\$ 547	\$ 4,360	\$ 992 29.5%
new	602-5601-132	Ck Wells, DNR Rep	\$	1,559	\$ 1,895	\$ 2,057	\$ 2,728	\$ 2,559	\$ 2,159	\$ 2,994	\$ 1,236	\$ 3,076	\$ 3,439	\$ 493	\$ 3,932	\$ 938 31.3%
new	602-5601-160	Ck Wells, DNR Rep	\$	8,998	\$ 5,565	\$ 6,581	\$ 8,715	\$ 9,679	\$ 7,908	\$ 14,321	\$ 5,914	\$ 7,901	\$ 9,263	\$ -	\$ 9,263	\$ (5,058) -35.3%
new	602-5601-161	Ck Wells, DNR Rep	\$	94	\$ 73	\$ 82	\$ 62	\$ 55	\$ 73	\$ 74	\$ 28	\$ 74	\$ 89	\$ 10	\$ 99	\$ 25 33.8%
new	602-5601-162	Ck Wells, DNR Rep	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175	\$ -	\$ -	\$ 203	\$ -	\$ 203	\$ 28 16.0%
new	602-5601-163	Ck Wells, DNR Rep	\$	755	\$ 530	\$ 480	\$ 587	\$ 681	\$ 607	\$ 594	\$ 347	\$ 535	\$ 595	\$ -	\$ 595	\$ 1 0.2%
600-5602-100	602-5602-340	Purchased Water	\$	21,516	\$ 33,107	\$ 39,760	\$ 50,304	\$ 53,149	\$ 39,567	\$ 50,000	\$ 17,623	\$ 50,000	\$ 55,000	\$ -	\$ 55,000	\$ 5,000 10.0%
600-5603-100	602-5603-110	Misc Exp - Prep maj	\$	319	\$ -	\$ -	\$ 2,806	\$ 6,554	\$ 1,936	\$ 7,649	\$ 3,223	\$ 7,714	\$ 6,989	\$ -	\$ 6,989	\$ (660) -8.6%
new	602-5603-131	Misc Exp - Prep maj	\$	24	\$ -	\$ -	\$ 212	\$ 495	\$ 146	\$ 585	\$ 244	\$ 590	\$ 535	\$ -	\$ 535	\$ (50) -8.5%
new	602-5603-132	Misc Exp - Prep maj	\$	21	\$ -	\$ -	\$ 189	\$ 425	\$ 127	\$ 520	\$ 217	\$ 525	\$ 482	\$ -	\$ 482	\$ (38) -7.3%
new	602-5603-160	Misc Exp - Prep maj	\$	83	\$ -	\$ -	\$ 280	\$ 740	\$ 221	\$ 956	\$ 316	\$ 836	\$ 730	\$ -	\$ 730	\$ (226) -23.6%
new	602-5603-161	Misc Exp - Prep maj	\$	0	\$ -	\$ -	\$ 3	\$ 9	\$ 2	\$ 11	\$ 4	\$ 11	\$ 10	\$ -	\$ 10	\$ (1) -9.1%
new	602-5603-162	Misc Exp - Prep maj	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39	\$ -	\$ -	\$ 32	\$ -	\$ 32	\$ (7) -17.9%
new	602-5603-163	Misc Exp - Prep maj	\$	6	\$ -	\$ -	\$ 45	\$ 114	\$ 33	\$ 55	\$ 47	\$ 117	\$ 106	\$ -	\$ 106	\$ 51 92.7%
600-5610-100	602-5610-110	Maint Suprvsn & En	\$	283	\$ -	\$ -	\$ 830	\$ 423	\$ 307	\$ 112	\$ -	\$ 114	\$ 420	\$ -	\$ 420	\$ 308 275.0%
new	602-5610-131	Maint Suprvsn & En	\$	27	\$ 3	\$ -	\$ 63	\$ 32	\$ 25	\$ 9	\$ -	\$ 9	\$ 32	\$ -	\$ 32	\$ 23 255.6%
new	602-5610-132	Maint Suprvsn & En	\$	23	\$ 2	\$ -	\$ 56	\$ 28	\$ 22	\$ 8	\$ -	\$ 8	\$ 29	\$ -	\$ 29	\$ 21 262.5%
new	602-5610-160	Maint Suprvsn & En	\$	70	\$ 11	\$ -	\$ 103	\$ 23	\$ 41	\$ 12	\$ -	\$ 12	\$ 44	\$ -	\$ 44	\$ 32 266.7%
new	602-5610-161	Maint Suprvsn & En	\$	0	\$ 0	\$ -	\$ -	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 1	\$ 1 100.0%
new	602-5610-162	Maint Suprvsn & En	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ 2	\$ -	\$ 2	\$ 1 100.0%
new	602-5610-163	Maint Suprvsn & En	\$	5	\$ 1	\$ -	\$ 16	\$ 4	\$ 5	\$ 1	\$ -	\$ 2	\$ 6	\$ -	\$ 6	\$ 5 500.0%
600-5614-100	602-5614-110	Maint Well (below) V	\$	679	\$ -	\$ -	\$ -	\$ 5,702	\$ 1,276	\$ 3,751	\$ 1,630	\$ 3,842	\$ 6,365	\$ -	\$ 6,365	\$ 2,614 69.7%
new	602-5614-115	Maint Well (below) C	\$	-	\$ -	\$ -	\$ -	\$ 76	\$ 15	\$ 26	\$ 561	\$ 31	\$ 195	\$ -	\$ 195	\$ 169 650.0%
new	602-5614-131	Maint Well (below) F	\$	52	\$ -	\$ -	\$ -	\$ 434	\$ 97	\$ 289	\$ 165	\$ 296	\$ 502	\$ -	\$ 502	\$ 213 73.7%
new	602-5614-132	Maint Well (below) V	\$	46	\$ -	\$ -	\$ -	\$ 375	\$ 84	\$ 257	\$ 148	\$ 263	\$ 453	\$ -	\$ 453	\$ 196 76.3%
new	602-5614-160	Maint Well (below) F	\$	28	\$ -	\$ -	\$ -	\$ 806	\$ 167	\$ 1,138	\$ 231	\$ 712	\$ 1,243	\$ -	\$ 1,243	\$ 105 9.2%
new	602-5614-161	Maint Well (below) L	\$	3	\$ -	\$ -	\$ -	\$ 7	\$ 2	\$ 5	\$ 3	\$ 5	\$ 8	\$ -	\$ 8	\$ 3 60.0%
new	602-5614-162	Maint Well (below) C	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21	\$ -	\$ -	\$ 34	\$ -	\$ 34	\$ 13 61.9%
new	602-5614-163	Maint Well (below) C	\$	12	\$ -	\$ -	\$ -	\$ 84	\$ 19	\$ 53	\$ 31	\$ 62	\$ 99	\$ -	\$ 99	\$ 46 86.8%
new	602-5614-240	Maint Well (below) F	\$	6,131	\$ -	\$ -	\$ 390	\$ 34,169	\$ 8,138	\$ 55,000	\$ 15	\$ 130,000	\$ 85,000	\$ -	\$ 85,000	\$ 30,000 54.5%
new	602-5614-350	Maint Wells below R	\$	-	\$ -	\$ -	\$ 20	\$ 254	\$ 55	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ - 0.0%
				\$ 65,761	\$ 65,620	\$ 73,915	\$ 104,211	\$ 156,393	\$ 93,180	\$ 195,211	\$ 51,991	\$ 264,670	\$ 239,443	\$ 1,050	\$ 240,493	\$ 14,537 7.4%

City of Fitchburg
Utility Fund #602 - Water
2024 Operating Budget

Acct #		New Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
600-5620-100	new	602-5620-110	Oper Sprvsn - Pump	\$ 524	\$ 1,137	\$ 1,914	\$ 299	\$ -	\$ 775	\$ 342	\$ -	\$ 349	\$ -	\$ -	\$ -	(342) -100.0%
600-5620-100	new	602-5620-131	Oper Sprvsn - Pump	\$ 39	\$ 85	\$ 144	\$ 23	\$ -	\$ 58	\$ 26	\$ -	\$ 27	\$ -	\$ -	\$ -	(26) -100.0%
600-5620-100	new	602-5620-132	Oper Sprvsn - Pump	\$ 35	\$ 75	\$ 129	\$ 20	\$ -	\$ 52	\$ 23	\$ -	\$ 24	\$ -	\$ -	\$ -	(23) -100.0%
600-5620-100	new	602-5620-160	Oper Sprvsn - Pump	\$ 54	\$ 95	\$ 158	\$ 23	\$ -	\$ 66	\$ 37	\$ -	\$ 37	\$ -	\$ -	\$ -	(37) -100.0%
600-5620-100	new	602-5620-161	Oper Sprvsn - Pump	\$ 2	\$ 3	\$ 5	\$ 0	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
600-5620-100	new	602-5620-162	Oper Sprvsn - Pump	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	(2) -100.0%
600-5620-100	new	602-5620-163	Oper Sprvsn - Pump	\$ 3	\$ 6	\$ 10	\$ 4	\$ -	\$ 5	\$ 2	\$ -	\$ 5	\$ -	\$ -	\$ -	(2) -100.0%
600-5623-100		602-5623-365	Power Purch for Pur	\$ 236,659	\$ 229,794	\$ 249,925	\$ 246,424	\$ 274,629	\$ 247,486	\$ 260,000	\$ 115,488	\$ 260,000	\$ 277,000	\$ -	\$ 277,000	17,000 6.5%
600-5624-100		602-5624110	SCADA Alarm Wage	\$ (7,342)	\$ 10,226	\$ 9,378	\$ 1,215	\$ 711	\$ 2,838	\$ 1,360	\$ 388	\$ 1,238	\$ 2,246	\$ -	\$ 2,246	886 65.1%
600-5624-100	new	602-5624-115	SCADA Alarm OT	\$ 1,002	\$ 677	\$ 348	\$ 213	\$ 635	\$ 575	\$ 1,353	\$ 155	\$ 1,406	\$ 202	\$ -	\$ 202	(1,151) -85.1%
600-5624-100	new	602-5624-131	SCADA Alarm FICA	\$ 542	\$ 480	\$ 337	\$ 107	\$ 101	\$ 314	\$ 208	\$ 41	\$ 202	\$ 187	\$ -	\$ 187	(21) -10.1%
600-5624-100	new	602-5624-132	SCADA Alarm WRS	\$ 483	\$ 418	\$ 303	\$ 96	\$ 87	\$ 277	\$ 185	\$ 37	\$ 180	\$ 169	\$ -	\$ 169	(16) -8.6%
600-5624-100	new	602-5624-135	SCADA Alarm Long	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ 2	\$ -	\$ -	\$ -	(2) -100.0%
600-5624-100	new	602-5624-160	SCADA Alarm Hlth	\$ 1,285	\$ 596	\$ 490	\$ 216	\$ 215	\$ 561	\$ 313	\$ 72	\$ 253	\$ 510	\$ -	\$ 510	197 62.9%
600-5624-100	new	602-5624-161	SCADA Alarm Life	\$ 23	\$ 19	\$ 13	\$ 3	\$ 2	\$ 12	\$ 4	\$ 1	\$ 4	\$ 7	\$ -	\$ 7	3 75.0%
600-5624-100	new	602-5624-162	SCADA Alarm Disat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ -	\$ -	\$ 12	\$ -	\$ 12	5 71.4%
600-5624-100	new	602-5624-163	SCADA Alarm Dent	\$ 88	\$ 42	\$ 27	\$ 16	\$ 22	\$ 39	\$ 19	\$ 9	\$ 20	\$ 40	\$ -	\$ 40	21 110.5%
600-5624-100	new	602-5624-245	SCADA Alarm Comp	\$ -	\$ -	\$ 125	\$ -	\$ 411	\$ 107	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	- 0.0%
600-5626-100		602-5626-110	Misc Exp Wages	\$ 2,563	\$ 795	\$ 138	\$ 28	\$ 1,402	\$ 985	\$ 1,811	\$ 792	\$ 1,928	\$ 5,670	\$ -	\$ 5,670	3,859 213.1%
600-5626-100	new	602-5626-115	Misc Exp OT	\$ -	\$ -	\$ -	\$ -	\$ 290	\$ 58	\$ -	\$ -	\$ -	\$ 1,480	\$ -	\$ 1,480	1,480 100.0%
600-5626-100	new	602-5626-120	Misc Exp PT/Seas	\$ 4,032	\$ 5,432	\$ -	\$ -	\$ 1,177	\$ 2,128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
600-5626-100	new	602-5626-131	Misc Exp FICA	\$ 654	\$ 476	\$ 11	\$ 2	\$ 255	\$ 279	\$ 139	\$ 58	\$ 148	\$ 547	\$ -	\$ 547	408 293.5%
600-5626-100	new	602-5626-132	Misc Exp WRS	\$ 304	\$ 52	\$ 9	\$ 2	\$ 109	\$ 95	\$ 123	\$ 54	\$ 131	\$ 493	\$ -	\$ 493	370 300.8%
600-5626-100	new	602-5626-160	Misc Exp Hlth	\$ 555	\$ 47	\$ -	\$ -	\$ 339	\$ 188	\$ 624	\$ 179	\$ 505	\$ 1,590	\$ -	\$ 1,590	966 154.8%
600-5626-100	new	602-5626-161	Misc Exp Life	\$ 7	\$ 4	\$ 1	\$ -	\$ 1	\$ 3	\$ 2	\$ 1	\$ 2	\$ 8	\$ -	\$ 8	6 300.0%
600-5626-100	new	602-5626-162	Misc Exp Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11	\$ -	\$ -	\$ 32	\$ -	\$ 32	21 190.9%
600-5626-100	new	602-5626-163	Misc Exp Dental	\$ 57	\$ 21	\$ 3	\$ 1	\$ 23	\$ 21	\$ 39	\$ 15	\$ 32	\$ 102	\$ -	\$ 102	63 161.5%
600-5626-100	new	602-5626-323	Misc Exp Protective	\$ 91	\$ 533	\$ 3,376	\$ 1,212	\$ 1,634	\$ 1,369	\$ 1,500	\$ 580	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	- 0.0%
600-5626-100	new	602-5626-340	Misc Exp (MF exp 1	\$ 568	\$ 140	\$ 1,129	\$ 735	\$ 1,241	\$ 763	\$ 1,200	\$ 678	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	- 0.0%
600-5626-100	new	602-5626-350	Misc Exp Repair Ma	\$ 165	\$ 210	\$ 145	\$ 1,135	\$ 585	\$ 448	\$ 1,500	\$ 62	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	- 0.0%
600-5627-100		602-5627-922	Rents (Maint facility	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	- 0.0%
600-5630-100		602-5630-110	Maint Sprvsn - Pump	\$ 53	\$ 355	\$ 1,611	\$ 166	\$ 440	\$ 525	\$ 231	\$ 230	\$ 235	\$ 913	\$ -	\$ 913	682 295.2%
600-5630-100	new	602-5630-131	Maint Sprvsn - Pump	\$ 4	\$ 27	\$ 121	\$ 13	\$ 33	\$ 40	\$ 18	\$ 17	\$ 18	\$ 70	\$ -	\$ 70	52 288.9%
600-5630-100	new	602-5630-132	Maint Sprvsn - Pump	\$ 4	\$ 23	\$ 109	\$ 11	\$ 29	\$ 35	\$ 16	\$ 16	\$ 16	\$ 63	\$ -	\$ 63	47 293.8%
600-5630-100	new	602-5630-160	Maint Sprvsn - Pump	\$ 9	\$ 35	\$ 138	\$ 8	\$ 23	\$ 43	\$ 25	\$ 62	\$ 25	\$ 174	\$ -	\$ 174	149 596.0%
600-5630-100	new	602-5630-161	Maint Sprvsn - Pump	\$ 0	\$ 1	\$ 5	\$ 0	\$ 0	\$ 1	\$ -	\$ 0	\$ -	\$ 1	\$ -	\$ 1	1 100.0%
600-5630-100	new	602-5630-162	Maint Sprvsn - Pump	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ 5	\$ -	\$ 5	4 400.0%
600-5630-100	new	602-5630-163	Maint Sprvsn - Pump	\$ 1	\$ 2	\$ 8	\$ 1	\$ 4	\$ 3	\$ 1	\$ 5	\$ 4	\$ 16	\$ -	\$ 16	15 1500.0%
600-5630-100	new	602-5630-340	Maint Pump Oper St	\$ -	\$ -	\$ -	\$ 418	\$ 494	\$ 182	\$ 500	\$ 136	\$ 500	\$ 500	\$ -	\$ 500	- 0.0%
600-5631-100		602-5631-110	Maint Wellhs Boost	\$ 3,926	\$ 6,381	\$ 6,495	\$ 5,135	\$ 3,487	\$ 5,085	\$ 4,986	\$ 4,401	\$ 4,872	\$ 8,955	\$ -	\$ 8,955	3,969 79.6%
600-5631-100	new	602-5631-115	Maint Wellhs Boost	\$ 274	\$ -	\$ 225	\$ 243	\$ -	\$ 148	\$ 1,702	\$ 113	\$ 1,733	\$ 722	\$ -	\$ 722	(980) -57.6%
600-5631-100	new	602-5631-120	Maint Wellhs Boost	\$ -	\$ -	\$ -	\$ -	\$ 2,057	\$ 411	\$ 5,307	\$ -	\$ 5,307	\$ 5,439	\$ -	\$ 5,439	132 2.5%
600-5631-100	new	602-5631-131	Maint Wellhs Boost	\$ 318	\$ 450	\$ 505	\$ 402	\$ 418	\$ 419	\$ 918	\$ 334	\$ 911	\$ 1,156	\$ -	\$ 1,156	238 25.9%
600-5631-100	new	602-5631-132	Maint Wellhs Boost	\$ 281	\$ 401	\$ 452	\$ 363	\$ 226	\$ 345	\$ 455	\$ 307	\$ 449	\$ 668	\$ -	\$ 668	213 46.8%
600-5631-100	new	602-5631-160	Maint Wellhs Boost	\$ 500	\$ 979	\$ 1,084	\$ 1,180	\$ 541	\$ 857	\$ 1,096	\$ 785	\$ 737	\$ 1,432	\$ -	\$ 1,432	336 30.7%
600-5631-100	new	602-5631-161	Maint Wellhs Boost	\$ 15	\$ 16	\$ 17	\$ 7	\$ 5	\$ 12	\$ 10	\$ 6	\$ 9	\$ 14	\$ -	\$ 14	4 40.0%
600-5631-100	new	602-5631-162	Maint Wellhs Boost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28	\$ -	\$ -	\$ 52	\$ -	\$ 52	24 85.7%
600-5631-100	new	602-5631-163	Maint Wellhs Boost	\$ 61	\$ 96	\$ 60	\$ 81	\$ 45	\$ 69	\$ 68	\$ 55	\$ 69	\$ 95	\$ -	\$ 95	27 39.7%
600-5631-100	new	602-5631-240	Maint Wellhs Boost	\$ 1,675	\$ 5,630	\$ 7,877	\$ 4,755	\$ 5,119	\$ 5,011	\$ 13,000	\$ 841	\$ 13,000	\$ 55,000	\$ -	\$ 55,000	42,000 323.1%
600-5631-100	new	602-5631-350	Maint Wellhs, Boost	\$ 3,618	\$ 3,599	\$ 3,071	\$ 1,928	\$ 728	\$ 2,589	\$ 3,700	\$ -	\$ 3,700	\$ 3,700	\$ -	\$ 3,700	- 0.0%
600-5633-100		602-5633-110	Maint Pump Equip A	\$ 4,096	\$ 2,871	\$ 3,517	\$ 1,686	\$ 1,057	\$ 2,645	\$ 2,093	\$ 3,225	\$ 2,230	\$ 3,472	\$ -	\$ 3,472	1,379 65.9%
600-5633-100	new	602-5633-115	Maint Pump Equip A	\$ 169	\$ 27	\$ -	\$ -	\$ 496	\$ 138	\$ -	\$ 95	\$ -	\$ 245	\$ -	\$ 245	245 100.0%
600-5633-100	new	602-5633-131	Maint Pump Equip A	\$ 323	\$ 218	\$ 266	\$ 127	\$ 117	\$ 210	\$ 160	\$ 251	\$ 171	\$ 284	\$ -	\$ 284	124 77.5%
600-5633-100	new	602-5633-132	Maint Pump Equip A	\$ 285	\$ 190	\$ 237	\$ 114	\$ 101	\$ 185	\$ 142	\$ 226	\$ 152	\$ 256	\$ -	\$ 256	114 80.3%
600-5633-100	new	602-5633-160	Maint Pump Equip A	\$ 490	\$ 185	\$ 235	\$ 171	\$ 299	\$ 276	\$ 369	\$ 677	\$ 369	\$ 833	\$ -	\$ 833	464 125.7%
600-5633-100	new	602-5633-161	Maint Pump Equip A	\$ 13	\$ 10	\$ 14	\$ 2	\$ 2	\$ 8	\$ 3	\$ 3	\$ 3	\$ 4	\$ -	\$ 4	1 33.3%
600-5633-100	new	602-5633-162	Maint Pump Equip A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11	\$ -	\$ -	\$ 18	\$ -	\$ 18	7 63.6%
600-5633-100	new	602-5633-163	Maint Pump Equip A	\$ 54	\$ 27	\$ 37	\$ 29	\$ 28	\$ 35	\$ 22	\$ 50	\$ 37	\$ 62	\$ -	\$ 62	40 181.8%
600-5633-100	new	602-5633-240	Maint Pump Equip A	\$ 5,600	\$ 1,924	\$ 5,110	\$ 4,707	\$ 4,222	\$ 4,313	\$ 5,000	\$ 3,614	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	- 0.0%
600-5633-100	new	602-5633-355	Maint Pump Above E	\$ 3,076	\$ 961	\$ 779	\$ 5,158	\$ 777	\$ 2,150	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	- 0.0%
				\$ 279,217	\$ 285,772	\$ 310,090	\$ 288,481	\$ 314,619	\$ 295,636	\$ 325,694	\$ 139,055	\$ 325,241	\$ 398,644	\$ -	\$ 398,644	72,950 22.4%

City of Fitchburg
Utility Fund #602 - Water
2024 Operating Budget

			2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
Acct #	New Acct #	Account Name	Actual	Actual	Actual	Actual	Actual	Average	Adopted Budget	YTD Actual	Estimate	Budget Request	Thru Adoption	Proposed Budget	Budget Change
600-5640-100	602-5640-110	Maint Sprvsn Trmtnt I	\$ 1,910	\$ 919	\$ 994	\$ 2,981	\$ 423	\$ 1,446	\$ 2,182	\$ 226	\$ 2,222	\$ 508	\$ -	\$ 508	\$ (1,674) -76.7%
new	602-5640-131	Maint Sprvsn Trmtnt I	\$ 144	\$ 69	\$ 75	\$ 225	\$ 32	\$ 109	\$ 167	\$ 17	\$ 170	\$ 39	\$ -	\$ 39	\$ (128) -76.6%
new	602-5640-132	Maint Sprvsn Trmtnt I	\$ 128	\$ 60	\$ 67	\$ 201	\$ 28	\$ 97	\$ 148	\$ 15	\$ 151	\$ 35	\$ -	\$ 35	\$ (113) -76.4%
new	602-5640-160	Maint Sprvsn Trmtnt I	\$ 199	\$ 89	\$ 79	\$ 329	\$ 53	\$ 150	\$ 234	\$ 27	\$ 234	\$ 53	\$ -	\$ 53	\$ (181) -77.4%
new	602-5640-161	Maint Sprvsn Trmtnt I	\$ 6	\$ 3	\$ 3	\$ 2	\$ 1	\$ 3	\$ 3	\$ 0	\$ 3	\$ 1	\$ -	\$ 1	\$ (2) -66.7%
new	602-5640-162	Maint Sprvsn Trmtnt I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11	\$ -	\$ -	\$ 2	\$ -	\$ 2	\$ (9) -81.8%
new	602-5640-163	Maint Sprvsn Trmtnt I	\$ 12	\$ 6	\$ 4	\$ 51	\$ 8	\$ 16	\$ 13	\$ 4	\$ 35	\$ 8	\$ -	\$ 8	\$ (5) -38.5%
600-5641-100	602-5641-340	Chemicals	\$ 51,075	\$ 52,195	\$ 67,852	\$ 67,651	\$ 68,923	\$ 61,539	\$ 80,000	\$ 37,394	\$ 80,000	\$ 80,000	\$ -	\$ 80,000	\$ - 0.0%
600-5642-100	602-5642-110	H2O Test, Fill Pump	\$ 13,561	\$ 16,248	\$ 17,281	\$ 12,437	\$ 9,915	\$ 13,888	\$ 12,032	\$ 5,174	\$ 11,577	\$ 12,464	\$ -	\$ 12,464	\$ 432 3.6%
new	602-5642-115	H2O Test, Fill Pump	\$ 80	\$ 31	\$ 233	\$ 220	\$ -	\$ 113	\$ 69	\$ 141	\$ 69	\$ 1,083	\$ -	\$ 1,083	\$ 1,014 1469.6%
new	602-5642-131	H2O Test, Fill Pump	\$ 1,033	\$ 1,221	\$ 1,321	\$ 945	\$ 748	\$ 1,053	\$ 926	\$ 402	\$ 891	\$ 1,036	\$ -	\$ 1,036	\$ 110 11.9%
new	602-5642-132	H2O Test, Fill Pump	\$ 912	\$ 1,065	\$ 1,180	\$ 843	\$ 642	\$ 929	\$ 823	\$ 361	\$ 792	\$ 935	\$ -	\$ 935	\$ 112 13.6%
new	602-5642-160	H2O Test, Fill Pump	\$ 1,547	\$ 1,975	\$ 1,899	\$ 3,158	\$ 1,111	\$ 1,938	\$ 2,632	\$ 550	\$ 1,527	\$ 1,380	\$ -	\$ 1,380	\$ (1,252) -47.6%
new	602-5642-161	H2O Test, Fill Pump	\$ 48	\$ 51	\$ 61	\$ 13	\$ 14	\$ 37	\$ 17	\$ 7	\$ 17	\$ 20	\$ -	\$ 20	\$ 3 17.6%
new	602-5642-162	H2O Test, Fill Pump	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67	\$ -	\$ -	\$ 57	\$ -	\$ 57	\$ (10) -14.9%
new	602-5642-163	H2O Test, Fill Pump	\$ 199	\$ 254	\$ 236	\$ 270	\$ 173	\$ 226	\$ 163	\$ 75	\$ 146	\$ 192	\$ -	\$ 192	\$ 29 17.8%
new	602-5642-290	Water Testing	\$ 8,186	\$ 9,217	\$ 8,369	\$ 8,395	\$ 6,916	\$ 8,216	\$ 20,000	\$ 6,110	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ - 0.0%
600-5643-100	602-5643-340	Misc Expenses	\$ 315	\$ 51	\$ -	\$ 319	\$ 12,513	\$ 2,640	\$ 1,000	\$ 232	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ - 0.0%
600-5651-100	602-5651-240	Maint Wtr Trmtnt Stru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ 10,000	\$ -	\$ 10,000	\$ 9,950 19900.0%
new	602-5651-350	Maint Rep Supp-Wtr	\$ -	\$ 23	\$ 1,885	\$ 139	\$ 17	\$ 413	\$ 50	\$ 60	\$ 60	\$ 500	\$ -	\$ 500	\$ 450 900.0%
600-5652-100	602-5652-110	Maint Wtr Trmtnt Plar	\$ 2,845	\$ 3,122	\$ 4,672	\$ 8,118	\$ 4,230	\$ 4,597	\$ 9,904	\$ 1,712	\$ 9,753	\$ 5,618	\$ -	\$ 5,618	\$ (4,286) -43.3%
new	602-5652-115	Maint Wtr Trmtnt Plar	\$ -	\$ 331	\$ 90	\$ -	\$ -	\$ 84	\$ 54	\$ -	\$ 48	\$ 68	\$ -	\$ 68	\$ 14 25.9%
new	602-5652-131	Maint Wtr Trmtnt Plar	\$ 216	\$ 261	\$ 358	\$ 609	\$ 319	\$ 353	\$ 762	\$ 130	\$ 750	\$ 435	\$ -	\$ 435	\$ (327) -42.9%
new	602-5652-132	Maint Wtr Trmtnt Plar	\$ 191	\$ 226	\$ 321	\$ 548	\$ 274	\$ 312	\$ 677	\$ 116	\$ 662	\$ 392	\$ -	\$ 392	\$ (285) -42.1%
new	602-5652-160	Maint Wtr Trmtnt Plar	\$ 229	\$ 184	\$ 989	\$ 1,555	\$ 546	\$ 701	\$ 1,678	\$ 244	\$ 1,140	\$ 820	\$ -	\$ 820	\$ (858) -51.1%
new	602-5652-161	Maint Wtr Trmtnt Plar	\$ 11	\$ 15	\$ 13	\$ 7	\$ 6	\$ 11	\$ 14	\$ 2	\$ 14	\$ 8	\$ -	\$ 8	\$ (6) -42.9%
new	602-5652-162	Maint Wtr Trmtnt Plar	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53	\$ -	\$ -	\$ 27	\$ -	\$ 27	\$ (26) -49.1%
new	602-5652-163	Maint Wtr Trmtnt Plar	\$ 56	\$ 64	\$ 61	\$ 135	\$ 80	\$ 79	\$ 101	\$ 25	\$ 134	\$ 87	\$ -	\$ 87	\$ (14) -13.9%
new	602-5652-240	Maint Wtr Trmtnt Plar	\$ -	\$ 1,784	\$ -	\$ -	\$ -	\$ 357	\$ 500	\$ -	\$ 500	\$ 3,000	\$ -	\$ 3,000	\$ 2,500 500.0%
new	602-5652-350	Maint & Rep Supp-V	\$ 753	\$ 3,006	\$ 3,390	\$ 3,567	\$ 714	\$ 2,286	\$ 3,500	\$ 1,672	\$ 3,500	\$ 2,500	\$ -	\$ 2,500	\$ (1,000) -28.6%
new	602-5652-355	Maint Wtr Trmtnt Equ	\$ 50	\$ -	\$ 1,742	\$ 5,888	\$ 7,389	\$ 3,014	\$ 9,000	\$ 340	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ - 0.0%
			\$ 83,705	\$ 92,469	\$ 113,175	\$ 118,605	\$ 115,077	\$ 104,606	\$ 146,830	\$ 55,038	\$ 144,449	\$ 151,268	\$ -	\$ 151,268	\$ 4,438 3.0%
600-5660-100	602-5660-110	Oper Sprvsn & Eng	\$ 133	\$ 523	\$ 40	\$ 1,616	\$ 491	\$ 561	\$ 1,840	\$ -	\$ 1,873	\$ -	\$ -	\$ -	\$ (1,840) -100.0%
new	602-5660-131	Oper Sprvsn & Eng	\$ 10	\$ 39	\$ 3	\$ 122	\$ 37	\$ 42	\$ 141	\$ -	\$ 143	\$ -	\$ -	\$ -	\$ (141) -100.0%
new	602-5660-132	Oper Sprvsn & Eng	\$ 9	\$ 34	\$ 3	\$ 109	\$ 32	\$ 37	\$ 125	\$ -	\$ 127	\$ -	\$ -	\$ -	\$ (125) -100.0%
new	602-5660-160	Oper Sprvsn & Eng	\$ -	\$ 50	\$ 16	\$ 163	\$ 61	\$ 58	\$ 197	\$ -	\$ 197	\$ -	\$ -	\$ -	\$ (197) -100.0%
new	602-5660-161	Oper Sprvsn & Eng	\$ 1	\$ 2	\$ 0	\$ 1	\$ 1	\$ 1	\$ 3	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ (3) -100.0%
new	602-5660-162	Oper Sprvsn & Eng	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9) -100.0%
new	602-5660-163	Oper Sprvsn & Eng	\$ 3	\$ 4	\$ 0	\$ 26	\$ 10	\$ 9	\$ 11	\$ -	\$ 29	\$ -	\$ -	\$ -	\$ (11) -100.0%
600-5661-100	602-5661-110	Twr & Res, Insp & L	\$ 3,861	\$ 1,474	\$ 450	\$ 303	\$ 36	\$ 1,225	\$ 191	\$ 244	\$ 195	\$ 298	\$ -	\$ 298	\$ 107 56.0%
new	602-5661-131	Twr & Res, Insp & L	\$ 291	\$ 110	\$ 34	\$ 23	\$ 3	\$ 92	\$ 15	\$ 18	\$ 15	\$ 23	\$ -	\$ 23	\$ 8 53.3%
new	602-5661-132	Twr & Res, Insp & L	\$ 259	\$ 96	\$ 30	\$ 20	\$ 2	\$ 82	\$ 13	\$ 17	\$ 13	\$ 21	\$ -	\$ 21	\$ 8 61.5%
new	602-5661-160	Twr & Res, Insp & L	\$ 391	\$ 144	\$ 29	\$ 35	\$ 8	\$ 121	\$ 20	\$ 29	\$ 20	\$ 31	\$ -	\$ 31	\$ 11 55.0%
new	602-5661-161	Twr & Res, Insp & L	\$ 12	\$ 5	\$ 1	\$ 1	\$ 0	\$ 4	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	602-5661-162	Twr & Res, Insp & L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ 1	\$ -	\$ 1	\$ - 0.0%
new	602-5661-163	Twr & Res, Insp & L	\$ 24	\$ 9	\$ 2	\$ 4	\$ 0	\$ 8	\$ 1	\$ 4	\$ 3	\$ 5	\$ -	\$ 5	\$ 4 400.0%
600-5662-100	602-5662-110	Flushing - Mains & I	\$ 6,891	\$ 3,693	\$ 6,900	\$ 11,038	\$ 9,369	\$ 7,578	\$ 9,907	\$ 1,467	\$ 9,460	\$ 13,859	\$ -	\$ 13,859	\$ 3,952 39.9%
new	602-5662-120	Flushing - Mains & I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70	\$ -	\$ 68	\$ 71	\$ -	\$ 71	\$ 1 1.4%
new	602-5662-131	Flushing - Mains & I	\$ 539	\$ 273	\$ 519	\$ 825	\$ 691	\$ 569	\$ 763	\$ 111	\$ 729	\$ 1,066	\$ -	\$ 1,066	\$ 303 39.7%
new	602-5662-132	Flushing - Mains & I	\$ 478	\$ 241	\$ 464	\$ 743	\$ 609	\$ 507	\$ 674	\$ 100	\$ 643	\$ 956	\$ -	\$ 956	\$ 282 41.8%
new	602-5662-160	Flushing - Mains & I	\$ 1,190	\$ 601	\$ 1,140	\$ 2,700	\$ 2,380	\$ 1,602	\$ 2,678	\$ 206	\$ 1,481	\$ 3,095	\$ -	\$ 3,095	\$ 417 15.6%
new	602-5662-161	Flushing - Mains & I	\$ 18	\$ 12	\$ 24	\$ 9	\$ 12	\$ 15	\$ 14	\$ 2	\$ 13	\$ 18	\$ -	\$ 18	\$ 4 28.6%
new	602-5662-162	Flushing - Mains & I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58	\$ -	\$ -	\$ 81	\$ -	\$ 81	\$ 23 39.7%
new	602-5662-163	Flushing - Mains & I	\$ 108	\$ 96	\$ 115	\$ 194	\$ 167	\$ 136	\$ 168	\$ 20	\$ 113	\$ 201	\$ -	\$ 201	\$ 33 19.6%
new	602-5662-340	Mains - Flushing Ma	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ - 0.0%
600-5663-100	602-5663-110	Replace Meters Wai	\$ 12,547	\$ 5,547	\$ 5,324	\$ 3,367	\$ 7,748	\$ 6,907	\$ 5,407	\$ 4,861	\$ 5,513	\$ 13,259	\$ -	\$ 13,259	\$ 7,852 145.2%
new	602-5663-115	Replace Meters OT	\$ 72	\$ -	\$ -	\$ -	\$ 76	\$ 30	\$ -	\$ -	\$ -	\$ 722	\$ -	\$ 722	\$ 722 100.0%
new	602-5663-120	Replace Meters PT/	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000 100.0%
new	602-5663-131	Replace Meters FIC	\$ 957	\$ 419	\$ 404	\$ 252	\$ 590	\$ 524	\$ 414	\$ 359	\$ 422	\$ 1,070	\$ 2,295	\$ 3,365	\$ 2,951 712.8%
new	602-5663-132	Replace Meters WR	\$ 845	\$ 363	\$ 359	\$ 228	\$ 506	\$ 460	\$ 368	\$ 330	\$ 375	\$ 965	\$ -	\$ 965	\$ 597 162.2%
new	602-5663-160	Replace Meters Hlth	\$ 1,657	\$ 416	\$ 420	\$ 740	\$ 1,161	\$ 879	\$ 895	\$ 1,063	\$ 746	\$ 2,169	\$ -	\$ 2,169	\$ 1,274 142.3%
new	602-5663-161	Replace Meters Life	\$ 52	\$ 26	\$ 23	\$ 3	\$ 11	\$ 23	\$ 7	\$ 6	\$ 8	\$ 19	\$ -	\$ 19	\$ 12 171.4%
new	602-5663-162	Replace Meters Dis:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29	\$ -	\$ -	\$ 67	\$ -	\$ 67	\$ 38 131.0%
new	602-5663-163	Replace Meters Der	\$ 274	\$ 123	\$ 108	\$ 80	\$ 143	\$ 146	\$ 54	\$ 80	\$ 83	\$ 208	\$ -	\$ 208	\$ 154 285.2%
600-5664-100	602-5664-110	Customer Inquiries \	\$ 10,463	\$ 6,900	\$ 5,749	\$ 2,407	\$ 783	\$ 5,260	\$ 2,194	\$ 1,453	\$ 2,433	\$ 3,401	\$ -	\$ 3,401	\$ 1,207 55.0%
new	602-5664-115	Customer Inquiries C	\$ 596	\$ 213	\$ 60	\$ 90	\$ 64	\$ 204	\$ 76	\$ 244	\$ 32	\$ 46	\$ -	\$ 46	\$ (30) -39.5%
new	602-5664-131	Customer Inquiries F	\$ 835	\$ 532	\$ 436	\$ 185	\$ 64	\$ 410	\$ 174	\$ 128	\$ 189	\$ 264	\$ -	\$ 264	\$ 90 51.7%
new	602-5664-132	Customer Inquiries \	\$ 740	\$ 465	\$ 391	\$ 165	\$ 54	\$ 363	\$ 154	\$ 115	\$ 168	\$ 238	\$ -	\$ 238	\$ 84 54.5%
new	602-5664-160	Customer Inquiries I	\$ 1,284	\$ 836	\$ 708	\$ 658	\$ 159	\$ 729	\$ 525	\$ 782	\$ 525	\$ 1,094	\$ -	\$ 1,094	\$ 569 108.4%
new	602-5664-161	Customer Inquiries I	\$ 33	\$ 19	\$ 16	\$ 4	\$ 1	\$ 15	\$ 3	\$ 2	\$ 3	\$ 3	\$ -	\$ 3	\$ - 0.0%
new	602-5664-162	Customer Inquiries I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12	\$ -	\$ -	\$ 20	\$ -	\$ 20	\$ 8 66.7%
new	602-5664-163	Customer Inquiries I	\$ 94	\$ 61	\$ 48	\$ 50	\$ 15	\$ 54	\$ 33	\$ 33	\$ 43	\$ 65	\$ -	\$ 65	\$ 32 97.0%
600-5665-100	602-5665-110	Locates, GIS Wages	\$ 48,887	\$ 47,978	\$ 53,528	\$ 58,251	\$ 53,094	\$ 52,348	\$ 64,879	\$ 31,463	\$ 66,921	\$ 75,205	\$ -	\$ 75,205	\$ 10,326 15.9%
new	602-5665-115	Locates, GIS OT	\$ 445	\$ 285	\$ 1,398	\$ 207	\$ 367	\$ 540	\$ 769	\$ 56	\$ 745	\$ 134	\$ -	\$ 134	\$ (635) -82.6%
new	602-5665-131	Locates, GIS FICA	\$ 3,879	\$ 3,539	\$ 4,065	\$ 4,294	\$ 3,893	\$ 3,934	\$ 5,022	\$ 2,270	\$ 5,177	\$ 5,763	\$ -	\$ 5,763	\$ 741 14.8%

City of Fitchburg
Utility Fund #602 - Water
2024 Operating Budget

		2018		2019		2020		2021		2022		5 Year		2023	06/2023		2023	2024	Revisions	2024	Budget	
Acct #	New Acct #	Account Name	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Average	Actual	Actual	Adopted Budget	YTD Actual	Estimate	Budget Request	Thru Adoption	Proposed Budget	Budget Change		
new	602-5665-132	Locates, GIS WRS	\$ 3,190	\$ 3,156	\$ 3,699	\$ 3,937	\$ 3,462	\$ 3,489	\$ 4,464	\$ 2,135	\$ 4,602	\$ 5,198	\$ -	\$ 5,198	\$ 734	16.4%						
new	602-5665-135	Locates, GIS Longvi	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	(2)	-100.0%					
new	602-5665-160	Locates, GIS Hlth	\$ 14,409	\$ 14,140	\$ 17,298	\$ 20,860	\$ 18,608	\$ 17,063	\$ 23,546	\$ 9,808	\$ 22,991	\$ 25,303	\$ -	\$ 25,303	\$ 1,757	7.5%						
new	602-5665-161	Locates, GIS Life	\$ 70	\$ 109	\$ 167	\$ 150	\$ 136	\$ 126	\$ 148	\$ 72	\$ 152	\$ 273	\$ -	\$ 273	\$ 125	84.5%						
new	602-5665-162	Locates, GIS Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ 456	\$ -	\$ 456	\$ 56	14.0%						
new	602-5665-163	Locates, GIS Dental	\$ 1,058	\$ 1,162	\$ 1,210	\$ 1,352	\$ 1,194	\$ 1,195	\$ 1,475	\$ 589	\$ 1,397	\$ 1,506	\$ -	\$ 1,506	\$ 31	2.1%						
new	602-5665-323	Uniform & Protective	\$ 1,174	\$ 1,493	\$ -	\$ -	\$ -	\$ 533	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%						
new	602-5665-340	Maint Facility Exp (1	\$ 568	\$ 140	\$ 1,129	\$ 735	\$ 1,017	\$ 718	\$ 1,200	\$ 461	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	0.0%						
600-5666-100	602-5666-922	Rents - Maint. Facili	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.0%						
600-5667-100	602-5670-110	Maint Supervision &	\$ 878	\$ 533	\$ 319	\$ 1,789	\$ 525	\$ 809	\$ 1,569	\$ -	\$ 1,598	\$ 674	\$ -	\$ 674	\$ (895)	-57.0%						
new	602-5670-131	Maint Sprvsn & Eng	\$ 111	\$ 40	\$ 24	\$ 136	\$ 40	\$ 70	\$ 120	\$ -	\$ 122	\$ 52	\$ -	\$ 52	\$ (68)	-56.7%						
new	602-5670-132	Maint Sprvsn & Eng	\$ 10	\$ 35	\$ 21	\$ 120	\$ 34	\$ 44	\$ 107	\$ -	\$ 109	\$ 47	\$ -	\$ 47	\$ (60)	-56.1%						
new	602-5670-160	Maint Sprvsn & Eng	\$ 17	\$ 45	\$ 29	\$ 109	\$ 66	\$ 53	\$ 168	\$ -	\$ 168	\$ 70	\$ -	\$ 70	\$ (98)	-58.3%						
new	602-5670-161	Maint Sprvsn & Eng	\$ 1	\$ 2	\$ 1	\$ 1	\$ 1	\$ 1	\$ 2	\$ -	\$ 2	\$ 1	\$ -	\$ 1	\$ (5)	-50.0%						
new	602-5670-162	Maint Sprvsn & Eng	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ -	\$ -	\$ 3	\$ -	\$ 3	\$ (1)	-62.5%						
new	602-5670-163	Maint Sprvsn & Eng	\$ 1	\$ 3	\$ 2	\$ 16	\$ 10	\$ 7	\$ 9	\$ -	\$ 25	\$ 10	\$ -	\$ 10	\$ 1	11.1%						
600-5671-100	602-5671-110	Maint Struct & Imprv	\$ 1,114	\$ 1,758	\$ 8,219	\$ 3,947	\$ 255	\$ 3,059	\$ 3,632	\$ 315	\$ 3,444	\$ 2,701	\$ -	\$ 2,701	\$ (931)	-25.6%						
new	602-5671-115	Maint Struct & Imprv	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ 12	\$ 299	\$ -	\$ 311	\$ 291	\$ -	\$ 291	\$ (8)	-2.7%						
new	602-5671-131	Maint Struct & Imprv	\$ 85	\$ 132	\$ 617	\$ 293	\$ 19	\$ 229	\$ 301	\$ 23	\$ 229	\$ 229	\$ -	\$ 229	\$ (72)	-23.9%						
new	602-5671-132	Maint Struct & Imprv	\$ 75	\$ 115	\$ 555	\$ 266	\$ 17	\$ 205	\$ 267	\$ 21	\$ 255	\$ 206	\$ -	\$ 206	\$ (61)	-22.8%						
new	602-5671-160	Maint Struct & Imprv	\$ 96	\$ 198	\$ 2,531	\$ 1,432	\$ 45	\$ 861	\$ 1,331	\$ 86	\$ 852	\$ 899	\$ -	\$ 899	\$ (432)	-32.5%						
new	602-5671-161	Maint Struct & Imprv	\$ 5	\$ 7	\$ 13	\$ 3	\$ 0	\$ 6	\$ 6	\$ 0	\$ 6	\$ 6	\$ -	\$ 6	\$ -	0.0%						
new	602-5671-162	Maint Struct & Imprv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23	\$ -	\$ -	\$ 17	\$ -	\$ 17	\$ (6)	-26.1%						
new	602-5671-163	Maint Struct & Imprv	\$ 27	\$ 39	\$ 125	\$ 58	\$ 3	\$ 50	\$ 85	\$ 5	\$ 49	\$ 53	\$ -	\$ 53	\$ (32)	-37.6%						
new	602-5671-240	Struc & Imp-Rep by	\$ -	\$ 1,146	\$ 17,889	\$ 2,225	\$ 713	\$ 4,395	\$ 6,000	\$ -	\$ 6,000	\$ 500	\$ -	\$ 500	\$ (5,500)	-91.7%						
new	602-5671-350	Struct & Imprv-Repa	\$ 350	\$ 15	\$ 8	\$ -	\$ 4	\$ 75	\$ 1,000	\$ -	\$ 1,000	\$ 3,000	\$ -	\$ 3,000	\$ 2,000	200.0%						
600-5672-100	602-5672-110	Maint Twr & Resvr V	\$ 3,046	\$ 2,904	\$ 4,431	\$ 1,472	\$ 2,147	\$ 2,800	\$ 3,100	\$ 8,112	\$ 3,277	\$ 9,333	\$ -	\$ 9,333	\$ 6,233	201.1%						
new	602-5672-115	Maint Twr & Resvr C	\$ 434	\$ 53	\$ 156	\$ -	\$ -	\$ 129	\$ 1,047	\$ -	\$ 1,065	\$ -	\$ -	\$ -	\$ (1,047)	-100.0%						
new	602-5672-131	Maint Twr & Resvr F	\$ 263	\$ 223	\$ 345	\$ 111	\$ 157	\$ 220	\$ 317	\$ 609	\$ 397	\$ 714	\$ -	\$ 714	\$ 397	125.2%						
new	602-5672-132	Maint Twr & Resvr V	\$ 233	\$ 194	\$ 309	\$ 99	\$ 140	\$ 195	\$ 282	\$ 551	\$ 295	\$ 644	\$ -	\$ 644	\$ 362	128.4%						
new	602-5672-160	Maint Twr & Resvr I	\$ 485	\$ 251	\$ 650	\$ 234	\$ 858	\$ 496	\$ 1,123	\$ 2,676	\$ 944	\$ 3,062	\$ -	\$ 3,062	\$ 1,939	172.7%						
new	602-5672-161	Maint Twr & Resvr L	\$ 11	\$ 9	\$ 12	\$ 2	\$ 2	\$ 7	\$ 5	\$ 7	\$ 5	\$ 9	\$ -	\$ 9	\$ 4	80.0%						
new	602-5672-162	Maint Twr & Resvr C	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19	\$ -	\$ -	\$ 55	\$ -	\$ 55	\$ 36	189.5%						
new	602-5672-163	Maint Twr & Resvr C	\$ 48	\$ 37	\$ 51	\$ 22	\$ 55	\$ 43	\$ 71	\$ 152	\$ 58	\$ 181	\$ -	\$ 181	\$ 110	154.9%						
new	602-5672-240	Maint Twr & Resvr-F	\$ 7,561	\$ (2,701)	\$ 314	\$ 1,041	\$ 19,300	\$ 5,103	\$ 16,500	\$ 12,800	\$ 20,500	\$ 4,500	\$ -	\$ 4,500	\$ (12,000)	-72.7%						
new	602-5672-350	Twr & Resvr Rep &	\$ 1,877	\$ 1,076	\$ 483	\$ 167	\$ 731	\$ 867	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%						
600-5673-100	602-5673-110	Maint of Mains Wag	\$ 10,245	\$ 18,127	\$ 15,080	\$ 9,544	\$ 5,742	\$ 11,748	\$ 11,391	\$ 6,869	\$ 11,524	\$ 12,170	\$ -	\$ 12,170	\$ 779	6.8%						
new	602-5673-115	Maint of Mains OT	\$ 10,672	\$ 3,514	\$ 7,980	\$ 2,559	\$ 840	\$ 5,113	\$ 3,413	\$ 1,069	\$ 3,312	\$ 4,409	\$ -	\$ 4,409	\$ 996	29.2%						
new	602-5673-120	Maint of Mains PT/S	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28	\$ 100	\$ 27	\$ 28	\$ -	\$ 28	\$ -	0.0%						
new	602-5673-131	Maint of Mains FICA	\$ 1,579	\$ 1,600	\$ 1,734	\$ 905	\$ 491	\$ 1,262	\$ 1,135	\$ 601	\$ 1,138	\$ 1,271	\$ -	\$ 1,271	\$ 136	12.0%						
new	602-5673-132	Maint of Mains WRS	\$ 1,398	\$ 1,407	\$ 1,560	\$ 815	\$ 427	\$ 1,121	\$ 1,007	\$ 539	\$ 1,009	\$ 1,145	\$ -	\$ 1,145	\$ 138	13.7%						
new	602-5673-135	Maint of Mains Long	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ -	\$ 7	\$ 8	\$ -	\$ 8	\$ 1	14.3%						
new	602-5673-160	Maint of Mains Hlth	\$ 3,450	\$ 4,065	\$ 3,018	\$ 2,984	\$ 1,495	\$ 3,003	\$ 3,926	\$ 1,923	\$ 2,381	\$ 2,938	\$ -	\$ 2,938	\$ (988)	-25.2%						
new	602-5673-161	Maint of Mains Life	\$ 43	\$ 52	\$ 66	\$ 20	\$ 9	\$ 38	\$ 26	\$ 9	\$ 25	\$ 30	\$ -	\$ 30	\$ 4	15.4%						
new	602-5673-162	Maint of Mains Disal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65	\$ -	\$ -	\$ 68	\$ -	\$ 68	\$ 3	4.6%						
new	602-5673-163	Maint of Mains Dent	\$ 285	\$ 338	\$ 214	\$ 209	\$ 115	\$ 232	\$ 186	\$ 127	\$ 182	\$ 199	\$ -	\$ 199	\$ 13	7.0%						
new	602-5673-240	Maint & Repair Main	\$ 67,886	\$ 12,121	\$ 12,749	\$ 24,473	\$ 16,157	\$ 26,677	\$ 50,000	\$ 5,467	\$ 165,455	\$ 50,000	\$ -	\$ 50,000	\$ -	0.0%						
new	602-5673-350	Maint & Repair Supp	\$ 17,350	\$ 10,550	\$ 22,812	\$ 18,011	\$ 16,113	\$ 16,967	\$ 25,000	\$ 5,010	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ -	0.0%						
600-5675-100	602-5675-110	Maint of Services W	\$ 10,796	\$ 14,074	\$ 14,784	\$ 14,634	\$ 15,274	\$ 13,912	\$ 5,329	\$ 10,499	\$ 5,333	\$ 13,017	\$ -	\$ 13,017	\$ 7,688	144.3%						
new	602-5675-115	Maint of Services O	\$ 905	\$ 384	\$ 60	\$ 1,040	\$ -	\$ 478	\$ 340	\$ 588	\$ 343	\$ 192	\$ 1,052	\$ 1,244	\$ 904	265.9%						
new	602-5675-120	Maint of Services P1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%						
new	602-5675-131	Maint of Services FI	\$ 474	\$ 412	\$ 435	\$ 491	\$ 471	\$ 456	\$ 434	\$ 711	\$ 434	\$ 1,011	\$ 80	\$ 1,091	\$ 657	151.4%						
new	602-5675-132	Maint of Services W	\$ 417	\$ 364	\$ 389	\$ 447	\$ 409	\$ 405	\$ 385	\$ 447	\$ 386	\$ 911	\$ 73	\$ 984	\$ 599	155.6%						
new	602-5675-160	Maint of Services HI	\$ 538	\$ 1,200	\$ 1,383	\$ 2,068	\$ 1,107	\$ 1,259	\$ 1,391	\$ 1,314	\$ 1,032	\$ 2,936	\$ -	\$ 2,936	\$ 1,545	111.1%						
new	602-5675-161	Maint of Services Lil	\$ 12	\$ 16	\$ 12	\$ 7	\$ 9	\$ 11	\$ 9	\$ 7	\$ 9	\$ 21	\$ 2	\$ 23	\$ 14	155.6%						
new	602-5675-162	Maint of Services Di	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ 77	\$ -	\$ 77	\$ 47	156.7%						
new	602-5675-163	Maint of Services De	\$ 50	\$ 114	\$ 96	\$ 120	\$ 95	\$ 95	\$ 87	\$ 79	\$ 81	\$ 187	\$ -	\$ 187	\$ 100	114.9%						
new	602-5675-240	Maint & Repair Svcs	\$ 8,650	\$ 8,405	\$ 8,658	\$ 12,151	\$ 15,199	\$ 10,613	\$ 40,000	\$ 3,474	\$ 40,000	\$ 25,000	\$ -	\$ 25,000	\$ (15,000)	-37.5%						
new	602-5675-340	Oper Matl & Supplie	\$ 178	\$ 283	\$ -	\$ 5,206	\$ 1,915	\$ 1,516	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0%						
new	602-5675-350	Repair & Maint Supp	\$ 348	\$ 1,895	\$ 1,303	\$ 1,852	\$ 1,888	\$ 1,457	\$ 3,500	\$ 2,448	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	0.0%						
600-5676-100	602-5676-110	Maint of Meters Wag	\$ 1,496	\$ 8,250	\$ 6,438	\$ 7,718	\$ 3,458	\$ 5,472	\$ 3,136	\$ 457	\$ 3,193	\$ 3,414	\$ -	\$ 3,414	\$ 278	8.9%						
new	602-5676-131	Maint of Meters FIC	\$ 113	\$ 606	\$ 484	\$ 577	\$ 271	\$ 410	\$ 240	\$ 37	\$ 244	\$ 261	\$ -	\$ 261	\$ 21	8.8%						
new	602-5676-132	Maint of Meters WR	\$ 98	\$ 538	\$ 435	\$ 523	\$ 238	\$ 366	\$ 213	\$ 34	\$ 217	\$ 236	\$ -	\$ 236	\$ 23	10.8%						
new	602-5676-160	Maint of Meters Hlth	\$ 347	\$ 2,101	\$ 1,206	\$ 2,425	\$ 879	\$ 1,391	\$ 1,207	\$ 102	\$ 969	\$ 820	\$ -	\$ 820	\$ (387)	-32.1%						
new	602-5676-161	Maint of Meters Life	\$ 3	\$ 16	\$ 18	\$ 6	\$ 4	\$ 10	\$ 4	\$ 1	\$ 4	\$ 5	\$ -	\$ 5	\$ 1	25.0%						
new	602-5676-162	Maint of Meters Disc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19	\$ -	\$ -	\$ 21	\$ -	\$ 21	\$ 2	10.5%						
new	602-5676-163	Maint of Meters Den	\$ 33	\$ 183	\$ 88	\$ 103	\$ 53	\$ 92	\$ 77	\$ 7	\$ 58	\$ 48	\$ -	\$ 48	\$ (29)	-37.7%						
new	602-5676-240	Maint & Repair Mete	\$ 296	\$ 5,788	\$ 2,308	\$ 4,315	\$ 15,655	\$ 5,672	\$ 40,000	\$ 3,518	\$ 40,000	\$ 20,000	\$ -	\$ 20,000	\$ (20,000)	-50.0%						
new	602-5676-350	Repair & Maint Supp	\$ 11,645	\$ 635	\$ 2,940	\$ 8,039	\$ 3,250	\$ 5,302	\$ 10,000	\$ 1,738	\$ 10,000	\$ 5,000	\$ -	\$ 5,000	\$ (5,000)	-50.0%						
600-5677-100	602-5677-110	Maint of Hydrants W	\$ 1,651	\$ 5,052	\$ 7,543	\$ 6,816	\$ 3,530	\$ 4,919	\$ 6,651	\$ 581	\$ 6,636	\$ 5,451	\$ -	\$ 5,451	\$ (1,200)	-18.0%						
new	602-5677-115	Maint of Hydrants O	\$ -	\$ -	\$ 15	\$ 140	\$ -	\$ 31	\$ 9	\$ 76	\$ 8	\$ 78	\$ -	\$ 78	\$ 69	766.7%						
new	602-5677-120	Maint of Hydrants P	\$ -	\$ -	\$ -	\$ -	\$ 2,333	\$ 467	\$ 5,446	\$ 381	\$ 5,446	\$ 5,582	\$ -	\$ 5,582	\$ 136	2.5%						
new	602-5677-131	Maint of Hydrants FI	\$ 125	\$ 376	\$ 566	\$ 519	\$ 447	\$ 407	\$ 926	\$ 97	\$ 925	\$ 850	\$ -	\$ 850								

City of Fitchburg
Utility Fund #602 - Water
2024 Operating Budget

			2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
			Actual	Actual	Actual	Actual	Actual	Average	Adopted	YTD Actual	Estimate	Budget	Thru	Proposed	Change
Acct #	New Acct #	Account Name							Budget			Request	Adoption	Budget	
new	602-5677-162	Maint of Hydrants Di	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39	\$ -	\$ -	\$ 31	\$ -	\$ 31	\$ (8)
new	602-5677-163	Maint of Hydrants Di	\$ 27	\$ 89	\$ 90	\$ 103	\$ 64	\$ 75	\$ 126	\$ 12	\$ 98	\$ 73	\$ -	\$ 73	\$ (53)
new	602-5677-240	Maint of Hydrants-by	\$ (585)	\$ -	\$ -	\$ -	\$ -	\$ (117)	\$ 12,000	\$ -	\$ 12,000	\$ 10,000	\$ -	\$ 10,000	\$ (2,000)
new	602-5677-350	Repair & Maint Supp	\$ 1,596	\$ 6,591	\$ 5,779	\$ 3,798	\$ 2,672	\$ 4,087	\$ 9,000	\$ 3,562	\$ 9,000	\$ 11,100	\$ -	\$ 11,100	\$ 2,100
600-5678-100	602-5678-110	Maint of Misc Plant I	\$ 5,237	\$ 10,168	\$ 12,807	\$ 8,726	\$ 2,615	\$ 7,911	\$ 8,445	\$ 2,832	\$ 8,498	\$ 5,608	\$ -	\$ 5,608	\$ (2,837)
new	602-5678-115	Maint of Misc Plant I	\$ 239	\$ 65	\$ -	\$ -	\$ 43	\$ 70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
new	602-5678-131	Maint of Misc Plant I	\$ 416	\$ 764	\$ 961	\$ 648	\$ 198	\$ 597	\$ 646	\$ 211	\$ 650	\$ 429	\$ -	\$ 429	\$ (217)
new	602-5678-132	Maint of Misc Plant I	\$ 365	\$ 670	\$ 863	\$ 586	\$ 173	\$ 531	\$ 574	\$ 193	\$ 578	\$ 387	\$ -	\$ 387	\$ (187)
new	602-5678-160	Maint of Misc Plant I	\$ 637	\$ 1,861	\$ 2,707	\$ 2,795	\$ 482	\$ 1,696	\$ 3,182	\$ 336	\$ 2,435	\$ 1,339	\$ -	\$ 1,339	\$ (1,843)
new	602-5678-161	Maint of Misc Plant I	\$ 21	\$ 30	\$ 31	\$ 7	\$ 4	\$ 19	\$ 10	\$ 3	\$ 10	\$ 8	\$ -	\$ 8	\$ (2)
new	602-5678-162	Maint of Misc Plant I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52	\$ -	\$ -	\$ 35	\$ -	\$ 35	\$ (17)
new	602-5678-163	Maint of Misc Plant I	\$ 123	\$ 226	\$ 247	\$ 215	\$ 31	\$ 168	\$ 202	\$ 18	\$ 145	\$ 76	\$ -	\$ 76	\$ (126)
new	602-5678-240	Maint of Misc Plant-I	\$ 72,094	\$ 21,862	\$ 3,085	\$ 951	\$ 130	\$ 19,624	\$ 109,000	\$ 2,425	\$ 191,800	\$ 4,000	\$ -	\$ 4,000	\$ (105,000)
new	602-5678-350	Maint & Rep Supp M	\$ 189	\$ 179	\$ 70	\$ 141	\$ 195	\$ 155	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -
new	602-5678-355	Maint of Misc Plant I	\$ 37	\$ 37	\$ 32	\$ -	\$ -	\$ 21	\$ 500	\$ -	\$ 500	\$ 15,000	\$ -	\$ 15,000	\$ 14,500
			\$ 379,965	\$ 257,661	\$ 296,691	\$ 288,642	\$ 257,744	\$ 296,141	\$ 546,900	\$ 149,917	\$ 744,514	\$ 439,551	\$ 33,502	\$ 473,053	\$ (73,847)
600-5901-100	602-5901-110	Oper Cust Supervsr	\$ 338	\$ 887	\$ 544	\$ 282	\$ 135	\$ 437	\$ 462	\$ -	\$ 470	\$ -	\$ -	\$ -	\$ (462)
new	602-5901-131	Oper Cust Supervsr	\$ 25	\$ 67	\$ 41	\$ 21	\$ 10	\$ 33	\$ 35	\$ -	\$ 36	\$ -	\$ -	\$ -	\$ (35)
new	602-5901-132	Oper Cust Supervsr	\$ 22	\$ 58	\$ 37	\$ 19	\$ 9	\$ 29	\$ 31	\$ -	\$ 32	\$ -	\$ -	\$ -	\$ (31)
new	602-5901-160	Oper Cust Supervsr	\$ 26	\$ 72	\$ 68	\$ 35	\$ 17	\$ 44	\$ 49	\$ -	\$ 49	\$ -	\$ -	\$ -	\$ (49)
new	602-5901-161	Oper Cust Supervsr	\$ 1	\$ 2	\$ 2	\$ 0	\$ 0	\$ 1	\$ 1	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ (1)
new	602-5901-162	Oper Cust Supervsr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2)
new	602-5901-163	Oper Cust Supervsr	\$ 2	\$ 5	\$ 4	\$ 6	\$ 3	\$ 4	\$ 3	\$ -	\$ 7	\$ -	\$ -	\$ -	\$ (3)
600-5902-100	602-5902-110	Meter Read Wages	\$ 938	\$ 1,312	\$ 1,636	\$ 187	\$ 128	\$ 840	\$ 889	\$ -	\$ 888	\$ 1,418	\$ -	\$ 1,418	\$ 529
new	602-5902-131	Meter Read FICA	\$ 71	\$ 100	\$ 124	\$ 14	\$ 9	\$ 64	\$ 68	\$ -	\$ 68	\$ 108	\$ -	\$ 108	\$ 40
new	602-5902-132	Meter Read WRS	\$ 63	\$ 86	\$ 110	\$ 13	\$ 8	\$ 56	\$ 60	\$ -	\$ 60	\$ 98	\$ -	\$ 98	\$ 38
new	602-5902-160	Meter Read Hlth	\$ 35	\$ 34	\$ 83	\$ 34	\$ 24	\$ 42	\$ 352	\$ -	\$ 292	\$ 475	\$ -	\$ 475	\$ 123
new	602-5902-161	Meter Read Life	\$ 5	\$ 6	\$ 7	\$ 0	\$ 0	\$ 4	\$ 1	\$ -	\$ 1	\$ 2	\$ -	\$ 2	\$ 1
new	602-5902-162	Meter Read Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6	\$ -	\$ -	\$ 9	\$ -	\$ 9	\$ 3
new	602-5902-163	Meter Read Dental	\$ 19	\$ 23	\$ 18	\$ 2	\$ 1	\$ 13	\$ 22	\$ -	\$ 17	\$ 28	\$ -	\$ 28	\$ 6
600-5903-100	602-5903-110	Cust Rec/Collection:	\$ 47,754	\$ 47,446	\$ 66,461	\$ 46,963	\$ 49,700	\$ 51,665	\$ 50,758	\$ 28,395	\$ 48,781	\$ 52,672	\$ -	\$ 52,672	\$ 1,914
new	602-5903-115	Cust Rec/Collection:	\$ -	\$ -	\$ 108	\$ 299	\$ (136)	\$ 54	\$ 164	\$ 12	\$ 163	\$ 169	\$ -	\$ 169	\$ 5
new	602-5903-120	Cust Rec/Collection:	\$ 1,392	\$ 1,105	\$ 274	\$ 526	\$ -	\$ 660	\$ 1,800	\$ -	\$ 1,800	\$ 1,846	\$ -	\$ 1,846	\$ 46
new	602-5903-131	Cust Rec/Collection:	\$ 3,592	\$ 3,972	\$ 4,188	\$ 3,919	\$ 4,108	\$ 3,956	\$ 4,050	\$ 2,032	\$ 3,898	\$ 4,201	\$ -	\$ 4,201	\$ 151
new	602-5903-132	Cust Rec/Collection:	\$ 2,854	\$ 3,100	\$ 3,404	\$ 3,219	\$ 3,304	\$ 3,176	\$ 3,477	\$ 1,661	\$ 3,343	\$ 3,662	\$ -	\$ 3,662	\$ 185
new	602-5903-135	Cust Rec/Collection:	\$ 276	\$ 299	\$ 322	\$ 203	\$ 215	\$ 263	\$ 213	\$ 228	\$ 213	\$ 225	\$ -	\$ 225	\$ 12
new	602-5903-160	Cust Rec/Collection:	\$ 13,863	\$ 13,826	\$ 14,556	\$ 14,574	\$ 16,141	\$ 14,592	\$ 15,421	\$ 7,879	\$ 15,421	\$ 16,514	\$ -	\$ 16,514	\$ 1,093
new	602-5903-161	Cust Rec/Collection:	\$ 66	\$ 100	\$ 129	\$ 113	\$ 129	\$ 107	\$ 162	\$ 64	\$ 180	\$ 192	\$ -	\$ 192	\$ 30
new	602-5903-162	Cust Rec/Collection:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 268	\$ -	\$ -	\$ 274	\$ -	\$ 274	\$ 6
new	602-5903-163	Cust Rec/Collection:	\$ 964	\$ 1,022	\$ 979	\$ 999	\$ 1,027	\$ 998	\$ 979	\$ 446	\$ 772	\$ 808	\$ -	\$ 808	\$ (171)
new	602-5903-290	PSN Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000	\$ -	\$ 23,000	\$ 23,000
600-5905-100	602-5905-310	Office Supp/Postage	\$ 4,568	\$ 6,300	\$ 6,169	\$ 6,552	\$ 7,413	\$ 6,200	\$ 6,800	\$ 3,616	\$ 6,800	\$ 8,000	\$ -	\$ 8,000	\$ 1,200
600-5906-100	602-5906-310	Cust Svc:Info Off Su	\$ 889	\$ -	\$ -	\$ -	\$ -	\$ 178	\$ 500	\$ 505	\$ 505	\$ 550	\$ -	\$ 550	\$ 50
			\$ 77,762	\$ 79,820	\$ 99,261	\$ 77,980	\$ 82,247	\$ 83,414	\$ 86,573	\$ 44,838	\$ 83,797	\$ 114,251	\$ -	\$ 114,251	\$ 27,678

City of Fitchburg
Utility Fund #602 - Water
2024 Operating Budget

Acct #	New Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
600-5920-100	602-5920-110	Admin & Gen Salarie	\$ 82,684	\$ 87,926	\$ 105,593	\$ 98,819	\$ 92,623	\$ 93,529	\$ 166,055	\$ 43,834	\$ 123,968	\$ 168,915	\$ -	\$ 168,915	\$ 2,860 1.7%
new	602-5920-115	Admin & Gen Salarie	\$ 176	\$ 1,436	\$ 824	\$ 577	\$ 272	\$ 657	\$ 1,491	\$ (15)	\$ 1,419	\$ 1,495	\$ -	\$ 1,495	\$ 4 0.3%
new	602-5920-120	Admin & Gen Salarie	\$ 2,639	\$ 4,509	\$ 3,258	\$ 5,429	\$ 197	\$ 3,206	\$ 14,269	\$ 969	\$ 13,987	\$ 14,624	\$ -	\$ 14,624	\$ 355 2.5%
600-5920-131	602-5920-131	Admin & Gen Salarie	\$ 6,077	\$ 7,052	\$ 7,707	\$ 8,278	\$ 9,510	\$ 7,725	\$ 13,951	\$ 3,558	\$ 10,703	\$ 14,167	\$ -	\$ 14,167	\$ 216 1.5%
new	602-5920-132	Admin & Gen Salarie	\$ 5,097	\$ 5,857	\$ 6,616	\$ 7,042	\$ 6,841	\$ 6,290	\$ 10,839	\$ 2,599	\$ 7,972	\$ 11,143	\$ -	\$ 11,143	\$ 304 2.8%
new	602-5920-135	Admin & Gen Longv	\$ 810	\$ 547	\$ 576	\$ -	\$ 634	\$ 513	\$ 540	\$ 662	\$ 540	\$ 156	\$ -	\$ 156	\$ (384) -71.1%
new	602-5920-140	BPW per diem	\$ 400	\$ -	\$ 988	\$ 675	\$ 575	\$ 528	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	602-5920-160	Admin & Gen Salarie	\$ 16,873	\$ 17,163	\$ 16,702	\$ 22,678	\$ 22,321	\$ 19,147	\$ 37,748	\$ 9,131	\$ 30,133	\$ 32,247	\$ -	\$ 32,247	\$ (5,501) -14.6%
new	602-5920-161	Admin & Gen Salarie	\$ 81	\$ 101	\$ 136	\$ 163	\$ 168	\$ 130	\$ 307	\$ 57	\$ 226	\$ 418	\$ -	\$ 418	\$ 111 36.2%
new	602-5920-162	Admin & Gen Salarie	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 771	\$ -	\$ -	\$ 762	\$ -	\$ 762	\$ (9) -1.2%
new	602-5920-163	Admin & Gen Salarie	\$ 1,173	\$ 1,206	\$ 1,075	\$ 1,489	\$ 1,418	\$ 1,272	\$ 2,395	\$ 549	\$ 1,795	\$ 1,874	\$ -	\$ 1,874	\$ (521) -21.8%
600-5137-185	602-5920-185	FSA Admin Fees	\$ 63	\$ -	\$ -	\$ -	\$ -	\$ 13	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ - 0.0%
600-5921-100	602-5921-245	Computer Related E	\$ 27,477	\$ 30,450	\$ 5,994	\$ 65,015	\$ 43,754	\$ 34,538	\$ 52,500	\$ 8,953	\$ 63,600	\$ 59,700	\$ 300	\$ 60,000	\$ 7,500 14.3%
600-5921-101	602-5921-310	Office Supplies & Ex	\$ 3,509	\$ 864	\$ 829	\$ 1,431	\$ 3,160	\$ 1,959	\$ 5,000	\$ 2,361	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ - 0.0%
new	602-5921-505	LEASE/RENTAL CC	\$ -	\$ -	\$ -	\$ -	\$ 36	\$ 7	\$ 760	\$ 103	\$ 760	\$ -	\$ -	\$ -	\$ (760) -100.0%
new	602-5921-570	IT OPERATING ISF	\$ 12,740	\$ 12,365	\$ 34,931	\$ 33,205	\$ 42,948	\$ 27,238	\$ 53,265	\$ 26,777	\$ 53,409	\$ 58,074	\$ 1,630	\$ 59,704	\$ 6,439 12.1%
new	602-5921-573	IT CAPITAL ISF ALL	\$ -	\$ -	\$ 2,770	\$ 2,780	\$ 2,795	\$ 1,669	\$ 2,725	\$ 1,362	\$ 2,725	\$ 3,575	\$ -	\$ 3,575	\$ 850 31.2%
600-5923-100	602-5923-210	Professional Service	\$ 33,466	\$ 5,207	\$ 5,490	\$ 8,271	\$ 30,966	\$ 16,680	\$ 90,300	\$ 35,410	\$ 190,250	\$ 25,300	\$ -	\$ 25,300	\$ (65,000) -72.0%
new	602-5923-213	Permits & Fees	\$ -	\$ 275	\$ -	\$ 45	\$ 30	\$ 70	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ (100) -100.0%
new	602-5923-290	Outside Services En	\$ 2,837	\$ 75	\$ 359	\$ 608	\$ 1,009	\$ 978	\$ 2,630	\$ 94	\$ 2,730	\$ 2,550	\$ 210	\$ 2,760	\$ 130 4.9%
new	602-5924-572	INSURANCE ISF AL	\$ 5,982	\$ 6,568	\$ 6,905	\$ 9,415	\$ 9,835	\$ 7,741	\$ 10,710	\$ 5,355	\$ 10,710	\$ 11,520	\$ -	\$ 11,520	\$ 810 7.6%
new	602-5925-572	INSURANCE ISF AL	\$ 21,290	\$ 22,595	\$ 22,805	\$ 27,960	\$ 30,198	\$ 24,970	\$ 31,318	\$ 16,239	\$ 31,898	\$ 32,855	\$ 1,208	\$ 34,063	\$ 2,745 8.8%
new	602-5926-110	Paid Time Off	\$ 30,950	\$ 39,985	\$ 42,817	\$ 39,787	\$ 104,315	\$ 51,571	\$ 62,009	\$ 19,381	\$ 60,698	\$ 45,278	\$ -	\$ 45,278	\$ (16,731) -27.0%
new	602-5926-131	PTO FICA/Med	\$ 3,183	\$ 2,619	\$ 3,399	\$ 4,473	\$ 5,754	\$ 3,886	\$ 4,750	\$ 1,463	\$ 4,649	\$ 3,467	\$ -	\$ 3,467	\$ (1,283) -27.0%
new	602-5926-132	PTO WRS	\$ 2,128	\$ 2,306	\$ 3,037	\$ 2,672	\$ 3,375	\$ 2,704	\$ 4,222	\$ 1,362	\$ 4,133	\$ 3,127	\$ -	\$ 3,127	\$ (1,095) -25.9%
600-5926-133	602-5926-133	EOY GASB 68 PEN	\$ 37,503	\$ 32,687	\$ 1,189	\$ (50,805)	\$ (29,840)	\$ (1,853)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	602-5926-135	Benefits Longvty	\$ -	\$ 1,170	\$ 1,260	\$ -	\$ 405	\$ 567	\$ 78	\$ -	\$ 78	\$ 39	\$ -	\$ 39	\$ (39) -50.0%
new	602-5926-160	Health Insurance	\$ 5,161	\$ 6,019	\$ 7,788	\$ 10,787	\$ 13,065	\$ 8,564	\$ 17,457	\$ 5,344	\$ 16,167	\$ 11,276	\$ -	\$ 11,276	\$ (6,181) -35.4%
new	602-5926-161	Life Insurance	\$ 99	\$ 103	\$ 120	\$ 72	\$ 85	\$ 96	\$ 106	\$ 33	\$ 95	\$ 87	\$ -	\$ 87	\$ (19) -17.9%
new	602-5926-162	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 336	\$ -	\$ -	\$ 231	\$ -	\$ 231	\$ (105) -31.3%
new	602-5926-163	Dental Insurance	\$ 591	\$ 640	\$ 702	\$ 765	\$ 958	\$ 731	\$ 1,100	\$ 372	\$ 1,064	\$ 703	\$ -	\$ 703	\$ (397) -36.1%
new	602-5926-190	Utility Holiday Premi	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	602-5926-191	Utility ON CALL PA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,152	\$ 7,152	\$ 7,152 100.0%
new	602-5926-323	Uniforms	\$ 1,816	\$ 1,972	\$ 2,074	\$ 2,186	\$ 2,587	\$ 2,127	\$ 3,400	\$ 1,527	\$ 3,400	\$ 3,400	\$ 650	\$ 4,050	\$ 650 19.1%
600-5928-100	602-5928-210	Reg Comm Exp	\$ -	\$ 171	\$ 208	\$ 128	\$ -	\$ 101	\$ 7,500	\$ -	\$ 7,500	\$ 1,000	\$ -	\$ 1,000	\$ (6,500) -86.7%
600-5930-100	602-5930-110	Misc Gen Wages	\$ 16,271	\$ 17,237	\$ 12,312	\$ 12,166	\$ 30,241	\$ 17,645	\$ 26,303	\$ 21,674	\$ 25,419	\$ 22,113	\$ -	\$ 22,113	\$ (4,190) -15.9%
new	602-5930-115	Misc Gen OT	\$ 86	\$ 220	\$ 82	\$ 127	\$ 178	\$ 139	\$ 524	\$ 773	\$ 551	\$ 470	\$ -	\$ 470	\$ (54) -10.3%
new	602-5930-131	Misc Gen FICA	\$ 1,229	\$ 1,268	\$ 925	\$ 904	\$ 2,272	\$ 1,319	\$ 2,059	\$ 1,657	\$ (329)	\$ 1,730	\$ -	\$ 1,730	\$ (329) -16.0%
new	602-5930-132	Misc Gen WRS	\$ 1,094	\$ 1,128	\$ 835	\$ 820	\$ 1,972	\$ 1,170	\$ 1,830	\$ 1,524	\$ 1,772	\$ 1,561	\$ -	\$ 1,561	\$ (269) -14.7%
new	602-5930-135	Misc Gen Longvty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82	\$ -	\$ 82	\$ 34	\$ -	\$ 34	\$ (48) -58.5%
new	602-5930-160	Misc Gen Hlth	\$ 2,768	\$ 5,091	\$ 3,256	\$ 4,708	\$ 8,256	\$ 4,816	\$ 8,905	\$ 6,535	\$ 7,282	\$ 4,906	\$ -	\$ 4,906	\$ (3,999) -44.9%
new	602-5930-161	Misc Gen Life	\$ 33	\$ 26	\$ 19	\$ 18	\$ 36	\$ 26	\$ 39	\$ 28	\$ 37	\$ 47	\$ -	\$ 47	\$ 8 20.5%
new	602-5930-162	Misc Gen Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148	\$ -	\$ -	\$ 115	\$ -	\$ 115	\$ (33) -22.3%
new	602-5930-163	Misc Gen Dental	\$ 188	\$ 376	\$ 206	\$ 291	\$ 552	\$ 323	\$ 502	\$ 427	\$ 462	\$ 348	\$ -	\$ 348	\$ (154) -30.7%
new	602-5930-250	Misc Gen Public Not	\$ 60	\$ 11	\$ -	\$ 401	\$ 90	\$ 112	\$ 500	\$ 44	\$ 500	\$ 500	\$ -	\$ 500	\$ - 0.0%
new	602-5930-320	Publications Dues S	\$ 2,346	\$ 2,398	\$ 2,489	\$ 2,187	\$ 2,679	\$ 2,420	\$ 3,250	\$ 1,443	\$ 3,250	\$ 3,160	\$ -	\$ 3,160	\$ (90) -2.8%
new	602-5930-325	Training & Staff Dev	\$ 5,582	\$ 5,831	\$ 1,036	\$ 4,307	\$ 2,146	\$ 3,780	\$ 11,725	\$ 6,558	\$ 11,725	\$ 9,225	\$ -	\$ 9,225	\$ (2,500) -21.3%
new	602-5930-330	Vehicle Use Reimb	\$ 494	\$ 62	\$ -	\$ 678	\$ 71	\$ 261	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ - 0.0%
new	602-5930-365	Utilities	\$ 865	\$ 864	\$ 829	\$ 987	\$ 1,144	\$ 938	\$ 1,200	\$ 286	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ - 0.0%
new	602-5930-389	Admin Fees	\$ 26,634	\$ 50,400	\$ 52,400	\$ 56,800	\$ 59,100	\$ 49,067	\$ 64,200	\$ 32,100	\$ 64,200	\$ 72,600	\$ -	\$ 72,600	\$ 8,400 13.1%
new	602-5930-350	Misc Gen Rep & Ma	\$ 1,402	\$ 2,828	\$ 5,234	\$ 5,715	\$ 116	\$ 3,059	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ - 0.0%
600-5931-100	602-5931-922	Rents (Office City H	\$ 11,667	\$ 11,667	\$ 11,667	\$ 11,700	\$ 11,667	\$ 11,674	\$ 11,700	\$ 5,834	\$ 11,700	\$ 11,700	\$ -	\$ 11,700	\$ - 0.0%
new	602-5932-110	Gen Plant Maint Wa	\$ 5,507	\$ 7,309	\$ 12,901	\$ 6,423	\$ 1,914	\$ 6,811	\$ 7,426	\$ 1,198	\$ 8,001	\$ 5,066	\$ -	\$ 5,066	\$ (2,360) -31.8%
new	602-5932-115	Gen Plant Maint OT	\$ 80	\$ -	\$ 60	\$ 152	\$ -	\$ 58	\$ 36	\$ 79	\$ 32	\$ 46	\$ -	\$ 46	\$ 10 27.8%
new	602-5932-131	Gen Plant Maint FIC	\$ 436	\$ 546	\$ 968	\$ 487	\$ 144	\$ 516	\$ 572	\$ 96	\$ 616	\$ 392	\$ -	\$ 392	\$ (180) -31.5%
new	602-5932-132	Gen Plant Maint WFR	\$ 384	\$ 478	\$ 872	\$ 444	\$ 118	\$ 459	\$ 508	\$ 87	\$ 547	\$ 354	\$ -	\$ 354	\$ (154) -30.3%
new	602-5932-135	Gen Plant Maint Lon	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ -	\$ 15	\$ 16	\$ -	\$ 16	\$ 1 6.7%
new	602-5932-160	Gen Plant Maint Hlth	\$ 1,129	\$ 1,112	\$ 3,694	\$ 2,411	\$ 344	\$ 1,738	\$ 2,192	\$ 192	\$ 2,013	\$ 997	\$ -	\$ 997	\$ (1,195) -54.5%
new	602-5932-161	Gen Plant Maint Life	\$ 16	\$ 19	\$ 21	\$ 5	\$ 2	\$ 13	\$ 8	\$ 2	\$ 8	\$ 6	\$ -	\$ 6	\$ (2) -25.0%
new	602-5932-162	Gen Plant Maint Dis	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44	\$ -	\$ -	\$ 28	\$ -	\$ 28	\$ (16) -36.4%
new	602-5932-163	Gen Plant Maint Der	\$ 123	\$ 112	\$ 161	\$ 98	\$ 24	\$ 104	\$ 137	\$ 11	\$ 128	\$ 65	\$ -	\$ 65	\$ (72) -52.6%
600-5932-100	602-5932-335	Maint of Gen Plant \	\$ 6,037	\$ 5,545	\$ 10,655	\$ 7,133	\$ 1,233	\$ 6,121	\$ 2,000	\$ 2,602	\$ 2,800	\$ 6,000	\$ 1,000	\$ 7,000	\$ 5,000 250.0%
new	602-5932-365	Utilities (EV Chargin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 2,500 100.0%
new	602-5932-397	GASOLINE/DIESEL	\$ -	\$ -	\$ -	\$ -	\$ 8,128	\$ 1,626	\$ 8,000	\$ 3,993	\$ 8,000	\$ 9,000	\$ -	\$ 9,000	\$ 1,000 12.5%
			\$ 389,304	\$ 406,396	\$ 406,772	\$ 422,907	\$ 532,420	\$ 431,560	\$ 762,137	\$ 274,711	\$ 814,142	\$ 676,762	\$ 12,150	\$ 688,912	\$ (73,225) -9.6%
			\$ 2,675,824	\$ 2,615,361	\$ 2,800,281	\$ 2,922,626	\$ 3,110,202	\$ 2,824,859	\$ 3,638,345	\$ 715,550	\$ 3,951,813	\$ 3,639,919	\$ 46,702	\$ 3,686,621	\$ 17,531 0.5%
			\$ 2,122,853	\$ 3,044,097	\$ 3,409,422	\$ 3,137,807	\$ 2,263,395	\$ 2,795,515	\$ 317,365	\$ 1,520,923	\$ 1,082,451	\$ 1,483,180	\$ (46,702)	\$ 1,436,478	\$ 1,149,858

City of Fitchburg
Utility Fund #602 - Water
2024 Operating Budget

Acct #	New Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
Acct #									2023 Adopted Budget	As of 6/30/2023	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	
602-5742-014	#2014	GIS							\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ -	
602-5742-016	#2016	GPS							\$ -	\$ -	\$ 11,550	\$ -	\$ -	\$ -	
602-5743-101	#3101	PW Equipment							\$ 14,750	\$ -	\$ 45,000	\$ -	\$ -	\$ -	
602-5743-319	#3319	Resurfacing							\$ 35,000	\$ -	\$ 50,000	\$ 37,000	\$ -	\$ 37,000	
602-5743-368	#3368	Syene McCoy to Lacy							\$ -	\$ 33,100	\$ 85,000	\$ -	\$ -	\$ -	
602-5743-481	#3481	McKee Rd							\$ -	\$ -	\$ 53,260	\$ -	\$ -	\$ -	
602-10747	#3488	Fish Hatchery Rd Resurface							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
602-5743-492	#3492	CWIP-Fitchrona Lacy-Nesbitt							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
602-5743-494	#3494	Lacy Rd (Fitchrona-Seminole)							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
602-5744-518	#4518	Well 12 & Pumphouse							\$ 304,000	\$ 24,141	\$ 100,000	\$ 1,300,000	\$ -	\$ 1,300,000	
602-5744-524	#4524	Greenfield WM							\$ -	\$ -	\$ 13,100	\$ -	\$ -	\$ -	
602-5744-532	#4532	Water Tower D							\$ -	\$ 25,024	\$ 110,000	\$ 1,800,000	\$ -	\$ 1,800,000	
602-5744-598	#4598	CWIP-Equipment Replace							\$ 137,250	\$ 83,408	\$ 85,000	\$ 27,600	\$ -	\$ 27,600	
602-5744-625	#4625	Water Tower F							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
602-10727	#4630	Verona Rd Relocates							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
602-10744	#4631	NE WM Ext							\$ -	\$ -	\$ 119,340	\$ -	\$ -	\$ -	
602-5744-632	#4632	WM Oversizing							\$ 90,040	\$ -	\$ 87,500	\$ 92,742	\$ -	\$ 92,742	
602-5744-633	#4633	Well Maintenance							\$ -	\$ 124,432	\$ 250,000	\$ 40,000	\$ -	\$ 40,000	
602-5744-801	#4801	McKee Water Main Replace							\$ -	\$ 1,189	\$ 1,500	\$ -	\$ -	\$ -	
602-5744-803	#4803	Tower Hill WM Replacement							\$ 2,000	\$ 1,336	\$ 5,000	\$ 88,400	\$ -	\$ 88,400	
602-5744-804	#4804	Belmar WM Replacement							\$ 430,000	\$ 2,783	\$ 10,000	\$ -	\$ -	\$ -	
602-5744-805	#4805	CWIP-Water Meters & Radios							\$ 150,000	\$ -	\$ 101,000	\$ 482,500	\$ -	\$ 482,500	
									\$ 1,164,540	\$ 295,413	\$ 1,128,750	\$ 3,868,242	\$ -	\$ 3,868,242	

City of Fitchburg
Utility Fund #603 - Sewer
2024 Operating Budget

Acct #	New Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
600-4421-200	603-4419-000	Interest Income	\$ 52,086	\$ 37,441	\$ 6,483	\$ 2,465	\$ 31,332	\$ 25,961	\$ 4,000	\$ 61,203	\$ 100,000	\$ 50,000	\$ -	\$ 50,000	\$ 46,000 1150.0%
600-4421-000	603-4421-000	CJAC-Sewer	\$ 604,635	\$ 494,445	\$ 919,250	\$ 936,755	\$ 1,990,379	\$ 989,093	\$ 350,000	\$ 16,323	\$ 350,000	\$ 400,000	\$ -	\$ 400,000	\$ 50,000 14.3%
600-4621-201	603-4621-001	Unmetered - Residential	\$ 10,023	\$ 10,633	\$ 9,914	\$ 9,893	\$ 10,064	\$ 10,106	\$ 11,000	\$ 5,176	\$ 11,000	\$ 11,000	\$ -	\$ 11,000	\$ - 0.0%
600-4621-202	603-4621-002	Unmetered - Commercial	\$ 871	\$ 720	\$ 733	\$ 742	\$ 619	\$ 737	\$ 780	\$ 259	\$ 780	\$ 780	\$ -	\$ 780	\$ - 0.0%
New	603-4621-005	Unmetered - Lift Sta #1 Zone	\$ -	\$ 64	\$ 1,011	\$ 3,125	\$ 5,012	\$ 1,842	\$ 4,200	\$ 11,395	\$ 22,000	\$ 24,000	\$ -	\$ 24,000	\$ 19,800 471.4%
New	603-4621-006	Unmetered-Badger Lift Sta Zone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,291	\$ 8,500	\$ 9,000	\$ -	\$ 9,000	\$ 9,000 100.0%
600-4622-200	603-4622-000	Metered - Residential	\$ 1,382,179	\$ 1,403,438	\$ 1,643,106	\$ 1,709,283	\$ 1,806,658	\$ 1,588,933	\$ 1,883,700	\$ 961,080	\$ 1,883,700	\$ 1,950,000	\$ -	\$ 1,950,000	\$ 66,300 3.5%
600-4622-201	603-4622-001	Metered - Commercial	\$ 333,759	\$ 318,516	\$ 321,933	\$ 393,950	\$ 420,731	\$ 357,778	\$ 434,000	\$ 250,935	\$ 501,000	\$ 510,000	\$ -	\$ 510,000	\$ 76,000 17.5%
600-4622-202	603-4622-002	Metered - Industrial	\$ 275,160	\$ 253,218	\$ 238,690	\$ 231,418	\$ 250,444	\$ 249,786	\$ 270,000	\$ 90,984	\$ 270,000	\$ 270,000	\$ -	\$ 270,000	\$ - 0.0%
600-4622-203	603-4622-003	Metered - Public Authority	\$ 11,449	\$ 13,582	\$ 14,656	\$ 16,959	\$ 21,221	\$ 15,573	\$ 17,500	\$ 12,007	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	\$ 6,500 37.1%
600-4622-204	603-4622-004	Metered - MF Residential	\$ 672,832	\$ 705,810	\$ 859,958	\$ 903,697	\$ 1,010,560	\$ 830,571	\$ 1,050,000	\$ 561,080	\$ 1,050,000	\$ 1,122,200	\$ -	\$ 1,122,200	\$ 72,200 6.9%
			\$ 3,351,774	\$ 3,238,185	\$ 4,649,136	\$ 4,614,622	\$ 5,547,019	\$ 4,280,147	\$ 4,025,180	\$ 1,974,733	\$ 4,220,980	\$ 4,370,980	\$ -	\$ 4,370,980	\$ 345,800 8.6%
600-4636-200	603-4475-000	P-Card Rebate	\$ 267	\$ 217	\$ 294	\$ 272	\$ 393	\$ 289	\$ 300	\$ -	\$ 300	\$ 300	\$ -	\$ 300	\$ - 0.0%
600-4631-200	603-4631-000	Forfeited Discounts	\$ 4,296	\$ 5,289	\$ 3,039	\$ 7,507	\$ 11,311	\$ 6,288	\$ 8,000	\$ 2,928	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ - 0.0%
600-4635-200	603-4635-000	Misc. Operating Revenue	\$ 2,376	\$ 1,968	\$ 2,701	\$ 2,220	\$ 1,860	\$ 2,225	\$ 2,500	\$ 816	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ - 0.0%
600-4631-201	603-4631-100	Reimb from Projects/Developers	\$ 4,939	\$ 8,761	\$ 19,443	\$ 7,103	\$ 16,851	\$ 11,420	\$ -	\$ 6,490	\$ 10,000	\$ -	\$ -	\$ -	\$ - 100.0%
600-4890-200	603-4890-600	SALE OF FA- Sewer	\$ -	\$ 236	\$ -	\$ 6,546	\$ -	\$ 1,356	\$ -	\$ 48,401	\$ 48,401	\$ -	\$ -	\$ -	\$ - 100.0%
			\$ 11,878	\$ 16,471	\$ 25,477	\$ 23,649	\$ 30,415	\$ 21,578	\$ 10,800	\$ 58,636	\$ 69,201	\$ 10,800	\$ -	\$ 10,800	\$ - 0.0%
			\$ 3,363,652	\$ 3,254,656	\$ 4,674,613	\$ 4,638,270	\$ 5,577,434	\$ 4,301,725	\$ 4,035,980	\$ 2,033,368	\$ 4,290,181	\$ 4,381,780	\$ -	\$ 4,381,780	\$ 345,800 8.6%
Acct #			2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
600-5403-200	603-5403-530	Depreciation Expense	\$ 308,895	\$ 302,951	\$ 364,111	\$ 427,277	\$ 436,176	\$ 367,882	\$ 350,000	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ 50,000 14.3%
			\$ 308,895	\$ 302,951	\$ 364,111	\$ 427,277	\$ 436,176	\$ 367,882	\$ 350,000	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ 50,000 14.3%
600-5827-200	603-5827-340	Other Oper Supp & Exp (MMSD)	\$ 1,910,193	\$ 2,012,627	\$ 2,163,322	\$ 2,324,155	\$ 2,471,620	\$ 2,176,383	\$ 2,750,000	\$ 672,041	\$ 2,750,000	\$ 3,090,000	\$ -	\$ 3,090,000	\$ 340,000 12.4%
New	603-5828-110	Transportation Exp Wages	\$ 1,387	\$ 1,026	\$ 692	\$ 455	\$ 723	\$ 856	\$ 818	\$ 411	\$ 874	\$ 1,375	\$ -	\$ 1,375	\$ 557 68.1%
New	603-5828-131	Transportation Exp FICA	\$ 104	\$ 76	\$ 52	\$ 34	\$ 55	\$ 64	\$ 63	\$ 31	\$ 67	\$ 106	\$ -	\$ 106	\$ 43 68.3%
New	603-5828-132	Transportation Exp WRS	\$ 91	\$ 67	\$ 47	\$ 31	\$ 47	\$ 56	\$ 56	\$ 28	\$ 60	\$ 95	\$ -	\$ 95	\$ 39 69.6%
New	603-5828-135	Transportation Exp Longvty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6	\$ -	\$ 6	\$ 6	\$ -	\$ 6	\$ - 0.0%
New	603-5828-160	Transportation Exp Hlth	\$ 297	\$ 327	\$ 114	\$ 62	\$ 93	\$ 179	\$ 143	\$ 52	\$ 143	\$ 304	\$ -	\$ 304	\$ 161 112.6%
New	603-5828-161	Transportation Exp Life	\$ 3	\$ 2	\$ 1	\$ 0	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ -	\$ 1	\$ - 0.0%
New	603-5828-162	Transportation Exp Disability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ -	\$ -	\$ 8	\$ -	\$ 8	\$ 3 60.0%
New	603-5828-163	Transportation Exp Dental	\$ 30	\$ 27	\$ 7	\$ 6	\$ 7	\$ 15	\$ 8	\$ 3	\$ 8	\$ 17	\$ -	\$ 17	\$ 9 112.5%
600-5828-200	603-5828-335	Transportation Exp	\$ 5,384	\$ 4,495	\$ 5,601	\$ 9,328	\$ 2,552	\$ 5,472	\$ 3,000	\$ 2,013	\$ 3,500	\$ 6,500	\$ -	\$ 6,500	\$ 3,500 116.7%
600-5830-200	603-5830-355	Meter Exp (Jt Metering)	\$ 92,264	\$ 92,307	\$ 94,092	\$ 95,910	\$ 96,934	\$ 94,301	\$ 97,500	\$ -	\$ 97,500	\$ 98,000	\$ -	\$ 98,000	\$ 500 0.5%
New	603-5834-110	Gen Plant Wages	\$ 1,217	\$ 1,158	\$ 805	\$ 56	\$ -	\$ 647	\$ 1,518	\$ -	\$ 1,761	\$ 2,170	\$ -	\$ 2,170	\$ 652 43.0%
New	603-5834-131	Gen Plant FICA	\$ 92	\$ 87	\$ 61	\$ 4	\$ -	\$ 49	\$ 116	\$ -	\$ 135	\$ 166	\$ -	\$ 166	\$ 50 43.1%
New	603-5834-132	Gen Plant WRS	\$ 81	\$ 76	\$ 54	\$ 4	\$ -	\$ 43	\$ 103	\$ -	\$ 120	\$ 150	\$ -	\$ 150	\$ 47 45.6%
New	603-5834-160	Gen Plant Hlth	\$ 197	\$ 135	\$ 75	\$ -	\$ -	\$ 81	\$ 604	\$ -	\$ 604	\$ 755	\$ -	\$ 755	\$ 151 25.0%
New	603-5834-161	General Plant Life	\$ 4	\$ 5	\$ 3	\$ -	\$ -	\$ 3	\$ 1	\$ -	\$ 2	\$ 2	\$ -	\$ 2	\$ 1 100.0%
New	603-5834-162	Gen Plant Disability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9	\$ -	\$ -	\$ 13	\$ -	\$ 13	\$ 4 44.4%
New	603-5834-163	Gen Plant Dental	\$ 26	\$ 29	\$ 18	\$ -	\$ -	\$ 15	\$ 38	\$ -	\$ 37	\$ 45	\$ -	\$ 45	\$ 7 18.4%
600-5834-200	603-5834-350	Maint & Repair Supp Gen Plant	\$ 60	\$ 506	\$ 1,260	\$ 167	\$ -	\$ 398	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
			\$ 2,011,429	\$ 2,112,951	\$ 2,266,204	\$ 2,430,212	\$ 2,572,032	\$ 2,278,566	\$ 2,855,989	\$ 674,579	\$ 2,856,818	\$ 3,201,713	\$ -	\$ 3,201,713	\$ 345,724 12.1%
New	603-5831-110	Collection System Wages	\$ 6,228	\$ 16,247	\$ 18,200	\$ 12,114	\$ 10,709	\$ 12,700	\$ 14,530	\$ 6,518	\$ 15,147	\$ 23,532	\$ -	\$ 23,532	\$ 9,002 62.0%
New	603-5831-115	Collection System OT	\$ 51	\$ 53	\$ 302	\$ 73	\$ 542	\$ 204	\$ 1,973	\$ -	\$ 1,993	\$ 1,907	\$ -	\$ 1,907	\$ (66) -3.3%
New	603-5831-131	Collection System FICA	\$ 477	\$ 1,217	\$ 1,385	\$ 906	\$ 828	\$ 962	\$ 1,262	\$ 472	\$ 1,311	\$ 1,946	\$ -	\$ 1,946	\$ 684 54.2%
New	603-5831-132	Collection System WRS	\$ 420	\$ 1,064	\$ 1,248	\$ 820	\$ 730	\$ 856	\$ 1,122	\$ 443	\$ 1,165	\$ 1,755	\$ -	\$ 1,755	\$ 633 56.4%
New	603-5831-160	Collection System Hlth	\$ 675	\$ 2,470	\$ 3,771	\$ 3,681	\$ 3,454	\$ 2,810	\$ 5,590	\$ 2,016	\$ 4,077	\$ 7,063	\$ -	\$ 7,063	\$ 1,473 26.4%
New	603-5831-161	Collection System Life	\$ 23	\$ 51	\$ 45	\$ 13	\$ 14	\$ 29	\$ 19	\$ 8	\$ 20	\$ 37	\$ -	\$ 37	\$ 18 94.7%
New	603-5831-162	Collection System Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90	\$ -	\$ -	\$ 143	\$ -	\$ 143	\$ 53 58.9%
New	603-5831-163	Collection System Dental	\$ 126	\$ 255	\$ 207	\$ 187	\$ 222	\$ 200	\$ 335	\$ 115	\$ 246	\$ 414	\$ -	\$ 414	\$ 79 23.6%
600-5831-200	603-5831-210	Maint of Coll System-by others	\$ 102,561	\$ 38,093	\$ 5,920	\$ 16,767	\$ 5,761	\$ 33,820	\$ 40,000	\$ -	\$ 40,000	\$ 43,000	\$ -	\$ 43,000	\$ 3,000 7.5%
New	603-5831-350	Coll Syst-Maint,Repair,Supp	\$ (9,232)	\$ 12,052	\$ 7,581	\$ 2,642	\$ (692)	\$ 2,470	\$ 12,000	\$ 27	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ - 0.0%
New	603-5835-110	Lift Station #1 Wages	\$ -	\$ -	\$ -	\$ 359	\$ 813	\$ 234	\$ 534	\$ 769	\$ 543	\$ 674	\$ -	\$ 674	\$ 140 26.2%
New	603-5835-115	Lift Station #1 OT	\$ -	\$ -	\$ -	\$ -	\$ 95	\$ 19	\$ -	\$ 146	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
New	603-5835-131	Lift Station #1 FICA	\$ -	\$ -	\$ -	\$ -	\$ 68	\$ 14	\$ 41	\$ 69	\$ 42	\$ 52	\$ -	\$ 52	\$ 11 26.8%
New	603-5835-132	Lift Station #1 WRS	\$ -	\$ -	\$ -	\$ -	\$ 59	\$ 12	\$ 36	\$ 61	\$ 37	\$ 47	\$ -	\$ 47	\$ 11 30.6%
New	603-5835-160	Lift Station #1 Hlth	\$ -	\$ -	\$ -	\$ -	\$ 113	\$ 23	\$ 57	\$ 118	\$ 57	\$ 70	\$ -	\$ 70	\$ 13 22.8%
New	603-5835-161	Lift Station #1 Life	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ 0	\$ 1	\$ 1	\$ 1	\$ 1	\$ -	\$ 1	\$ - 0.0%
New	603-5835-162	Lift Station #1 Disability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ -	\$ -	\$ 3	\$ -	\$ 3	\$ - 0.0%
New	603-5835-163	Lift Station #1 Dental	\$ -	\$ -	\$ -	\$ -	\$ 16	\$ 3	\$ 3	\$ 14	\$ 8	\$ 10	\$ -	\$ 10	\$ 7 233.3%
New	603-5835-240	Lift Station #1 Repair by others	\$ -	\$ -	\$ -	\$ 125	\$ 2,693	\$ 564	\$ 20,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ (10,000) -50.0%
New	603-5835-320	Lift Station #1 Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ - 0.0%
New	603-5835-325	Lift Station #1 Staff Training & Dev	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ (1,500) -60.0%
New	603-5835-350	Lift Station #1 Repair/Maint Supplier	\$ -	\$ 144	\$ 1,301	\$ 461	\$ -	\$ 381	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ - 0.0%
New	603-5835-355	Lift Station #1 Equipment Exp	\$ -	\$ -	\$ -	\$ 1,805	\$ -	\$ 361	\$ 2,000	\$ 1,388	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ (500) -25.0%
New	603-5835-365	Lift Station #1 Utilities	\$ -	\$ (110)	\$ 7,779	\$ 9,189	\$ 10,569	\$ 5,485	\$ 15,000	\$ 3,624	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ - 0.0%
New	603-5836-240	Lift Station #1 Utilities	\$ -	\$ -	\$ -	\$ -	\$ 191	\$ 38	\$ -	\$ -	\$ -	\$ 2,300	\$ -	\$ 2,300	\$ 2,300 100.0%
			\$ 101,328	\$ 71,536	\$ 47,740	\$ 49,140	\$ 36,187	\$ 61,186	\$ 118,696	\$ 15,790	\$ 105,747	\$ 124,054	\$ -	\$ 124,054	\$ 5,358 4.5%

City of Fitchburg
Utility Fund #603 - Sewer
2024 Operating Budget

Acct #	New Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
600-5840-200	603-5903-110	Acctng & Coll Wages	\$ 48,630	\$ 51,197	\$ 65,074	\$ 46,712	\$ 49,276	\$ 52,178	\$ 50,558	\$ 29,579	\$ 48,577	\$ 52,662	\$ -	\$ 52,662	\$ 2,104 4.2%
New	603-5903-115	Acctng & Coll OT	\$ -	\$ -	\$ 108	\$ -	\$ 124	\$ 46	\$ 164	\$ 12	\$ 163	\$ 169	\$ -	\$ 169	\$ 5 3.0%
New	603-5903-120	Acctng & Coll PT/Seas	\$ 1,392	\$ 1,105	\$ 274	\$ 526	\$ 660	\$ 660	\$ 1,800	\$ -	\$ 1,800	\$ 1,846	\$ -	\$ 1,846	\$ 46 2.6%
New	603-5903-131	Acctng & Coll FICA	\$ 3,691	\$ 3,942	\$ 4,083	\$ 3,877	\$ 4,095	\$ 3,938	\$ 4,034	\$ 2,124	\$ 3,883	\$ 4,200	\$ -	\$ 4,200	\$ 166 4.1%
New	603-5903-132	Acctng & Coll WRS	\$ 2,945	\$ 3,091	\$ 3,323	\$ 3,195	\$ 3,309	\$ 3,173	\$ 3,464	\$ 1,746	\$ 3,329	\$ 3,661	\$ -	\$ 3,661	\$ 197 5.7%
New	603-5903-135	Acctng & Coll Longvty	\$ 276	\$ 299	\$ 321	\$ 202	\$ 215	\$ 263	\$ 213	\$ 228	\$ 213	\$ 225	\$ -	\$ 225	\$ 12 5.6%
New	603-5903-160	Acctng & Coll Hlth	\$ 14,246	\$ 13,825	\$ 14,555	\$ 14,558	\$ 16,117	\$ 14,660	\$ 15,398	\$ 7,879	\$ 15,398	\$ 16,512	\$ -	\$ 16,512	\$ 1,114 7.2%
New	603-5903-161	Acctng & Coll Life	\$ 69	\$ 100	\$ 129	\$ 112	\$ 128	\$ 108	\$ 162	\$ 64	\$ 180	\$ 192	\$ -	\$ 192	\$ 30 18.5%
New	603-5903-162	Acctng & Coll Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 267	\$ -	\$ -	\$ 274	\$ -	\$ 274	\$ 7 2.6%
New	603-5903-163	Acctng & Coll Dental	\$ 991	\$ 1,022	\$ 980	\$ 999	\$ 1,024	\$ 1,003	\$ 978	\$ 446	\$ 769	\$ 808	\$ -	\$ 808	\$ (170) -17.4%
600-5840-201	603-5903-290	PSN Fees	\$ 16,546	\$ 20,141	\$ 20,358	\$ 24,928	\$ 29,710	\$ 22,336	\$ 45,000	\$ 16,219	\$ 45,000	\$ 22,000	\$ -	\$ 22,000	\$ (23,000) -51.1%
New	603-5903-310	Acctg & Coll-Off Supp/Postage	\$ 4,254	\$ 5,278	\$ 5,932	\$ 6,548	\$ 7,400	\$ 5,882	\$ 6,000	\$ 3,616	\$ 7,000	\$ 7,500	\$ -	\$ 7,500	\$ 1,500 25.0%
600-5842-200	603-5902-110	Meter Reading Wages	\$ 425	\$ 163	\$ 83	\$ -	\$ -	\$ 134	\$ 69	\$ -	\$ 72	\$ 1,128	\$ -	\$ 1,128	\$ 1,059 1534.8%
New	603-5902-131	Meter Reading FICA	\$ 32	\$ 12	\$ 6	\$ -	\$ -	\$ 10	\$ 5	\$ -	\$ 6	\$ 86	\$ -	\$ 86	\$ 81 1620.0%
New	603-5902-132	Meter Reading WRS	\$ 28	\$ 11	\$ 6	\$ -	\$ -	\$ 9	\$ 5	\$ -	\$ 5	\$ 78	\$ -	\$ 78	\$ 73 1460.0%
New	603-5902-160	Meter Reading Hlth	\$ 29	\$ -	\$ -	\$ -	\$ -	\$ 6	\$ 29	\$ -	\$ 29	\$ 432	\$ -	\$ 432	\$ 403 1389.7%
New	603-5902-161	Meter Reading Life	\$ 2	\$ 1	\$ 0	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ 2	\$ 2 100.0%
New	603-5902-162	Meter Reading Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ -	\$ 7	\$ 7 100.0%
New	603-5902-163	Meter Reading Dental	\$ 8	\$ 6	\$ 1	\$ -	\$ -	\$ 3	\$ 2	\$ -	\$ 2	\$ 26	\$ -	\$ 26	\$ 24 1200.0%
			\$ 93,565	\$ 100,193	\$ 115,233	\$ 101,657	\$ 111,399	\$ 104,409	\$ 128,148	\$ 61,912	\$ 126,426	\$ 111,808	\$ -	\$ 111,808	\$ (16,340) -12.8%
600-5850-200	603-5920-110	Admin & Gen Wages	\$ 60,659	\$ 62,544	\$ 81,743	\$ 76,417	\$ 71,808	\$ 70,634	\$ 144,669	\$ 42,287	\$ 111,632	\$ 150,025	\$ -	\$ 150,025	\$ 5,356 3.7%
600-5850-201	603-5920-115	Admin & Gen OT	\$ 176	\$ 1,438	\$ 827	\$ 578	\$ 258	\$ 655	\$ 1,491	\$ -	\$ 1,419	\$ 1,495	\$ -	\$ 1,495	\$ 4 0.3%
new	603-5920-120	Admin & Gen PT/Seas	\$ 2,639	\$ 4,509	\$ 3,258	\$ 5,430	\$ 197	\$ 3,207	\$ -	\$ 969	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
600-5850-131	603-5920-131	Admin & Gen FICA	\$ 4,412	\$ 5,138	\$ 5,818	\$ 6,189	\$ 7,155	\$ 5,742	\$ 11,207	\$ 3,387	\$ 8,674	\$ 11,603	\$ -	\$ 11,603	\$ 396 3.5%
new	603-5920-132	Admin & Gen WRS	\$ 3,655	\$ 4,203	\$ 4,960	\$ 5,207	\$ 5,135	\$ 4,632	\$ 9,389	\$ 2,500	\$ 7,137	\$ 9,858	\$ -	\$ 9,858	\$ 469 5.0%
new	603-5920-135	Admin & Gen Longvty	\$ -	\$ 308	\$ 324	\$ -	\$ 356	\$ 198	\$ 341	\$ 373	\$ 341	\$ 155	\$ -	\$ 155	\$ (186) -54.5%
new	603-5920-160	Admin & Gen Hlth	\$ 11,998	\$ 12,792	\$ 12,311	\$ 17,609	\$ 17,665	\$ 14,475	\$ 33,598	\$ 7,693	\$ 25,989	\$ 27,874	\$ -	\$ 27,874	\$ (5,724) -17.0%
new	603-5920-161	Admin & Gen Life	\$ 54	\$ 76	\$ 105	\$ 121	\$ 129	\$ 97	\$ 273	\$ 46	\$ 207	\$ 368	\$ -	\$ 368	\$ 95 34.8%
new	603-5920-162	Admin & Gen Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 688	\$ -	\$ -	\$ 682	\$ -	\$ 682	\$ (6) -0.9%
new	603-5920-163	Admin & Gen Dental	\$ 833	\$ 883	\$ 779	\$ 1,148	\$ 1,122	\$ 953	\$ 2,132	\$ 462	\$ 1,536	\$ 1,612	\$ -	\$ 1,612	\$ (520) -24.4%
600-5851-200	603-5921-310	Office Supplies & Expense	\$ 3,382	\$ 1,862	\$ 954	\$ 1,241	\$ 946	\$ 1,677	\$ 2,000	\$ 2,239	\$ 2,500	\$ 3,000	\$ -	\$ 3,000	\$ 1,000 50.0%
600-5851-201	603-5921-245	Computer Related Expenses	\$ 3,618	\$ 4,690	\$ 6,148	\$ 10,060	\$ 7,870	\$ 6,477	\$ 12,500	\$ 3,773	\$ 12,500	\$ 17,000	\$ -	\$ 17,000	\$ 4,500 36.0%
new	603-5921-505	LEASE/RENTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ 36	\$ 7	\$ 760	\$ 103	\$ 120	\$ -	\$ -	\$ -	\$ (760) -100.0%
new	603-5921-570	IT OPERATING ISF ALLOCATION	\$ 11,670	\$ 12,365	\$ 10,575	\$ 11,470	\$ 16,438	\$ 12,504	\$ 20,746	\$ 10,373	\$ 20,746	\$ 21,130	\$ 265	\$ 21,395	\$ 649 3.1%
new	603-5921-573	IT CAPITAL ISF ALLOCATION	\$ -	\$ -	\$ 720	\$ 715	\$ 720	\$ 431	\$ 700	\$ 350	\$ 700	\$ 880	\$ -	\$ 880	\$ 180 25.7%
600-5852-200	603-5923-210	Professional Services	\$ 10,788	\$ 4,817	\$ 4,250	\$ 6,500	\$ 5,036	\$ 6,278	\$ 62,150	\$ 2,809	\$ 62,150	\$ 27,150	\$ -	\$ 27,150	\$ (35,000) -56.3%
	603-5923-213	Permits & Fees	\$ -	\$ -	\$ -	\$ 45	\$ -	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	603-5923-290	Outside Services Employed	\$ 2,574	\$ 31	\$ 32	\$ -	\$ -	\$ 527	\$ 180	\$ 7	\$ 180	\$ 100	\$ -	\$ 100	\$ (80) -44.4%
new	603-5924-572	INSURANCE ISF ALLOCATION-PR	\$ 61	\$ 218	\$ 55	\$ 785	\$ 820	\$ 388	\$ 895	\$ 447	\$ 895	\$ 960	\$ -	\$ 960	\$ 65 7.3%
new	603-5925-572	INSURANCE ISF ALLOCATION-OT	\$ 15,390	\$ 15,350	\$ 15,575	\$ 18,725	\$ 21,268	\$ 17,262	\$ 24,067	\$ 12,033	\$ 24,067	\$ 24,795	\$ -	\$ 24,795	\$ 728 3.0%
600-5854-200	603-5926-110	Paid Time Off	\$ -	\$ 7,320	\$ -	\$ (18,142)	\$ 30,101	\$ 3,856	\$ 15,571	\$ -	\$ 13,222	\$ 29,572	\$ -	\$ 29,572	\$ 14,001 89.9%
new	603-5926-131	PTO FICA/Med	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,195	\$ -	\$ 1,015	\$ 2,265	\$ -	\$ 2,265	\$ 1,070 89.5%
new	603-5926-132	PTO WRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,062	\$ -	\$ 903	\$ 2,043	\$ -	\$ 2,043	\$ 981 92.4%
new	603-5926-133	EOY GASB 68 Pension Expense	\$ 18,510	\$ 8,358	\$ 3,398	\$ (16,298)	\$ (34,014)	\$ (4,009)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	603-5926-135	Benefits Longvty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52	\$ -	\$ 52	\$ 39	\$ -	\$ 39	\$ (13) -25.0%
new	603-5926-160	Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,673	\$ -	\$ 3,459	\$ 6,044	\$ -	\$ 6,044	\$ 2,371 64.6%
new	603-5926-161	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36	\$ -	\$ 25	\$ 67	\$ -	\$ 67	\$ 31 86.1%
new	603-5926-162	Disability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68	\$ -	\$ -	\$ 141	\$ -	\$ 141	\$ 73 107.4%
new	603-5926-163	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 233	\$ -	\$ 188	\$ 393	\$ -	\$ 393	\$ 160 68.7%
new	603-5926-323	Uniforms	\$ 1,649	\$ 1,951	\$ 2,037	\$ 2,016	\$ 2,112	\$ 1,953	\$ 3,000	\$ 1,527	\$ 3,000	\$ 3,400	\$ -	\$ 3,400	\$ 400 13.3%
new	603-5930-250	Misc Gen Public Notices/Ads	\$ -	\$ -	\$ -	\$ 60	\$ 4	\$ 13	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ - 0.0%
new	603-5930-320	Pub Dues & Subscriptions	\$ 97	\$ -	\$ 72	\$ 48	\$ -	\$ 43	\$ 120	\$ -	\$ 120	\$ 105	\$ -	\$ 105	\$ (15) -12.5%
new	603-5930-325	Training & Staff Development	\$ 511	\$ 119	\$ 109	\$ -	\$ 1,162	\$ 380	\$ 7,725	\$ -	\$ 7,725	\$ 5,100	\$ -	\$ 5,100	\$ (2,625) -34.0%
600-5856-200	603-5930-340	Misc Gen Operating	\$ 4,720	\$ 3,988	\$ 3,605	\$ 3,044	\$ 2,348	\$ 3,541	\$ 14,000	\$ 1,976	\$ 14,000	\$ 14,000	\$ -	\$ 14,000	\$ - 0.0%
new	603-5930-350	Misc Gen Repair & Maint Supp	\$ 928	\$ 640	\$ -	\$ 1,030	\$ 131	\$ 546	\$ 1,000	\$ 258	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ - 0.0%
new	603-5930-389	Admin Fees	\$ 26,633	\$ 17,400	\$ 18,900	\$ 18,500	\$ 18,900	\$ 20,067	\$ 20,500	\$ 10,250	\$ 20,500	\$ 26,500	\$ -	\$ 26,500	\$ 6,000 29.3%
600-5857-200	603-5930-922	Rents - Maint Facility 1/2	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ - 0.0%
new	603-5932-365	Utilities (EV Charging)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 2,500 100.0%
new	603-5932-397	GASOLINE/DIESEL FUEL	\$ -	\$ -	\$ -	\$ -	\$ 7,479	\$ 1,496	\$ 7,000	\$ 3,993	\$ 7,000	\$ 8,000	\$ -	\$ 8,000	\$ 1,000 14.3%
			\$ 204,958	\$ 191,021	\$ 196,591	\$ 172,499	\$ 205,182	\$ 194,050	\$ 423,121	\$ 117,856	\$ 375,602	\$ 419,956	\$ 265	\$ 420,221	\$ (2,900) -0.7%
			\$ 2,720,176	\$ 2,778,653	\$ 2,989,879	\$ 3,180,785	\$ 3,360,975	\$ 3,006,094	\$ 3,875,954	\$ 870,136	\$ 3,864,593	\$ 4,257,531	\$ 265	\$ 4,257,796	\$ 381,842 9.9%
			\$ 643,477	\$ 476,003	\$ 1,684,734	\$ 1,457,485	\$ 2,216,459	\$ 1,295,632	\$ 160,026	\$ 1,163,232	\$ 425,588	\$ 124,249	\$ (265)	\$ 123,984	\$ (36,042)

Acct #	New Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
Acct #									2023 Adopted Budget	As of 6/30/2023	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	
600-10727	#4630	Verona Rd Relocates							\$ -	\$ -		\$ -	\$ -	\$ -	
603-5742-014	#2014	GIS Upgrade							\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ -	
603-5742-016	#2016	GPS System							\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -	\$ -	
603-5743-101	#3101	PW Equipment							\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	
603-5743-108	#3108	Fleet Maintenance							\$ 4,875	\$ -	\$ -	\$ -	\$ -	\$ -	
603-5743-319	#3319	Resurfacing							\$ 35,000	\$ -	\$ 75,000	\$ 37,000	\$ -	\$ 37,000	
603-5743-368	#3368	Syene - McCoy to Lacy							\$ 95,000	\$ 229,544	\$ 250,000	\$ -	\$ -	\$ -	
603-5743-481	#3481	McKee Rd Const							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
603-5743-488	#3488	Fish Hatchery Rd Resurface							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
603-5743-489	#3489	Central Park Place							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
603-5743-492	#3492	CWIP-Fitchrona Lacy-Nesbitt							\$ 25,000	\$ -	\$ 8,000	\$ -	\$ -	\$ -	
603-5743-494	#3494	Lacy Rd Sanitary							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
603-5744-598	#4598	CWIP-Equipment Replace							\$ 62,250	\$ -	\$ -	\$ 27,600	\$ -	\$ 27,600	
603-5744-637	#4637	McCoy Interceptor							\$ -	\$ 15,447	\$ 20,000	\$ -	\$ -	\$ -	
603-5744-638	#4638	Syene Interceptor							\$ 726,000	\$ 3,202	\$ 4,000	\$ 577,500	\$ -	\$ 577,500	
603-5744-639	#4639	Terravessa Lift Station #1							\$ -	\$ 944	\$ 1,000	\$ -	\$ -	\$ -	
603-5744-641	#4641	Lacy Rd Sanitary							\$ -	\$ 2,714	\$ 3,000	\$ -	\$ -	\$ -	
603-5744-642	#4642	Fish Hatchery Rd Sewer lining							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
									\$ 952,625	\$ 251,851	\$ 365,000	\$ 642,100	\$ -	\$ 642,100	

City of Fitchburg
Stormwater Utility Fund #604
2024 Operating Budget

Acct #	New Acct #	Account Name	2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
			Actual	Actual	Actual	Actual	Actual	Average	Adopted Budget	YTD Actual	Estimate	Budget Request	Thru Adoption	Proposed Budget	Change
601-4461-300	604-4461-000	Res-Urban Service	\$ 327,718	\$ 334,876	\$ 327,064	\$ 402,161	\$ 481,858	\$ 374,735	\$ 450,000	\$ 250,470	\$ 500,000	\$ 525,000	\$ -	\$ 525,000	\$ 75,000 16.7%
601-4461-301	604-4461-001	Res-Rural ST54/ST	\$ 26,299	\$ 26,298	\$ 30,979	\$ 31,035	\$ 43,535	\$ 31,629	\$ 38,000	\$ 180	\$ 44,000	\$ 44,000	\$ -	\$ 44,000	\$ 6,000 15.8%
601-4461-302	604-4461-002	Rural-Sngl & Dup Q	\$ 6,274	\$ 6,275	\$ 7,350	\$ 8,811	\$ 10,250	\$ 7,792	\$ 10,500	\$ 5,116	\$ 10,500	\$ 10,500	\$ -	\$ 10,500	\$ - 0.0%
601-4462-300	604-4462-000	Non-Res-U Service	\$ 525,394	\$ 542,747	\$ 538,672	\$ 659,271	\$ 784,957	\$ 610,208	\$ 785,000	\$ 446,295	\$ 895,000	\$ 895,000	\$ -	\$ 895,000	\$ 110,000 14.0%
601-4462-301	604-4462-001	Non-Res-Rural ST	\$ 35,370	\$ 35,197	\$ 41,204	\$ 50,123	\$ 61,681	\$ 44,715	\$ 60,000	\$ 31,172	\$ 62,000	\$ 62,500	\$ -	\$ 62,500	\$ 2,500 4.2%
601-4463-300	604-4463-000	Multi-family-U Srv A	\$ 195,412	\$ 209,660	\$ 221,819	\$ 267,175	\$ 320,634	\$ 242,940	\$ 312,000	\$ 178,145	\$ 355,000	\$ 360,000	\$ -	\$ 360,000	\$ 48,000 15.4%
601-4463-301	604-4463-001	Multi-family-Rural S	\$ 3,066	\$ 3,138	\$ 4,015	\$ 4,777	\$ 4,312	\$ 3,862	\$ 5,000	\$ 1,934	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ - 0.0%
			\$ 1,119,533	\$ 1,158,191	\$ 1,171,102	\$ 1,423,354	\$ 1,707,226	\$ 1,315,881	\$ 1,660,500	\$ 913,312	\$ 1,871,500	\$ 1,902,000	\$ -	\$ 1,902,000	\$ 241,500 14.5%
601-4421-300	604-4421-000	CIAC	\$ 1,406,845	\$ 636,574	\$ 3,323,866	\$ 1,137,069	\$ 1,792,212	\$ 1,659,313	\$ -	\$ 5,250	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	\$ 500,000 100.0%
601-4631-100	604-4631-000	Reimb from Projects	\$ 6,344	\$ 7,353	\$ 38,715	\$ 3,428	\$ 2,571	\$ 11,682	\$ -	\$ 3,205	\$ 5,000	\$ -	\$ -	\$ -	\$ - 100.0%
			\$ 2,625,895	\$ 949,190	\$ 4,955,954	\$ 1,914,508	\$ 1,794,783	\$ 2,436,384	\$ -	\$ 8,455	\$ 505,000	\$ 500,000	\$ -	\$ 500,000	\$ 500,000 100.0%
601-4419-300	604-4419-000	Interest Income	\$ 39,828	\$ 59,937	\$ 18,736	\$ 1,588	\$ 28,904	\$ 29,798	\$ 3,000	\$ 57,781	\$ 100,000	\$ 50,000	\$ -	\$ 50,000	\$ 47,000 1566.7%
new	604-4321-200	FEDERAL DISASTE	\$ -	\$ -	\$ -	\$ -	\$ 4,672	\$ 934	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-4329-100	OTHER FED GRAN	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ 0	\$ 6,750	\$ -	\$ 6,750	\$ 6,750	\$ -	\$ 6,750	\$ - 0.0%
new	604-4370-000	COUNTY GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174,155	\$ 174,155	\$ -	\$ -	\$ -	\$ - 100.0%
601-4460-300	604-4460-000	Stormwater Grants	\$ -	\$ -	\$ -	\$ 2,917	\$ -	\$ 583	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
601-4470-300	604-4470-000	Forfeited Discounts	\$ 2,372	\$ 2,564	\$ 1,409	\$ 3,868	\$ 6,290	\$ 3,300	\$ 3,500	\$ 2,098	\$ 6,300	\$ 6,500	\$ -	\$ 6,500	\$ 3,000 85.7%
601-4474-300	604-4474-000	Miscellaneous Reve	\$ 10	\$ (2)	\$ -	\$ -	\$ 97	\$ 21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
601-4474-301	604-4474-001	Permit Revenues	\$ 53,642	\$ 54,809	\$ 27,821	\$ 15,057	\$ 30,489	\$ 36,364	\$ 25,000	\$ 17,216	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ - 0.0%
601-4474-302	604-4474-002	Farm Land Lease	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
601-4475-300	604-4475-000	P-Card Rebate	\$ 1,292	\$ 548	\$ 642	\$ 564	\$ 1,100	\$ 829	\$ 700	\$ -	\$ 700	\$ 700	\$ -	\$ 700	\$ - 0.0%
new	604-4922-229	TRANSFER FROM	\$ -	\$ -	\$ -	\$ -	\$ 272,985	\$ 54,597	\$ -	\$ 293,600	\$ 293,600	\$ -	\$ -	\$ -	\$ - 100.0%
			\$ 99,393	\$ 120,106	\$ 50,857	\$ 58,418	\$ 346,787	\$ 135,112	\$ 40,950	\$ 544,851	\$ 608,505	\$ 90,950	\$ -	\$ 90,950	\$ 50,000 122.1%
			\$ 3,844,821	\$ 2,227,487	\$ 6,177,913	\$ 3,396,280	\$ 3,848,796	\$ 3,887,377	\$ 1,701,450	\$ 1,466,618	\$ 2,985,005	\$ 2,492,950	\$ -	\$ 2,492,950	\$ 791,500 46.5%
Acct #		Account Name	2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
			Actual	Actual	Actual	Actual	Actual	Average	Adopted Budget	YTD Actual	Estimate	Budget Request	Thru Adoption	Proposed Budget	Change
601-5403-300	604-5403-530	Depreciation Exp	\$ 637,137	\$ 677,613	\$ 749,292	\$ 848,276	\$ 904,248	\$ 763,313	\$ 750,000	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ 750,000	\$ - 0.0%
601-5430-300	604-5430-532	Interest on Debt to	\$ 30,748	\$ 20,129	\$ 14,032	\$ 12,987	\$ 13,724	\$ 18,324	\$ 17,880	\$ 5,712	\$ 17,880	\$ 17,550	\$ -	\$ 17,550	\$ (330) -1.8%
			\$ 667,885	\$ 697,743	\$ 763,324	\$ 861,263	\$ 917,972	\$ 781,637	\$ 767,880	\$ 5,712	\$ 767,880	\$ 767,550	\$ -	\$ 767,550	\$ (330) 0.0%
601-5601-301	604-5601-110	Hwy Crew Wages	\$ 55,291	\$ 44,562	\$ 46,207	\$ 57,564	\$ 69,964	\$ 54,718	\$ 98,448	\$ 19,693	\$ 100,451	\$ 95,293	\$ -	\$ 95,293	\$ (3,155) -3.2%
new	604-5601-115	Hwy Crew OT	\$ 4,579	\$ 525	\$ -	\$ -	\$ 15	\$ 1,024	\$ 2,203	\$ -	\$ 2,243	\$ 2,412	\$ -	\$ 2,412	\$ 209 9.5%
new	604-5601-131	Hwy Crew FICA/Mer	\$ 3,972	\$ 2,817	\$ 3,416	\$ 4,219	\$ 5,065	\$ 3,898	\$ 7,731	\$ 1,427	\$ 7,887	\$ 7,500	\$ -	\$ 7,500	\$ (231) -3.0%
new	604-5601-132	Hwy Crew WRS	\$ 3,530	\$ 2,523	\$ 3,190	\$ 3,879	\$ 4,586	\$ 3,542	\$ 6,872	\$ 1,337	\$ 7,011	\$ 6,764	\$ -	\$ 6,764	\$ (108) -1.6%
new	604-5601-135	Hwy Crew Longevity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 404	\$ -	\$ 404	\$ 331	\$ -	\$ 331	\$ (73) -18.1%
new	604-5601-160	Hwy Crew Health	\$ 14,544	\$ 10,646	\$ 12,995	\$ 19,028	\$ 22,867	\$ 16,016	\$ 33,533	\$ 6,182	\$ 31,768	\$ 30,581	\$ -	\$ 30,581	\$ (2,952) -8.8%
new	604-5601-161	Hwy Crew Life	\$ 110	\$ 110	\$ 165	\$ 215	\$ 254	\$ 171	\$ 234	\$ 66	\$ 236	\$ 275	\$ -	\$ 275	\$ 41 17.5%
new	604-5601-162	Hwy Crew Disability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 623	\$ -	\$ -	\$ 597	\$ -	\$ 597	\$ (26) -4.2%
new	604-5601-163	Hwy Crew Dental	\$ 1,007	\$ 784	\$ 783	\$ 1,242	\$ 1,452	\$ 1,054	\$ 2,129	\$ 374	\$ 1,913	\$ 1,803	\$ -	\$ 1,803	\$ (326) -15.3%
new	604-5601-240	Maint by Oth-Inlet R	\$ 600	\$ -	\$ -	\$ -	\$ (392)	\$ 42	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ (1,500) -100.0%
new	604-5601-290	Other contractual	\$ -	\$ -	\$ -	\$ 7,221	\$ 2,213	\$ 1,887	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
601-5601-302	604-5601-340	Oper Materials & Su	\$ 13,709	\$ 8,824	\$ 7,271	\$ 5,128	\$ 6,826	\$ 8,352	\$ 8,000	\$ 1,054	\$ 8,000	\$ 10,000	\$ -	\$ 10,000	\$ 2,000 25.0%
601-5601-304	604-5601-350	Maint Supp-Culvet/I	\$ 5,293	\$ 8,463	\$ 11,019	\$ 14,405	\$ 15,019	\$ 10,840	\$ 38,700	\$ 712	\$ 38,700	\$ 40,000	\$ -	\$ 40,000	\$ 1,300 3.4%
601-5601-303	604-5601-355	Equipment Expense	\$ 63,028	\$ 39,803	\$ 7,553	\$ 77,199	\$ 51,377	\$ 47,792	\$ 58,000	\$ 7,368	\$ 58,000	\$ 58,000	\$ -	\$ 58,000	\$ - 0.0%
			\$ 165,663	\$ 119,057	\$ 92,599	\$ 190,101	\$ 179,246	\$ 149,333	\$ 258,377	\$ 38,212	\$ 258,113	\$ 253,556	\$ -	\$ 253,556	\$ (4,821) -1.9%

City of Fitchburg
Stormwater Utility Fund #604
2024 Operating Budget

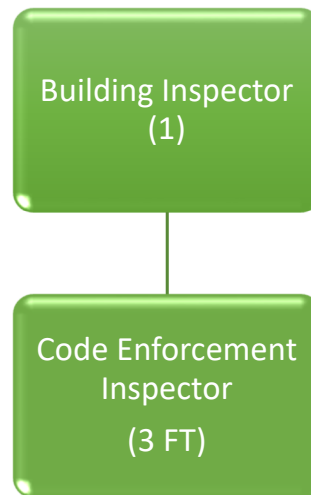
Acct #	New Acct #	Account Name	2018	2019	2020	2021	2022	5 Year	2023	06/2023	2023	2024	Revisions	2024	Budget
			Actual	Actual	Actual	Actual	Actual	Average	Adopted Budget	YTD Actual	Estimate	Budget Request	Thru Adoption	Proposed Budget	Budget Change
601-5902-300	604-5903-110	General Acctg Waç	\$ 34,797	\$ 34,899	\$ 39,076	\$ 32,954	\$ 34,828	\$ 35,311	\$ 33,483	\$ 21,099	\$ 32,087	\$ 34,878	\$ -	\$ 34,878	\$ 1,395 4.2%
new	604-5903-115	General Acctg OT	-	-	72	-	105	35	110	12	109	113	-	113	3 2.7%
new	604-5903-120	General Acctg PT/C	928	736	183	351	-	440	1,200	-	1,200	1,230	-	1,230	30 2.5%
new	604-5903-131	General Acctg FICA	2,633	2,763	2,963	2,633	2,880	2,774	2,672	1,509	2,565	2,782	-	2,782	110 4.1%
new	604-5903-132	General Acctg WRS	2,029	2,059	2,305	2,041	2,199	2,126	2,294	1,164	2,199	2,424	-	2,424	130 5.7%
new	604-5903-135	General Acctg Long	184	199	214	135	143	175	136	152	136	144	-	144	8 5.9%
new	604-5903-160	General Acctg Heal	9,863	9,216	9,703	9,705	10,725	9,842	10,280	5,253	10,280	11,023	-	11,023	743 7.2%
new	604-5903-161	General Acctg Life	47	67	86	75	85	72	105	42	118	126	-	126	21 20.0%
new	604-5903-162	General Acctg Disa	-	-	-	-	-	-	178	-	-	183	-	183	5 2.8%
new	604-5903-163	General Acctg Deni	684	681	653	666	682	673	653	298	508	533	-	533	(120) -18.4%
601-5903-300	604-5905-310	Cust Exp Office Sup	4,375	6,306	6,234	6,820	7,511	6,249	7,500	3,616	7,500	8,000	-	8,000	500 6.7%
601-5920-300	604-5920-110	Admin & Gen Wage	77,492	95,790	117,202	112,922	104,277	101,537	197,143	70,824	172,211	208,190	-	208,190	11,047 5.6%
new	604-5920-115	Admin & Gen OT	1,295	68	1,383	463	292	700	1,512	62	1,157	1,695	-	1,695	183 12.1%
new	604-5920-120	Admin & Gen PT/Se	5,806	6,456	5,268	5,205	2,714	5,090	10,550	2,307	10,342	10,813	-	10,813	263 2.5%
new	604-5920-131	Admin & Gen FICA	6,336	7,688	8,502	8,855	9,852	8,247	16,004	5,640	14,054	16,909	-	16,909	905 5.7%
new	604-5920-132	Admin & Gen WRS	5,211	6,196	7,124	7,568	7,031	6,626	12,935	4,203	9,124	11,188	-	11,188	(1,747) -13.5%
new	604-5920-135	Admin & Gen Longe	-	-	-	-	-	-	-	-	-	333	-	333	333 100.0%
new	604-5920-160	Admin & Gen Health	11,235	8,966	14,347	16,476	17,053	13,615	26,590	7,378	23,223	24,908	-	24,908	(1,682) -6.3%
new	604-5920-161	Admin & Gen Life	89	107	138	154	161	130	366	65	169	247	-	247	(119) -32.5%
new	604-5920-162	Admin & Gen Disab	-	-	-	-	-	-	678	-	-	678	-	678	2 0.3%
new	604-5920-163	Admin & Gen Denta	761	658	978	1,074	1,051	904	1,660	411	1,362	1,430	-	1,430	(230) -13.9%
601-5921-300	604-5921-310	Office Supp & Exp	2,393	577	574	469	443	891	3,000	2,487	3,000	3,000	-	3,000	- 0.0%
new	604-5921-505	LEASE/RENTAL CC	-	-	-	-	36	7	760	86	760	-	-	-	(760) -100.0%
601-5923-300	604-5923-210	Professional Service	167,732	188,106	192,709	186,238	126,999	172,357	337,000	126,993	337,000	343,500	-	343,500	6,500 1.9%
new	604-5923-290	Outside Services Er	5,658	12,677	6,591	-	9,370	6,859	24,410	6,356	24,110	36,110	-	36,110	11,700 47.9%
new	604-5925-572	Insurance Isf Allocat	6,111	8,995	8,865	13,986	18,804	11,352	19,740	9,870	19,740	20,845	-	20,845	1,105 5.6%
new	604-5926-110	Paid Time Off	-	5,099	-	5,038	27,965	7,620	16,030	-	14,767	17,388	-	17,388	1,358 8.5%
new	604-5926-131	PTO FICA/Med	-	-	-	-	-	-	1,227	-	1,131	1,333	-	1,333	106 8.6%
new	604-5926-132	PTO WRS	-	-	-	-	-	-	1,091	-	1,005	1,202	-	1,202	111 10.2%
new	604-5926-135	Benefits Longvty	-	-	-	-	-	-	16	-	16	39	-	39	23 143.8%
new	604-5926-160	Health Insurance	-	-	-	-	-	-	3,320	-	3,109	3,334	-	3,334	14 0.4%
new	604-5926-161	Life Insurance	-	-	-	-	-	-	33	-	23	29	-	29	(4) -12.1%
new	604-5926-162	Disability	-	-	-	-	-	-	74	-	-	75	-	75	1 1.4%
new	604-5926-163	Dental Insurance	-	-	-	-	-	-	208	-	177	186	-	186	(22) -10.6%
601-5930-301	604-5930-213	Permits & Fees	-	4,384	4,000	4,000	4,000	3,277	4,500	4,000	4,500	4,500	-	4,500	- 0.0%
601-5930-301	604-5930-245	Computer Related E	6,217	6,135	7,584	7,229	9,726	7,378	13,150	1,937	13,150	14,050	-	14,050	900 6.8%
new	604-5930-250	Pub Notices, Ads	4,404	4,205	4,243	4,753	4,305	4,382	4,500	140	4,500	4,500	-	4,500	- 0.0%
new	604-5930-320	Subscriptions, Dues	6	609	912	823	230	516	1,175	385	1,175	1,175	-	1,175	- 0.0%
new	604-5932-323	Uniforms	-	18	95	157	169	88	1,000	18	1,131	1,000	-	1,000	- 0.0%
601-5930-300	604-5930-325	Misc Training/Staff I	901	3,746	692	1,058	238	1,327	7,855	2,070	7,855	7,855	-	7,855	- 0.0%
new	604-5930-330	Misc Vehicle Use Ri	-	-	52	-	-	10	375	-	375	400	-	400	25 6.7%
601-5930-302	604-5930-345	Public Education & i	8,920	9,004	9,366	11,093	9,834	9,643	14,935	9,834	14,935	15,035	-	15,035	100 0.7%
new	604-5930-389	Admin Fees	26,633	16,700	16,800	23,600	29,600	22,667	37,800	18,900	37,800	42,400	-	42,400	4,600 12.2%
new	604-5930-570	IT OPERATING ISF	11,665	13,085	14,690	16,390	29,136	16,993	31,000	15,752	31,502	32,550	420	32,970	1,970 6.4%
new	604-5930-573	IT CAPITAL ISF ALI	-	-	1,245	1,245	1,250	748	1,450	725	1,450	1,900	-	1,900	450 31.0%
601-5931-300	604-5930-922	Rents	2,513	2,513	2,513	2,515	2,513	2,513	2,515	1,257	2,513	2,515	-	2,515	- 0.0%
601-5932-300	604-5932-335	Transportation Expe	5	-	-	-	-	1	5,000	-	5,000	5,000	-	5,000	- 0.0%
601-5932-301	604-5932-355	Equipment Expense	12,066	11,551	11,242	16,908	-	10,354	7,500	56	7,500	7,500	-	7,500	- 0.0%
new	604-5932-397	GASOLINE/DIESEL	-	-	-	-	26,732	5,346	20,000	9,694	20,000	27,000	-	27,000	7,000 35.0%
			\$ 424,897	\$ 486,655	\$ 497,022	\$ 479,780	\$ 502,936	\$ 478,258	\$ 885,711	\$ 334,594	\$ 846,568	\$ 932,248	420	\$ 932,668	\$ 46,957 5.3%
			\$ 1,258,444	\$ 1,303,454	\$ 1,352,946	\$ 1,531,144	\$ 1,600,154	\$ 1,409,229	\$ 1,911,968	\$ 378,518	\$ 1,872,561	\$ 1,953,354	420	\$ 1,953,774	\$ 41,806 2.2%
			\$ 2,586,376	\$ 924,033	\$ 4,824,967	\$ 1,865,136	\$ 2,248,643	\$ 2,478,149	\$ (210,518)	\$ 1,088,100	\$ 1,112,444	\$ 539,596	(420)	\$ 539,176	\$ 749,694
			\$ (39,519)	\$ (25,158)	\$ (130,987)	\$ (49,372)	\$ 453,860	\$ 41,765	\$ (210,518)	\$ 1,079,645	\$ 607,444	\$ 39,596	(420)	\$ 39,176	\$ 249,694

City of Fitchburg
Stormwater Utility Fund #604
2024 Operating Budget

Acct #	New Acct #	Account Name	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	5 Year Average	2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	Budget Change
Acct #									2023 Adopted Budget	06/2023 YTD Actual	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	
601-22331	604-22331	Due to Muni -Sodfather Land							\$ 56,000	\$ -	\$ 56,000	\$ -	\$ -	\$ -	
									\$ 56,000	\$ -	\$ 56,000	\$ -	\$ -	\$ -	
Acct #									2023 Adopted Budget	As of 06/2023	2023 Estimate	2024 Budget Request	Revisions Thru Adoption	2024 Proposed Budget	
604-10701		Area H 2007							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
604-5743-319	604-10731 #3319	CWIP-Resurfacing							\$ 60,000	\$ -	\$ 25,000	\$ 98,182	\$ -	\$ 98,182	
604-5744-702	604-10732 #4702	CWIP-Dredge Sem Vill-Chap Vall							\$ 366,000	\$ 2,394	\$ 400,000	\$ 215,000	\$ -	\$ 215,000	
604-5744-705	604-10733 #4705	CWIP-Uptwn Wet Pnd-Sod Farm							\$ 1,500,000	\$ 114,027	\$ 125,000	\$ -	\$ -	\$ -	
604-5744-713	604-10735 #4713	CWIP-Fitchrona Rd Imp-Goose Lk							\$ -	\$ 43,058	\$ 45,000	\$ 500,000	\$ -	\$ 500,000	
604-5744-714	604-10736 #4714	CWIP-Drainage/Flooding							\$ 39,393	\$ 142	\$ 38,245	\$ 40,575	\$ -	\$ 40,575	
604-5744-716	#4716	CWIP-Bike Roundabout Repairs							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
604-5744-717	#4717	CWIP-Curry Ct Flooding							\$ 560,000	\$ 40,237	\$ 45,000	\$ -	\$ -	\$ -	
604-5744-718	#4718	CWIP-Lake Barney							\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000	
604-5744-720	#4720	CWIP-Seminole Glen Park Pond							\$ -	\$ 2,562	\$ 2,600	\$ -	\$ -	\$ -	
604-5744-721	#4721	CWIP-Stormwater Pump							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
604-5744-722	#4722	CWIP-TMDL Modeling							\$ -	\$ 70,418	\$ 140,000	\$ -	\$ -	\$ -	
604-5744-723	#4723	CWIP-Lacy/Seminole Regional							\$ -	\$ 222	\$ 2,100	\$ -	\$ -	\$ -	
604-5744-724	#4724	Lacy Seminole Ponds							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
604-5744-725	#4725	CWIP-Flooding N of Dunns Marsh							\$ -	\$ 42,574	\$ 50,000	\$ 645,000	\$ -	\$ 645,000	
604-5744-726	#4726	CWIP-Florann/Lyman Ln							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
604-5744-727	#4727	Nine Springs Creek Restoration							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
604-5744-728	#4728	CWIP-Monitoring Station							\$ -	\$ 32,460	\$ 50,000	\$ -	\$ -	\$ -	
604-5744-729	#4729	CWIP-Cheryl Drive							\$ -	\$ 376,055	\$ 755,000	\$ -	\$ -	\$ -	
604-5744-730	#4730	CWIP-Seminole Gln-Storm Study							\$ -	\$ 21,792	\$ 135,000	\$ -	\$ -	\$ -	
604-5744-798	#4798	CWIP-Equipment Replacement							\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	
604-5743-101	#3101	CWIP-PW Equipment							\$ -	\$ 290,942	\$ 290,000	\$ -	\$ -	\$ -	
604-5743-108	#3108	Fleet Maint							\$ 4,875	\$ -	\$ 4,875	\$ -	\$ -	\$ -	
604-5742-014	#2014	CWIP - GIS							\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ -	
604-5742-016	#2016	CWIP-GPS System							\$ 7,500	\$ -	\$ 7,500	\$ -	\$ -	\$ -	
604-5743-368	#3368	CWIP-Syene-McCoy to Lacy							\$ -	\$ 376,278	\$ 400,000	\$ 226,000	\$ -	\$ 226,000	
604-5743-481	#3481	McKee Rd							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
604-5743-488	#3488	FH Rd							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
604-5743-492	#3492	CWIP-Fitchrona Lacy-Nesbitt							\$ -	\$ -	\$ 22,055	\$ 45,000	\$ -	\$ 45,000	
604-5743-494	#3494	CWIP-Lacy Rd Fitchrona-Seminol							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
									\$ 2,539,268	\$ 1,413,161	\$ 2,538,875	\$ 1,869,757	\$ -	\$ 1,869,757	

Department Mission:

The mission of the Building Inspection Department is to provide the citizens of Fitchburg a safe, clean, and healthy place to live, work, and play. Our goal is to work with other departments, contractors, and the public to achieve code compliance. Through the hard work of our dedicated employees, we will provide that to the City of Fitchburg residents.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Building Inspector	1.0	1.0	1.0	1.0	1.0
Code Enforcement Inspector	(a) 2.3	2.0	2.0	3.0	3.0

(a) Removed new part-time position via 2020 budget amendment (R-207-19)

Major Responsibilities & Services Provided:

- Building inspection.
- Property maintenance inspection.
- Review and issue permits.
- Oversee installation of new public infrastructure.
- Review and inspect new installations of Commercial Sprinklers & Fire Alarm Systems.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Building permits issued	1,173	1,322	1,373	1,300	1,300
Development reviews	160	160	160	160	160
Building construction value (millions)	\$159	\$149	\$342	\$200	\$200
Inspections (apartment/lawn/snow/complaints)	1,500	1,500	1,700	1,700	1,800

Significant Accomplishments in 2023:

- Initiated OpenGov software for building permits
- Hired a new Code Enforcement Inspector
- Obtained Code Enforcement Inspector certification.
- Worked in Southdale area that was attached in October 2022

Notable Initiatives for 2024:

- Continue working with the landlords and tenants in the Town of Madison annexed area.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$366,484	\$485,907	\$213,573	\$482,191	\$523,175	\$37,268
Contractual Services	6,997	7,000	2,684	3,000	-	(7,000)
Operating Expenses	12,903	24,450	10,551	25,800	26,400	1,950
Allocated Costs	32,840	41,814	21,028	41,939	46,685	4,871
Transfers to Other Funds	-	-	-	-	-	-
Total	\$419,224	\$559,171	\$247,836	\$552,930	\$596,260	\$37,089

Significant Budget Changes from 2023 to 2024:

- Increased fees charged for certain zoning, electrical, plumbing, HVAC, swimming pools, and occupancy permits to account for the increased costs of providing the service. Also increased fees for residential plan review and erosion control permits. See fee schedule for details.
- Ended contract with iWorq (\$7,000) with the implementation of OpenGov. OpenGov costs are included in the Technology budget.

2024 BUDGET EXPENDITURE DETAIL

Department: Building Inspection (100-5240-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	
-150	Volunteer Services	Compensation - paid on-call members <i>Detail of this account to be submitted with budget proposal.</i>	
CONTRACTUAL SERVICES			
-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 not performed by City Staff . 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.	\$-0- Contract with iWorQ for Permit System (removed) 2023 \$7,000 2024 \$-0-
-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 Contractual Services - LIST:	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.	\$1,000 - Office supplies 2023 \$1,000 2024 \$1,000
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$250 - SWWBIA (5) \$100 - SCEIA (4) \$350 - ICC \$200 - NFSA \$1,000 - Code books New 2021 I-Codes 2023 \$1,300 2024 \$1,900
-323	Uniforms & Protective Gear	Uniform allowance, personal protective equipment provided to reduce exposure to hazards or infectious substances.	\$2,000 - Work boots, safety equipment, work jackets and work shirts for 4 people. 2023 \$2,050 2024 \$2,000

2024 BUDGET EXPENDITURE DETAIL

-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>	\$2,000 - National Fire Protection Association (4 people) \$2,000 - League of Wisconsin Municipalities (4 people) \$3,000 - International Association of Electrical Inspectors (4 people) \$3,000 – miscellaneous staff training (winter updates)
			2023 \$10,000 2024 \$10,000
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	
-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	\$3,000 - Oil changes and other maintenance, tires
			2023 \$1,600 2024 \$3,000
-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.	\$5,000 – Fee Schedules, Building Permit Cards, Inspection Records, and UDC Seals.
			2023 \$5,000 2024 \$5,000
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	\$200 - Handouts to the public with permit information.
			2023 \$200 2024 \$200
-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	Equipment Expense	Replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	\$400 - GFI testers, any new equipment needed for inspections
			2023 \$400 2024 \$400
-397	Fuel Purchases	Diesel and unleaded, from City pumps and commercial stations	\$2,900 - 830 gallons of unleaded gas @ \$3.50/gal
			2023 \$2,900 2024 \$2,900
-505	Leases and Rentals	Leases and Rentals of facilities and equipment	

Department: Building Inspection

N = New position - Please indicate personnel budget proposal (PBP) number

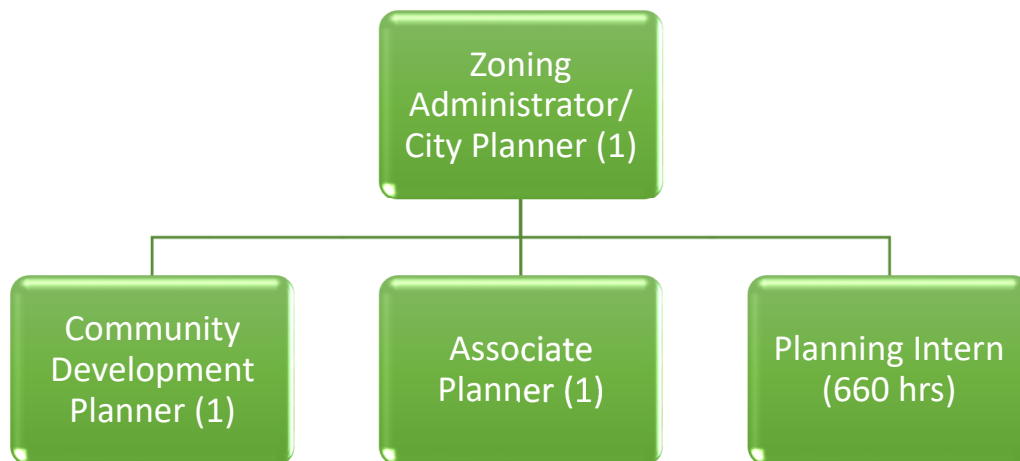
E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	John Crook	Bldg. Inspection Manager	12/90	2,080		
E	Jack Pearson	Building Inspector II	5/00	2,080		30
E	Paul Scott	Building Inspector III	4/14	2,080		30
E	Gabe Schrader	Building Inspector I	3/23	2,080		20
	TOTAL ALL PAGES			8,320		80

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 59																																																
Department:	Building Inspection																																																	
Position Title:	New Permit Technician																																																	
Position Timing: The year the position is projected to start and any other timing items.	Full time position to start in 2024																																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	The function of this position would be to handle all the building permits that are submitted and work with contractors, architects, and owners to make sure all the required information is provided. Issue all basic permits (water heaters, softeners, furnace, etc.). Enter all inspections for inspectors, and issue all required reports. They would also work with Finance and keep track of all budget information and help prepare annual budget.																																																	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	An admin position is being shared with Public Works now, as both departments have evolved, the shared position should now be a full-time admin position for each department.																																																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Shared position with Public Works																																																	
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>New Single and Duplex Home Permits</td> <td>120</td> <td>47</td> <td>135</td> <td>95</td> <td>138</td> <td>162</td> <td>144</td> </tr> <tr> <td>Total Multi-Family Buildings and Total Unit Numbers</td> <td>9/58</td> <td>2/84</td> <td>12/358</td> <td>10/362</td> <td>5/560</td> <td>5/304</td> <td>4/382</td> </tr> <tr> <td>Addition and Alteration Permits</td> <td>49</td> <td>422</td> <td>704</td> <td>793</td> <td>821</td> <td>1052</td> <td>900</td> </tr> <tr> <td>Total Permits</td> <td>905</td> <td>628</td> <td>1050</td> <td>1080</td> <td>1173</td> <td>1322</td> <td>1373</td> </tr> <tr> <td>Total Fee Collected</td> <td>1,456,548</td> <td>834,767</td> <td>1,464,548</td> <td>2,447,082</td> <td>1,566,161</td> <td>1,514,465</td> <td>2,511,008</td> </tr> </tbody> </table>			2007	2012	2018	2019	2020	2021	2022	New Single and Duplex Home Permits	120	47	135	95	138	162	144	Total Multi-Family Buildings and Total Unit Numbers	9/58	2/84	12/358	10/362	5/560	5/304	4/382	Addition and Alteration Permits	49	422	704	793	821	1052	900	Total Permits	905	628	1050	1080	1173	1322	1373	Total Fee Collected	1,456,548	834,767	1,464,548	2,447,082	1,566,161	1,514,465	2,511,008
	2007	2012	2018	2019	2020	2021	2022																																											
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) New Permit Technician																																																	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$104,661	\$104,661	\$	\$
Non Personnel Recurring Costs			\$2,155	\$2,155	\$	\$
Non Personnel One-Time Costs			\$4,010	\$4,010	\$	\$
Total Year One Costs			\$110,826	\$110,826	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	50	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade F	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Muni Ops		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$500 \$200	Training	\$1,000 \$1,000	Dues	\$75 \$75
Technology	Software Year 1 Year 2+	\$700 \$700	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Department Mission:

The Planning and Zoning Department is striving to respect the past, safeguard the present, and assure a vital future. Through the use of innovative land use and planning techniques, the Fitchburg Planning and Zoning Department implements its mission statement.



Note: See separate executive summary for the Sustainability/ Healthy Neighborhood Initiative that is also a function of the Planning Department

Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Zoning Administrator/City Planner	1.0	1.0	1.0	1.0	1.0
Community Planner	1.0	1.0	1.0	1.0	1.0
Resource Project Planner	1.0	1.0	1.0	1.0	1.0
Planning Intern	.5	.3	.3	.3	.3

Major Responsibilities & Services Provided:

- Develop, update, administer and implement: Comprehensive Plan; Park Plans, Neighborhood and Area Plans.
- Assess implications and future consequences of present and anticipated future land use patterns.
- Oversee and enforce: Zoning, land division, historic preservation, architectural review, sign, telecommunication, and extraterritorial ordinances.
- Provide staff assistance to various boards, commissions and to the public. These include, but are not limited to: Plan Commission, Agricultural and Rural Affairs, Landmarks Preservation, Zoning Board of Appeals.
- Agricultural planning and food projects.
- Assist various departments to improve health, safety, and welfare of residents.
- Review of all development proposals.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Plan Commission Items	111	141	137	120	120
Zoning permits	185	239	212	190	200
Sign permits	73	59	60	60	60
SmartCode administrative permits (article 3 and 5)	72	61	60	60	60
Architectural and design review administrative approvals	7	10	20	20	20
Administrative demolition approvals	-	-	-	-	-
Minor Comprehensive Plan amendments submitted/approved					
Spring	2/2	3/3	2/1	1/1	2/2
Fall	-/-	1/1	-/-	1/1	1/1

Significant Accomplishments in 2023:

- Released two requests for proposals for the neighborhood plans of Greenfield and South Stoner Prairie. After Council approval of the contract with MSA, staff started the planning process expected to be completed in 2024. Coordinated with the private sector to partially fund the South Stoner Prairie Neighborhood Study. Partnered with the Capital Area Regional Plan Commission to streamline the urban service area amendment process through the neighborhood planning process.
- Participated in the Dane County Regional Housing Strategy. The county, its municipalities, and private and non-profit housing stakeholders are working to create a plan to develop and preserve affordable / workforce housing.
- In collaboration with the Parks Department, updated the Comprehensive Park, Open Space, & Recreation Plan.
- In collaboration with IT, implemented OpenGov for several planning applications.
- Participated in the 360 Thinking Project, a UW-Madison course – Civil Society & Community Studies (CSCS 500). A student team evaluated the City's current comprehensive plan through the lens of the United Nations Sustainable Development Goals.
- Prepared a response to the call for capstone projects for UW-Madison landscape architecture / planning.
- Supported Madison's grant proposal for the North-South Bus Rapid Transit Line.

Notable Initiatives for 2024:

- Continue work on the two new neighborhood plans of Greenfield and South Stoner Prairie.
- Initiate an update to the City's Comprehensive Plan.
- Participate in capstone project for UW-Madison landscape architecture/planning in Uptown.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$265,949	\$341,978	\$162,168	\$367,627	\$397,423	\$55,445
Contractual Services	8,739	8,500	1,075	6,775	9,200	700
Operating Expenses	1,167	12,495	1,334	11,180	13,145	650
Allocated Costs	26,740	30,990	15,504	31,000	32,755	1,765
Transfers to Other Funds	-	-	-	-	-	-
Total	\$302,595	\$393,963	\$180,081	\$416,582	\$452,523	\$58,560

Significant Budget Changes from 2023 to 2024:

- Increased fees charged for certain permits to account for the increased costs of providing the service including:
 - o Board of Appeals from \$585 to \$600
 - o Conditional Use Permits from \$480 to \$500
 - o PDD-GIP from \$900 to \$1,500
 - o PDD-SIP from \$875 to \$900
 - o Re-Zoning/Conditional Use from \$770 to \$780
- Added \$700 for public notices related to the start of the comprehensive planning process.
- Added \$300 for American Planning Association dues for Associate Planner.
- Added \$200 for additional public information and education to initiate the comprehensive plan process.

2024 BUDGET EXPENDITURE DETAIL

Department: Planning & Zoning (100-5630-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures			
PERSONNEL COSTS OTHER THAN WAGES & DFB						
-140	Per Diem for Commission & Committees	Includes Per Diem for 20 members; estimated 25 meetings	\$2,000 - Plan Com 16 mtgs @ \$125 \$270 - ZBA 2 mtgs @\$ 135 \$540 - Landmarks 4 mtgs @ \$135 \$1,280 - Ag & Rural 8 mtgs @ \$160			
			2023	\$4,090	2024	\$4,090
CONTRACTUAL SERVICES						
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$4,200 - General use for specific planning advice			
			2023	\$4,200	2024	\$4,200
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . 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	\$5,000 - Public hearing notices for committee/commission items			
			2023	\$4,300	2024	\$5,000
-290	Other Contractual Services - LIST:	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.	\$1,600 - Office supplies & postage			
			2023	\$1,600	2024	\$1,600
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$110 - Zoning Practice \$1,750 - APA/WAPA/AICP Dues (three) \$175 – Congress of New Urbanism Dues (one) \$50 - APA Journal \$500 - Reference			
			2023	\$2,285	2024	\$2,585
-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.				

2024 BUDGET EXPENDITURE DETAIL

-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.	\$2,000 APA Upper Midwest Conf (out of state) 1 @ \$2,000 each \$1,800 - WI APA 2 @ \$900 each \$1,600 – Congress of New Urbanism Planning Conference \$ 360 - APA Passport 2 @ \$180 \$1,370 - General training other/webinars 2023 \$7,030 2024 \$7,130
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	\$265 - Upper Midwest, travel 400 miles x rate \$ 0.66 \$250 - WI APA travel 375 miles x rate \$ 0.66 \$465 - General use 700 miles x rate \$ 0.66 2023 \$930 2024 \$980
-335	Vehicle Expense	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.	\$250 - Forms, reports, and specific program supplies 2023 \$250 2024 \$250
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	\$600 - Printing of education materials, ordinances and plan, and other items related to public information 2023 \$400 2024 \$600
-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	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

2024 PERSONNEL SUMMARY

Department: **Planning**

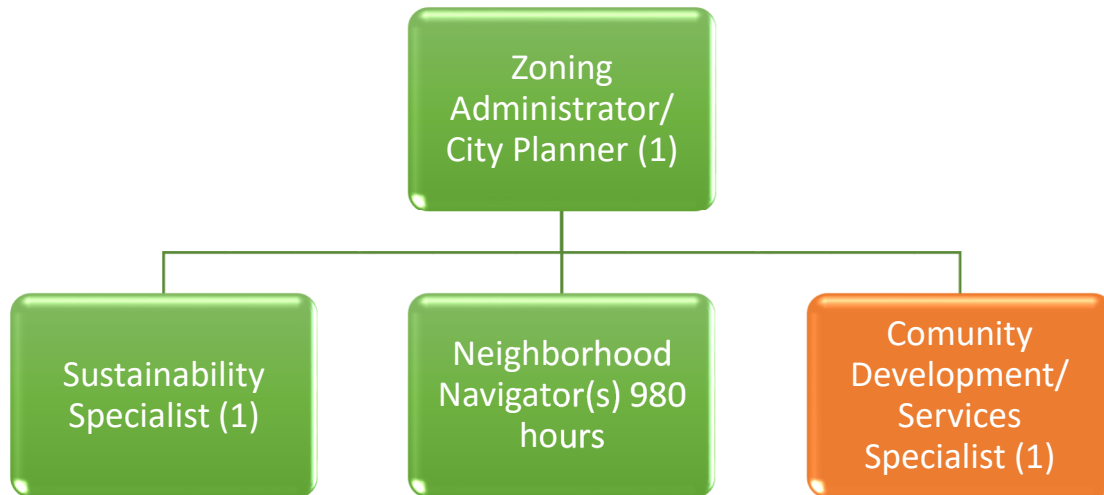
E = Existing position or employee

N = **New position** - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Deanna Schmidt	Zoning Administrator/ City Planner	01/31/2022	2,080		-
E	Zack Jones	Associate Planner	04/25/2022	2,080		55
E	Brad Sippel	Community Development Planner	08/15/2022	2,080		55
E		Planning Intern			660	-
	Note: Sustainability/HNI employees (100- 5144) are also housed under Planning but reported separately.					
	TOTAL ALL PAGES			6,240	660	110

Department Mission:

The Sustainability/Healthy Neighborhood Initiative Division of the Planning Department inspires residents and staff to adopt sustainability practices using a multi-disciplinary approach for sustainable neighborhood development and natural resources management in the City of Fitchburg, such as climate adaptation and mitigation activities, and neighborhood-based initiatives that improve quality of life.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Sustainability Specialist	1.0	1.0	1.0	1.0	1.0
Community Development/Services Specialist	-	-	-	-	1.0
Neighborhood Navigator(s)	.5	.5	.5	.5	.5

Major Responsibilities & Services Provided:

- Sustainability and Healthy Neighborhood initiatives.
- Support Earth Month Shred/Recycling Day at the Civic Campus and the Spring Waterway Cleanups.
- Coordinate Neighborhood Navigator activities with the resources available within the Healthy Neighborhood Areas.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Solar Photovoltaic Panels (kW)	473	463	463	463	463
Solar Energy Generation (kWh)	428,377	489,523	467,944	450,000	480,000
Number of Toilet Rebates Issued	25	23	13	20	20
Pounds of Electronics Recycling	-0-	16,560	26,300	23,000	23,000
Green Tier Legacy Communities Score (536 total possible points)	306	317	*new scoring system*	N/A	N/A
Dollar Value of HNI Grants Requested	\$89,120	\$173,428	\$95,630	\$124,700	\$110,000
Dollar Value of HNI Grants Awarded	\$68,000	\$81,000	\$95,630	\$86,045	\$163,000
Number of HNI Grants Awarded	8	9	8	7	6

Significant Accomplishments in 2023:

- Submitted an application to the League of American Bicyclists to achieve gold designation as a Bicycle-Friendly Community. Unfortunately, the city did not get gold, but we have identified the steps that are needed to achieve gold.
- Continued implementation of the BCycle program with the installation of the first phase of stations, comprising 56 docks at 7 locations around the city, with ~30 e-bikes now available to B-Cycle riders in Fitchburg.
- Released a Request for Proposals for the Sustainability Plan, selected paleBluedot, completed contracting and initiated the planning process. Initial stages of the process include baseline data collection, survey creation and response collection, and soliciting applications for a community-wide sustainability planning team.
- Led the City's first No-Mow May with the passage of Resolution R-82-23. Used OpenGov to manage 78 applications for participation in No-Mow May, covering 77 single-home properties and one 30-unit condo association, and approximately 37.5 acres in total space. Over 45% of applicants committed to replacing some of their lawn with native landscaping and/or pollinator habitat.
- Completed the transition of annual energy report to an internally developed document, with the 2022 Energy Benchmarking and Renewable Analysis Report.
- Released a Request for Proposals for the Verona Road West Teen Center Feasibility Study.
- Hired a Planning Intern to support the HNI programs. The intern completed the HNI annual report for 2021-2022 and 2022-2023.

Notable Initiatives for 2024:

- Complete the Sustainability Plan
- Continue the Phase 2 expansion of Fitchburg B-Cycle
- Continue feasibility studies for Teen Center

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$58,308	\$65,028	\$31,561	\$70,366	\$196,397	\$131,369
Contractual Services	24,700	2,890	1,500	30,000	5,390	2,500
Operating Expenses	89,777	66,240	425	88,165	82,130	15,890
Allocated Costs	5,395	6,115	3,058	6,115	9,592	3,477
Transfers to Other Funds	-	-	-	-	-	-
Total	\$178,180	\$140,273	\$36,544	\$194,646	\$293,509	\$153,236

Significant Budget Changes from 2023 to 2024:

- Continued \$15,000 investment in the general HNI grant program that was previously included in the Wellbeing Fund specifically for the Southdale area. An additional \$50,000 of supplemental funding for HNI grants is included in the TID Closure Excess Increment Fund.
- Added \$500 to operating supplies and \$250 to public information and education for anticipated costs associated with Sustainability Plan that fall outside the \$50,000 budget (e.g. printing flyers, one-time social media ad purchases).
- Added \$2,500 to other contractual services for the purchase of B-Cycle passes, to be distributed equitably in coordination with community partners
- Added new Community Development/Services Specialist (PBP#75).

2024 BUDGET EXPENDITURE DETAIL

Department: Sustainability/HNI (100-5144-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission & Committees		\$1,280 - HNI Committee 8 mtgs @ \$160 \$810 - Bicycle Committee 6 mtgs @ \$135 2023 \$2,090 2024 \$ 2,090
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$2,890 - Green Tier Legacy Community energy benchmarking. Continue analyzing energy data and evaluating opportunities for energy and cost savings. 2023 \$2,890 2024 \$2,890
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . 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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$2,500 – Purchase of B-Cycle passes, to be distributed in coordination with community orgs in effort towards equitable program delivery 2023 \$0 2024 \$2,500
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	\$200 - Membership, International Society of Sustainability \$300 – Sustainable Business Network Membership 2023 \$395 2024 \$500
-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. Detail of this account to be submitted with budget proposal.	\$475 - Growing Sustainable Communities Conference \$150 – Renewable Energy Summit 2023 \$640 2024 \$625
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	

2024 BUDGET EXPENDITURE DETAIL

-335	Vehicle Expense	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.	\$1,905 - Neighborhood Navigator program supplies \$150 – Sustainability related RCC event supplies \$500 – Sustainability Plan related supplies 2023 \$2,055 2024 \$2,555
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	\$75 – Speakers / Films \$75 – Food for Green Events \$250 – Sustainability Plan Education and Outreach Expenses 2023 \$150 2024 \$400
-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	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	\$50- Equipment for new Community Development/Services Specialist (PBP#75) 2023 \$-0- 2024 \$50
-389	Grants to Others	Grants awarded to non-profit organizations as a part of the City's Healthy Neighborhood Initiative	\$78,000 - Competitive grants to be awarded under HNI grant approval process 2023 \$63,000 2024 \$78,000
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

2024 PERSONNEL SUMMARY

Department: **Planning – Sustainability**

E = Existing position or employee

N = **New position** - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Philip Grupe Public Works 19.2% General Govt/HNI 50.2% Refuse Recycling 19.2% Water Utility 3.6% Sewer Utility 3.6% Stormwater 4.2%	Sustainability/HNI Specialist	8/26/19	2,080		
E	Carmen Torres-Kinerk Vacant	Neighborhood Navigator(s)			980*	
N#75	Vacant	Community Development/ Services Specialist		0+2,080 =2,080		
	*pool of hours					
	TOTAL ALL PAGES			2,080+ 2,080 =4,160	980	

City of Fitchburg						Proposal #		
2024 Operating Budget Personnel Budget Proposal						75		
Department:	HNI/Planning (until Community Services Department created)							
Position Title:	New Community Development/Services Specialist							
Position Timing: The year the position is projected to start and any other timing items.	Permanent full-time position beginning 2024.							
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	The Community Development/Services Specialist leads the implementation of Fitchburg's community development programs under the Healthy Neighborhoods Initiative. This role involves developing and implementing community development programs, collaborating with stakeholders, and working closely with diverse neighborhoods to identify and address their unique needs. The Community Development/Services Specialist will build and maintain long-term partnerships between city departments, other local government agencies, school districts, non-profit organizations, foundations, neighborhood residents and businesses. Duties include project development and monitoring, grant administration, research, community relations and supervision of part-time staff.							
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	In the 2018 City Budget, Council Amendment #14 added .4 FTE hours to the Sustainability Specialist position (.6 FTE to full-time). Under a prior administration, all HNI responsibilities were shifted from the Sustainability Specialist to the Resource Planner position. Currently, the Sustainability Specialist is not involved in the HNI programs. Shifting the HNI programs from the Sustainability Specialist has reduced the Planning Department's ability to conduct long-range planning, track new development, implement the farmland preservation plan, support the Landmarks Commission, completing new construction finals, and work on code updates. In 2019, Council approved the Healthy Neighborhoods Initiative as data-driven, partner-reliant, proactive, and outcome-based. The initiative was intended to be driven by partnerships between city departments, other governments, non-profit organizations, and neighborhood residents and businesses. Due to city staff limitations, significant growth in these partnerships is still necessary. In addition, the complexity and scope of the HNI programs continues to increase. Staff is currently planning for the teen center, supporting the Hub, managing the grant program and the Neighborhood Navigators, and supporting the Healthy Neighborhoods Advisory Committee.							
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The Planning Department has provided basic support to the HNI programs by limiting long-range planning, tracking new development, and other activities noted above. The Planning Intern is currently assisting with the HNI programs, but year-round, consistent support is necessary for the HNI success. This position could begin as part-time and grow into a full-time position as Council expands the HNI programs. Planning staff is open to exploring how the duties of this position could be fulfilled as part of another new position.							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).		2010	2018	2019	2020	2021	2022	2023
	Number of Priority Neighborhoods	-	-	3	3	3	4	4
	Population in the Priority Neighborhoods	11,743 ⁱ	-	-	-	17,405 ⁱⁱ	-	-
	% person below Poverty	13%				14%		
	Percent Household paying more than 50% of Income for Rent	21%				21%		
	HNI Grants Awarded	n/a	\$46,000	\$70,000	\$68,000	\$63,000	\$95,630	\$86,500

City of Fitchburg					Proposal #	
2024 Operating Budget Personnel Budget Proposal					75	
Department:	HNI/Planning (until Community Services Department created)					
Position Title:	New Community Development/Services Specialist					
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) New Community Development/Services Specialist					
Projected Costs Summary See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$120,353	\$120,353	\$	\$
Non Personnel Recurring Costs			\$730	\$730	\$	\$
Non Personnel One-Time Costs			\$3,210	\$3,210	\$	\$
Total Year One Costs			\$124,293	\$124,293	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade I	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

ⁱ HNI Strategic Plan, Page 18, does not include Southdale

ⁱⁱ 2021 American Community Survey

JOB DESCRIPTION

Community Development/ Services Specialist

Job Title:	Community Development/Services Specialist	Reports To:	City Planner/Zoning Administrator
Department:	Planning	FLSA Status:	Non-Exempt
Division:	N/A	EEO Code:	Professional
Salary Grade:	TBD	Employee Group:	General
Created:		Last Revision:	Draft August 2023

Position Summary:

Under the general direction of the City Planner/Zoning Administrator, the position performs professional community development work implementing the City's Healthy Neighborhoods Initiative (HNI) and related programs. The person in this position will lead and develop new community development programs focused on the city's four Priority Neighborhoods. Responsibilities include preparation and submission of grant proposals, grant administration, project monitoring, and research. This position facilitates collaboration between city departments, other local government agencies, school districts, non-profit organizations, foundations, neighborhood residents and business to successfully implement the Healthy Neighborhoods Initiative.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Functions:

- Develop and maintain cooperative working relationships with government agencies, educational institutions, financial institutions, non-profits, foundations and community groups active in the HNI Priority Neighborhoods.
- Work collaboratively with government entities, non-profit agencies and community groups to identify unmet needs in the Priority Neighborhoods and identify ways to meet those needs and avoid duplication of services.
- Coordinate activities with other Fitchburg departments, such as library, parks & recreation, police, senior center, and administration, to plan, implement and manage successful community development programs.
- Support and participate in opportunities to inform and involve citizens such as public programs, forums, and focus groups; and respond to citizen concerns.
- Manage the Healthy Neighborhoods Initiative grant program including managing grants, oversight, and working closely with the Finance Department on contract reporting.
- Support the Neighborhood Navigator program, a partnership / grant with Dane County.
- Provide technical assistance on community development.
- Conduct surveys and studies, analyze and update statistical data, may submit recommendations for changes to make the various programs more responsive to community needs.
- Research, evaluate, and if suitable, prepare and submit grant proposals for community development projects.
- Write and present reports and makes recommendations to council, various committees, local

governments, related community organizations, and members of the public.

- Provide program information and support to the Health Neighborhoods Advisory Committee including developing agendas, arranging speakers, presenting data, and taking minutes.
- Develop performance measures and evaluations to track progress towards the HNI goals.
- Participate in meetings with community stakeholders and elected officials regarding community development.
- Support the department in the preparation of budget documents and monthly reports.

Other Functions:

- Provide coverage at front counter, assisting walk-in customers.
- Attend public meetings/hearings as needed.

Supervisory Requirements:

- LTE staff

Education and/or Experience Requirements:

- Two years of professional experience in social services and/or community development.
- Bachelor's Degree in planning, public administration, public policy, sociology, social work, business, or related field.

Knowledge, Skill, and Abilities:

- Strong interpersonal skills, diplomacy, and the willingness to seek reasonable solutions.
- Strong analytical skills; competence in managing multiple, long-duration projects; and building partnerships with stakeholders.
- Excellent oral and written communication skills, ability to effectively facilitate large public meetings and community engagement.
- Ability to identify stakeholders and their interests, and engage with partners, stakeholders, and community members.

Physical Demands: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree or requires sitting most of the time.

Work Environment: Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 95% of the time and outside work 05% of the time.

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

Supplemental Information:

Tools and Equipment Used:

Personal computer, including word processing and spreadsheet software; phone; email, copy machine, fax machine and video conferencing.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally exerting up to 50 lbs. Seldom exerting more than 50 lbs. Frequently sitting. Occasionally standing and walking.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed in a standard office setting with some travel to various locations in and outside of the City to attend meetings. Evenings and weekends may be required to attend periodic City meetings.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

2024 BUDGET EXPENDITURE DETAIL

Department: Wellbeing Fund (224-5144-)

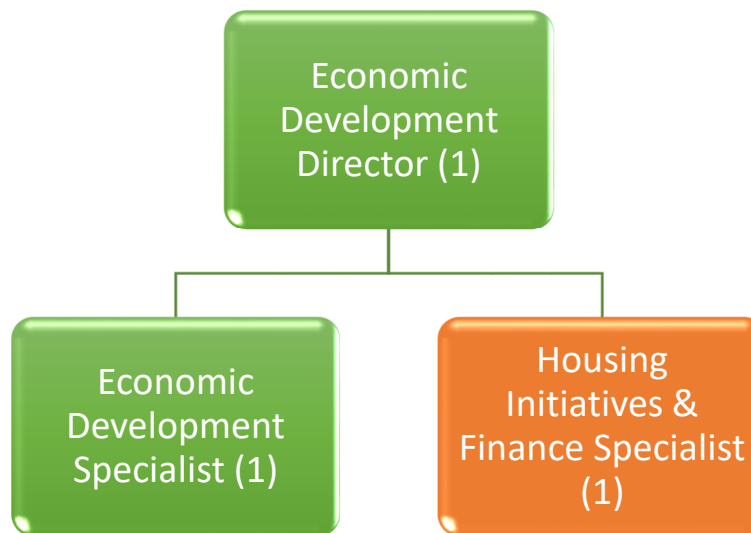
Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission & Committees		
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . 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 Contractual Services - LIST:	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	
-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>	
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	
-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	

2024 BUDGET EXPENDITURE DETAIL

-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	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	
-389	Grants to Others	Grants awarded to non-profit organizations as a part of the City's Healthy Neighborhood Initiative	\$-0- One-Time additional HNI grant funding for Southdale Neighborhood 2023 \$15,000 2024 \$-0-
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

Department Mission:

The Economic Development Department works with business, education, government, labor and residents to encourage community and economic development including expansion of employment opportunities and tax base. Also work to foster, develop, and enhance a sense of community, a positive community image, and civic pride.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Economic Development Director	1.0	1.0	1.0	1.0	1.0
Economic Development Specialist	1.0	1.0	1.0	1.0	1.0
Housing Initiatives & Finance Specialist	-	-	-	-	1.0

Major Responsibilities & Services Provided:

- Promote job growth, new investments, and economic growth.
- Provide great customer service to internal and external customers.
- Retention and expansion of existing businesses.
- Recruit new businesses to Fitchburg.
- Encourage an entrepreneurial ecosystem.
- Brand Architecture – promote & market Fitchburg.
- Administer hotel room tax, affordable housing fund, revolving loan fund (RLF), venture debt, and tax incremental financing (TIF).
- Liaison to the Community and Economic Development Authority (CEDA) and Fitchburg Chamber Visitor + Business Bureau (FCVBB – the City's tourism entity).

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Hotel Room Tax Collections (a)	\$199,548	\$250,000	\$487,112	\$420,284	\$525,000
Construction Permit Valuation (in millions)	\$159	\$149	\$342	\$200	\$200
Tax Base-EV TID In (in billions)	\$3.70	\$4.10	\$4.84	\$5.73	\$5.90
Number of TIF Districts	7	7	8	8	10

(a) – decrease in 2020 and 2021 due to COVID-19

Significant Accomplishments in 2023:

- Gathered data, prepared development assumptions for three proposed TID Districts: TID #10 Amendment #2, TID #16 Southdale and TID #17 Anton/Arrowhead
- Closed TIDs # 4 and #15 with housing extension
- Continued to research broadband options for the City of Fitchburg
- Worked with developers on Arlo TIF request and an amendment to developer agreement for Ochalla Road
- Assisted in the launch of the BCycle Program with CEDA funds
- Organized 40th Anniversary celebration events with Fitchburg CVBB
- Responded to two MadREP Requests For Information (RFI)
- Worked with Parks Department and Fitchburg CVBB on upgrades to pickleball courts for August tournament in Fitchburg
- Worked with the Wisconsin Latino Chamber of Commerce on a WEDC grant application
- Worked with developer to bring assisted and memory care senior units to Fitchburg

Notable Initiatives for 2024:

- Develop a TID information page on the city's website
- Engage with planning staff and consultants working on the South Stoner Prairie Neighborhood and Greenfield Neighborhood Planning process
- Participate in the UW Madison Capstone Visioning for Uptown with Planning
- Work with developer of Hartung Fields to secure commercial end-users
- Work with Colburn Hundley on Comprehensive Development Plan for Shea Property
- Work with developer of clean fill site in TID #11 (Foseid Property)

Financial Summary:

Economic Development (-5670-)

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$272,723	\$291,442	\$133,138	\$290,610	\$426,011	\$134,569
Contractual Services	960	960	960	960	960	-
Operating Expenses	7,003	6,645	2,225	6,645	7,975	1,330
Allocated Costs	21,715	24,175	12,097	24,185	29,772	5,597
Transfers to Other Funds	-	-	-	-	-	-
Total	\$302,401	\$323,222	\$148,420	\$322,400	\$464,718	\$141,496

CEDA (Fund 225)

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$55,160	\$58,075	\$29,037	\$58,185	\$60,895	\$2,820
Contractual Services	135	5,000	-	5,000	-	(5,000)
Operating Expenses	353,838	334,005	124,524	473,632	421,595	87,590
Allocated Costs	1,520	1,565	783	1,565	1,565	-
Transfers to Other Funds	-	-	-	-	-	-
Total	\$410,653	\$398,645	\$154,344	\$538,382	\$484,055	\$85,410

Significant Budget Changes from 2023 to 2024:

- Increase in hotel tax revenue projection based on recent collections.
- Increase in postage costs due to increased rates.
- Removed Buxton software that was intended for 2023 only (\$5,000).
- Moved Dane Buy Local membership from Elected Official budget to CEDA (\$800).
- Increase public information and education to expand reach (\$13,300).
- Added Housing Initiatives and Finance Specialist position (PBP#76).
- Added \$50,000 to the TID #13 budget for Uptown vision and market analysis.

2024 BUDGET EXPENDITURE DETAIL

Department: Community & Economic Development (100-5670-)

Economic Development Fund 100

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures			
PERSONNEL COSTS OTHER THAN WAGES & DFB						
-140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	\$280 - Chairman 8 meetings \$800 - Citizen members 4 -8 meetings per year @ \$25			
			2023	\$1,080	2024	\$1,080
CONTRACTUAL SERVICES						
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.	\$960 - ACT contact management software			
			2023	\$960	2024	\$960
OPERATING SUPPLIES & EXPENSE						
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$325 - General office supplies \$925- Business luncheon postage \$425 - General postage			
			2023	\$1,350	2024	\$1,675
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$700 - WEDA \$655 - IEDC \$200 - Wisconsin State Journal \$85 - Site Selection \$60 - Midwest Real Estate News \$75 - CIREX \$100 - ICSC Membership \$10 - Dane County Directory			
			2023	\$1,935	2024	\$1,885
-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. Detail of this account to be submitted with budget proposal.	\$750 - WEDA or ICSC Conference \$570 - Ehlers Conference \$240 - MadREP Summit			
			2023	\$1,290	2024	\$1,560
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	\$755 - 1,140 miles @ \$.66			
			2023	\$720	2024	\$755
-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. USBs	\$1,250 - Marketing Materials			
			2023	\$500	2024	\$1,250

2024 BUDGET EXPENDITURE DETAIL

-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	\$525 - Trade Ring Analysis			
			2023	\$525	2024	\$525
-363	Communications Expense	Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.	\$325 - Phone/Data Plan Allowance (\$27 per month)			
			2023	\$325	2024	\$325
-505	Leases and Rentals	Leases and rentals of facilities and equipment				
			2023	\$-0-	2024	\$-0-

2024 PERSONNEL SUMMARY

Department: **Community & Economic Development**

E = Existing position or employee

N = **New position** - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Mike Zimmerman	Economic Development Director	9/5/95	2,080		
E	Joyce Frey	Economic Development Specialist	5/5/97	2,080		
N#76	Vacant	Housing Initiatives and Finance Specialist		0+2,080 =2,080		
N#1	Holiday Premium				0+8 =8 hrs	
	TOTAL ALL PAGES			4,160+ 2,080 =6,240	0+8 =8 hrs holiday premium	

2024 BUDGET EXPENDITURE DETAIL

Department: CEDA (225-5610-)

Acct #	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.	Buxton software in 2023 only 2023 \$5,000 2024 \$ -0-
OPERATING SUPPLIES & EXPENSE			
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$310 - Greater Madison Chamber Dues \$2,000 - MadREP Dues \$830 - BioForward Dues \$2,500 - WTC Membership \$500 - Madison Black Chamber Dues \$180 - Latino Chamber of Commerce \$800 - Buy Dane Local 2023 \$6,315 2024 \$7,120
-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. Detail of this account to be submitted with budget proposal.	\$4,500- IEDC Conference/Webinars, ED or Broadband Conf \$225 - Fitchburg CVBB Annual Meeting \$300 - BioForward Health Summit \$300 - Greater Madison Chamber Annual Meeting \$150 - Madison Black Chamber Awards Dinner \$100 - Dane County Housing Summit 2023 \$5,390 2024 \$5,575
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	\$25,000 - FTN Marketing, Advertising, Expos, including In Business Magazine insert, banners, fireworks 2023 \$11,700 2024 \$ 25,000
-360	Business Appreciation Luncheon	Annual Business Appreciation Program for Fitchburg Businesses includes annual luncheon	\$3,000 - Luncheon Speaker \$4,500 - Expenses (stage, decorations, promo items, invites, rental) \$4,500 - Food and Beverages 2023 \$12,000 2024 \$12,000
-390	Room Tax Payment to FCVBB	Disbursement of 70% of hotel room tax revenue to Fitchburg Chamber Visitor and Business Bureau (FCVBB) as the City's tourism entity per State Statute. The FCVBB manages contract with regional tourism entity Destination Madison.	\$367,500 - 70% of room tax collected per ACT 55 \$525,000 x 70% = \$367,500 2023 \$294,200 2024 \$367,500
-392	Other Promotional Expenses		\$1,200 - Holiday Lighting \$700 - Memorial Day Observance \$2,500- Other promotional expenses (USB, Pens, Bags, Mugs, Shirts etc.) 2023 \$4,400 2024 \$4,400
-393	Signage Improvements – from designated fund balance for signs		2023 \$-0- 2024 \$-0-
-394	Sports Related Promotional Expense (segregate 30% funding of the 1% Room Tax)		2023 \$-0- 2024 \$-0-
-505	Leases and Rentals	Leases and rentals of facilities and equipment	2023 \$-0- 2024 \$-0-

2024 BUDGET EXPENDITURE DETAIL

-570	Allocation from Technology Fund	\$1,565 - Header Package			
		2023	\$1,565	2024	\$1,565
225- 5922- 100	Transfer to General Fund	Marketing Salary Allocation (20%)			
		2023	\$58,075	2024	\$ 60,895

Department Mission:

To effectively utilize funding resources to revitalize the city's existing older single-family and multi-family housing with an emphasis on energy efficiency, healthy, safety and sustainable upgrades. The city will prioritize upgrades to existing affordable units that will continue to maintain affordability after the upgrades. Promote the development of single family and multi-family ownership units including affordable housing through innovative programs. Support projects to expand the supply of affordable multi-family rental units through tax credit programs and by incorporating affordable units within market rate buildings utilizing TIF. Expand the supply and broaden the affordability of senior housing.

Authorized Positions (FTE):

	2020	2021	2022	2023	2024
None					

Major Responsibilities & Services Provided:

- Housing & Community, & Redevelopment Authority.
- Liaison to the Housing Advisory Committee.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
TID Extension Transfers In					
Affordable Housing (millions)	-	-	\$1.9	\$3.4	\$.7
General Housing (millions)	-	-	\$.8	\$1.5	\$.3
Total (millions)	-	-	\$2.7	\$4.9	\$1.0
TIF District #	n/a	n/a	#6	#4	#15

Significant Accomplishments in 2023:

- Worked with Sustain Dane and Elevate Energy on developing an Efficiency Navigator Program for Fitchburg's NOAH units
- Worked with Sustain Dane on a grant application that would benefit Fitchburg *if awarded*
- Worked with Ehlers on analyzing the use of TID for affordable units within a market rate development and also discussed with a development partner who is interested in participating in the pilot program
- Did extensive outreach to multiple partners to share the Rent to Own Townhouse Endowment Pilot Program criteria and determine if there might be a partnership with the city to provide either financing, property management services or program oversight
- Issued two Legal RFPs (public finance & real estate) for Rent to Own Townhouse Endowment Pilot Program

Notable Initiatives for 2024:

- Implement the Efficiency Navigator Program, if grant awarded, which may include additional funding from the affordable housing fund
- Implement the Rent to Own Townhouse Endowment Pilot Program Phase II, if authorized by Council
- Implement and market the affordable units within market rate development program, if authorized by Council

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$81	\$840	\$-	\$840	\$1,260	\$420
Contractual Services	3,000	50,000	6,263	25,000	465,000	415,000
Operating Expenses	550	525	-	525	600	75
Allocated Costs	-	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-	-
Total	\$3,631	\$51,365	\$6,263	\$26,365	\$466,860	\$415,495

Significant Budget Changes from 2023 to 2024:

- Increase in professional services for Sustain Dane and Elevate Energy Efficiency Navigator program (\$390,000).
- Increase in professional services for rent-to-own townhome pilot project (from \$25,000 to \$50,000).

2024 BUDGET EXPENDITURE DETAIL

Department: Affordable Housing

Affordable Housing (226-5610-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission	Includes Per Diem for 9 members; estimated 4 meetings	
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$390,000 – Efficiency Navigator Program \$50,000 – Rent to Own Townhome Pilot Project 2023 \$25,000 2024 \$440,000
-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	
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	
-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. Detail of this account to be submitted with budget proposal.	\$600 – WHEDA Housing Conference 2023 \$525 2024 \$600
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	
-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	
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

2024 BUDGET EXPENDITURE DETAIL

General Housing (226-5670-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission	Includes Per Diem for 9 members; estimated 4 meetings	Housing Committee \$1,050 - 7 Members @ \$25 / meeting * 6 meetings \$210 - 1 Chair @ \$35 / meeting * 6 meetings *increased from 4 to 6 meetings with PBP#76 2023 \$840 2024 \$1,260
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$25,000 – professional services for housing related program development 2023 \$25,000 2024 \$25,000
-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	
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	
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	
-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	
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 76																																									
Department:	Community & Economic Development/Housing																																										
Position Title:	New Housing Initiatives & Finance Specialist																																										
Position Timing: The year the position is projected to start and any other timing items.	Full-time, permanent employee working 2080 hours per year. The goal would be to have someone on staff as close to January 2024 as possible.																																										
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description																																										
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	The housing specialist is needed to be the direct contact for all housing related matters. In addition to working with economic development and CEDA, the city's statutory housing authority, we anticipate that this position would also work with Planning on neighborhood development, Senior Center on senior housing needs, Building Inspection, Fire, and Police as one job task is to maintain owner/management information. Since completing the housing plan in 2019, housing availability and affordability has been a concern of the council and mayor. With the current infusion of dollars for affordable housing from the closure of TIDs 4,6 and 15, this position will be critical in providing the city support and oversight for how the dollars are spent. This position will be responsible for working with the private and non-profit sectors to identify additional funding options for housing. In the budget that was approved by the state, additional funding is going to be included for affordable housing that will need to be researched, applied for, and implemented if successful. This position would add two more Housing Advisory Committee meetings for the year (from 4 to 6 meetings a year), which includes a cost for additional per diem and additional FACTv LTE time to record the meetings.																																										
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	This is the first request for an additional staff person for the economic development department since 2007. In the past, the ED director has been creative in securing funding and partnerships to move new initiatives forward. However, this is a necessary position as the city continues to prioritize housing programs, availability, and affordability. Currently, economic development staff has been leading the implementation of the 2019 Housing Plan and TIF for housing program development that has approximately \$8 million in funding. These housing efforts have been consuming significant time with staff challenged to also dedicate time and attention to other CEDA priorities. A Housing Initiatives & Finance Specialist position would add expertise and capacity for a full-time focus on housing initiatives and programs.																																										
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Population Est*</td> <td>23,240</td> <td>25,246</td> <td>28,316</td> <td>29,177</td> <td>30,391</td> <td>31,869</td> <td>31,817</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>*DOA Estimates</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				2007	2012	2018	2019	2020	2021	2022	Population Est*	23,240	25,246	28,316	29,177	30,391	31,869	31,817																	*DOA Estimates							
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 76
Department:	Community & Economic Development/Housing	
Position Title:	New Housing Initiatives & Finance Specialist	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) New Housing Initiatives & Finance Specialist	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$120,405	\$120,405	\$	\$
Non Personnel Recurring Costs			\$1,100	\$680	\$	\$420
Non Personnel One-Time Costs			\$3,510	\$3,510	\$	\$
Total Year One Costs			\$125,015	\$124,595	\$	\$420
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade G	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt	Additional Housing Advisory Committee Meetings	\$420 + 3 hours FACTv LTE
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Job Title: Housing Initiatives & Finance Specialist
Department: Community & Economic Development
Division:
Salary Grade:
Created:

Reports To: Economic Development Director
FLSA Status:
EEO Code:
Employee Group:
Last Revision:

Position Summary:

The City of Fitchburg is seeking a housing initiatives and finance specialist to provide support for the city's ongoing work in the development of housing for all and wealth generation including implementation of the 2019 Fitchburg Housing plan. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:

- Represent the City, as directed, to elected officials, and outside agencies; coordinate assigned activities with City departments and outside agencies and organizations as it relates to housing matter.
- Serve as a resource to the Community and Economic Development Authority (CEDA), Housing Advisory Committee (HAC), Planning Department, Council and other stakeholders regarding housing infrastructure, redevelopment, and funding programs related to housing, including affordable housing.
- Prepare and present information on housing as requested by CEDA, HAC, Plan Commission, Common Council, other City Departments, and outside organizations.
- Oversee implementation of the Fitchburg Housing Plan goals and recommendations, coordinate regular updates, and progress reports.
- Maintains current understanding of housing market and conditions in the City and region.
- Meet with and/or provide detailed information, research, and technical assistance to representatives of businesses, community groups, neighborhood associations, financial institutions, developers, governmental agencies, nonprofit organizations, construction firms and other relevant parties; and to identify community development and housing needs, set priorities, develop strategies, and design programs.
- Explore federal, state, regional, county, and philanthropic funds, and resources to provide flexible, sustainable support for current and new housing initiatives and programing.
- Manage the City's Affordable Housing and Housing programs.
- Develop and issue Requests for Proposals to select consultants and grantees; evaluate proposals for financial suitability and capacity; and the ability to meet statutory and regulatory requirements consistent with city goals. Assist in establishing measurable program outcomes and oversee the development of continuous improvement and quality assurance metrics.
- Serve as the liaison between the Rent to Own Townhome Endowment Pilot, Efficiency Upgrades, and Affordable within Market Rate Programs and program administrators, developers, and contractors.
- Serves as a Project Manager on the development and implementation of housing related programs.

- Leads community engagement and education efforts related to housing. This includes formal efforts associated with City projects as well as responding to and working with developers, neighborhood groups, advocacy organizations, and regional partners.
- Initiate, design, develop and implement project and records management systems to ensure program continuity and fiscal integrity, and to meet or facilitate grant reporting requirements.
- Conduct monitoring audits and on-site inspections of recipient and project development activities to provide on-going assistance, establish systems for review and evaluation, to ensure compliance with regulations and contract agreements, and to initiate corrective action, when necessary.
- Identify and act on opportunities to advance racial equity and inclusivity.
- Maintain the database of apartment owners and managers, and neighborhood associations through ongoing communication and outreach.
- Prepare marketing materials for City housing programs.
- Manage Affordable housing expenditures and assist with the annual budget.
- Provide support and serve as the city's contact in working with the Dane County Housing Initiative and Dane County Housing Authority.

Additional Duties and Responsibilities:

- Provide assistance to the Community & Economic Development Department as directed by the Economic Development Director

Supervisory Requirements:

- None

Minimum Qualifications

Education and/or Experience Requirements:

Education: Bachelor's Degree in Public Administration, Urban Studies, Economic Development, Urban and Regional Planning, Business Administration, Real Estate, Finance, or a related field.

Experience: Three years of professional management experience (paid or volunteer) in a governmental agency, private sector, or non-profit organization, which includes at least one year in community, housing or economic development. Housing finance experience preferred.

Substitution: Five years of professional experience working directly in community, housing, and/or economic development may substitute for the education and experience requirement.

- High School Diploma or Equivalency.
- 18 years of age.

Certifications:

- Valid Wisconsin Drivers Licenses.

Necessary Knowledge Skills and Abilities:

Supplemental Information:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Both inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

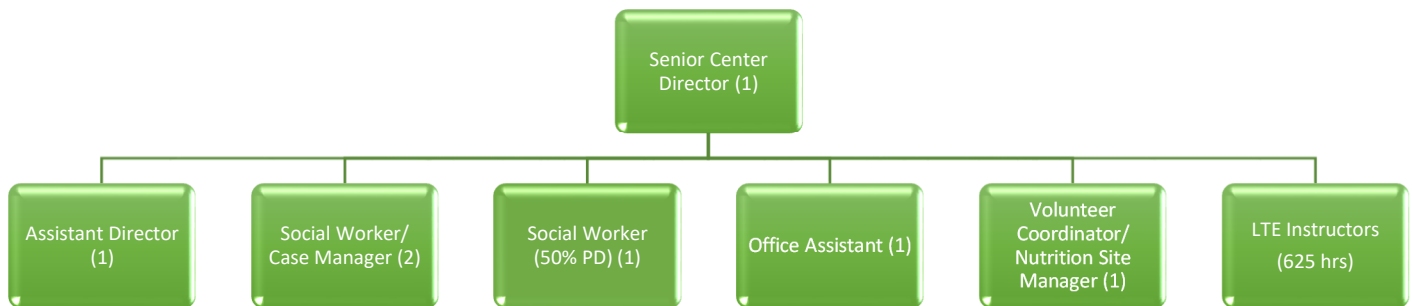
Department Mission:

The mission of the Fitchburg Senior Center is to advance healthy aging from vibrant to vulnerable populations through diverse social, recreational, and volunteer opportunities and supportive services.

Vision Statement

The vision of the Fitchburg Senior Center is to become the recognized leader in building connections and opportunities to reimagine aging and empower individuals to be their best selves.

Authorized Positions (FTE):



	2020	2021	2022	2023	2024
Senior Center Director	1.0	1.0	1.0	1.0	1.0
Senior Center Assistant Director	1.0	1.0	1.0	1.0	1.0
Social Worker/Case Manager	2.0	2.0	2.0	2.0	2.0
Social Worker (50% Public Safety)	-	-	.5	.5	.5
Volunteer Coordinator/Nutrition Site Manager	1.0	1.0	1.0	1.0	1.0
Office Assistant	1.0	1.0	1.0	1.0	1.0
LTE Instructor(s)	.2	.2	.2	.3	.3

Major Responsibilities & Services Provided:

- Implement Dane County Case Management program by providing social work services that help older adults maintain their independence.
- Implement Dane County congregate and home delivered meal program 5X/week.
- Supplement city's transportation services by using volunteer drivers to transport older adults to and from medical appointments.
- Provide programs and volunteer opportunities to 150-200 older adults each day.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Unduplicated # of participants	1,380	1,274	(b)	(b)	(b)
Registered Program Participants	(b)	(b)	842	900	950
Case Management Clients (2 or more services)	350	388	463	465	465
Information & Assistance Clients	390	203	366	350	375
Meals Served	10,282	11,899	14,094	14,100	14,200
Medical Rides Provided	27	104	228	255	300
Program Revenue	\$13,855	\$19,532	\$32,401	\$40,000	\$45,000
Dane County Contract Payments	\$87,340	\$92,299	\$100,867	\$141,852	\$141,852

(a) Data collection method changed in 2022

Significant Accomplishments in 2023:

- Constructed new patio, fully funded through donations.
- Built/strengthened relationships with three senior apartment complexes (Highline, Limerick, Novation Commons) by offering regular "office hours" at each building.
- Updated Senior Center mission statement and created vision statement.
- Initiated a stronger focus on diversity to be more inclusive of Black, Hispanic, Hmong and LGBTQ older adults.
- Despite the sudden loss of the Dane County contracted caterer, successfully partnered with area restaurants for 7 weeks to provide meals to home delivered and on-site diners.

Notable Initiatives for 2024:

- Complete Wisconsin Association of Senior Centers state re-accreditation.
- Complete an Inclusion Action Plan that incorporates staff development in the areas of diversity and inclusion.
- Secure funding for supplemental transportation to and from the Senior Center.
- Through stronger connections with apartment managers, engage no less than 15% of residents from Highline (24), Limerick (15) and Novation Commons (9) in Senior Center program offerings.
- Increase outreach efforts in the Allied Drive and west Verona Road neighborhoods.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$677,276	\$740,902	\$366,201	\$739,176	\$779,334	\$38,432
Contractual Services	12,638	18,320	6,185	13,250	22,840	4,520
Operating Expenses	19,852	20,175	11,101	20,750	22,065	1,890
Allocated Costs	50,012	56,315	27,711	56,315	59,660	3,345
Transfers to Other Funds	-	-	-	-	-	-
Total	\$759,778	\$835,712	\$411,198	\$829,491	\$883,899	\$48,187

Significant Budget Changes from 2023 to 2024:

- Increased aid from Dane County from \$102,015 to \$141,855 based on 2022 contracted aid.
- Added \$7,200 for supplemental transportation to/from the Senior Center (12 hours of service monthly).
- Shifted \$625 for digital signage expense to FACTv budget.
- Increased program expenses by \$1,100 to allow more outreach events at senior apartments and parks.
- Shifted \$2,000 for copier lease and maintenance to the IT fund.

2024 BUDGET EXPENDITURE DETAIL

Department: Senior Center (100-5460-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	\$500 - Commission on Aging meetings 2023 \$500 2024 \$ 500
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	
-211	Oregon Senior Center Contribution	Annual contribution to the Oregon Senior Center based on usage by our residents	\$1,000 - Annual contribution to the Oregon Senior Center Adult Day Program serves between 2-4 Fitchburg residents per year. 2023 \$1,000 2024 \$1,000
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	\$500 - Repairs/Maintenance on kitchen appliances, sound system, hot/cold well, commercial coffee maker, etc. 2023 \$500 2024 \$500
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.	\$-0- -- Digital signage software *reclassified in 2024 to FACTv 2023 \$625 2024 \$-0-
-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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$540 Charter Cable @ \$45/month \$13,000 Independent Contractor payments \$500 Constant Contact - On-line marketing service \$100 Language Line Inc. - translation services \$7,200 Supplemental transportation contract 2023 \$16,195 2024 \$21,340
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$300 General Postage (approx. \$25/month) \$1,300 Office supplies 2023 \$1,600 2024 \$1,600
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$325 Movie License \$500 SESAC Music License (other 50% billed to Chamber) \$75 WI Assoc. of Senior Centers (WASC) \$155 Canva – Design software subscription \$200 WASC Re-accreditation (every 5 years) \$0 Social Work license renewal (odd years only) 2023 \$1,195 2024 \$1,255

2024 BUDGET EXPENDITURE DETAIL

-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	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>	6 staff @ \$400; 1 staff @ \$200 (50% w/ PD) Wisconsin Association of Senior Centers spring and fall trainings, Social Work trainings, nutrition trainings 2023 \$2,600 2024 \$2,600
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	Home visits, staff trainings or conferences and regular meetings. 1,000 miles @ \$.66/mile 2023 \$630 2024 \$ 660
-335	Vehicle Expense	Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.	Repair/Maintenance on Senior Center vehicle 2023 \$200 2024 \$200
-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.	Appointment cards, loan closet carbon copy forms, receipt forms, program materials 2023 \$600 2024 \$600
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	\$3,300 Newsletter printing \$400 Marketing materials, brochures, posters, flyers \$300 Senior Center ads in area publications 2023 \$4,000 2024 \$4,000
-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	Equipment Expense	Replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	\$2,250 - Wireless microphone, headsets, podium, shelving, displays, etc. 2023 \$2,250 2024 \$2,250
-386	Nutrition Program	Supplies for congregate meal site and home delivered meal program	\$3,500 - Supplies for congregate meal and home delivered meal program. 2023 \$3,000 2024 \$3,500
-387	Program Expenses	Expenses incurred to provide programming	\$2,500 - Senior center events, program supplies, outreach supplies 2023 \$1,400 2024 \$2,500
-391	Volunteer Program	Expenses to support volunteer program	\$2,500 - Annual volunteer appreciation event, seasonal thank you gifts. 2023 \$2,000 2024 \$2,500
-397	Fuel Purchases	Fuel – diesel and unleaded, from City pumps and commercial stations	115 gallons X \$3.50/gallon 2023 \$700 2024 \$400
-505	Leases and Rentals	Leases and rentals of facilities and equipment	\$-0- Copy machine lease. Copy machine is Department's primary printer. (\$2,000 moved to IT fund) 2023 \$2,000 2024 \$-0-

2024 PERSONNEL SUMMARY

Department: Senior Center

E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Jill McHone	Director	9/93	2,080	0	0
E	David Hill	Assistant Director	9/98	2,080	0	0
E	Amy Jordan	Social Worker	8/04	2,080	0	0
E	Katie Bogucki	Social Worker	3/22 FT 1/1/19	2,080	0	0
E	Sarah Folkers	Social Worker (50% in Public Safety)	1/06	2,080	0	0
E	Mandi Miller	Volunteer Coordinator/Nutrition Site Manager	7/07	2,080	0	0
E	Suzie Jones	Office Assistant	12/17	2,080	0	0
E	LTE/Various	Exercise Instructors	Various		625*	0
	* Pool of hours available					
	TOTAL ALL PAGES			14,560	625	

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 66																																	
Department:	Senior Center																																							
Position Title:	New Activity Assistant (bilingual) (0.6 FTE)																																							
Position Timing: The year the position is projected to start and any other timing items.	24 hours/Week starting January 1, 2024																																							
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	This position will be responsible for planning larger, special programs throughout the year (i.e., Older Americans Month, National Senior Center Month, Veterans Day, Juneteenth). Position would also develop, and lead programs held around the lunch hour as well as plan a wide array of activities focused on recognizing/celebrating various cultures and traditions. The position would also assist the Assistant Director with the day-to-day activities including room set up, take down, and support to presenters and participants. Requiring candidates to be Spanish speaking will also allow us to better serve a growing number of Latino older adults that are coming to the Senior Center.																																							
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Like many city positions, the Senior Center Assistant Director position has evolved over the years and new duties have been added. The number of program offerings has increased as well as the number of participants. It has become increasingly more difficult to attend to the needs of program participants and leaders while juggling the many other duties of the job.																																							
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	In recent years our department has relied more heavily on other Senior Center staff to assist with programs and activities. It is getting to a point where too much of their time is being spent on duties that fall outside of their job descriptions. Also, our department has relied on New Bridge Madison's Cultural Diversity program to connect with Fitchburg's Spanish older adults in Fitchburg. Their resources are limited, and it is important that we look at adding bilingual staff to build stronger community connections.																																							
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Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$67,431	\$67,431	\$	\$
Non Personnel Recurring Costs	\$180	\$180	\$	\$
Non Personnel One-Time Costs	\$3,010	\$3,010	\$	\$
Total Year One Costs	\$70,621	\$70,621	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	1,248	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade C	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg						Proposal #																																	
2024 Operating Budget Personnel Budget Proposal						67																																	
Department:	Senior Center																																						
Position Title:	New Nutrition Site Coordinator (0.6 FTE)																																						
Position Timing: The year the position is projected to start and any other timing items.	24 hours per week position starting January 1, 2024																																						
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	This position is responsible for implementing the Dane County nutrition program which includes congregate, and home delivered meals. The Nutrition Site Coordinator will oversee the programs to ensure compliance with the Dane County contract as well as meet food safety standards and program expectations. The Nutrition Site coordinator works alongside kitchen volunteers, and have regular interaction with meal drivers, senior center staff, Dane County staff and program participations. Draft job description attached																																						
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	In 2006 the Senior Center added a 10 hr/week volunteer coordinator position. Due to the limited hours of this position, it proved difficult to retain staff. Because the majority of the Senior Center volunteers at that time were affiliated with the meal program, (kitchen helpers and meal drivers), it was decided that the Volunteer Coordinator position be merged with the part time Nutrition Site Manager position to create 1 full time position beginning in 2007. 17 years later the size of the volunteer program has dramatically increased along with the volunteer opportunities that are offered. In addition, both our home delivered meal and congregate meal programs have grown substantially along with compliance standards and reporting requirements. The workload of this combined position is no longer manageable for one person.																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The issue has been addressed over the years by delegating many "paid" duties to the volunteers such as receiving the food to ensure safety standards are met, creating lead kitchen volunteer positions, and designing trainings that encourage volunteers to work independently. Due to the increase in meals being served on site and delivered we are now to the point that a paid staff needs to be in the kitchen at all times to ensure food is handled properly, to effectively communicate changes in meal schedules, orders and routes (we currently have 5 routes and adding another with the annexation of the Town of Madison), and that we remain compliant with our county contract. We anticipate another increase in nutrition funding from Dane County that will support a portion of the expense of the position. In addition, as shown on the chart below, the funding for nutrition has increased over 50% in the past 17 years.																																						
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Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$63,712	\$63,712	\$	\$
Non Personnel Recurring Costs			\$180	\$180	\$	\$
Non Personnel One-Time Costs			\$210	\$210	\$	\$
Total Year One Costs			\$64,102	\$64,102	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	1,248	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade F	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

JOB DESCRIPTION

Nutrition Site Coordinator

Job Title: Nutrition Site Coordinator
Department: Senior Center
Division:
Salary Grade:
Created: July 2022

Reports To: Senior Center Director
FLSA Status:
EEO Code:
Employee Group:
Last Revision:

Position Summary:

This position is responsible for implementing the Dane County nutrition program, which includes congregate and home delivered meals. The Nutrition Site Coordinator will oversee the programs to ensure compliance with the Dane County contract as well as meet food safety standards and program expectations. The Nutrition Site Coordinator will have regular interaction with volunteers, senior center staff, Dane County staff and program participants.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:

- Oversee and manage the Dane County congregate and home delivered meal programs.
- Order and receive meals from the Dane County contracted meal caterer and ensure all food safety standards are met.
- Oversee and work with volunteers on meal packaging, delivering and serving of meals to ensure compliance with the Dane County contract.
- Maintain kitchen facility following State of WI food safety standards.
- Work with Volunteer Manager to ensure volunteer needs/performance standards are met.
- Work with Volunteer Manager to create and/or update home delivery routes based on changing needs.
- Ensure all Dane County required nutrition program information is properly displayed and available.
- Guarantee compliance related to SAMS (Social Assistance Management System) record keeping and data input.
- Record and track attendance records and meal reservations in the Senior Center database.
- Monitor kitchen inventory including supplies, equipment and cleaning products and order when needed.
- Communicate with the caterer and the Dane County Area Agency on Aging Nutrition Manager regarding any nutrition program concerns.
- Track consumer donations to the congregate and home delivered meal programs using software provided.
- Use City payment request process to return all meal donations to Dane County.

Additional Duties and Responsibilities:

- Attend all Dane County Nutrition Site Coordinator trainings and meetings.
- Attend staff meetings and training sessions.
- Orient new senior participants to the meal site.
- Assist in driving meal delivery routes and delivering meals as necessary.
- Perform other duties as assigned.

Supervisory Requirements:

None

Minimum Qualifications**Education and/or Experience Requirements:**

- High school diploma or equivalent.
- 2 years of kitchen or institutional food service experience or vocational/technical training in nutrition preferred.
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.

Certifications:

- CPR/AED training (within 3 months of hire)
- Valid Driver's license
- SERV Safe Certification (within 3 months of hire)

Necessary Knowledge Skills and Abilities:

- Ability to establish and maintain positive relationships with volunteers and meal recipients.
- Excellent oral and written skills.
- Basic math skills
- Ability to be personal and professional in actions, hygiene and dress.
- Ability to clearly communicate with supervisor, staff, volunteers and participants.
- Knowledge of older adults and the aging process.
- Ability to work independently

Supplemental Information:**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

DRAFT

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 68																																	
Department:	Senior Center																																							
Position Title:	Additional Bilingual Case Manager (0.5 FTE)																																							
Position Timing: The year the position is projected to start and any other timing items.	20 hours per week position starting January 1, 2025																																							
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Provide case management coordination to older adults in Fitchburg with a focus on Spanish speaking older adults.																																							
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	According to 2020 census data, Fitchburg's population of Hispanic older adults over the age of 55 years (prior to the annexation of the Town of Madison) was 160. Adults between the ages of 45-55 years totaled 242. We feel this population may be higher as it only reflects those that responded to the census request and does not reflect Town of Madison numbers. To best serve the current population of Spanish speaking older adults and prepare for the increase in the next few years, it is important to have a bilingual case manager on staff. This additional staff will also serve older adults that speak English allowing us to better serve a growing population of older adults in Fitchburg. Also, having a bilingual case manager will allow our department to do outreach to Spanish speaking areas which we are currently unable to do.																																							
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The Senior Center has been using bilingual case managers employed by New Bridge Madison to connect Spanish speaking older adults to our services such as home delivered meals, transportation, and other programs/services available at the Senior Center. Using New Bridge Madison to interpret is a barrier to building strong connections with the Spanish speaking clients that are a part of our community. Furthermore, New Bridge Madison has their own caseloads that take priority. The Senior Center also has relied on Language Line Solutions for phone interpretation, but again, not a long-term solution for making Fitchburg's Spanish older adults feel a part of our community.																																							
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Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$39,338	\$39,338	\$	\$
Non Personnel Recurring Costs	\$960	\$960	\$	\$
Non Personnel One-Time Costs	\$4,030	\$4,030	\$	\$
Total Year One Costs	\$44,328	\$44,328	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	1,040	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade G	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	\$400	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	\$300	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

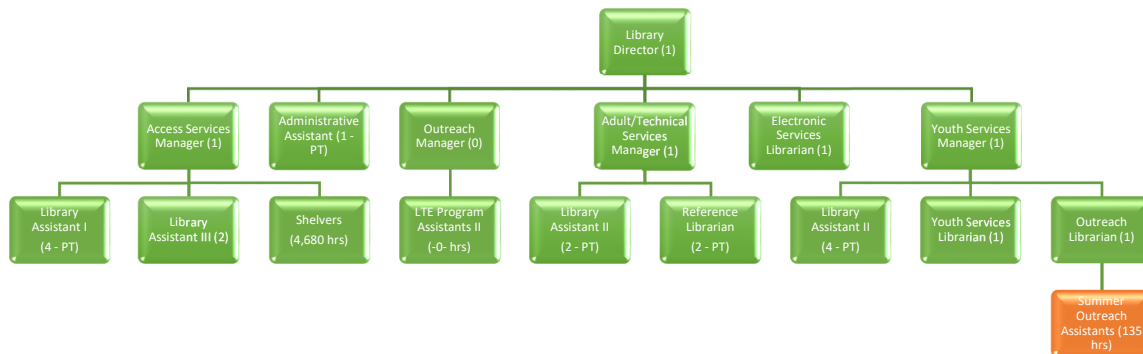
City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 69																																	
Department:	Senior Center																																							
Position Title:	Increase FTE for Activity Assistant (bilingual) (0.6 FTE to 1.0 FTE)																																							
Position Timing: The year the position is projected to start and any other timing items.	Increasing 0.6 FTE to 1.0 FTE starting January 1, 2026																																							
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	This position will be responsible for planning larger, special programs throughout the year (i.e., Older Americans Month, National Senior Center Month, Veterans Day, Juneteenth). Position would also develop, and lead programs held around the lunch hour as well as plan a wide array of activities focused on recognizing/celebrating various cultures and traditions. The position would also assist the Assistant Director with the day-to-day activities including room set up, take down, and support to presenters and participants. Requiring candidates to be Spanish speaking will also allow us to better serve a growing number of Latino older adults that are coming to the Senior Center.																																							
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Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$41,288	\$41,288	\$	\$
Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$	\$	\$	\$
Total Year One Costs			\$41,288	\$41,288	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080 (previously 1,248)	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade C	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	Same	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	None	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Department Mission:

The Fitchburg Public Library inspires and connects people of all ages through a variety of enriching, innovative, and engaging experiences offered in welcoming spaces to enhance and strengthen our diverse community.

The Fitchburg Public Library fosters and supports a lifetime of learning, curiosity, and discovery in a diverse and vibrant community.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Library Director	1.0	1.0	1.0	1.0	1.0
Administrative Assistant	.5	.5	.5	.5	.5
Access Services Manager	1.0	1.0	1.0	1.0	1.0
Adult/Technical Services Manager	1.0	1.0	1.0	1.0	1.0
Youth Services Manager	1.0	1.0	1.0	1.0	1.0
Outreach Librarian/Volunteer Coordinator	1.0	1.0	1.0	1.0	1.0
Electronic Services Librarian	1.0	1.0	1.0	1.0	1.0
Youth Services Librarian	1.0	1.0	1.0	1.0	1.0
Reference Librarian	1.0	1.0	1.0	1.0	1.0
Library Assistant III	2.0	2.0	2.0	2.0	2.0
Library Assistant II	3.0	3.0	3.0	3.0	3.0
Library Assistant I	1.5	1.5	1.5	1.5	1.5
Library Shelvers (pool of hours)	2.8	2.8	2.8	2.3	2.3
LTE Library Assistant I	.3	.3	.3	.3	.3
LTE Summer Outreach Assistant (pool of hours)	-	-	-	-	.1

Major Responsibilities & Services Provided:

- The library offers over 100,000 physical items for checkout, including books, movies, CDs, video games and audio books. We also offer access to over 2 million items through LINKcat.
- Patrons can use desktop or laptop computers at the library or access our free Wi-Fi. We offer Kindles and Roku for checkout, as well as e-books and e-audiobooks for checkout through Overdrive and Comics Plus.
- We offer over 400 programs each year for all ages, from babies to tweens to adults!
- Popular spaces in the library include individual study areas, group study rooms, a teen area and a quiet reading room.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Items checked out	160,242	237,191	306,663	306,760	315,000
Items checked in	117,756	171,678	230,137	232,472	235,000
Programs presented	445	254	343	350	350
Program attendees	28,294	13,703	10,359	11,000	11,000
Computer sessions	3,282	2,816	5,836	5,812	5,500
Wi-Fi sessions	16,427	240,268	350,113	393,000	400,000
Meeting room reservations	245	159	540	670	700
Weekly visitor count	n/a	2,198	2,640	2,739	2,800
Outreach events	10	0	49	60	60

Significant Accomplishments in 2023:

- Completed the final year of our strategic plan.
- Replaced face out picture book shelving with flat shelving, increasing collection size and improving browsing experience for patrons.
- Created two pollinator gardens with the assistance of local Master Gardeners.
- Built and stocked a 'Little Free Library' located at Southdale Park.

Notable Initiatives for 2024:

- Begin work on a new strategic plan.
- Convert former gallery space into a conference room.
- Begin planning to reallocate the Technology Center into more living room space.
- Reassess collection areas to meet new technology needs.
- Additional projects as determined by new strategic plan.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$1,333,985	\$1,527,120	\$704,358	\$1,511,220	\$1,590,941	\$63,821
Contractual Services	160,815	148,125	126,113	147,886	151,160	3,035
Operating Expenses	370,925	344,680	151,798	344,950	345,400	720
Allocated Costs	109,650	148,290	73,753	148,290	159,990	11,700
Transfers to Other Funds (includes capital)	133,800	368,800	141,800	368,800	261,200	(107,600)
Total	\$2,109,175	\$2,537,015	\$1,197,822	\$2,521,146	\$2,508,691	\$(28,324)

Significant Budget Changes from 2023 to 2024:

- Added to fee schedule the amounts for damage to meeting room furniture/technology and a fee for cleaning required after meeting room use.
- Increase in property tax levy allocated to the library based on TID closure adjustment of 2.971% and net new construction of 3.699% (levy increase of \$143,621).
- Increase in service fees for new automated materials handling unit (\$17,500).
- Increase in administrative fee primarily due to positions added in Administration and Finance and investment in new software.
- Reclassification of Friends annual support to appropriate account.
- Reclassification of sale of assets to appropriate account.
- Restored Summer Outreach Assistants with funding from the Friends of the Fitchburg Library (PBP#77).

2024 BUDGET EXPENDITURE DETAIL

Department: Library (250-5511)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission & Committees	Includes Per Diem for 6 members; estimated 12 meetings	Library Board 6 members x 12 meetings @\$25 per meeting 2023 \$1,800 2024 \$1,800
CONTRACTUAL SERVICES			
-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 not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	Repairs to elevators, HVAC, HRU, roof, doors, plumbing, electrical, lighting, HVAC annual maintenance, pest control, etc. 2023 \$20,000 2024 \$19,000
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.	\$1,500 Meeting room scheduling software \$2,300 Print management software \$700 Digital sign software \$400 Public computer reservation software 2023 \$-0- 2024 \$4,900
-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	\$210 Recruitment costs for summer outreach LTE (PBP#77) 2023 \$-0- 2024 \$210
-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$84,800 SCLS Technology fee \$6,000 Bibliotheca service contract \$17,500 Envisionware service contract \$4,500 Johnson Controls \$8,700 Kone Elevator; inspection & permits \$1,300 QPS \$150 - Recruitment costs (background checks) \$100- Flexible spending account administration (Software moved to 245) 2023 \$123,275 2024 \$123,050
-291	Contract Services- Performers/Pres enters		\$2,000 - Performers- youth services \$1,000 - Performers- adult services \$1,000 - Performers- outreach 2023 \$4,850 2024 \$4,000
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$1,500 - Postage 2023 \$1,000 2024 \$1,500
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	

2024 BUDGET EXPENDITURE DETAIL

-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.	2023 \$-0- 2024 \$300
-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. Detail of this account to be submitted with budget proposal.	\$4,000 - ALA, WLA, Local classes, Webinars 2023 \$4,000 2024 \$4,000
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	300 miles x \$.66/mile 2023 \$200 2024 \$200
-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	\$200 - Maintenance and license fees for outreach van (gas moved to 397) 2023 \$400 2024 \$200
-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.	\$8,000 - General library supplies \$1,000 - Programming, adult \$3,000 - Programming, kids \$2,000 - Programming, outreach \$10,000 - Strategic Plan implementation (fund balance) 2023 \$25,330 2024 \$24,000
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	Printing program materials, fliers, bookmarks, pamphlets. 2023 \$2,000 2024 \$1,500
-350	Repair & Maintenance Supplies	Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.	\$6,000 - Building maintenance supplies (hardware, ballasts, bulbs, building materials, etc.) 2023 \$6,000 2024 \$6,000
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. Detail of this account to be submitted with budget proposal.	\$15,000 - Computer replacements \$12,000 - Furniture & carts (fund balance) \$12,000 - Strategic Plan implementation (fund balance) 2023 \$37,250 2024 \$39,000
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	\$6,000 - Custodial supplies 2023 \$6,000 2024 \$6,000
-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	\$72,000 - MG&E \$4,000 - Utilities 2023 \$76,000 2024 \$76,000

2024 BUDGET EXPENDITURE DETAIL

-387	Library Collections		\$185,000 - Books, books on CD, Playaways, DVDs, music CDs, video games, etc. 2023 \$185,000 2024 \$185,000
-390	Other Operating Expense		\$1,500 - Reimbursements for lost-paid-found items, items lost off the hold shelf, forwarding payments to other libraries. 2023 \$1,500 2024 \$1,500
-397	Fuel Purchases	Fuel – diesel and unleaded, from City pumps and commercial stations	57 gallons unleaded gas @ \$3.50 *new* 2023 \$-0- 2024 \$200
-505	Leases and Rentals	Leases and rentals of facilities and equipment	Gordon Flesch copier leases 2023 \$23,500 2024 \$23,750
-570 (transfer)	City technology allocation (operating)		\$93,070 - Allocation from city technology fund for operating costs, based on number of users that access the technology infrastructure. 2023 \$86,575 2024 \$93,070
-572 (transfer)	Allocated Insurance		\$33,555 - Library's share of the City's insurance cost including property, liability, and workers compensation. 2023 \$31,395 2024 \$33,555
-573 (transfer)	City technology allocation (capital)		\$9,615 - Allocation from city technology fund for capital costs, based on number of users that access the technology infrastructure. 2023 \$6,820 2024 \$9,615
-596	Unemployment Expense		Unemployment claims filed by former Library employees 2023 \$-0- 2024 \$-0-
5920-100 (transfer)	Administrative Fee		\$225,200 - Transfer to General Fund for administrative services performed on behalf of the library including accounting, human resources, administration, legal, salary and benefits for shared positions, etc. 2023 \$141,800 2024 \$225,200

2024 PERSONNEL SUMMARY

Department: Library

E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Wendy Rawson	Library Director	10/4/10	2,080		
E	Phil Hansen	Circulation Manager	4/18/11	2,080		
E	Tegan Karow	Adult/Technical Services Manager	6/19/17 (this position)	2,080		
E	Kristin Garvey	Youth Services Manager	5/15/23 (this position)	2,080		
E	Lisa Stippich	Digital Services Librarian	7/26/17	2,080		
E	Minda Mauer	Outreach Services Librarian	3/31/22	2,080		
E	Margaret Howard	Youth Services Librarian	6/12/23 (in this position)	2,080		
E	Rachel Holtan	Library Assistant III, Circulation	8/22/22 (this position)	2,080		
E	Jennifer Foster	Library Assistant III, Circulation	1/2/18 (this position)	2,080		
E	Rebecca Swanson	Reference Librarian	5/27/14(this position)	1,040		
E	Erin Saylor	Reference Librarian	5/23/11	1,040		
E	Tim Powers	Administrative Assistant	5/1/23 (this position)	1,040		
E	Kora Quinn	Library Assistant II, Adult Services	4/1/23	1,040		
E	Kara Coffman	Library Assistant II, Adult Services	4/10/23	1,040		

2024 PERSONNEL SUMMARY

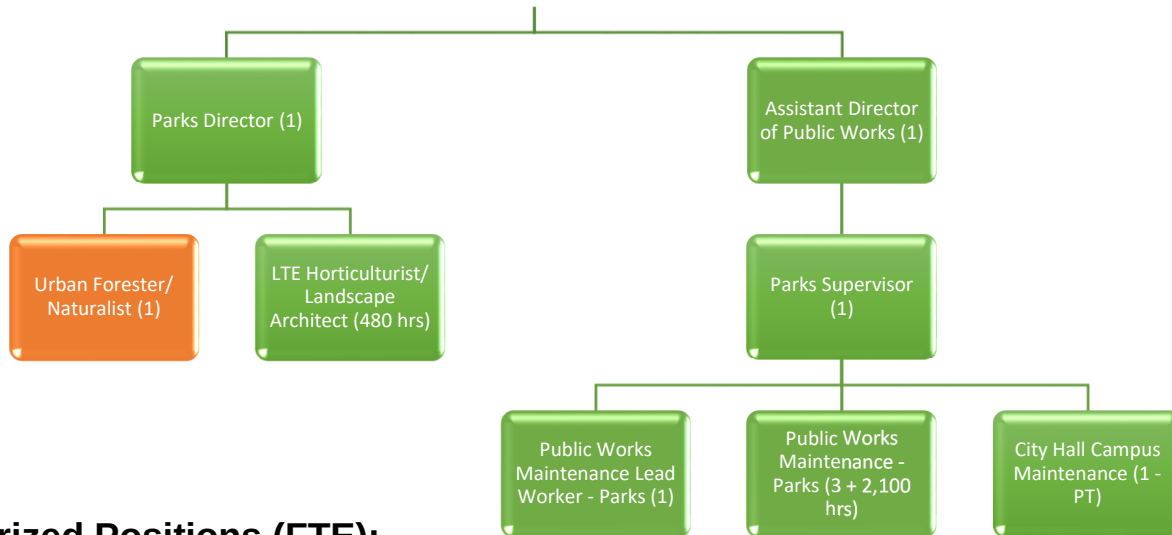
E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Lynn Behrend	Library Assistant II, Youth Services	6/12/23	1,040		
E	Jessi Neumann	Library Assistant II, Youth Services	7/22/19	1,040		
E	Christine Virnig	Library Assistant II, Youth Services	8/17/20	1,040		
E	Charmaine Sprengelmeyer	Library Assistant II, Youth Services	9/9/20	1,040		
E	Tyler Oakey	Library Assistant I, Circulation	1/11/21(this position)	1,040		
E	Haylee Peck	Library Assistant I, Circulation LTE	10/4/22	520		
E	Ward, Karen	Library Assistant I, Circulation	3/21/22 (this position)	1,040		
E	Seiler, Jax	Library Assistant I, Circulation	10/10/22	1,040		
E	Various (10-11)	Shelvers			4,680*	
NP#77	Various (1-3)	Summer Outreach Assistants			0+135 =135	
	*Pool of hours					
	TOTAL ALL PAGES			31,720	4,680+135 4,815	

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 77																																																
Department:	Library																																																	
Position Title:	Restore Summer Outreach Assistants																																																	
Position Timing: The year the position is projected to start and any other timing items.	We started using seasonal Summer Outreach Assistants in 2022 with funding from the Friends of the Fitchburg Library (\$3,000). Two employees work 135 hours in June, July, and August.																																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Summer Outreach Assistants help staff library outreach events with the Outreach Librarian in June, July, and August. They help develop and prepare supplies for a variety of activities and help set up and tear down at each event.																																																	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Outreach programming can be very busy, and more than one person is needed to help set up, tear down, and assist patrons with activities. Summer Outreach Assistants allow the Outreach Librarian to spend more time engaging with residents, telling them the services the library and city can provide for them. Staff feel safer staffing to outreach events if they are not the only person there.																																																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	We have tried to use volunteers in the past, but attendance was unreliable.																																																	
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th></th> <th></th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Outreach events held</td> <td></td> <td></td> <td>141</td> <td>84</td> <td>10</td> <td>0</td> <td>49</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					2018	2019	2020	2021	2022	Outreach events held			141	84	10	0	49																																
			2018	2019	2020	2021	2022																																											
Outreach events held			141	84	10	0	49																																											
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Restore Summer Outreach Assistants																																																	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$2,857	\$	\$	\$2,857
Non Personnel Recurring Costs			\$120	\$120	\$	\$
Non Personnel One-Time Costs			\$210	\$	\$	\$210
Total Year One Costs			\$3,187	\$120	\$	\$3,067
Projected Cost Calculation Details						
Hours	Annual Hours	135	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	LTE Class B	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$120
Benefits	Retirement N/A	None	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Department Mission:

Create an ideal system of parks, open spaces, trails, forest, and other natural areas that will enhance the health and quality of life for all ages and interests and promote a strong sense of community.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Reports to Parks					
Parks Director	1.0	1.0	1.0	1.0	1.0
Urban Forester/Naturalist	.6	.6	.8	.8	1.0
LTE Horticulturist/Landscape Artist	-	.2	.2	.2	.2
Reports to Public Works					
Public Works Supervisor – Parks	1.0	1.0	1.0	1.0	1.0
Public Works Maintenance Lead Worker – Parks	-	-	-	1.0	1.0
Public Works Maintenance – Parks	4.0	4.0	4.0	3.0	3.0
LTE Public Works Maintenance – Parks	1.0	1.0	1.0	1.0	1.0
City Hall Campus Maintenance	.3	.3	.3	.3	.3

Major Responsibilities & Services Provided:

- Provide an exceptional and diverse system of trails, parks, open spaces, and recreational facilities that are safe, accessible, affordable, well-planned, and maintained, which meet the needs of the community.
- Understand the environment of the urban forest and use best management practices to assure that the urban forest is maintained in good health, that risk of injury and property damage is minimized, and to maximize the benefits that the urban forest provides to the community and its citizens through diversity and function.
- Conserve, protect and enhance Fitchburg's most valued natural, cultural, and historical resources for generations to come.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Tree plantings	356	225	249	275	325
Trees treated for emerald ash borer	382	148	118	90	90
Natural areas burned #/acres	7/13	7/13	8/15	8/15	9/18
Volunteer hours in natural areas	450	550	850	850	1,000
Park acres	729	729	788	788	800

Significant Accomplishments in 2023:

- Reconstructed McKee Farms Park basketball court and parking lot.
- Installed two shade structures at Splashpad and a shade structure and patio at the Inclusive Playground.
- Replaced Clayton Road Park playground.
- Began work on implementation of Stoner Prairie Park master plan.
- Completed Terravessa Ag Park master plan.
- Installed drinking fountain at Sunnyside Park
- Continued work on a Tree Protection Ordinance
- Installed patio and additional wind slats at pickleball courts.
- Collaborated with the Madison Tree Canopy Project and Dane County Parks to plant 16 trees on Post Road. This was the first time the City of Fitchburg planted trees in a 4-foot terrace and the first-time bare root trees were planted as street trees.

Notable Initiatives for 2024:

- Implementation phase 1 of the Nine Springs Hub Park construction, if approved by Common Council.
- Complete Hatchery Hills Park grading improvements and Southdale Park improvements.
- Implement Stoner Prairie Park Plan.
- Begin implementation of Terravessa Ag Park Plan.
- Complete a street and park tree inventory.
- Begin an Urban Forestry Strategic Management Plan.
- Write grants to capture federal funds available for green infrastructure.
- Coordinate Tower Hill shelter replacement, siding replacement at McKee Farms Park shelter, and McGaw pickleball court expansion.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$810,519	\$886,911	\$418,837	\$866,500	\$952,016	\$65,105
Contractual Services	207,151	237,250	79,880	237,250	225,000	(12,250)
Operating Expenses	206,112	197,075	89,109	197,075	215,725	18,650
Allocated Costs	80,186	91,210	46,393	91,992	101,871	10,661
Transfers to Other Funds	-	-	-	-	-	-
Total	\$1,303,968	\$1,412,446	\$634,219	\$1,392,817	\$1,494,612	\$82,166

Significant Budget Changes from 2023 to 2024:

- Increased parks shelter rental fees by \$25 due to additional refuse costs.
- Median mowing and maintenance increased from \$94,250 to \$100,000 based on 2023 bidding.
- Shifted tree replacements due to emerald ash borer (EAB) from the General Fund to the TID Closure Excess Increment fund.
- Increased prairie/long grass burns/maintenance from \$20,000 to \$23,000.
- Increased uniforms by \$4,900 based on actual prices and staff levels.
- Added the replacement of fabric for three shade structures at the Splashpad \$7,500.
- Added a category for park drinking fountain maintenance \$1,000.
- Shifted \$500 for copier lease and maintenance to the IT fund.
- Increased Urban Forester/Naturalist from .8 to 1.0 FTE (PBP#70).
- Increased overtime by 36 hours and holiday premium by 12 hours to allow the splashpad to remain open on Memorial Day and Labor Day weekends (PBP#71).

2024 BUDGET EXPENDITURE DETAIL

Department: Parks (100-5520-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Parks Commission	Includes Per Diem for 7 members; estimated 12 meetings	Parks Commission: \$1,800 - 6 members * 12 meetings * \$25 /meeting \$420 - Chair * 12 meetings * \$35/meeting TAC: \$1,200 - 6 members * 8 meetings * \$25 / meeting 2023 \$3,420 2024 \$3,420
CONTRACTUAL SERVICES			
-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 not performed by City Staff . 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	\$500 - Bid notification for purchases, public notices on park master plans and other public projects 2023 \$500 2024 \$ 500
-289	Golf course maintenance		\$54,000 - Contract payment to Nine Springs Golf Course 2023 \$53,000 2024 \$54,000
-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	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. Trees added due to new developments, road construction projects, city building projects, and park development are all funded in addition to these amounts. \$100,000 – Median mowing and maintenance \$23,000 – Prairie/Long grass burns/maintenance \$8,000 – Bike path maintenance \$1,000 – Basketball court maintenance (crack fill/paint lines on various courts) \$10,000 - Athletic fence repair \$5,000 – security camera repairs \$2,500 – EAB chemical treatment \$3,500 – Maintenance and removal of larger street trees \$17,500 – New trees 2023 \$183,750 2024 \$170,500

2024 BUDGET EXPENDITURE DETAIL

OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$330 - Office supplies \$420 - Mailing 2023 \$750 2024 \$750
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$250 - Wisconsin Parks & Recreation Association \$400 - WAA Wisconsin Arborist Association \$100 - Bird City application 2023 \$750 2024 \$750
-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.	\$9,000 - Uniforms \$2,000 - Safety Gear \$200 - T-shirts for seasonal employees \$100 - Safety Gear for Horticulturist 2023 \$6,400 2024 \$11,300
-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>	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. \$1,000 - WAA Conference \$500 - WPRA Conference \$2,375 - Staff Training \$200 - Pesticide Applicator License \$5,000 - CDL training 2023 \$9,075 2024 \$ 9,075
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	
-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	\$7,500 - Vehicle including Forestry Repairs 2023 \$5,000 2024 \$ 7,500
-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.	\$6,000 - Ball Field Material \$5,000 - Sports Field Maintenance Supplies \$2,000 - Event Volunteer Activities \$3,000 - Weed Control - Fish Hatchery and PD boulevards, City Hall and Athletic Fields \$2,000 - Forestry Supplies \$1,200 - Control of invasive weeds \$800 - Miscellaneous supplies \$4,000 - Porta Potties for existing parks 2023 \$22,000 2024 \$24,000
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	

2024 BUDGET EXPENDITURE DETAIL

-350	Repair & Maintenance Supplies	Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.	Repairs or maintenance on Parks maintenance items performed by parks personnel such as weed trimmers, mowers, chain saws, etc. \$500 - Survey supplies \$1,000 - Chain saw and small engine repair \$4,000 - Mower supplies \$3,000 - Equipment repair \$500 - Landscape equipment repair \$3,000 - Play equipment repair \$1,500 - Shop supplies \$500 - Volleyball court maintenance \$8,000 - Playground mulch \$4,000- General Park maintenance \$12,500 - Splash pad Maintenance \$2,500 - Quarry Ridge mountain bike maintenance \$750 – Fire Extinguisher Maintenance \$7,500 – Shade Structure fabric replacement Splashpad 2023 \$41,000 2024 \$49,250
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	Chain saws for forestry operations, shop tools, hand mowers, weed eaters, shovels, and rakes along with miscellaneous tools for staff and volunteers. \$250 - Hand tools \$1,800 - Plow Blades \$500 - Shop tools \$500 - Replace small engines \$250 -Volunteer tools \$900 - Chain Saws \$6,500 - Bucket truck inspection & maintenance \$3,000 - General maintenance 2023 \$13,700 2024 \$13,700
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	This area includes the maintenance and repair of park shelters and restrooms. This includes hiring of electricians, plumbers, and septic specialists when necessary. \$1,500 - Plumbing \$2,250 - Electric \$250 - Well and Septic \$4,500 - Paper products for shelters \$1,000 - Chemicals Splash Pad \$6,250 - Shelter repair (painting etc.) \$550 - Splash pad license \$1,000 – Drinking fountain repairs 2023 \$16,300 2024 \$17,300
-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 previous years history. This includes the following utilities: \$21,950 - Electric \$2,695 - Water & sewer \$9,000 - Storm water utility district charge \$180 - Power for aerator at McKee South pond \$4,000 - Ice rink water (McKee and Jamestown) \$500 - Dawley Park Utilities \$2,625 - Splash Pad Utilities (water and electric) \$2,050 – add 2% for increases

2024 BUDGET EXPENDITURE DETAIL

			\$1,000 – Southdale Park electric and sewer
			2023 \$44,000 2024 \$44,000
-397	Fuel Purchases	Fuel – diesel and unleaded, from City pumps and commercial stations	\$16,100 - 4,600 gallons unleaded \$3.50/gallon \$22,000 - 5,500 gallons diesel \$4.00/gallon
			2023 \$38,100 2024 \$38,100
-505	Leases and Rentals	Leases and rentals of facilities and equipment	\$-0- Copier Lease, Streets 34% portion (\$500 moved to IT Fund)
			2023 \$500 2024 \$-0-

2024 BUDGET EXPENDITURE DETAIL

Department: **Park Fees – Prior to Law Change (Fund 202)**

Acct #	Account Title	Detail of Proposed Expenditures			
202-5762-017	Park Improvement Fees – Quarry Hill	2023	\$-0-	2024	\$-0-
202-5762-020	Park Improvement Fees – Swan Creek	2023	\$-0-	2024	\$-0-
202-5762-033	Park Improvement Fees and Fees in Lieu of Park Land Dedication – Fahey Fields	2023	\$-0-	2024	\$-0-

2024 BUDGET EXPENDITURE DETAIL

Department: Park Fees – After Law Change (Fund 203)

Acct #	Account Title	Detail of Proposed Expenditures
203-5761-001	Park Improvement Fees – Terravessa	\$77,000 – Agricultural park phase 1 2023 \$35,000 2024 \$77,000
203-5761-005	Park Improvement Fees – Artisan Village	\$17,000 – Southdale Park amenities 2023 \$-0- 2024 \$17,000
203-5761-006	Park Improvement Fees – North Park	\$26,000 – McGaw lights 2023 \$-0- 2024 \$26,000
203-5761-007	Park Improvement Fees – North Stoner Prairie	2023 \$30,660 2024 \$-0-
203-5761-008	Park Improvement Fees – Nine Springs	\$31,000 – McGaw lights 2023 \$-0- 2024 \$31,000
203-5761-010	Park Improvement Fees – Quarry Ridge Retirement Community	2023 \$-0- 2024 \$-0-
203-5761-012	Park Improvement Fees – Crescent Crossing	2023 \$60,970 2024 \$-0-
203-5761-016	Park Improvement Fees – Edge at Terravessa	\$31,000 – Agricultural park phase 1 2023 \$-0- 2024 \$31,000
203-5762-001	Park Fees In Lieu of Land Dedication – Terravessa	\$0 – Agricultural park phase 1 (\$142,000 removed based on funding available) 2023 \$-0- 2024 \$-0-
203-5762-005	Park Fees in Lieu of Land Dedication – Artisan Village	\$443,000 – Southdale Park amenities 2023 \$-0- 2024 \$443,000
203-5762-007	Park Fees In Lieu of Land Dedication – North Stoner Prairie	2023 \$122,290 2024 \$-0-
203-5762-010	Park Fees In Lieu of Land Dedication – Quarry Ridge Retirement Community	2023 \$-0- 2024 \$-0-
203-5762-012	Park Fees In Lieu of Land Dedication – Crescent Crossing	2023 \$186,080 2024 \$-0-
203-5762-017	Park Fees In Lieu of Land Dedication – Highfield Reserve	\$153,000 – McGaw lights \$200,000 – McGaw pickleball court expansion 2023 \$40,000 2024 \$353,000

Projects are allocated to park fees based on location of park, timing of fee collections, amount of available funding, and whether the project is a community-wide amenity.

2024 PERSONNEL SUMMARY

Department: **Parks, Recreation & Forestry**

E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Scott Endl	Parks Director	11/27/06	2,080		
E	Johren Frydenlund	Parks/Forestry Maintenance Supervisor	8/16/10 Streets 12/1/03	2,080		60
N#71	Norbert Stazak	Parks Maintenance Worker	5/1/01	2,080		72+9 =81
E	Mike Mahal	Parks Maintenance Lead Worker	5/1/01 (in position 1/9/23)	2,080		72+9 =81
N#71	Anthony Pelletter	Parks Maintenance Worker	4/02/97 in position 7/09/18	2,080		50+9 =59
N#71	Adam Cairo	Park Maintenance worker	12/5/22	2,080		72+9 =81
E	Anna Healy	Urban Forester/ Naturalist	1/14/16	1,664+416 =2,080		
N#1 N#71	Holiday Premium				0+300+12 =312	
N#2	On Call Pay				0+274 =274 hrs	
E	Various LTE 3 month seasonal (~4 positions)	LTE Parks Maintenance Worker			1,920*	180*
E	Various LTE	LTE City Hall Campus Maintenance			720*	
E	Various LTE	LTE Horticulturist / Landscape Architect			480*	
	Note: Shared Maintenance Workers created in 2017 and 2022 are listed on Public Works Personnel Summary					
	* Pool of LTE hours to be split among LTE employees					
	Total This Page			16,224+416 =16,640	3,120 LTE 0+300+12=312 holiday premium 0+274 = 274 on call	506+36 =542

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 70																																																
Department:	Parks, Recreation & Forestry																																																	
Position Title:	Increase FTE for Naturalist Forester (0.8 FTE to 1.0 FTE)																																																	
Position Timing: The year the position is projected to start and any other timing items.	Effective January 2024.																																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	This position is responsible for all aspects of Urban Forestry and natural areas management in the City of Fitchburg. Highlights include facilitating all aspects of urban forestry such including tree planting, maintenance, and removal.																																																	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	This position serves to manage all trees and natural areas on public property. The City of Fitchburg has been growing both in numbers of residents and in acreage of public land making increasing demands on this position. Not only have the number of tasks increased (such as staffing the Tree Advisory Committee, managing volunteers, training staff) the number of residents asking for service have increased as additional neighborhoods have been added to the City. If it was staffed for an additional 8 hours per week, this position could do a much more efficient job of managing volunteers and other staff. The position could also have the time to pursue grant opportunities for a variety of projects around the City.																																																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	We have increased our dependence on contractors and volunteers. This takes a lot of oversight by staff to ensure quality goods and services are delivered to the City of Fitchburg. This position is stretched to the point it is not possible to supervise more contractors or volunteers with the hours available. By increasing this position 8 hours, the availability to facilitate work by volunteers will increase.																																																	
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2017</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Trees Planted</td> <td>-</td> <td>361</td> <td>136</td> <td>203</td> <td>179</td> <td>220</td> <td>249</td> </tr> <tr> <td>Volunteer hours</td> <td>-</td> <td>600</td> <td>650</td> <td>700</td> <td>450</td> <td>550</td> <td>850</td> </tr> <tr> <td>Donations</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>3,000</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Grants received</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Awards received</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>1</td> </tr> </tbody> </table>			2007	2017	2018	2019	2020	2021	2022	Trees Planted	-	361	136	203	179	220	249	Volunteer hours	-	600	650	700	450	550	850	Donations	-	-	-	-	3,000	5,000	5,000	Grants received	-	-	-	-	-	-	-	Awards received	-	-	-	-	-	-	1
	2007	2017	2018	2019	2020	2021	2022																																											
Trees Planted	-	361	136	203	179	220	249																																											
Volunteer hours	-	600	650	700	450	550	850																																											
Donations	-	-	-	-	3,000	5,000	5,000																																											
Grants received	-	-	-	-	-	-	-																																											
Awards received	-	-	-	-	-	-	1																																											
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Increase FTE for Naturalist Forester (0.8 FTE to 1.0 FTE) 2) Additional Overtime for Memorial Day and Labor Day weekend Splashpad Attendant/Maintenance 3) Additional Park Maintenance Worker																																																	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$23,182	\$23,182	\$	\$
Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$	\$	\$	\$
Total Year One Costs			\$23,182	\$23,182	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080 (previously 1,664)	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade I	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	Same	Training	Same	Dues	Same
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	Same	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	None	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 71																																																
Department:	Parks, Recreation & Forestry																																																	
Position Title:	Additional Overtime for Memorial Day and Labor Day weekend Splashpad Attendant/Maintenance																																																	
Position Timing: The year the position is projected to start and any other timing items.	These hours will become part of the standard operating budget for years to come. 6 hours per day on Saturday, Sunday, and Mondays of each Holiday weekend.																																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	These hours will be utilized to maintain the McKee Farms Park Splashpad for both the Memorial Day and Labor Day Holiday weekends.																																																	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	These hours are requested on behalf of Mayor Julia Arata-Fratta.																																																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The weekend Splashpad attendant maintenance is handled by the seasonal park maintenance staff. With these seasonal staff being college students unable to get them on board prior to Memorial Day and staying past Labor Day.																																																	
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>None</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			2007	2012	2018	2019	2020	2021	2022	None																																							
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Increase FTE for Naturalist Forester (0.8 FTE to 1.0 FTE) 2) Additional Overtime for Memorial Day and Labor Day weekend Splashpad Attendant/Maintenance 3) Additional Park Maintenance Worker																																																	

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$2,339	\$2,339	\$	\$
Non Personnel Recurring Costs	\$	\$	\$	\$
Non Personnel One-Time Costs	\$	\$	\$	\$
Total Year One Costs	\$2,339	\$2,339	\$	\$

Projected Cost Calculation Details

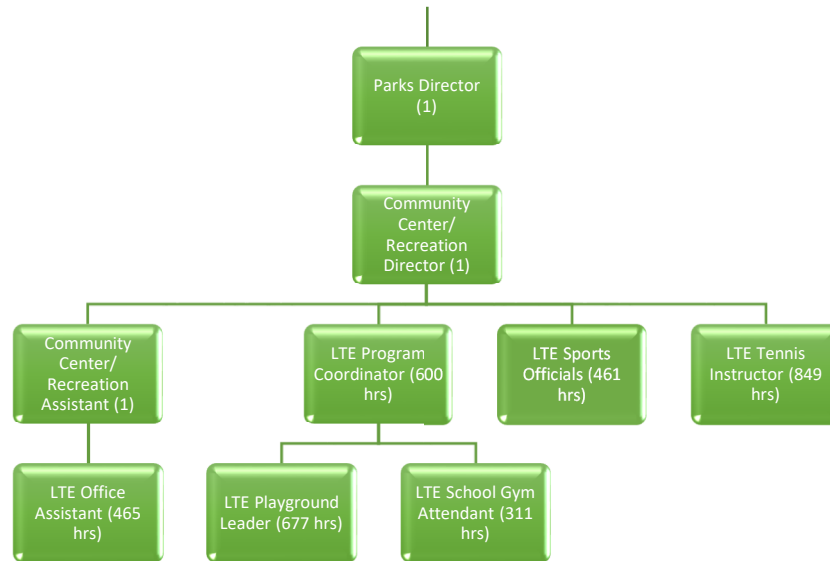
Hours	Annual Hours	None	Overtime Hours	36	Other Hours	12 Hours at Holiday Premium
Salary/ Wages	Estimated Wage/ Salary	LTE Class A	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	None	Workers Comp Class	Muni Ops		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	None	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 72																																																	
Department:	Parks, Recreation & Forestry																																																							
Position Title:	Additional Park Maintenance Worker																																																							
Position Timing: The year the position is projected to start and any other timing items.	This full time position would be projected to start in January 2026.																																																							
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	The position would be an additional park maintenance worker. Under the direction of the Park Maintenance Supervisor, performs all functions necessary for the construction and maintenance of the City's parks, greenways, roadway boulevards, building grounds, and park facilities. This position may also be assigned to assist the Utility or Streets divisions in the maintenance, repair and operation of the City's water and sanitary sewer systems, or to perform snow removal and repair and maintenance of roadways. Decisions on day-to-day activities are made independently. Supervision received is limited. Daily work plans are discussed with daily review of progress. There is frequent interaction with the public and other public works staff. Part of an on-call rotation must be able to respond to the worksite within forty (40) minutes. A complete job description is attached to this proposal.																																																							
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	With the continued growth of park and public facilities that are in the process of being built additional capacity to maintain said facilities will be needed. These additional facilities include Stoner Prairie Park, Terravessa Ag Park, Fitchburg Police Station, and NSGC Hub.																																																							
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The Parks Department does use alternative methods to maintain and operate their facilities. These methods included: ➤ Hiring a contracted manager – Nine Springs Golf Course. ➤ Hire contracted mowing and maintenance of city medians.																																																							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Park acreage</td> <td>507</td> <td>507</td> <td>645</td> <td>645</td> <td>729</td> <td>729</td> <td>788</td> </tr> <tr> <td>Bike trail mileage</td> <td>21.6</td> <td>21.6</td> <td>21.6</td> <td>21.6</td> <td>21.6</td> <td>21.6</td> <td>36.0</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									2007	2012	2018	2019	2020	2021	2022	Park acreage	507	507	645	645	729	729	788	Bike trail mileage	21.6	21.6	21.6	21.6	21.6	21.6	36.0																								
	2007	2012	2018	2019	2020	2021	2022																																																	
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Bike trail mileage	21.6	21.6	21.6	21.6	21.6	21.6	36.0																																																	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Increase FTE for Naturalist Forester (0.8 FTE to 1.0 FTE) 2) Additional Overtime for Memorial Day and Labor Day weekend Splashpad Attendant/Maintenance 3) Additional Park Maintenance Worker																																																							

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$101,301	\$101,301	\$	\$
Non Personnel Recurring Costs			\$1,810	\$1,810	\$	\$
Non Personnel One-Time Costs			\$700	\$700	\$	\$
Total Year One Costs			\$103,811	\$103,811	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade E	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Muni Ops		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$200 \$200	Protective Gear/ PPE Year 1 Year 2+	\$700 \$700	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	\$250 \$250	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$80	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Department Mission:

Create high quality recreational opportunities, that will enhance the health and quality of life for all ages and interests and promote a strong sense of community.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Community Center/Recreation Director	1.0	1.0	1.0	1.0	1.0
Community Center/Recreation Assistant	1.0	1.0	1.0	1.0	1.0
LTE Office Assistant	.2	.2	.2	.2	.2
LTE Program Coordinator	.3	.3	.3	.3	.3
LTE Playground Leader	.3	.3	.3	.3	.3
LTE School Gym Attendant	.1	.1	.1	.1	.1
LTE Sports Officials	.3	.3	.3	.2	.2
LTE Tennis Instructor	.4	.4	.4	.4	.4
Event Supervisor	-	.4	.4	.4	.4

Major Responsibilities & Services Provided:

- Enhance the quality of life for Fitchburg residents of all ages by offering a variety of affordable and lifelong recreational opportunities and special events.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Recreation program users					
Resident	266	1,273	1,670	1,688	1,857
Non-Resident	332	531	676	847	932
Total	598	1,804	2,346	2,535	2,789
Recreation program revenue	\$21,457	\$102,509	\$159,769	\$165,000	\$221,000
Community Center rental revenue	\$543	\$2,530	\$11,244	\$15,000	\$15,000
Park shelter/Athletic field revenue	\$9,757	\$55,198	\$68,794	\$60,000	\$60,000

Significant Accomplishments in 2023:

- Increased marketing of programs through social media and printed flyers posted throughout park system.
- Added bike camp to summer program offerings. Archery programs returned after an absence in 2022.
- Held end of season flag football tournament in conjunction with other local recreation departments.
- Partnered with Youth Enrichment League (YEL) & CI Pediatric Therapy to offer various youth enrichment programs throughout the year.
- Hosted end of season 4th grade boys basketball tournament.
- Updated park shelter reservation guide.
- Reviewed/updated content on Recreation/CC website pages.
- Added online summer program brochure.
- Coordinated pickleball clinics/lessons at McGaw Park for various skill levels.

New Initiatives for 2024:

- Continue to look for new & exciting youth and adult program opportunities.
- Review/update Fitchburg Community Center rental policies. Update rental fees.
- Update athletic facility rental fees.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$209,728	\$257,835	\$108,384	\$255,725	\$267,838	\$10,003
Contractual Services	63,773	50,125	47,640	95,125	95,500	45,375
Operating Expenses	24,606	47,225	10,645	47,575	47,700	475
Allocated Costs	23,485	26,135	13,156	26,225	27,930	1,795
Transfers to Other Funds	-	-	-	-	-	-
Total	\$321,592	\$381,320	\$179,825	\$424,650	\$438,968	\$57,648

Significant Budget Changes from 2023 to 2024:

- Increased tennis court and ball diamond rental fees from \$5 to \$10 for a two hour block for residents and \$15 to \$20 for non-residents to reflect higher cost of improved surfacing and maintenance. See revised fee schedule.
- Revised cancellation policy to retain 20% instead of 10%, when less than two weeks notice is provided.
- Increase budget for independent contractor program instructors from \$45,000 to \$90,000. The increase is offset by program revenue of \$56,000 due to 80/20 revenue split with instructors.
- Shifted \$625 for digital signage expense to FACTv budget.

2024 BUDGET EXPENDITURE DETAIL

Department: Recreation (100-5530-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
CONTRACTUAL SERVICES			
-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 not performed by City Staff . 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.	\$5,000 - Service Contract for Active Network (online registration software) \$500 - Upgrade for software \$0 - Digital signage software (moved to FACTv) 2023 \$5,125 2024 \$5,500
-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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$90,000 - 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. 2023 \$45,000 2024 \$ 90,000
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$275 - Printing & mailing of materials for coaches, instructors, staff & businesses 2023 \$275 2024 \$275
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$300 - WPRA \$500 - Music License BMI 2023 \$700 2024 \$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	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. Detail of this account to be submitted with budget proposal.	\$1,200 - WPRA Conference (Rec Director & Assistant) \$200 - Staff Training 2023 \$1,300 2024 \$1,400
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	

2024 BUDGET EXPENDITURE DETAIL

-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	\$500 - Maintenance on two vehicles			
			2023	\$500	2024	\$500
-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	\$4,200 – Community Outreach and Communication (Recycling, Utilities, and Administration budgets also include similar funding)			
			2023	\$4,200	2024	\$4,200
-350	Repair & Maintenance Supplies	Supplies required performing repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.				
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	\$0 – Digital signage equipment (moved to FACTv)			
			2023	\$250	2024	\$-0-
-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				
-387	Recreation Program Expense	Expenses to provide programming.	\$40,000 - Expenses for youth & adult recreation programs (Equipment). This expense is offset by registration fees collected for programs.			
			2023	\$40,000	2024	\$40,000
-397	Fuel	Gasoline	\$525 - 150 gallons unleaded \$3.50/gallon			
			2023	\$-0-	2024	\$525
-505	Leases and Rentals	Leases and rentals of facilities and equipment				

2024 PERSONNEL SUMMARY

Department: Recreation & Community Center

E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Chad Sigl	Recreation Director	11/3/08	2,080		
E	CeCe Staeger	Recreation Assistant	5/17/21	2,080		60
E	(2) LTE Recreation Seasonal	Program Coordinator			600*	
E	(3) LTE Recreation Seasonal	Program Assistant			677*	
E	(3) LTE Recreation Seasonal	Tennis Instructor			849*	
E	(2) LTE Recreation Seasonal	School Gym Attendant			311*	
E	(1) LTE Recreation	Office Assistant			465*	
E	Referees (youth & adult)	Sports Officials			461*	
E	Vacant 100% Community Center	Weekday Attendant			750*	
E	Michael Gundlach 100% Community Center	Weekend Attendant		520		
E	LaQuella Etchin 100% Community Center	Weekend Attendant		520		
E	Frank Caruso 100% Community Center	Weekend Attendant	11/19/18	520		
	TOTAL ALL PAGES			5,720	4,113	60

Department Mission:

The Oak Hill Cemetery is designed to be a comforting environment for all that offers an opportunity to engage in ritual. It fosters connections and ongoing bonds with loved ones and provides an environment to reflect.

Authorized Positions (FTE):

	2020	2021	2022	2023	2024
None					

Major Responsibilities & Services Provided:

- Work with residents to lay their loved ones to rest in single, double, or cremains plots.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Cemetery lots sold during the year	30 \$21,075	35 \$20,660	33 \$18,995	30 \$18,000	30 \$21,000
Cemetery lots available as of 12/31	528	493	460	430	400

Significant Accomplishments in 2023:

- None

Notable Initiatives for 2024:

- None

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$7,655	\$-	\$374	\$374	\$-	\$-
Contractual Services	-	-	675	675	-	-
Operating Expenses	-	200	-	200	200	-
Allocated Costs	-	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-	-
Total	\$7,655	\$200	\$1,049	\$1,249	\$200	\$-

Significant Budget Changes from 2023 to 2024:

- Increased charge for single plots from \$590 to \$750 for residents and \$675 to \$850 for non-residents.
- Increased charge for cremains plots from \$300 to \$350 for residents and \$350 to \$400 for non-residents.

2024 BUDGET EXPENDITURE DETAIL

Department: Cemetery (227-5491-)

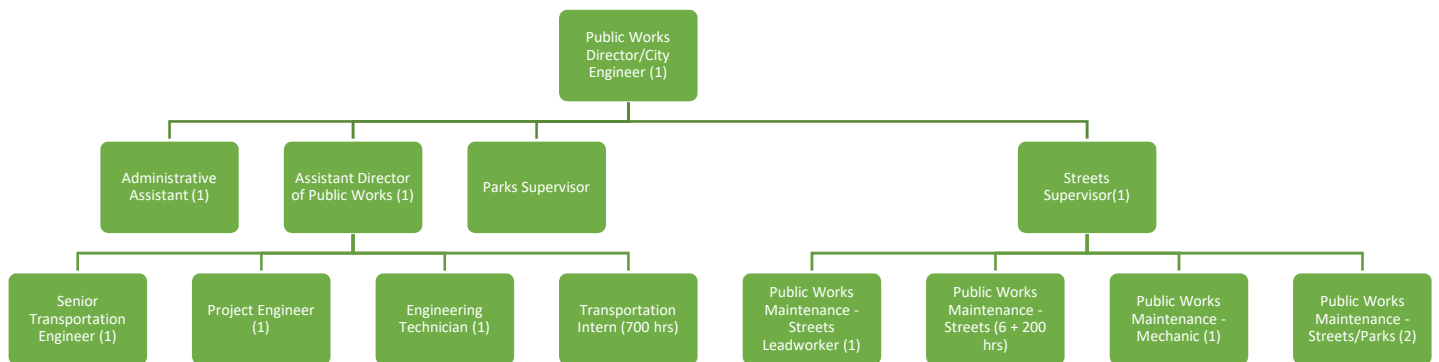
Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission		
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . 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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere.	2023 \$-0- 2024 \$-0-
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	2023 \$-0- 2024 \$-0-
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	2023 \$-0- 2024 \$-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.	2023 \$-0- 2024 \$-0-
-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>	2023 \$-0- 2024 \$-0-
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	
-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	

2024 BUDGET EXPENDITURE DETAIL

-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.	\$200 - Weed Control			
			2023	\$200	2024	\$200
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials				
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>				
			2023	\$-0-	2024	\$-0-
-505	Leases and Rentals	Leases and rentals of facilities and equipment	*new in 2023			

Department Mission:

Public Works provides essential services to the citizens of Fitchburg in a prompt, courteous, safe, efficient, and cost-effective manner. Public Works, through its dedicated employees, strives to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and enhances the quality of life within Fitchburg for current and future generations.



Note: Building & Grounds, Parks, Utility, and Solid Waste divisions are not included in this organizational chart though they are part of the Public Works Department.

Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Director of Public Works/City Engineer	1.0	1.0	1.0	1.0	1.0
Assistant Director of Public Works	-	-	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Senior Transportation Engineer	1.0	1.0	1.0	1.0	1.0
Project Engineer	1.0	1.0	1.0	1.0	1.0
Engineering Technician	1.0	1.0	1.0	1.0	1.0
Transportation Intern	.3	.3	.3	.3	.3
Public Works Supervisor – Streets	1.0	1.0	1.0	1.0	1.0
Public Works Maintenance – Mechanic	1.0	1.0	1.0	1.0	1.0
Public Works Maintenance Lead Worker – Streets	-	-	-	1.0	1.0
Public Works Maintenance – Streets	6.0	7.0	7.0	6.0	6.0
Public Works Maintenance – Parks/Streets	1.0	1.0	2.0	2.0	2.0
LTE Public Works Maintenance – Streets	.1	.1	.1	-	-

Major Responsibilities & Services Provided:

- Plan and oversee capital improvements for City infrastructure.
- Streets maintenance.
- Traffic control.
- Bicycle and pedestrian accommodation.
- Maintain geographic information system.
- Review and issue permits.
- Oversee installation of new public infrastructure.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Centerline miles of road maintained	139.3	140.83	137.9	142.6	144
Miles of path/sidewalk maintained (Plowed)	37	37.74	36	46.5	52
Acres of parking lots plowed	15.7	15.7	12	12	12
Development reviews	67	84	90	74	80
Miles of existing roads resurfaced	1.9	2.4	-0-	4.0	5.0
Grant funding obtained (approximate in millions)	\$5.0	\$1.7	\$5.0	\$2.5	\$1.5
Grant funding applied (approximate in millions)	n/a	n/a	n/a	\$1.0	\$1.2
Traffic studies completed	44	42	20	30	60
Right-of-way permits reviewed	46	174	199	400	450

Significant Accomplishments in 2023:

- Hired a completely new Transportation Division.
- Completed Lacy Road and Seminole Highway reconstruction projects.
- Completed Syene Road reconstruction phase 1.
- Completed design of Fitchrona Road reconstruction.
- Enabled new TDS buildout to about 25% of the City.

Notable Initiatives for 2024:

- Create City-wide traffic and transportation map.
- Double the number of traffic studies.
- Create new pavement maintenance policy.
- Perform more design work in-house.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$1,106,244	\$1,349,300	\$592,723	\$1,209,846	\$1,376,195	\$26,895
Contractual Services	249,426	346,030	116,420	251,300	345,380	(650)
Operating Expenses	621,781	774,685	154,975	738,694	867,265	92,580
Allocated Costs	166,165	197,380	99,004	198,414	211,966	14,586
Transfers to Other Funds	-	-	-	-	-	-
Total	\$2,143,616	\$2,667,395	\$963,122	\$2,398,254	\$2,800,806	\$133,411

Significant Budget Changes from 2023 to 2024:

- Increased uniform cost and number of uniforms based on current costs and staffing levels.
- Added 1,000 tons of early fill salt due to salt shed renovations, added organic deicer.
- Increased unit prices of crack filling, surface sealing, and pavement markings to better reflect recent bid prices.
- Increased utilities expense by \$5,000 for the cost of charging the new electric vehicle.
- Shifted \$6,000 for copier lease and maintenance to the IT budget.
- Fee schedule changes
 - o Increased right-of-way excavation review fee charged to customers from \$80 to \$100 to account for staff review time.
 - o Split degradation fee charged to customers into Natural Surface and Asphalt/Concrete to account for price differences in restoration and to account for cost of projects degrading roadways or sidewalks.
 - o Increased cost of open cut pavement fee charged to customers to account for increased roadway maintenance cost after cutting into pavement.
 - o Reduced minimum length of trenching from 1,300 LF to 1,000 LF and increased cost charged to customers to reflect trenching impact on surrounding infrastructure and to account for increased staff review time.
 - o Increased cost of construction of vault or structure fee charged to customers to account for structure impact on surrounding infrastructure and account for increased staff review time.

2024 BUDGET EXPENDITURE DETAIL

Department: Public Works (100-5300-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commissions/Committees	Includes Per Diem for 2 members; estimated 12 meetings	\$1,200 - Board of Public Works: Half of costs from General Fund; Remainder from Utility Fund. \$25 per meeting for citizen members. 4 members for 24 meetings * 50% \$1,850 - TTC: \$35 per meeting for the Chairperson and \$25 per meeting for citizen members. 7 members for 10 meetings. 2023 \$3,050 2024 \$3,050
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$8,000- For outside engineering opinions or assistance from consultants \$2,880 - Mandatory bridge inspections 9 @ \$320 each 2023 \$10,880 2024 \$10,880
-220	Streetlight & Signal Energy	Energy costs associated with City owned streetlights	\$260,000 – existing 2,000 fixtures, 20 signals, and 13 warning sirens. Includes MG&E rate restructuring, 3 new traffic signals, and new development streetlights 2023 \$260,000 2024 \$260,000
-225	Streetlight and Warning Siren Maintenance	Includes costs to maintain the City's streetlights and warning sirens.	\$30,000 For costs associated beyond normal maintenance to include labor and materials for streetlights repaired by licensed electricians. Also includes cost for maintaining city warning sirens. Some street light accidents with drivers reimbursed. 2023 \$30,000 2024 \$30,000
-230	Traffic Signal Maintenance	Includes costs to maintain the City's traffic signals.	\$29,000 - For our share of costs of maintaining traffic signals throughout the City. Two new signals in 2023. 2023 \$29,000 2024 \$29,000
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . 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.	\$3,300 (3/7 GF, 2/7 Storm, 1/7 Water, 1/7 San) - Truck diagnostic software maintenance agreement. \$6,000 - AEC Collection License - 3 @ \$2,000 \$500 - AutoCAD Lite License - 1 @ \$500 \$1,900 - Traffic Cloud Management Account \$900 – Bluebeam – 3 @ \$300 \$2,000 – Misc. 2023 \$15,520 2024 \$14,600
-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	\$900 - For notices requiring publication including projects and public information meetings. 2023 \$900 2024 \$900

2024 BUDGET EXPENDITURE DETAIL

-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	2023 \$0 2024 \$-0-
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$1,500 - Postage \$600 - General office supplies 2023 \$2,100 2024 \$2,100
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$8,400 - Madison Area Metropolitan Planning Organization Agency (MPO) \$1,100 – 5 @ American Public Works Association \$50 - WI Land Information Association \$600 – 2 @ Institute of Transportation Engineers \$100 – Miscellaneous \$100 - CDL certification renewal \$210 – PE License Renewal 3 @ \$70 2023 \$10,250 2024 \$9,660
-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. \$200 – first aid supplies \$13,500 – \$1,500 x 9 per person for uniforms \$3,750 – 15 work boots \$250 each \$200 – safety eyeglasses \$3,295 – miscellaneous 2023 \$16,245 2024 \$20,945
-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. Detail of this account to be submitted with budget proposal.	Training for Streets (9), Administrative (1) and Engineering Public Works Employees (5). \$625 - State APWA Chapter Conferences 5 @ \$125 \$500 – Concrete testing Certifications/Training \$500 - Admin Asst. Contract Management \$2,000 - Streets Staff (CDL/Safety/Tree/Bucket) 10 @ \$200 \$1,500 - Snow Plow Rodeo 6 @ \$250 \$85 – Streets/Stormwater PW Crew (33%) \$400 - ASE Certifications \$4,800 – PE Continuing Education (One week class x 4) \$5,000 – CDL Training and License PW Maint. Worker \$4,000 - Misc 2023 \$16,425 2024 \$19,410
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate	\$1,320 – 2,000 miles @ \$.66/mile 2023 \$1,260 2024 \$1,320

2024 BUDGET EXPENDITURE DETAIL

-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	\$20,000 - truck repairs \$8,000- 500 gallons of oil @ \$16.00 \$1,800- Uria 400 gallons \$2,200 - 10 tires @ \$220 \$3,600 - 6 plow truck tires @ \$600 \$4,400- 8 plow truck tires @ \$550 \$1,000 - 2 tractor tires @ \$500 \$2,000 - 4 tractor tires @ \$500 \$500 - tire repair \$7,000 - 7 sets plow blades @ \$1,000 \$4,000 - miscellaneous
			2023 \$52,750 2024 \$54,500
-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 lathes, no parking signs, traffic count supplies. \$350 - Material testing supplies \$150 - Marking paint \$700 - Hubs & lathes \$300 - Miscellaneous
			2023 \$1,880 2024 \$1,500
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	2023 \$-0- 2024 \$-0-
-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. \$600 - Welding supplies \$5,000 - Shop supplies \$6,000- Misc. tools and supplies \$3,400 - Air compressor repairs mower parts \$20,000 - Truck equipment parts and paint \$2,000 - Misc. supplies \$2,600 - Shop Towels \$2,600 - Floor Mats
			2023 \$39,700 2024 \$42,200
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	2023 \$-0- 2024 \$-0-
-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.	\$1,500- Repairs of radio system.
			2023 \$1,500 2024 \$1,500
-365	Utilities & Telephone	Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges	\$5,000 EV charging
			2023 \$-0- 2024 \$5,000

2024 BUDGET EXPENDITURE DETAIL

-370	Roadway Supplies	Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc.	Supplies to maintain over 165 centerline miles of roadway. \$26,080– 290 tons of seasonal salt @ \$89.93/ton \$97,000 – 1,000 tons of early fill salt @ \$97.00/ton \$16,000 - 40,000 gals of salt brine @ \$0.40/gal \$2,500 - 250 tons of sand @ \$10/ton \$7,150 - 650 tons of gravel @ \$11/ton \$3,000 - Curb paint \$7,000 - Street sign supplies \$17,500 –Street sign zone blanket replacement (350 signs @ \$50 per sign) \$25,000 - Cold mix asphalt & hot mix asphalt and tack \$500 - Mailbox replacement \$15,000 – 5,000 gals of organic deicer \$2,500 - Manhole tar \$5,000 – ROW infrastructure repair (retaining walls and fences) 2023 \$177,650 2024 \$224,230
-371	Poles and Lights/Replace stock	Includes non-capital streetlights and poles to be used as needed.	\$15,000 - For new streetlights and replacement of existing poles and fixtures where needed for stock and accidents. 2023 \$15,000 2024 \$15,000
-375	Road Maintenance	Costs incurred in maintaining the City's road infrastructure. Capital amounts for replacements included in the capital projects fund.	Chip sealing, crack filling of streets per our street maintenance program, and pavement marking replacement. Pavement marking replacement assumed replacement of 20% of City's total pavement markings every year to refresh striping after 5 year useful life. \$54,000 – 36,000 lbs of crack filling @ \$1.50 \$248,600 - 113,000 sq yards of surface sealing @ \$2.20 \$91,000 – 52,000 linear feet of pavement markings @ \$1.75 2023 \$363,625 2024 \$393,600
-397	Fuel Purchases	Fuel – diesel and unleaded, from City pumps and commercial stations	\$20,300 - 5,800 gallons unleaded gas @ \$3.50 \$56,000 - 14,000 gallons of diesel fuel @ \$4.00 2023 \$76,300 2024 \$76,300
-505	Leases and Rentals	Leases and rentals of facilities and equipment	Costs for copier and fax machines on 3 rd floor of City Hall and Maintenance Facility for use by Planning & Zoning, Building Inspection, Parks and Public Works. \$-0- Copier lease (\$5,500 moved to IT fund) \$-0- Copier Lease, Streets 34% portion (\$500 moved to IT fund) 2023 \$6,000 2024 \$-0-

2024 PERSONNEL SUMMARY

Department: **Public Works**

E = Existing position or employee

N = **New position** - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Tim Voelker 34% Public Works 33% Stormwater 16.5% Water Utility 16.5% Sewer Utility	Director of Public Works/ City Engineer	1/23/2023	2,080		
E	Tracy Foss 34% Public Works 33% Stormwater 16.5% Water Utility 16.5% Sewer Utility	Assistant Director of Public Works	11/1/1999 (in position 4/3/2023)	2,080		
E	Dena Uselmann Public Works 50% Building Inspection 25% Refuse Recycling 25%	Administrative Assistant	12/12/2016	2,080		20
E	Ross Kahler	Senior Project Engineer (Transportation)	1/17/2023 (in position 7/10/2023)	2,080		
E	Zac Laundrie	Project Engineer	7/10/2023	2,080		
E	Samantha Schulz	Engineering Technician	3/6/2023	2,080		60
E	Intern	Transportation Intern			700	40
N#3	Mark Hodel	Streets Supervisor	12/24/1990	2,080		75+4 =79
N#3 N#4	Jon Ferger	Streets Maintenance	6/17/2019	2,080		75+4+6 =85
N#3 N#4	Andrew Bamlett	Streets Maintenance	7/1/13 in position 6/13/22	2,080		75+4+6 =85
N#3 N#4	Randy Kuschel	Streets Maintenance	5/1/2023	2,080		75+4+6 =85
N#3 N#4	Russ Jones	Streets Maintenance Lead Worker	12/22/2008 (in position 1/9/2023)	2,080		75+4+6 =85
N#3 N#4	Lonnie Tracy	Streets Maintenance	1/5/2009	2,080		75+4+6 =85
N#3 N#4	Brad Nelson	Streets Maintenance	9/30/2019	2,080		75+4+6 =85
N#3 N#4	Steve Droster	Streets/Parks Maintenance	11/29/2010 in position 10/10/2016	2,080		75+4+6 =85
N#3 N#4	Marcus Sutter	Streets/ParksPage 234 Maintenance	09/13/2021 in position	2,080		72+4+6 =82

			12/12/2022			
N#3 N#4	Robert Wipperfurth	Streets Maintenance/ Mechanic	7/13/2009 in position 1/4/2016	2,080		75+4+6 =85
N#3 N#4	Ryan Hoven 33% Streets 67% Stormwater	Streets/Stormwater Maintenance	3/15/2021	2,080		75+4+6 =85
E	Vacant	Streets Maintenance PT *permanently removed by 2023 budget amendment	Vacant		-0-	
N#1	Holiday Premium				0+300 =300 hrs	
N#2	On Call Pay				0+274 =274 hrs	
	TOTAL ALL PAGES			35,360	700 LTE 0+300 =300 hrs holiday premium 0+274 =274 hrs on call pay	942+44+ 60 =1,046

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 63																																																									
Department:	Public Works (Engineering)																																																										
Position Title:	Reclassify Administrative Assistant Labor Allocation																																																										
Position Timing: The year the position is projected to start and any other timing items.	Reallocating labor cost for the full-time position beginning 2024 by adding 520 hours of labor to Public Works and removing 520 hours from Building Inspection.																																																										
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.																																																										
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Currently in the Public Works Department, certain administrative tasks are handled by the engineers and engineering technicians since the Department does not have a full time Administrative Assistant. Creating a full time Administrative Assistant dedicated solely to Public Works would allow certain administrative tasks to be shifted from the engineers to the Administrative Assistant. This would be a better use of City resources by freeing up time for the engineers to focus on project management, design, and construction management.																																																										
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Continue having the engineers and engineering technicians perform administrative tasks.																																																										
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Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$-0-	\$	\$	\$
Non Personnel Recurring Costs			\$-0-	\$	\$	\$
Non Personnel One-Time Costs			\$-0-	\$	\$	\$
Total Year One Costs			\$-0-	\$	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2080	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Same	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	Same	Training	None	Dues	None
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	Same	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	None	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Administrative Assistant
Reports To: Director of Public Works
Union Representation: Non-Represented
Written By: LS
Revised Date: 05/21/14

Position Summary:

Under the general direction of the Director of Public Works, serves as the first point of contact for department operations. Responsibilities include completion of grant forms and other reports, preparing minutes and agendas, maintaining the department web pages, preparing budget documents, correspondence, ordinances, resolutions, specifications, contracts, agreements, and other documents requiring expert computer skills. The ability to organize final documents from rough drafts. Written or oral communications with great attention to detail is required. There is frequent interaction on the telephone and in person with the public, contractors, elected officials, and other City staff.

Essential Duties/Responsibilities:

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

Essential Functions:

- Provides administrative support to all personnel within the Public Works, Parks, & Planning and Zoning departments.
- Staffs third floor reception area, greeting customers and responding to inquiries.
- Prepares and disseminates agendas, minutes, and other documents for the Board of Public Works, Parks Commission, and other committees as requested. Sets up meeting rooms, attends and takes minutes for Board of Public Works and other meetings as required.
- Maintains departmental web pages, ensuring information is current and accurate.
- Processes street opening permits, holding tank agreements, and other documents. Responsible for data entry and maintaining accurate filing of documents.
- Prepares reports, forms, letters, memorandums and other documents as requested.
- Assists the Environmental Engineer with the daily operation of the refuse and recycling program.
- Directs inspection notices to the proper inspector. Distributes and processes applications and permits.
- Responds to citizen inquiries regarding refuse and recycling collection, ordinances, and other programs.
- Communicate inquiries and concerns with contracted hauler.

Other Functions:

- Assist in preparation of charts used in budget presentations, special assessments for public improvements, bids, and specification documents.
- Compile monthly and annual reports to state and federal agencies pertaining to recycling, various grants, building inspection permits, public works and parks inventory.
- Assist with the development of public educational campaigns and programs to promote the recycling program.
- Provide clerical assistance with data, research, and reports pertaining to the recycling program.
- Process, approve, and issue permits for minor home improvements such as water softener replacements, re-roofing, re-siding, new windows, etc.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- Associate Degree in office administration, business, accounting, or related field and two years related office administration experience or any combination of equivalent experience and/or education required;
- Experience with geographic information systems (GIS) is desired;
- Prior experience in a municipal, engineering, or construction setting preferred.

Licenses, Certifications, etc.

- Must possess a valid Wisconsin Driver's License and maintain during entire course of employment.

Knowledge, Skills, and Abilities:

- Knowledge and experience in the utilization of computer applications including Word, Access, Excel; Proficiency in word processing/typing; working knowledge of Power Point software;
- Ability and experience in personally preparing effective written reports and correspondence, and delivering effective oral communications;
- Knowledge and ability to organize and maintain confidential files.
- Ability to think logically to make decisions.
- Ability to interpret information in mathematical, written, diagram, and schedule form;
- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations.

Physical Demands:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time.

Work Environment:

Inside work 100% of the time. Environmental conditions: seldom exposed to hazards or risk of bodily injury. Seldom exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; frequently exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation. Seldom exposed to hazards or risk of bodily injury.

Employee Signature

Date

Supervisor Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 64																																																
Department:	Public Works (Streets)																																																	
Position Title:	Additional Streets Maintenance Worker																																																	
Position Timing: The year the position is projected to start and any other timing items.	Permanent position in 2024.																																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description																																																	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Streets currently utilizes two employees from the utility division to plow snow. By adding a full-time streets maintenance worker, the utility division would always be able to remain focused on utilities and the streets division would be able to manage the snow removal independently. Utility employees would be able to serve as back up snowplow operators in the event of an operator's absence.																																																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Continuing to use staff from the utility division or add mileage to existing routes by utilizing overtime.																																																	
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Number of Routes</td> <td>8</td> <td>8</td> <td>9</td> <td>9</td> <td>9</td> <td>10</td> <td>10</td> </tr> <tr> <td>Center Lane Miles</td> <td>120 mi</td> <td>120 mi</td> <td>126 mi</td> <td>130 mi</td> <td>130 mi</td> <td>136 mi</td> <td>143 mi</td> </tr> <tr> <td>Population</td> <td>20,501</td> <td>25,260</td> <td>25,260</td> <td>25,260</td> <td>29,609</td> <td>29,609</td> <td>30,999</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			2007	2012	2018	2019	2020	2021	2022	Number of Routes	8	8	9	9	9	10	10	Center Lane Miles	120 mi	120 mi	126 mi	130 mi	130 mi	136 mi	143 mi	Population	20,501	25,260	25,260	25,260	29,609	29,609	30,999																
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Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$101,301	\$101,301	\$	\$
Non Personnel Recurring Costs	\$2,180	\$2,180	\$	\$
Non Personnel One-Time Costs	\$780	\$780	\$	\$
Total Year One Costs	\$104,261	\$104,261	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	2,080	Overtime Hours	72	Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Grade E	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Muni Ops		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	 \$300 \$300	Protective Gear/ PPE Year 1 Year 2+	 \$1700 \$1700	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	\$500	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$80	Position Classification	None
Vehicles	Mileage (\$.63/mile)		Operating Cost City Vehicle		Capital Cost City Vehicle	

Job Title:	Public Works Maintenance Worker	Reports To:	Streets Supervisor
Department:	Public Works	FLSA Status:	Non-Exempt
Division:	Streets	EEO Code:	7– Skilled Craft
Salary Grade:	D	Employee Group:	General Employee
Created:		Last Revision:	January, 2021

Position Summary:

Under the direction of the Streets Supervisor, performs all functions necessary for the completion of public works projects. Key responsibilities include snow removal, streetlight repairs, street sweeping and storm water maintenance, general maintenance activities, and repair and maintenance of roadways. May also be assigned to assist all Public Works divisions. Decisions on day-to-day activities are made independently. Supervision received is limited. Daily work plans are discussed with daily review of progress. There is frequent interaction with the public and other streets workers. Part of on-call rotation and must be able to respond within forty (40) minutes.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:

- Operates snow removal, salting, and/or sanding equipment to remove snow from roadways and City parking lot surfaces. Perform other snow removal functions as directed.
- Makes roadway repairs, performing such repair functions as: crack sealing, pot hole filling, hauling and spreading fill dirt and gravel, placing and grading of shoulder gravel, right-of-way and median mowing, cutting of weeds, weed spraying, collecting and hauling of refuse, and the hauling and laying of roadway surface materials.
- Installs and maintains road marking, signing devices, and culvert pipes.
- Operates a street sweeper to maintain clean streets.
- Performs routine equipment maintenance, keeps maintenance records and performs necessary preventive maintenance.
- Perform rudimentary welding, grinding, and drilling.
- Monitor and maintain recycling/compost site and review video records to determine violators.
- Repairs underground utilities; surveys and performs facility construction and maintenance.
- Perform concrete work, as necessary.
- Clean storm drains and culverts to keep water flowing freely.
- Respond to emergency situations and natural disasters.
- Perform brush chipping and chainsaw cutting.
- Maintain storm water facilities.
- Repair, rebuild and install streetlight fixtures/poles in the shop and in the field.
- Must be available to work outside of normal work hours for emergencies and snow removal.

Additional Duties and Responsibilities:

- Assist Park and Utility divisions, as necessary.

Supervisory Requirements:

- None

Minimum Qualifications

Education and/or Experience Requirements:

- High School Diploma or the equivalent desired.
- Three years' operating large trucks or similar equipment desired.
- Electrical experience desired.

Certifications:

- Must possess a valid Wisconsin Driver's License with CDL endorsement upon hire and maintain such licensing during entire course of employment.
- Class B and Class C endorsements required.
- Tanker and Class A endorsement highly desirable.

Necessary Knowledge Skills and Abilities:

- Operating knowledge of road construction equipment desired
- Experience with electric equipment desired
- Ability to interact effectively with the public and to operate a variety of mechanical equipment.
- Ability to think logically to make decisions.
- Ability to foster cooperation and teamwork among peers.
- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations.

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

Supplemental Information:

Tools and Equipment Used:

Hand Tools, Power Tools, Chainsaws, Loader, Backhoe, Excavator, Trucks, Snow Plows with Snow Wing, Skid Steers, Graders, Sweepers, Computers, Tractors, Mowers, Rollers, Painters and Bucket Trucks.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work: Exerting 76-100 lbs occasionally. Exerting 31-75 lbs frequently, and/or 0-30 lbs frequently. Frequently standing and walking. Occasionally sitting. Seldom runs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside work (no effective protection from weather) is 90% of the time. Inside work is 10% of the time. Frequent exposure to heat/cold extremes, temperature changes, and moderate noise. Occasional exposure to loud noise, vibration, odors and dust. Occasional exposure to hazards or risk of bodily injury. Occasional work at heights up to 75-feet. Seldom exposed to toxic conditions or poor ventilation.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 65																																																								
Department:	Public Works (Streets)																																																									
Position Title:	Additional Mechanic																																																									
Position Timing: The year the position is projected to start and any other timing items.	Permanent position beginning in 2024.																																																									
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description																																																									
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Currently, streets are maintaining all the City of Fitchburg owned vehicles except for Police and EMS. With an additional mechanic, streets would also be able to service and repair Police and EMS vehicles. Police and EMS have 34 vehicles. These vehicles have a more frequent need for routine maintenance as mileage accumulates faster than the other city owned vehicles.																																																									
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Police and EMS vehicles would have to be repaired and serviced by an outside company. Currently with only one mechanic/streets worker there are often instances that the repair of equipment takes longer than desired because of higher priority issues that are being attended to. The mechanic/streets worker also has a plow route. When a plow truck breaks, streets is short one route driver as the mechanic/streets employee is often pulled off his route to make repairs.																																																									
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2008</th> <th>2009</th> <th>2017</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>No Mechanic</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Streets/Mechanic</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mechanic/Streets</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>Fire Department</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other City Vehicles</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fleet Vehicles</td> <td>43</td> <td>69</td> <td>95</td> <td>99</td> <td>99</td> <td>101</td> <td>107</td> </tr> </tbody> </table>			2008	2009	2017	2019	2020	2021	2022	No Mechanic	X	X						Streets/Mechanic			X					Mechanic/Streets							X	Fire Department			X					Other City Vehicles			X					Fleet Vehicles	43	69	95	99	99	101	107
	2008	2009	2017	2019	2020	2021	2022																																																			
No Mechanic	X	X																																																								
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Fire Department			X																																																							
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Fleet Vehicles	43	69	95	99	99	101	107																																																			
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: Not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Administrative Assistant Labor Allocation 2) Additional Streets Maintenance Worker 3) Additional Mechanic																																																									

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$114,598	\$114,598	\$	\$
Non Personnel Recurring Costs			\$2,660	\$2,660	\$	\$
Non Personnel One-Time Costs			\$1,200	\$1,200	\$	\$
Total Year One Costs			\$118,458	\$118,458	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	72	Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Grade G	Other Payments (i.e. stipends, tuition)		Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Muni Ops		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	 \$300 \$300	Protective Gear/ PPE Year 1 Year 2+	 \$1700 \$1700	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	\$500	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$80	Position Classification	G
Vehicles	Mileage (\$.63/mile)		Operating Cost City Vehicle		Capital Cost City Vehicle	

Job Title: PW Mechanic
Department: Public Works
Division: Streets
Salary Grade:
Created: 2022

Reports To: Streets Supervisor
FLSA Status: Non-Exempt
EEO Code: 6 – Craft Workers
Employee Group: General Employee
Last Revision: September 2022

Position Summary:

Under the direction of the Streets Supervisor, performs all functions necessary for the repair and maintenance of city owned vehicles and equipment. Key responsibilities include vehicle and equipment diagnostics, vehicle and equipment maintenance, vehicle and equipment repair, electrical repairs, general maintenance activities. Additional responsibilities include assist with the repairs of streetlights, fill in for plow routes. Decisions on day-to-day activities are made independently. Supervision received is limited. Work plans are discussed with weekly review of progress. There is frequent interaction with City of Fitchburg staff. Part of on-call rotation and must be able to respond within forty (40) minutes. Must be available for after hour repairs when needed.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:

- Perform repairs and preventative maintenance on automotive/fleet equipment such as automobiles, light trucks, heavy trucks (over 26,000 lbs.), tractors, trailers and on other types of equipment such as street sweepers, end loaders, skid loaders, motor graders, back hoes, excavators, pavers, vac trucks, pumps, fire pumpers, aerial trucks, lawn mowers, all Public Works/Fire and city hall equipment and vehicles.
- Receive and review repair orders. Troubleshoot and diagnose malfunctions using appropriate test equipment such as diagnostic software, multi-meters, electronic test equipment, gauges, and other testing equipment. Prepare time and material estimates when necessary.
- Identify and obtain necessary replacement parts.
- Overhaul, adjust and tune diesel and gas engines/motors including valve adjustments and timing. Repair and overhaul manual and automatic transmissions and all linkage systems. Overhaul clutches, differential drive trains, shafts, and u-joints. Maintain and repair power and manual steering systems and all components of the fuel, cooling/heating, exhaust, and emission control systems.
- Remove and replace major components as needed.
- Weld and repair plows and plow equipment.
- Perform annual DOT inspections.
- Check, test and repair components and accessories of electrical, lighting, and electronic systems.
- Inspect, adjust, and repair all components of hydraulic, air, electric and mechanical brake systems. Adjust, repair, and replace suspension systems.
- Perform road test and/or operational checks on all equipment repaired.
- Review repair order for completion and process necessary forms and records. Create, edit, and close out repair orders using a computer. Post parts and materials to repair order.

- Receive and send intra and inter departmental e-mail and correspondence utilizing the City of Fitchburg computer system.
- Assist with fabrication projects requested by City of Fitchburg employees.
- Assist with general housekeeping of the immediate work area.
- Perform related work as required.
- Assist in street light repair and maintenance.

Additional Duties and Responsibilities:

- Back up plow driver
- Assist with facility repairs

Supervisory Requirements:

- None

Minimum Qualifications

Education and/or Experience Requirements:

- High School Diploma or the equivalent desired.
- Minimum of three years' experience operating large trucks or similar equipment required.
- Minimum of three years' experience as an automotive or equipment mechanic required.

Certifications:

- Must possess a valid Wisconsin Driver's License with CDL endorsement upon hire and maintain such licensing during entire course of employment.
- Class B and Class C endorsements required.
- Tanker and Class A endorsement highly desirable.
- Automotive Service Excellence (ASE) certification by the US National Institute for Automotive Service Excellence required.

Necessary Knowledge Skills and Abilities:

- Operating knowledge of road construction equipment desired
- Experience with electric equipment desired
- Ability to interact effectively with other employees and to operate a variety of mechanical equipment.
- Ability to think logically to make decisions.
- Ability to foster cooperation and teamwork among peers.
- Ability to identify and analyze problems, evaluate alternative solutions, and make sound judgments, especially in stressful situations.

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

Supplemental Information:

Tools and Equipment Used:

Hand Tools, Power Tools, Air Tools, Overhead Crane, Portable Post Lifts, Diagnostic Equipment, Welder, Gas Torches, Plasma Cutter, two post automotive lift.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work: Exerting 76-100 lbs. occasionally. Exerting 31-75 lbs. frequently, and/or 0-30 lbs. frequently. Frequently standing and walking. Occasionally sitting. Seldom runs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside work (no effective protection from weather) is 20% of the time. Inside work is 80% of the time. Occasional exposure to heat/cold extremes, temperature changes, and moderate noise. Frequent exposure to loud noise, vibration, odors and dust. Occasional exposure to hazards or risk of bodily injury. Occasional work at heights up to 40-feet. Seldom exposed to toxic conditions or poor ventilation.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Department Mission:

Provide the citizens of Fitchburg with cost effective, environmentally sound management services focused on the diversion of materials from the landfill and promoting sustainability through waste reduction, reuse, recycling, innovative technology, customer service and education.

Authorized Positions (FTE):

	2020	2021	2022	2023	2024
None					

Major Responsibilities & Services Provided:

- Manage refuse, recycling, sharps disposal, brush and yard waste contract services.
- Ensure City drop off site is managed effectively.
- Ensure City compost site meets permit regulations.
- Ensure continued outreach and education measures effectively increase sustainability and reduce waste to landfills.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Number of Refuse/Recycling Customers	5,709	5,901	6,083	6,200	6,300
Pounds of Recycling per Customer	827	825	789	800	800
Pounds of Refuse per Customer	1,387	1,361	1,306	1,350	1,350
Tons of Recycling	2,360	2,435	2,400	2,450	2,500
Oil Recycling Gallons	5,300	5,125	3,450	4,000	4,500
Tons of Compost Processed/Used	848	721	918	900	900
Shred/Recycling Day Collections					
Paper (tons)	-	5.32	5.38	5	5
Electronics (tons)	-	8.41	13.15	11	12
Unused/Expired Medication (pounds)	-	72	189	140	150
DNR Grant Awarded	\$104,002	\$105,273	\$105,314	\$105,347	\$105,000
Annual Charge per Unit					
Refuse/Recycling	\$203	\$209	\$215	\$228	\$232
Brush Collection	\$6.25	\$6.40	\$6.75	\$7.00	\$7.25

Significant Accomplishments in 2023:

- Mailed refuse and recycling information to all residents receiving curbside pick-up.
- Held two confidential paper and electronics recycling events.
- Updated recycling guides.

Notable Initiatives for 2024:

- Explore feasibility of organics collection program.
- Issue request for proposals for City-wide collection services starting in 2025.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$138,750	\$166,986	\$73,767	\$159,068	\$179,116	\$12,130
Contractual Services	1,285,955	1,333,405	666,684	1,333,405	1,391,150	57,745
Operating Expenses	25,103	16,665	8,304	17,758	17,495	830
Allocated Costs	20,690	24,580	12,540	24,580	25,610	1,030
Transfers to Other Funds (includes capital)	22,513	32,513	11,257	32,513	32,513	-
Total	\$1,493,011	\$1,574,149	\$772,552	\$1,567,324	\$1,645,884	\$71,735

Significant Budget Changes from 2023 to 2024:

- Fee Changes
 - o Solid waste increased from \$228 to \$232 per unit (1.8% increase)
 - o Brush charge increased from \$7.00 per unit to \$7.25 per unit (3.6% increase)
- Increased pickup unit costs for solid waste, recycling, brush, and yard waste per the contract with Pellitteri and estimated number of accounts for 2024.
- Reduced fuel surcharge from \$40,000 to \$25,000 based on recent charges from the vendor.

2024 BUDGET EXPENDITURE DETAIL

Department: Public Works - Solid Waste Collection (213-5362-)

(Refuse, Recycling, Yardwaste, and Brush)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures			
PERSONNEL COSTS OTHER THAN WAGES & DFB						
-140	Per Diem for Commission & Committees – Resource Conservation Commission	Includes Per Diem for 6 members; estimated 10 meetings, council rep not paid	\$1,600 - RCC: \$35 per meeting for the Chairperson and \$25 per meeting for citizen members. 6 members for 10 meetings.			
			2023	\$1,600	2024	\$1,600
CONTRACTUAL SERVICES						
-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 not performed by City Staff . 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.	\$2,500 - Recollect software			
			2023	\$2,500	2024	\$2,500
-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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	Includes the following, assuming 6200 homes in the first half of the year and 6300 in the 2 nd half of the year \$559,500 - Refuse collection: \$7.46/unit/month \$453,000 - Recycling collection: \$6.04/unit/month \$250 - ~10 Recycling Cart Swaps \$85,000- Yardwaste collection: \$3.40/unit/collection* \$197,750 - Brush collection: \$2.26/unit/collection** \$10,050 - Two additional 8-cy cardboard containers serviced 5x/wk at the Recycling Drop-off Site \$20,000 - Yard Waste Grinding: 3 times/year \$23,500 - Brush and Yardwaste disposal fees \$3,000 - Sharps collection program \$600 - Tire disposal \$3,000 - Oil disposal: 5 times/yr \$3,000 - Oil filter disposal: 5 times/yr \$2,500 - Battery Recycling \$2,500 - Illegally dumped bulk items \$25,000 – Fuel surcharge *Note: there are 4 yard waste collections planned – 2 in Spring and 2 in Fall **Note: There are 14 brush collections planned for the year. Seven for the 1 st half and seven in the 2 nd half of the year.			
			2023	\$1,330,905	2024	\$1,388,650

2024 BUDGET EXPENDITURE DETAIL

OPERATING SUPPLIES & EXPENSE				
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$825 - Postage Recycling packets to new residents = 200 @ 3.95 each ~50 citation and warning letters @ \$.63 \$150 - General office supplies	
			2023	\$495
			2024	\$975
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$170 - Associated Recyclers of Wisconsin \$50 - Recycling related publications \$850 - Waste Cap sponsor	
			2023	\$1,070
			2024	\$1,070
-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.	\$100 - Engineer Tech Uniform	
			2023	\$100
			2024	\$100
-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. Detail of this account to be submitted with budget proposal.	\$400- APWA conferences \$150 - AROW/WCSWMA/NEWCMG conference	
			2023	\$550
			2024	\$550
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	Removed by Council Amendment in 2023	
			2023	\$-0-
			2024	\$-0-
-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.		
			2023	\$-0-
			2024	\$-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.	\$250 - Miscellaneous printing and supplies – i.e. Recycling Compliance Assurance Plan, Solid Waste Annual Report \$300 - Recycling Supplies	
			2023	\$550
			2024	\$550
-345	Public Information & Education	Quarterly newsletters and other public education materials: production, printing, DVDs or other media, mailing costs	\$4,200 – Community Outreach and Communication (Recreation, Utilities, and Administration budgets also include similar funding) \$8,350 - Fitchburg Star advertising – printing and mailing of solid waste information – 12 editions/yr \$75 - Speakers/Films \$75 - Food for Green Events \$300 – Recycling Events	
			2023	\$12,850
			2024	\$13,000
-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	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. Detail of this account to be submitted with budget proposal.		
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or		

2024 BUDGET EXPENDITURE DETAIL

		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	
-380	Yard Waste Polybag		\$1000 - ~400 Yard waste Polybags to make available for residents (1 free polybag/residential unit/year available on first come first served basis) 2023 \$800 2024 \$1,000
-381	Recycling Drop off Site Maintenance and Improvements	Non-capital improvements to recycling drop-off site.	2023 \$-0- 2024 \$-0-
-397	Fuel Purchases	Fuel – diesel and unleaded, from City pumps and commercial stations	\$250 - 71 gallons unleaded gas @ \$3.50 2023 \$250 2024 \$250
-505	Leases and Rentals	Leases and rentals of facilities and equipment	\$2,500 – Flock Software 2023 \$2,500 2024 \$2,500
-570 (transfer)	City technology allocation (operating)		\$11,750 - Allocation from city technology fund for operating costs based on number of users that access the technology infrastructure. 2023 \$10,945 2024 \$11,750
-572 (transfer)	Allocated Insurance		\$10,645 – Allocated share of the City's insurance cost including property, liability, and workers compensation. 2023 \$10,565 2024 \$10,645
-573 (transfer)	City technology allocation (capital)		\$715 - Allocation from city technology fund for capital costs based on number of users that access the technology infrastructure. 2023 \$570 2024 \$715
5920-100 (transfer)	Administrative Fee		\$20,000 - Transfer to General Fund for administrative services performed on behalf of the refuse fund including accounting, human resources, administration, salary and benefits for shared positions, etc. 2023 \$20,000 2024 \$20,000
5920-300 (transfer)	Rent allocation		\$2,513 - Transfer to General Service Fund for building rent (City Hall, maintenance facility) 2023 \$2,513 2024 \$2,513

Department Mission:

The City partners with Madison Metro to provide transit service within the City limits. Through this partnership, the City provides public transportation that provides an opportunity to reduce fuel consumption (with reduction in single-occupancy vehicles), thereby reducing the carbon-footprint of the City and reaffirming the City's commitment to address global climate change through clean energy.

Authorized Positions (FTE):

	2020	2021	2022	2023	2024
None					

Major Responsibilities & Services Provided:

- Transit operation and planning.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Property Tax Support	\$502,655	\$502,000	\$390,307	\$552,395	\$681,482
Mass Transit Operating Assistance Grant	\$-0-	\$-0-	\$862,503	\$952,564	\$1,200,000

Significant Accomplishments in 2023:

- Coordinated with Madison Metro Transit on their reroute, which became effective June 11, 2023.
- Coordinated with Madison Metro Transit on Bus Rapid Transit Project.
- Evaluated City transit needs outside Madison Metro Transit routes.
- Participated in Beltline Planning and Environment Linkages study, which includes transit components.
- Advertised request for proposal (RFP) for intracity transit study.

Notable Initiatives for 2024:

- Coordinate new and existing transit routes throughout the City.
- Continue to coordinate with Madison Metro Transit on Bus Rapid Transit Project.
- Complete intracity transit study.
- Participate in Metro Advisory Team, if created.

Financial Summary:

Fund 231 (Transit Special Revenue Fund)

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$-	\$5,938	\$-	\$4,880	\$5,497	\$(441)
Contractual Services	-	1,408,960	324,564	1,408,960	1,875,960	467,000
Operating Expenses	-	-	-	-	-	-
Allocated Costs	-	-	-	-	125	125
Transfers to Other Funds	-	-	-	-	-	-
Total	\$-	\$1,414,898	\$324,564	\$1,413,840	\$1,881,582	\$466,684

Fund 100 (Transit within General Fund)

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	-	\$-	\$-	\$-	\$-	\$-
Contractual Services	\$1,252,810	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-
Allocated Costs	-	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-	-
Total	\$1,252,810	\$-	\$-	\$-	\$-	\$-

Significant Budget Changes from 2023 to 2024:

- Increase in costs for Metro Transit from \$1.4 million to \$1.9 million due to an increase in service and routes as a result of the transit system redesign and Council approved route enhancements in the Southdale area.
- Increase in state grant funding from \$1.0 million to \$1.2 million to reflect the increase in aid due to the cost share formula.

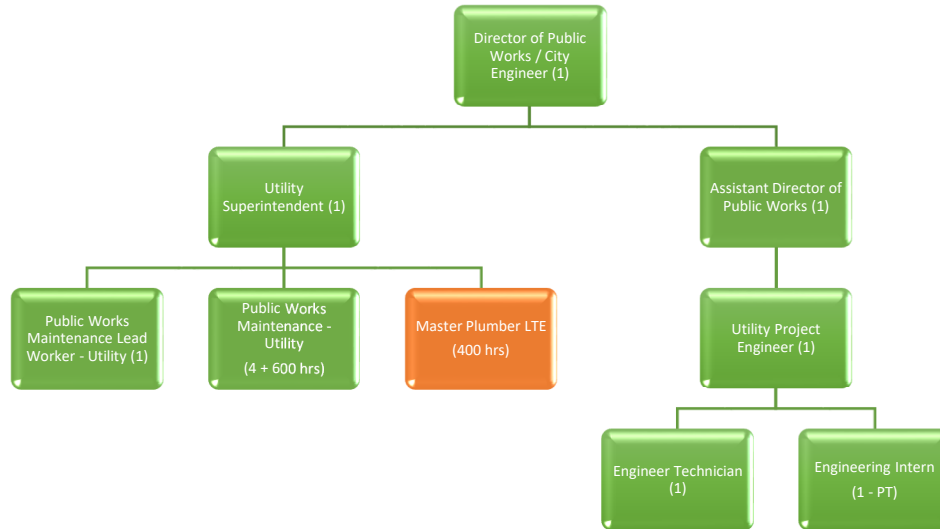
2023 BUDGET EXPENDITURE DETAIL

**Department: Public Works – Mass Transit (100-5352- for 2022 & before;
Fund 231 for 2023 & beyond)**

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
CONTRACTUAL SERVICES			
-200	Madison Metro Transit Subsidy	Reimbursement to Madison Metro Transit for the provision of transit services throughout the City.	The actual cost to provide the existing level of transit service in Fitchburg is higher than the amount budgeted here. 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. 2023 \$1,408,960 2024 \$1,875,960
-290	Other Contractual Services	Ride-Share Services	Fixed route ride-sharing from East to West Fitchburg. Pilot contract terminated in 2019. 2023 \$-0- 2024 \$-0-

Department Mission:

Public Works provides essential services to the citizens of Fitchburg in a prompt, courteous, safe, efficient, and cost-effective manner. Public Works, through its dedicated employees, strives to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and enhances the quality of life within Fitchburg for current and future generations.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Utility Supervisor	1.0	1.0	1.0	1.0	1.0
Public Works Maintenance Lead Worker – Utility	-	-	-	1.0	1.0
Public Works Maintenance – Utility	4.0	4.0	4.0	4.0	4.0
LTE Public Works Maintenance – Utility	.3	.3	.3	.3	.3
LTE Master Plumber	-	-	-	-	.2
Senior Utility Engineer	1.0	1.0	1.0	1.0	1.0
Engineering Technician	1.0	1.0	1.0	1.0	1.0
Engineering Intern	.4	.4	.4	.4	.4

Major Responsibilities & Services Provided:

- Plan and oversee capital improvements for City infrastructure.
- Water supply and distribution.
- Wastewater collection.
- Review and issue permits.
- Oversee installation of new public infrastructure.
- Emergency management.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Feet of water main	626,489	653,140	656,091	674,878	691,007
Feet of sanitary sewer	473,544	482,113	485,066	496,221	503,780
Water customers served	6,996	7,239	7,387	7,583	7,973
Sewer customers served	6,303	6,529	6,799	6,995	7,190

Significant Accomplishments in 2023:

- Designed Well 12, Tower D, programmable logic control (PLC) replacements, reservoir/tower improvements, and Syene/McCoy interceptor.
- Completed large meter replacements phase 1 of 4 .
- Replaced Crescent Road/Jacquelyn Drive/Pawnee Pass water main and fluoride equipment.
- Completed Lacy Road water main installation between Fitchrona Road and Seminole Highway and sanitary installation from the Badger State Trail ~1,500 west.
- Extended Lacy Road sanitary sewer, east of Syene Road.
- Pulled wells 5 and 10 for maintenance (Well 5 - replace lamniflow, developed well, install new pump, removed sand, recondition motor, and install VFD). Removed sand from reservoir during well maintenance.
- Treated wells 4 and 10 with chemicals.
- Installed water main and sanitary sewer in 3rd addition to Terravessa, Highfield Reserve - Phase 2, Ochalla Drive, and Lacy Ridge Townhomes.
- Completed cross connection & grease trap inspections.
- Completed water rate case study and submitted information to the Public Service Commission for review.
- Completed impact fee study/adjustment and implemented fee changes.

Notable Initiatives for 2024:

- Construct Well 12, Tower D, PLC replacements, and reservoir/tower improvements.
- Implement unidirectional flushing program.
- Replace McKee Road and Tower Hill water mains.
- Replace large meters phase 2 of 4.
- Install water main in 4th addition to Terravessa, Highfield Reserve – Phase 3, and Hartung.
- Complete cross connection inspections.
- Complete Syene interceptor extension and the McCoy interceptor design and construction.
- Complete Fish Hatchery Road sanitary sewer lining.

Financial Summary:

Water (Fund 602)

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$608,570	\$816,062	\$324,641	\$737,086	\$874,014	\$57,952
Contractual Services	193,839	523,580	82,764	911,985	407,560	(116,020)
Operating Expenses	538,611	593,225	242,475	596,540	644,485	51,260
Allocated Costs	1,737,515	1,673,778	49,836	1,674,502	1,728,862	55,084
Transfers to Other Funds	31,667	31,667	15,834	31,667	31,700	33
Total	\$3,110,202	\$3,638,312	\$715,550	\$3,951,780	\$3,686,621	\$48,309

Sewer (Fund 603)

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$192,792	\$331,911	\$111,069	\$278,690	\$369,411	\$37,500
Contractual Services	51,265	179,930	22,808	169,930	121,650	(58,280)
Operating Expenses	2,621,461	2,946,945	702,952	2,949,445	3,298,705	351,760
Allocated Costs	475,458	397,168	23,307	446,528	448,030	50,862
Transfers to Other Funds	20,000	20,000	10,000	20,000	20,000	-
Total	\$3,360,976	\$3,875,954	\$870,136	\$3,864,593	\$4,257,796	\$381,842

Significant Budget Changes from 2023 to 2024:

- Increased maintenance of wells below ground by \$30,000 for additional chemical treatment expenses at Well 4 and Well 10.
- Increased power purchased for pumping by \$17,000 due to increasing energy costs.
- Increased wellhouse maintenance by \$42,000 due to cathodic protection repairs at Well 4 and A/C addition at Well 11.
- Increased maintenance of water treatment structures to \$10,000 for Well 5 Chlorine Room floor and wall repairs.
- Decreased maintenance of reservoirs and towers by \$12,000 due to no required inspections in 2024.
- Decreased maintenance of water services by \$15,000 based on the cost of past repairs.
- Decreased maintenance of meters by \$20,000 due to large meter replacement capital project. Testing of 1.5" and 2" meters will not be needed as these meters will be replaced.
- Reduced maintenance of miscellaneous water plant by \$105,000 as cross connection inspections will be completed in 2023. Also increased by \$14,500 for service pipe verification required by the DNR and for cross connection inspections.
- Shifted fees for credit card acceptance of \$23,000 from the Sewer Utility to the Water Utility. The water rate case submitted to the PSC requested that 50% of the fees are charged to each utility.
- Decreased water professional services by \$65,000 as the 2023 budgeted project for development of a unidirectional flushing program is complete. No additional funds are needed in 2024 for the development of this program.
- Increased water depreciation expense by \$40,000 based on plant values within the utility.
- Increased sewer other operating supplies and expenses by \$50,000 due to the addition of the Town of Madison sewer customers and MMSD rate increases.
- Decreased lift station #1 repairs by \$10,000 based on past expenses. Also decreased maintenance by \$27,400 based on past expenses and due to addition of equipment replacement fund for lift stations.
- Decreased sewer professional services by \$35,000 due to the completion of the grease trap inspections in 2023.
- Increased sewer depreciation expense by \$50,000 based on plant values within the utility.
- Added LTE Master Plumber position that was approved by budget amendment in 2023 (PBP#78)
- Increased MMSD charges by \$259,000 based on the estimate received from Madison Metro Sewerage District.
- Increased utilities expense within Water and Sewer by \$2,500 each for the cost of charging the new electric vehicle.
- Shifted \$700 from both Water and Sewer for copier lease and maintenance to the IT fund.
- Fee schedule changes
 - o Updated water impact fees based on ENR construction cost index.
 - o Added holding tank fee of \$200 and water connection fee of \$100.
 - o Water rates are expected to increase due to the full rate case currently filed with the Public Service Commission. Exact amounts to be determined.
 - o Sewer rates are expected to increase due to the pass-through of costs from Madison Metro Sewerage District. Exact amounts to be determined.

2024 BUDGET EXPENDITURE DETAIL

Department: Public Works - Water Utility (FUND 602)

WATER REVENUES

Acct #		Account Title	Usual Revenues for this Account	Detail of Proposed Revenues
602-4460	-000	Unmetered Sales	Sales to general customers, included in building permits	2023 \$15,000 2024 \$16,000
602-4461	-000	Metered Residential	Measured sales to residential customers	2023 \$1,100,000 2024 \$1,200,000
602-4461	-001	Metered Commercial	Measured sales to commercial customers	2023 \$260,000 2024 \$ 310,000
602-4461	-002	Metered Industrial	Measured sales to industrial customers	2023 \$100,000 2024 \$115,000
602-4461	-003	Metered - Res Irrigation	Measured sales to Residential irrigation customers.	2023 \$50,000 2024 \$ 55,000
602-4461	-004	Metered - Comm Irrigation	Measured sales to Commercial irrigation customers.	2023 \$45,000 2024 \$58,000
602-4461	-005	Metered - Ind Irrigation	Measured sales to Industrial irrigation customers.	2023 \$15,000 2024 \$16,000
602-4461	-006	Metered - Mult Fam Residential	Measured sales to multi-family residential customers.	2023 \$650,000 2024 \$685,000
602-4461	-007	Metered - Mult Fam Res IRR	Measured sales to multi-family residential irrigation customers.	2023 \$15,000 2024 \$18,000
602-4462	-000	Private Fire Protection	Billing for the use of fire protection apparatus and water delivered in connection with the sprinklers	2023 \$114,000 2024 \$115,000
602-4463	-000	Public Fire Protection	Net billing to municipalities for use of hydrants for the purpose of fire protection to the general public	2023 \$720,000 2024 \$ 728,000
602-4464	-000	Sales to Public Authority	Measured sales to public authority customers	2023 \$12,000 2024 \$15,000
602-4464	-001	Irrigation Sales to Pub Auth	Measured sales to Public Authority irrigation customers.	2023 \$6,000 2024 \$8,000

2024 BUDGET EXPENDITURE DETAIL

OTHER WATER REVENUES				
602-4470	-000	Forfeited Discounts	Additional charges imposed due to failure of customers payments not received on due date	2023 \$6,800 2024 \$9,000
602-4471	-000	Miscellaneous Service Revenues	Charges collected for reconnecting disconnecting meters, water permit fees, NSF check fees, information collected for title companies	2023 \$3,500 2024 \$4,500
602-4472	-000	Rents from Water Property	Rents generated from contracts with cellular companies that lease space for equipment on our water towers.	2023 \$84,330 2024 \$135,599
602-4474	-000	Other Revenues - Joint Metering	Charges billed to sewer side of meters, sales of scrap, miscellaneous income	2023 \$30,000 2024 \$30,000
602-4475	-000	P-Card Rebate	Rebate from use of company issued credit cards	2023 \$4,500 2024 \$5,000
602-4631	-100	Reimbursed from Projects/ Developers	Reimbursement from developers and other parties for staff time spent on non-city projects	
INTEREST, CIAC, AND AMORTIZATION				
602-4419	-000	Interest Income	Interest earned	2023 \$15,000 2024 \$200,000
602-4421	-000	CIAC – Impact Fees	Charges to cover the cost of additional water infrastructure from developers	2023 \$350,000 2024 \$1,000,000
602-4421	-001	CIAC – Impact Fees	Charges to cover the cost of additional water infrastructure charged on Building Permits.	2023 \$300,000 2024 \$400,000
602-4421	-002	CIAC-from Municipality	Charges to cover the cost of additional water infrastructure from municipality	
602-4425	-000	Misc Amortization	PSC Regulatory Liability	2023 \$59,580 2024 \$-0-

2024 BUDGET EXPENDITURE DETAIL

WATER EXPENDITURES

SOURCE OF SUPPLY EXPENSES				
Acct #		Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
602-5602	-340	Purchased Water	Water and Public Fire Protection purchased for Rimrock Road and Jamestown Neighborhoods.	\$30,000 – Rimrock \$25,000 – Huegel Jamestown 2023 \$50,000 2024 \$55,000
602-5614	-240	Maintenance of wells (below ground) - by others	Repair and maintenance of wells contracted by the Utility.	\$30,000 - Well 10 Treatment \$30,000 – Well 4 Treatment \$25,000 – Well Maintenance 2023 \$55,000 2024 \$85,000
602-5614	-350	Maintenance of Wells (below ground- Repair and Supplies	Maintenance of wells including supplies for repair	\$5,000 - Transducers/Misc. 2023 \$5,000 2024 \$5,000
PUMPING EXPENSES				
602-5623	-365	Power purchased for pumping	Cost of electricity, natural gas, and diesel fuel used directly in operation of pumps	\$277,000 – MGE 2023 \$260,000 2024 \$277,000
602-5624	-245	SCADA Computer Maintenance & Repair		\$3,000 SCADA system modifications 2023 \$3,000 2024 \$3,000
602-5626	-323	Misc Expenses	Protective Gear	\$750 – Boots (\$125 x 6 employees) \$750 – Vests, Clothing 2023 \$1,500 2024 \$1,500
602-5626	-340	Misc Exp	Part of Maint. Facility Exp	\$1,200 Misc. Expense 2023 \$1,200 2024 \$1,200
602-5626	-350	Misc Exp	Repair and Maint Supplies	\$1,500 – General maintenance & tools 2023 \$1,500 2024 \$1,500
602-5627	-922	Rents	Public Works Maintenance Facility Rents	\$10,000 – Rent 2023 \$10,000 2024 \$10,000
602-5630	-340	Pumping Operating Supplies	Maintenance of pumping equipment	\$500 – Misc. Supplies 2023 \$500 2024 \$500
602-5631	-240	Wellhouse Maint by others		\$5,000 – Brick Repairs #10 \$20,000 – A/C Well 11 \$30,000 – Well 4 Cathodic Protection 2023 \$13,000 2024 \$55,000
602-5631	-350		Fire extinguisher protection	\$3,700 – Hoses, pump supplies 2023 \$3,700 2024 \$3,700
602-5633	-240	Maint of Pumping Equipment by others	General labor and maintenance expenses of pumping equipment, Including well pump and electrical inspection program, service agreement for maintenance of generators	\$3,000 – Generator Maintenance \$2,000 – Emergency repairs 2023 \$5,000 2024 \$5,000

2024 BUDGET EXPENDITURE DETAIL

602-5633	-355	Maint of Pumping Equipment Expense		\$2,000 - General repairs 2023 \$2,000 2024 \$2,000
WATER TREATMENT EXPENSES				
602-5641	-340	Chemicals	Cost of all chemicals in used in the treatment of water	2023 \$80,000 2024 \$80,000
602-5642	-290	Water testing	DNR testing, weekly water tests	\$5,000 – PFAS \$15,000 – DNR/EPA Testing 2023 \$20,000 2024 \$20,000
602-5643	-340	Miscellaneous Expenses	Operating materials and supplies	\$1,000 – Supplies 2023 \$1,000 2024 \$1,000
602-5651	-240	Maint of Water Treatment Structure-by others	Repairs to treatment structures by others	\$10,000 – Chlorine room floor & wall repairs 2023 \$50 2024 \$10,000
602-5651	-350	Maint & Repair Supplies-Water Treatment Structure	Supplies used in maintaining general maintenance of treatment structures	\$500 – Chemical Line Replacement 2023 \$50 2024 \$500
602-5652	-240	Maint Water Treatment Equip-by others	Chemical pump maintenance by others	\$3,000 – Scale sensors 2023 \$500 2024 \$3,000
602-5652	-350	Maint & Repair Supplies- Water Treatment Equip	Supplies for general maintenance of chemical pumps	\$2,500 – Chemical feed equipment 2023 \$3,500 2024 \$2,500
602-5652	-355	Maint Water Treatment Equipment Exp	Equipment Expenses for maintaining chemical pumps	\$2,500 - Chemical feed pumps & Tank Replacements \$6,500 – Dehumidifiers small (2 @\$250) & Large (2 @\$3,000) 2023 \$9,000 2024 \$9,000
WATER TRANSMISSION AND DISTRIBUTION EXPENSES				
602-5662	-340	Transmission & Distribution Mains Expenses	Supplies used for flushing mains.	\$1,000 – Diffusers, hoses 2023 \$1,000 2024 \$1,000
602-5665	-323	Uniforms & Protective Gear	Cleaning and replacement of uniforms and protective gear	\$1,000 – Winter gear 2023 \$1,000 2024 \$1,000
602-5665	-340	Maintenance Facility Expense	¼ Maintenance Facility Expenses	\$1,200 – Shared Maintenance Facility costs 2023 \$1,200 2024 \$1,200
602-5666	-922	Rents	Rent of Public Works Maintenance Facility	\$10,000 – Rent of PW Maintenance Facility 2023 \$10,000 2024 \$10,000
602-5671	-240	Maint of Structures & Improvements by others		\$500 – Storage Equipment 2023 \$6,000 2024 \$500
602-5671	-350	Maintenance of Structures & Imp repair & supplies		\$3,000 – Building lights replacements, Tower B interior shelter 2023 \$1,000 2024 \$3,000

2024 BUDGET EXPENDITURE DETAIL

602-5672	-240	Maintenance of Reservoirs & Towers-by others	Work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of reservoirs/towers	\$4,500 – General Maintenance 2023 \$16,500 2024 \$4,500
602-5672	-350	Maintenance of Reservoirs & Towers Repair & Maint Supplies	Landscaping and mowing materials.	\$1,000 – Tower mowing, landscaping 2023 \$1,000 2024 \$1,000
602-5673	-240	Maint of Transmission & Distribution Mains-by others	Work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of transmission and distribution mains. Including costs to repair water main breaks and parts to repair mains and valves. Manhole & valve adjustments	\$35,000 – Emergency Water Main Repairs \$15,000 – Valve/Manhole Adjustments 2023 \$50,000 2024 \$50,000
602-5673	-350	Maint of Transmission & Distribution Mains-Repair supplies	Supplies relating to Water main repairs	\$25,000 – Valve boxes, valves, castings 2023 \$25,000 2024 \$25,000
602-5675	-240	Maintenance of Services – by others	Work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of services.	\$15,000 – Service Repairs \$10,000 - Digger's Hotline tickets 2023 \$40,000 2024 \$25,000
602-5675	-340	Maintenance of Services-Operating Materials	Materials used specifically for the purpose of preventing failure, restoring serviceability or maintaining life of services.	\$5,000 - Flags & locate paint 2023 \$5,000 2024 \$5,000
602-5675	-350	Maintenance of Services-Repair Supplies	Supplies costs to repair water service leaks and stop boxes.	\$3,500 – Curb stops, corp boxes, copper pipe 2023 \$3,500 2024 \$3,500
602-5676	-240	Maintenance of Meters-by others	Work performed specifically for meters, meter repairs and transponder installation. Includes supplies to repair water meters	\$20,000 - Large meter testing & change outs 2023 \$40,000 2024 \$20,000
602-5676	-350	Maintenance of Meters-Repair Supplies	Supplies to repair water meters	\$5,000 – Meter repair supplies, tools 2023 \$10,000 2024 \$5,000
602-5677	-240	Maintenance of Hydrants-by others	Work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of hydrants.	\$10,000 – Hydrant Painting 2023 \$12,000 2024 \$10,000
602-5677	-350	Maintenance of Hydrants	Includes cost to repair broken hydrants and parts to repair hydrants, including flexi flags.	\$600 – Hydrant Paint \$500 – Flags \$5,000 – Extensions \$5,000 – Repair Kits 2023 \$9,000 2024 \$11,100
602-5678	-240	Maintenance of Misc Plant by others	Work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of misc. plant.	\$4,000 – Pipe verification 2023 \$109,000 2024 \$4,000

2024 BUDGET EXPENDITURE DETAIL

602-5678	-350	Maintenance of Misc Plant Repair Supplies	Supplies specifically for the purpose of preventing failure, restoring serviceability or maintaining life of misc. plant.	\$500 – Repair supplies 2023 \$500 2024 \$500
602-5678	-355	Maintenance of Misc Plant-Equipment Exp	Includes cross connection inspections	\$15,000 – Pipe verification, cross connections 2023 \$500 2024 \$15,000
WATER CUSTOMER ACCOUNTS EXPENSES				
602-5903	-290	PSN Fees		\$23,000 – PSN Fees 2023 \$0 2024 \$23,000
602-5905	-310	Miscellaneous Customer Expenses	Materials used in communication service & office supplies, printing bills.	\$7,000 – Postage \$1,000 – Mailing 2023 \$6,800 2024 \$8,000
602-5906	-310	Customer Service & Info Expense	Costs of printing relating to water conservation	\$550 – Brochures 2023 \$500 2024 \$550
WATER ADMINISTRATIVE & GENERAL EXPENSES				
602-5920	-185	FSA Administrative Fees	Third-party administration fees for the employee flexible spending accounts	\$100 – FSA administrative fees 2023 \$100 2024 \$100
602-5921	-245	Computer Related Expenses	Cost incurred for software, support or upgrades	\$3,000 - Iwater Support \$4,000 - Water CAD Software/Maint \$500 – PSN \$30,000 - Sensus \$6,000 - SCADA \$2,200 - CIVIC \$3,300 – General supplies, toner, batteries \$5,500 - Wonderware \$3,800 – AutoCad \$1,100 – Truck Diagnostics \$300 – Blue Beam \$300 – Sensus from Master Plumber LTE (PBP#78) 2023 \$52,500 2024 \$60,000
602-5921	-310	Office Supplies & Expenses	Office supplies, communication service (telephones), small office equipment	\$5,000 – Office supplies 2023 \$5,000 2024 \$5,000
602-5921	-505	Leases/Rental costs		\$-0- Shared copier at maintenance facility (\$700 moved to IT fund) 2023 \$760 2024 \$-0-
602-5921	-570	IT Operating ISF Allocation		\$59,704 - Allocation from city technology fund for operating costs, based on number of users that access the technology infrastructure. 2023 \$53,265 2024 \$59,704
602-5921	-573	IT Capital ISF Allocation		\$3,575 - Allocation from city technology fund for capital costs, based on number of users that access the technology infrastructure. 2023 \$2,795 2024 \$3,575
602-5923	-210	Professional Services	Fees & Expenses of professional consultants (Auditors, engineering consultants, attorneys, etc.)	\$4,000 - Annual external audit \$1,300 - PSC report preparation \$20,000 - Engineering consultants

2024 BUDGET EXPENDITURE DETAIL

				2023 \$90,300 2024 \$25,300
602-5923	-290	Outside Services Employed		\$2,500 Existing staff recruitments \$50 Language Line \$210 Master Plumber LTE recruitment (PBP#78) 2023 \$2,630 2024 \$2,760
602-5926	-323	Uniforms		\$3,400 Replacement uniforms, shirts \$650 Uniforms for Master Plumber LTE (PBP#78) 2023 \$3,400 2024 \$4,050
602-5928	-210	Regulatory Commission Expenses	Expenses incurred by the utility in connection with formal cases before regulatory commissions	\$1,000 – PSC case review 2023 \$7,500 2024 \$1,000
602-5930	-250	Public Ads, Notices	Advertisements and public notices	\$500 – Project notices, changes 2023 \$500 2024 \$500
602-5930	-320	Publications, Dues, Subscriptions	Professional Organization dues, reference material and publications	\$600 - WRWA Membership \$500 - WRWA Dues \$350 - AWWA Member \$210 – APWA membership (cost share with sewer) \$1,500 – Code Updates AWWA 2023 \$3,250 2024 \$3,160
602-5930	-325	Training & Staff Development	Costs for conferences and seminars	\$6,125 Annual conference \$600- Material Certifications \$2,500 CDL Training 2023 \$11,725 2024 \$9,225
602-5930	-330	Vehicle Use Reimbursement	Reimb for use of personal vehicle	760 miles @ \$.66/mile 2023 \$500 2024 \$500
602-5930	-350	Misc Gen repair supplies		\$8,000 Well abandonment \$1,000 Repair supplies 2023 \$9,000 2024 \$9,000
602-5930	-365	Utilities	Stormwater Charges (Utility Bills)	\$1,200 – Stormwater utility bills 2023 \$1,200 2024 \$1,200
602-5930	-389	Admin Fees		\$72,600 - Transfer to General Fund for administrative services performed on behalf of the utility including accounting, human resources, administration, legal, salary and benefits for shared positions, etc. 2023 \$64,200 2024 \$72,600
602-5931	-922	Rents	City Hall rent for use of space by Utility	\$11,700 - Transfer to General Fund for building rent (City Hall) 2023 \$11,700 2024 \$11,700
602-5932	-335	Maint of Vehicle Maint	Maintenance expenses incurred to repair/maintain vehicles.	\$1,500 – Tires \$4,500 – Repairs \$1,000 – Repairs Master Plumber LTE PBP#78 2023 \$2,000 2024 \$ 7,000
602-5932	-365	Utilities	EV Charging costs	\$2,500 – EV Charging 2023 \$-0- 2024 \$ 2,500

2024 BUDGET EXPENDITURE DETAIL

602-5932	-397		Fuel costs	\$7,000 – 2,000 gallons unleaded gas @ \$3.50 \$2,000 - 500 gallons of diesel fuel @ \$4.00 2023 \$8,000 2024 \$ 9,000
WATER DEPRECIATION & TAX EXPENSES				
602-5403	-530	Depreciation Expense	All classes of depreciable utility plant in service	2023 \$360,000 2024 \$400,000
602-5403	-531	Depreciation Expense-Contributed Plant	All classes of depreciable contributed utility plant in service	2023 \$425,000 2024 \$425,000
602-5408	-534	Taxes	Includes FICA taxes from payroll, tax equivalent paid to city for services	\$3,500 – Remainder assessment \$41,500 – FICA taxes - Combined with wage accts \$750,000 – tax equivalent paid to the city for services (PILOT) 2023 \$790,000 2024 \$795,000

2024 PERSONNEL SUMMARY

Department: **Public Works – Utility**

E = Existing position or employee

N = **New position** - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Vacant	Senior Utility Engineer	TBD	2,080		
E	John Roche 50% Water 50% Sewer	Engineering Technician	9/30/19	2,080		50
E	Intern 50% Water 50% Sewer	Engineering Intern	5/16/22		820	
N#3	Barry Schwingel	Utility Supervisor	5/3/21	2,080		150+4 =154
N#3	Marshall Charlesworth	Utility Maintenance Worker	8/10/22	2,080		50+4 =54
N#3	Brian Kalupa	Utility Maintenance Worker	2/19/18	2,080		50+4 =54
N#3	Jason Anderson	Utility Maintenance Lead Worker	9/11/13	2,080		50+4 =54
N#3	Matt Harried	Utility Maintenance Worker	1/31/22	2,080		50+4 =54
N#3	Tim Maier	Utility Maintenance Worker	6/20/23	2,080		72+4 =76
E	Various LTE	Seasonal Maint. Worker(s)	Various		600* Pool of hrs	
N#78	Various LTE	Master Plumber			0+700 =700*	
N#2	On Call Pay				0+548 =548 hrs	
N#2	Pager Pay				52-52 =0 wks	
	Total This Page			17,460	1,420+700 =2,120 LTE 0+548 =548 on call	472+24 =496

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 78																																																	
Department:	Public Works (Water/Sewer)																																																		
Position Title:	New Master Plumber LTE																																																		
Position Timing: The year the position is projected to start and any other timing items.	LTE for 400 hours per year for three years (2024 – 2026).																																																		
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description																																																		
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	The City will be replacing all 1.5" and 2" meters over the next 4 years (2023 – 2026). City staff is not qualified to perform the plumbing modifications needed at many facilities to install the new meters. A master plumber certification is required for this work. It is more affordable to hire a part-time master plumber to perform this work then to hire a plumbing company.																																																		
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Hire a plumbing company.																																																		
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Water Customers</td> <td>5,928</td> <td>6,282</td> <td>6,736</td> <td>6,878</td> <td>7,013</td> <td>7,255</td> <td>7,405</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				2007	2012	2018	2019	2020	2021	2022	Water Customers	5,928	6,282	6,736	6,878	7,013	7,255	7,405																																
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: Not included in staffing study Position Requests Submitted by Department, in priority order: 1) New Master Plumber LTE 2) Additional Utility Maintenance Worker with CDL																																																		

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$33,244	\$	\$	\$33,244
Non Personnel Recurring Costs			\$2,610	\$180	\$	\$2,430
Non Personnel One-Time Costs			\$630	\$	\$	\$630
Total Year One Costs			\$36,484	\$180	\$	\$36,304
Projected Cost Calculation Details						
Hours	Annual Hours	400	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	LTE Class J	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	None	Workers Comp Class	Water		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	 \$600 \$600	Protective Gear/ PPE Year 1 Year 2+	 \$50 \$50	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	Sensus \$300 \$300	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	\$1,000	Capital Cost City Vehicle	None

Job Title: Master Plumber LTE
Department: Public Works
Division: Utility
Salary Grade: TBD
Created: Tracy Foss

Reports To: Utility Supervisor
FLSA Status: Non-represented
EEO Code: Skilled Craft Worker
Employee Group: General/LTE
Last Revision: 08/02

Position Summary:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:

- Responsible for removing/replacing and programming 1.5" and 2" water meters.
- Responsible for plumbing modifications necessary to replace meters.
- Communicate and inform customers on meter change out process.
- Drive and operate City vehicles.
- Communicate with supervisor on process, progress, material needed, schedule, delays, etc.
- Other such duties as assigned by Utility Supervisor.

Supervisory Requirements:

- None

Minimum Qualifications

Education and/or Experience Requirements:

- High School Diploma or Equivalency.
- 18 years of age.
- 5 years minimum experience in the plumbing field.

Certifications:

- Valid Wisconsin Drivers Licenses.
- Master Plumber Certification.

Necessary Knowledge Skills and Abilities:

- Skilled in best plumbing practices.
- Mechanically inclined.
- Ability to think clearly and make plumbing modifications as needed.
- Ability to understand and follow oral and written instructions.
- Ability and skill in operating a motor vehicle.
- Ability to use reason and judgment in dealing with all kinds of people in different ways.
- Ability to effectively communicate with customers.

Supplemental Information:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Traveling from site to site. Mostly indoors in customers facilities.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 79																																								
Department:	Public Works (Water/Sewer)																																									
Position Title:	Additional Utility Maintenance Worker with CDL																																									
Position Timing: The year the position is projected to start and any other timing items.	Permanent position for new water supply well and tower in 2026.																																									
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description																																									
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	As Fitchburg continues to grow, so does the utility system and the additional utility improvements associated with growth requires additional resources to install, inspect, and maintain. Specifically, there will be a new water supply well and tower placed into operation in 2026. These two major facilities will require daily inspections and preventive maintenance. In addition, as the utility system ages the system requires more resources to address the increased number of repairs on the existing system.																																									
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	At times we have paid current employees' overtime. Some projects have not been completed on time, such as valve and hydrant maintenance and sewer cleaning.																																									
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Feet of water main</td> <td></td> <td></td> <td></td> <td></td> <td>626,489</td> <td>653,140</td> <td>656,091</td> </tr> <tr> <td>Feet of sanitary sewer</td> <td></td> <td></td> <td></td> <td></td> <td>473,544</td> <td>482,113</td> <td>485,066</td> </tr> <tr> <td>Water customers served</td> <td></td> <td></td> <td></td> <td></td> <td>6,996</td> <td>7,239</td> <td>7,387</td> </tr> <tr> <td>Sewer customers served</td> <td></td> <td></td> <td></td> <td></td> <td>6,303</td> <td>6,529</td> <td>6,799</td> </tr> </tbody> </table>			2007	2012	2018	2019	2020	2021	2022	Feet of water main					626,489	653,140	656,091	Feet of sanitary sewer					473,544	482,113	485,066	Water customers served					6,996	7,239	7,387	Sewer customers served					6,303	6,529	6,799
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Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$101,205	\$	\$	\$101,205
Non Personnel Recurring Costs			\$6,710	\$180	\$	\$6,530
Non Personnel One-Time Costs			\$77,200	\$	\$	\$77,200
Total Year One Costs			\$185,115	\$180	\$	\$184,935
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	70	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade E	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Water		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	 \$1,000 \$1,000	Protective Gear/ PPE Year 1 Year 2+	 \$100 \$100	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	 \$1,000	Dues	 \$100 \$100
Technology	Software Year 1 Year 2+	X iWater Gis \$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	 \$900 \$480
	Computer/ Laptop Toughpad	\$5,500	iPad Year 1 Year 2+	None	Microsoft 365 G3 Year 1 Year 2+	 \$350 \$350
HR	Recruitment	\$200	Drug Test/ Background	\$80	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	\$4,000 per year	Capital Cost City Vehicle	New ¾ truck with tools Est. \$70,000

Job Title: Public Works Maintenance Worker
Department: Public Works
Division: Utilities
Salary Grade: E
Created:

Reports To: Utility Supervisor
FLSA Status: Non-Exempt
EEO Code: 7 - Operatives
Employee Group: General Employee
Last Revision: June 2022

Position Summary:

Under the direction of the Utility Supervisor, performs all functions necessary for the completion of public works projects. Performs all tasks involved in the installation, maintenance, repair and operation of the water and sanitary sewer system of the City of Fitchburg. Decisions on day-to-day activities are made independently. Supervision received is limited. Daily work plans are discussed with daily review of progress. There is frequent interaction with the public and other Public Works employees. This position is part of an on-call rotation and must be able to respond within forty (40) minutes.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position does not have an assigned snowplow route and will be expected to assist the Utilities supervisory during snowstorm events for the continuing operations of the Utility department.

Essential Duties and Responsibilities:

- Read well meters and maintain daily records.
- Add fluoride and chlorine and maintains daily records. Test for residual levels daily.
- Maintain pumping equipment, water mains, chemical feed equipment and well houses.
- Take static and pumping water levels and keep records.
- Operate supervisory control and data acquisition system (SCADA).
- Make inspections and necessary repairs of water laterals.
- Raise, repair and lower curb boxes and manholes to the appropriate grade.
- Install, test, and maintain all meters and reads quarterly.
- Operate hydrants semi-annually to flush mains and makes necessary repairs.
- Exercise valves yearly and make necessary repairs.
- Review water and sewer plans and specifications.
- Prepare pumpage reports. Take water samples and send to State laboratory.
- Locate mains and laterals for construction and other improvements.
- Clean, repair, and keep records of mains in sewer system.
- Complete necessary field paperwork for water and sewer records.
- Keep records of daily work functions. Fill out and submit time distribution of activities.

Additional Duties and Responsibilities:

- Attend state courses to maintain water licenses.
- Perform routine equipment maintenance such as oil changes, lubrications, fueling, and cleaning.
- Use shop hand and power tools for maintenance of City vehicle and auxiliary equipment.
- Assist in keeping of maintenance records and performs necessary preventive maintenance.
- Perform rudimentary welding, grinding, and drilling.
- Perform building maintenance and housekeeping functions as required.

- Assist other Public Works operations in the performance of their functions as directed by the Utility Superintendent or Street or Parks Supervisor. Prepares and submits reports of all accidents, personal injuries, and other Public Works functions.
- Operate snow removal equipment to remove snow from roadways and City parking lot surfaces.
- Operate salting and/or sanding equipment. Operate street sweeper.
- Make roadway repairs, performing such repair functions as: crack sealing, pot hole filling, hauling and spreading fill dirt and gravel, placing and grading of shoulder gravel, right-of-way mowing, cutting of weeds, weed spraying, collecting and hauling of refuse, concrete work and the hauling and laying of roadway surface materials.
- Install and maintain highway marking, highway structures, and signing devices
- Clean and maintain park shelters and restrooms, performs baseball diamond maintenance.
- Must be available to work outside of normal work hours for emergencies and snow removal.

Supervisory Requirements:

- None

Minimum Qualifications

Education and/or Experience Requirements:

- High School Diploma or the equivalent desired.
- Experience in a Public Works or Construction environment performing maintenance work desired.
- Minimum of three years' operating large trucks or similar equipment desired.

Certifications:

- Must possess a valid Wisconsin Commercial Driver's License upon application and maintain such during entire course of employment. (Class B with air brake, tanker endorsement and manual transmission)
- Must be able to obtain certification as a grade 1 - GD water works operator by the Department of Natural Resources within 24 months of hire.

Necessary Knowledge Skills and Abilities:

- Experience with electric equipment desired.
- Knowledge of machinery used in the repair and maintenance of water systems, road construction plumbing principles, and general mathematics.
- Familiarity with water systems.
- Ability to interact effectively with the public, and to operate a variety of mechanical equipment.
- Prefer knowledge of computer operations and SCADA system.
- Ability to think logically to make decisions; interpret information in mathematical, written and diagram form, such as statistical reports.
- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations.

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

Supplemental Information:

Tools and Equipment Used:

Hand Tools, Power Tools, Loader, Backhoe, Excavator, Trucks, Snow Plows with Snow Wing, Skid Steers, Graders, Sweepers, Computers, Tractors, Mowers, Rollers and Painters.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work: Exerting 76-100 lbs occasionally. Exerting 31-75 lbs frequently, and/or 0-30 lbs frequently. Frequently standing and walking. Occasionally sitting. Seldom runs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside work (no effective protection from weather) is 90% of the time. Inside work is 10% of the time. Frequent exposure to heat/cold extremes, temperature changes, and moderate noise. Occasional exposure to loud noise, vibration, odors and dust. Occasional exposure to hazards or risk of bodily injury.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

2024 BUDGET EXPENDITURE DETAIL

Department: **Public Works – Sewer Util5921y (FUND 603)**

SANITARY SEWER REVENUES

Acct #		Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures			
603-4621	-001	Un-Metered Residential	Flat rate sales to residential customers	2023	\$11,000	2024	\$11,000
603-4621	-002	Un-Metered Commercial	Flat rate sales to commercial customers	2023	\$ 780	2024	\$ 780
603-4621	-003	Un-Metered Industrial	Flat rate sales to industrial customers	2023	\$-0-	2024	\$ -0-
603-4621	-004	Un-Metered Public Authority	Flat rate sales to public authority customers	2023	\$-0-	2024	\$ -0-
603-4621	-005	Lift Sta # 1 - Residential	Flat rate sales to customers in the Terravessa Service area	2023	\$4,200	2024	\$24,000
603-4621	-006	Badger Lift Station Zone	Flat rate sales to customers in the Badger Service area	2023	\$-0-	2024	\$9,000
603-4622	-000	Metered Residential	Measured sales to residential customers	2023	\$1,883,700	2024	\$1,950,000
603-4622	-001	Metered Commercial	Measured sales to commercial customers	2023	\$434,000	2024	\$ 510,000
603-4622	-002	Metered Industrial	Measured sales to industrial customers	2023	\$270,000	2024	\$270,000
603-4622	-003	Metered Public Authority	Measured sales to public authority customers	2023	\$17,500	2024	\$24,000
603-4622	-004	Metered Multi Family Residential	Measured sales to multi-family residential customers	2023	\$1,050,000	2024	\$1,122,200
603-4622	-005	Metered Res – Lift Station #1	Flat rate charge for homes in the Terravessa subdivision	2023	\$-0-	2024	\$ -0-

NON-OPERATING SEWER REVENUES

603-4419	-000	Interest		2023	\$4,000	2024	\$50,000
603-4631	-000	Forfeited Discounts	Additional charges imposed due to failure of customers payments not received on due date	2023	\$8,000	2024	\$8,000
603-4635	-000	Miscellaneous Revenues	Charges collected for NSF check fees, information collected for title companies, sewer side of reconnecting meters	2023	\$2,500	2024	\$2,500
603-4475	-000	P-Card Rebate	Income from use of P-Card	2023	\$300	2024	\$300

SANITARY SEWER EXPENSES

Acct #		Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures			
603-5827	-340	Other Operating Supplies &	Costs incurred for services rendered by MMSD, general supplies used	\$3,059,000 – MMSD 30,000 – City of Madison Shared Sewer \$1,000 - Locate Flags			

2024 BUDGET EXPENDITURE DETAIL

		Expenses - Includes MMSD		2023 \$2,750,000 2024 \$3,090,000
603-5828	-335	Transportation Expense	Cost of operation and maintenance of transportation equipment	\$5,500 – Vac Truck \$1,000 – Preventative Maintenance 2023 \$3,000 2024 \$6,500

SEWER MAINTENANCE EXPENSES

603-5830	-355	Meter Expenses	Joint metering expenses allocated from water for meter costs	\$98,000 – Joint Metering 2023 \$97,500 2024 \$ 98,000
603-5831	-210	Maintenance of Collection System	Annual televising, in line repairs	\$23,000 Annual televising 30,000 feet \$20,000 Sewer Lining 2023 \$40,000 2024 \$ 43,000
603-5831	-350	Maintenance of Collection System	Materials and expenses incurred in repairing, adding sewer lining, maintaining sewer collection system (back-ups) and road resurfacing projects. Includes cost to repair sewers.	\$9,000 – Pipe castings \$3,000 – Maintenance Supplies 2023 \$12,000 2024 \$ 12,000
603-5834	-350	Maintenance of General Plant	Materials and expenses incurred in maintaining equipment and maintenance facility expenses paid by City.	\$2,000 – Maintenance Supplies & tools 2023 \$2,000 2024 \$ 2,000
603-5835	-240	Lift Station #1 Repairs by others		\$2,400 – Generator Inspection \$7,600 – Emergency Repairs 2023 \$20,000 2024 \$ 10,000
603-5835	-320	Maintenance of Lift Station #1 - Terravessa	Material & expenses related to permitting, training & staff development	\$100 – Permit fees 2023 \$27,500 2024 \$100
603-5835	-325	Maintenance of Lift Station #1 - Terravessa	Costs for conferences, seminars and training	\$1,000 – Operator certifications 2023 \$2,500 2024 \$ 1,000
603-5835	-350	Maintenance of Lift Station #1 - Terravessa	Misc general repair and maintenance supplies	\$1,500 – Emergency Repairs 2023 \$1,500 2024 \$ 1,500
603-5835	-355	Maintenance of Lift Station #1 - Terravessa	Materials and expenses related to equipment	\$1,500 – Maintenance of Equipment 2023 \$2,000 2024 \$ 1,500
603-5835	-365	Maintenance of Lift Station #1 - Terravessa	Expenses related to the utility costs	\$15,000 - MGE Electric & Gas 2023 \$15,000 2024 \$ 15,000
603-5836	-240	Maintenance of Lift Station repairs by others – Badger Lift		\$2,300 – Shared Expense – City of Madison 2023 \$0 2024 \$ 2,300

SEWER CUSTOMER ACCOUNT EXPENSES

603-5903	-290	Accounting and Collecting Expenses - PSN fees	Fees paid by Utility for customers using credit card and/or making payment online.	\$22,000 – PSN Fees 2023 \$45,000 2024 \$ 22,000
603-5903	-310	Accounting & Collecting Office Supp/Postage	Office supplies & Postage	\$5,000 – Postage, Mailing & Permit \$2,500 – Envelopes / Bill stock

2024 BUDGET EXPENDITURE DETAIL

				2023 \$6,000 2024 \$ 7,500
SEWER ADMINISTRATIVE & GENERAL EXPENSES				
603-5921	-245	Computer Related Expenses	Cost incurred for software, support or upgrades	\$5,000 SCADA event log \$3,800 Auto CAD license \$2,200 CIVIC \$3,000 I-Water \$1,100 Sewer Truck Diagnostics \$1,600 Truck Diagnostics \$300 Blue Beam 2023 \$12,250 2024 \$17,000
603-5921	-310	Office Supplies and Expenses	Office supplies, communication service (telephones), small office equipment	\$3,000 – Office Supplies 2023 \$2,000 2024 \$3,000
603-5921	-505	Leases/Rental Costs		\$-0- Shop copier share (\$700 moved to IT fund) 2023 \$760 2024 \$-0-
603-5921	-570	IT Operating ISF Allocation		\$21,395 - Allocation from city technology fund for operating costs, based on number of users that access the technology infrastructure. 2023 \$20,746 2024 \$21,395
603-5921	-573	IT Capital ISF Allocation		\$880 - Allocation from city technology fund for capital costs, based on number of users that access the technology infrastructure. 2023 \$700 2024 \$880
603-5923	-210	Professional Services	Fees & Expenses of professional consultants	\$4,150 annual external audit \$8,000 engineering consultants \$15,000 Sewer Rate Consultant 2023 \$62,150 2024 \$27,150
603-5923	-290	Outside Services Employed	HR recruitment costs	\$100 – existing position recruitments 2023 \$180 2024 \$ 100
603-5926	-323	Uniforms	Replacement and cleaning of uniforms	\$3,400 – Existing staff uniforms 2023 \$3,000 2024 \$3,400
603-5930	-250	Misc Public Notices/Ads		\$100 – Publish notices 2023 \$100 2024 \$ 100
603-5930	-320	Publication Dues & Subscriptions	Memberships	\$105 APWA ½ cost of membership 2023 \$120 2024 \$ 105
603-5930	-325	Training & Staff Development	Costs for conferences and seminars	\$600 Material Certifications \$2,000 Miscellaneous Staff Training \$2,500 CDL Training 2023 \$725 2024 \$5,100
603-5930	-340	Miscellaneous General	Rebates, training expenses, general expenses	\$10,000 - Toilet Rebates \$4,000 - Misc. 2023 \$14,000 2024 \$14,000
603-5930	-350	Miscellaneous General	Misc general repair and maintenance supplies	\$1,000 – General repair 2023 \$1,000 2024 \$1,000

2024 BUDGET EXPENDITURE DETAIL

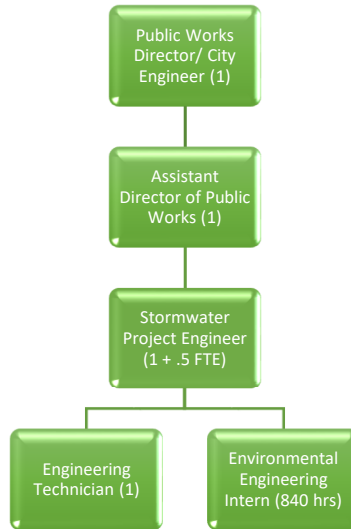
603-5930	-389	Admin Fees		\$26,500 - Transfer to General Fund for administrative services performed on behalf of the utility including accounting, human resources, administration, legal, salary and benefits for shared positions, etc. 2023 \$20,500 2024 \$26,500
603-5930	-922	Rents	For rent of Public Works Maintenance Facility	\$20,000 - Transfer to General Fund for building rent (Maintenance Facility) 2023 \$20,000 2024 \$20,000
603-5932	-397	Gasoline/Fuel		\$6,000 - 1715 gallons unleaded gas @ \$3.50 \$2,000 - 500 gallons of diesel fuel @ \$4.00 2023 \$7,000 2024 \$8,000
603-5932	-365	Utilities	EV Charging	\$2,500 - EV Charging 2023 \$-0- 2024 \$2,500

SEWER DEPRECIATION & TAX EXPENSES

603-5403	-530	Depreciation Expense	All classes of depreciable utility plant in service	2023 \$350,000 2024 \$400,000
603-5408	-534	Taxes	Includes FICA taxes from payroll	Included in labor accounts -131 2023 \$-0- 2024 \$ -0-

Department Mission:

Public Works provides essential services to the citizens of Fitchburg in a prompt, courteous, safe, efficient, and cost-effective manner. Public Works, through its dedicated employees, strives to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and enhances the quality of life within Fitchburg for current and future generations.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Stormwater Project Engineer	1.0	1.0	1.5	1.5	1.5
Engineering Technician	1.0	1.0	1.0	1.0	1.0
Environmental Engineering Intern	.4	.4	.4	.4	.4

Major Responsibilities & Services Provided:

- Plan and oversee capital improvements for City infrastructure.
- Stormwater management.
- Sustainability initiatives.
- Maintain geographic information system.
- Review and issue permits.
- Oversee installation of new public infrastructure.
- Ensure State and Federal Environmental permit compliance through effective education and management practices.
- Manage over 100 public pond and stormwater greenway facilities throughout the community.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Erosion Control Permits	34	32	31	18	26
Stormwater Facilities (Ponds and Infiltration Basins)	111	122	122	125	128

Significant Accomplishments in 2023:

- Completed several stormwater studies including the Seminole Glen stormwater management plan update and the flooding analysis north of Dunn's Marsh.
- Completed construction of the Cheryl Drive Stormwater Improvement project.
- Completed dredging of several stormwater ponds. Gunflint and Red Arrow ponds were fully dredged while West Chapel Valley and Apache ponds were partially dredged.
- Completed data collection, design, and bidding of storm sewer project at the Greenway Cross/Eggiman Intersection.
- Completed data collection and retrofit design for Techlands infiltration basin.
- Completed water quality model for TMDL watersheds.
- Updated Storm GIS layers to include as-built and stormwater management PDFs for greater organization and efficiency.
- Oversaw contracted vegetation management services.
- Tracked maintenance on privately-owned stormwater management practices.

Notable Initiatives for 2024:

- Develop proactive maintenance plan for stormwater infrastructure. Update Stormwater Utility Maintenance Plan.
- Develop rating system for prioritizing proposed stormwater projects.
- Work with Department of Natural Resources on phosphorous reduction projects.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$326,244	\$492,723	\$149,498	\$452,985	\$498,969	\$6,246
Contractual Services	156,220	385,060	139,425	384,760	402,660	17,600
Operating Expenses	147,987	210,840	56,193	210,971	226,365	15,525
Allocated Costs	967,198	820,830	32,145	821,332	823,265	2,435
Transfers Out	2,513	2,513	1,257	2,513	2,515	2
Total	\$1,600,162	\$1,911,966	\$378,518	\$1,872,561	\$1,953,774	\$41,808

Significant Budget Changes from 2023 to 2024:

- Increased vegetation management costs from \$102,500 to \$122,500.
- Increased street sweeping disposal costs from \$12,000 to \$24,000.
- Increased gasoline/diesel costs from \$20,000 to \$27,000.
- Shifted \$700 for copier lease and maintenance to the IT fund.

2024 BUDGET EXPENDITURE DETAIL

Department: Public Works – Stormwater Utility (FUND 604)

STORM WATER REVENUES

Acct #		Account Title	Usual Revenues for this Account	Detail of Proposed Revenues	
604-4461	-000	Res-Urban Service Area	Single & Duplex family - urban stormwater charges. Billed quarterly.	2023 \$450,000	2024 \$ 525,000
604-4461	-001	Res- Rural	Single & Duplex family - rural stormwater charges. Billed annually.	2023 \$38,000	2024 \$ 44,000
604-4461	-002	Rural Single/Duplex	Single & Duplex units - rural. Billed quarterly.	2023 \$10,500	2024 \$ 10,500
604-4462	-000	Non Residential - Urban	Non-residential - urban billed quarterly. Site specific calculation.	2023 \$785,000	2024 \$ 895,000
604-4462	-001	Non Residential- Rural	Non-residential - rural billed quarterly. Site specific calculation.	2023 \$60,000	2024 \$ 62,500
604-4463	-000	Multi-Family - Urban	Multi-family - urban billed quarterly.	2023 \$312,000	2024 \$ 360,000
604-4463	-001	Multi-Family - Rural	Multi-family - rural billed quarterly	2023 \$5,000	2024 \$ 5,000

NON-OPERATING STORM WATER REVENUES

604-4329	-100	Federal Grants		\$6,750 – USGS Swan Creek Monitoring	
				2023 \$6,750	2024 \$6,750
604-4421	-000	CIAC		\$500,000 – Developer Contributions	
				2023 \$50,000	2024 \$500,000
604-4460	-000	Stormwater Grants		\$2,000 – Town of Dunn Swan Creek Monitoring	
				2023 \$2,000	2024 \$2,000
604-4470	-000	Forfeited Discounts	Additional charges imposed due to failure of customers payments not received on due date	2023 \$3,500	2024 \$6,500
604-4474	-000	Misc. Revenue	Sales of scrap, miscellaneous income.	2023 \$-0-	2024 \$-0-
604-4474	-001	Permit Revenues	Stormwater permits	2023 \$25,000	2024 \$25,000
604-4475	-000	P-Card Rebate	Rebate from P-Card use	2023 \$700	2024 \$700

INTEREST

604-4419	-000	Interest Income		2023 \$3,000	2024 \$50,000

2024 BUDGET EXPENDITURE DETAIL

STORM WATER EXPENDITURES

Acct #	Object	Account Title	Typical Expenditures for this Account	Detail of Proposed Expenses
604-5601	-240	Inlet Repair by others	Inlet Repair & Maintenance	2023 \$1,500 2024 \$-0-
604-5601	-340	Operating Mat'l & Supplies	Signs, miscellaneous supplies	\$8,000 – Sign & construction material \$2,000 – Dog Waste Bags 2023 \$8,000 2024 \$10,000
604-5601	-350	Maintenance Supplies	Culverts, pipes, inlets, manholes, outfalls, oil bags, filter bags, frames, pond identification signs, and rip rap	\$14,000 – Culverts \$16,000 – Inlets \$8,000 - Oil filters (Lacy Road) annually \$2,000 – Pond Signs 2023 \$38,700 2024 \$40,000
604-5601	-355	Equipment Expenses	Maintenance of vehicles, survey equipment, and street sweeper	\$18,000 - Sweeper Maint \$40,000 – General Equip 2023 \$58,000 2024 \$58,000
604-5905	-310	Customer Supplies & Expenses	Postage, office supplies, invoices	\$3,500 - Postage \$3,500 - Billing (Envelopes) \$1,000 - Misc. 2023 \$7,000 2024 \$8,000
604-5921	-310	Office Supplies	Office supplies	\$3,000 –Office Supplies 2023 \$3,000 2024 \$3,000
604-5921	-505	Lease/Rental Costs		\$-0- Maintenance facility copier (shared expense) (shifted \$700 to the IT fund) 2023 \$760 2024 \$-0-
604-5923	-210	Professional Services	Fees & expenses of professional consultants (Auditors, engineering consultants, legal, etc.)	\$4,000 - Financial Audit \$35,000 -Dane County ECSWM Review/Enforcement \$105,000 - MMSD adaptive management/Yahara WINS \$122,500 - Vegetation management \$50,000 - Stormwater System Consulting Imprvmnts \$27,000 Swan Creek Monitoring Station 2023 \$337,000 2024 \$343,500
604-5923	-290	Outside Services Employed	Contracted Construction Services Recruitment costs.	\$12,000 – Consultants \$24,000 – Disposal of Materials collected by Street Sweeper \$110 – Hearing Conservation Program 2023 \$24,110 2024 \$36,110
604-5925	-572	Insurance ISF Allocation		\$20,845 - Allocation from city technology fund for operating costs, based on number of users that access the technology infrastructure. 2023 \$19,740 2024 \$20,845
604-5926	-323	Uniforms	Personal protective equipment (PPE), waterproof, steel toe, knee-high boots for environmental engineer and engineering tech	\$1,000 – Existing employees 2023 \$1,000 2024 \$1,000
604-5930	-213	Permits & Fees	Required permits	\$4,000 - Annual DNR NR216 Permit \$500 - Miscellaneous 2023 \$4,500 2024 \$4,500

2024 BUDGET EXPENDITURE DETAIL

604-5930	-245	Computer Related Expenses	Software, miscellaneous equipment, toner, etc.	\$3,000 - Permitrack \$2,300 - AutoCad Maintenance \$6,000 - AutoCad Civil 3D \$400 - Annual Maintenance \$900 - Blue Beam \$1,450 - Equipment/Toner/Other 2023 \$13,150 2024 \$14,050
604-5930	-250	Public Notices/Ads		\$300 - Public Notices \$4,200 - Community Outreach and Communication (Recycling, Recreation, and Administration budgets also include similar funding) 2023 \$4,500 2024 \$4,500
604-5930	-320	Subscriptions/Dues	\$10 - Wisc. Natural Resources \$620 - League of WI Municipalities	\$350 - APWA membership (16%) \$10 - Wisc. Natural Resources \$620 - League of WI Municipalities \$195 - Misc 2023 \$1,175 2024 \$1,175
604-5930	-325	Misc Training & Staff Development	Hotel, conference, seminar fees, meal reimbursements	\$2,600 - UW - Stormwater Class \$1,000 - APWA Conferences \$725 - Hotel/Conference Lodging \$2,330 - Miscellaneous Training \$700 - NASECA Conference \$500 - ACI Concrete Certification 2023 \$7,855 2024 \$7,855
604-5930	-330	Vehicle Use Reimb	Mileage on personal vehicle incurred while traveling to conferences, seminars	600 miles @ \$.66/mile 2023 \$375 2024 \$400
604-5930	-345	Public Education & Outreach	Flyers, mail stuffers, any outreach programming	\$9,835 - MaMSWAP \$4,500 - Advertising FS \$300 - Sustainability / RCC Event Supplies \$75 - Speakers / Films \$75 - Food for Green Events \$250 - Waterway Clean-up 2023 \$14,935 2024 \$15,035
604-5930	-389	Admin Fees		\$42,400 - Transfer to General Fund for administrative services performed on behalf of the utility including accounting, human resources, administration, legal, salary and benefits for shared positions, etc. 2023 \$37,800 2024 \$42,400
604-5930	-570	IT ISF Allocation		\$32,970 - Allocation from city technology fund for operating costs, based on number of users that access the technology infrastructure. 2023 \$31,000 2024 \$32,970
604-5930	-573	IT Capital ISF Allocation		\$1,900 - Allocation from city technology fund for capital costs, based on number of users that access the technology infrastructure. 2023 \$1,450 2024 \$1,900
604-5930	-922	Rents	Rent for use of City Hall space by Stormwater Utility	\$2,515 - Transfer to General Fund for building rent (City Hall) 2023 \$2,515 2024 \$2,515

2024 BUDGET EXPENDITURE DETAIL

604-5932	-335	Transportation Expense	Vehicle maintenance	\$5,000 – Vehicle Maintenance 2023 \$5,000 2024 \$5,000
604-5932	-355	Equipment Expense	Maintenance of Street Sweeper and pump	\$6,000 - Sweeper \$1,500 – Pump 2023 \$7,500 2024 \$7,500
604-5932	-397	Gasoline/Diesel		\$6,752-1,929 gallons unleaded gas @ \$3.50 \$20,248-5,062 gallons of diesel fuel @ \$4.00 2023 \$20,000 2024 \$27,000
604-5403	-530	Depreciation Expense	All classes of depreciable utility plant in service	2023 \$750,000 2024 \$750,000
604-5430	-532	Interest on Debt to Municipality		\$17,550 – interest on advance from Capital Projects Fund for Sodfather land purchase (3.25%) 2023 \$17,880 2024 \$17,550

2024 PERSONNEL SUMMARY

Department: **Public Works – Stormwater**

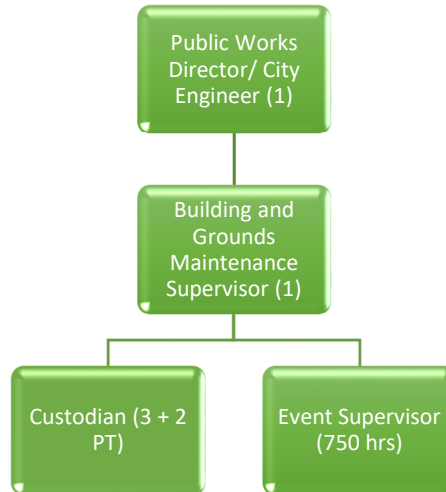
E = Existing position or employee

N = **New position** - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Ben Schulte Stormwater 50% Refuse and Recycling 50%	Senior Environmental Engineer	5/24/22	2,080		
E	Andrea Schmitt Stormwater 50% Refuse and Recycling 50%	Stormwater Project Engineer (part-time)	6/12/23	1,040		
E	Vacant Stormwater 50% Refuse and Recycling 40% Public Works 10%	Engineering Technician	TBD	2,080		60
E	Intern 71% Stormwater (600 hrs) 29% Refuse (240 hrs)	Environmental Engineering Intern	TBD		840	
	TOTAL ALL PAGES			5,200	840	60

Department Mission:

Buildings and Grounds, through its dedicated employees, strives to maintain, repair, and operate City facilities in a manner that ensure long-term performance of the buildings and an effective workplace for the City staff and visitors.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Director of Public Works/City Engineer	1.0	1.0	1.0	1.0	1.0
Building & Grounds Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Custodian	4.5	4.5	4.5	4.5	4.5
Event Supervisor (a)	.4	-	-	-	-

(a) – moved to Recreation/Community Center from Buildings and Grounds/Public Works

Major Responsibilities & Services Provided:

- Building maintenance.
- Custodial services for City buildings.
- Sustainability initiatives.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Actual
Number of Buildings Maintained	8	8	8	8	8

Significant Accomplishments in 2023:

- Installed two new high efficiency boilers at the Senior Center.
- Updated City Hall and Community Center Building HVAC software in several areas of each building.
- Worked with Engineers to design a new Library chiller.
- Power washed exterior of City Hall campus buildings and did paint touch up.

Notable Initiatives for 2024:

- Install Library chiller.
- Replace entrance flooring at City Hall and Senior Center.
- Replace Air Handling Unit (AHU) at Community Center.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$244,194	\$293,717	\$131,405	\$292,922	\$318,757	\$25,040
Contractual Services	82,567	136,025	67,994	126,850	169,225	33,200
Operating Expenses	322,844	331,300	141,326	324,670	335,705	4,405
Allocated Costs	38,300	41,370	20,685	41,370	44,482	3,112
Transfers to Other Funds	-	-	-	-	-	-
Total	\$687,905	\$802,412	\$361,410	\$785,812	\$868,169	\$65,757

Significant Budget Changes from 2023 to 2024:

- Added \$3,000 for solar repairs at each building.
- Added \$5,000 for bathroom partitions and \$3,500 for wall flashing repair at maintenance facility.
- Added \$4,800 for entrance flooring at City Hall & \$4,000 at Senior Center.

2024 BUDGET EXPENDITURE DETAIL

Department: **Public Works – City Facility Buildings & Grounds (various)**

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

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
CONTRACTUAL SERVICES			
-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 not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	\$1,500 Annual service contract for generator \$1,000 Quarterly sprinkler system test \$1,000 Repairs to station appliances \$5,000 Repairs to station heating/cooling \$2,000 Miscellaneous building repairs \$550 Pest control 2023 \$11,300 2024 \$ 11,050
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for 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 Contractual Services – LIST:	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	
-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	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>	
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	
-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	

2024 BUDGET EXPENDITURE DETAIL

-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.	\$1,000 Garage door maintenance \$1,500 Misc. materials for facility repair and maintenance 2023 \$2,500 2024 \$2,500
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	\$-0- Misc. small station equipment (kitchen utensils/tools, dorm room items) 2023 \$-0- 2024 \$-0-
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service – see contractual services); minor repairs or preventative maintenance for the facility.	\$1,800 Paper & cleaning products \$200 Water softener salt 2023 \$2,000 2024 \$2,000
-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	\$25,000 Gas & electric \$3,000 Fitchburg Utility District 2023 \$28,000 2024 \$28,000
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

2024 BUDGET EXPENDITURE DETAIL

100-5164 – PW Maint. Facility Building & Grounds Budget

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	
CONTRACTUAL SERVICES			
-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 not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	\$3,500 Repairs to Service Doors \$1,000 Maintenance Alarms \$850 Quarterly Sprinkler Inspections \$1,500 Annual Backflow Valve Inspections \$6,000 Misc. Building Repairs \$600 Fuel Tank Inspections \$800 Hoist Inspections \$800 Crane Inspections \$3,500 Floor Waxing \$700 Fire Ext. Inspection \$6,000 HVAC Repairs \$1,500 Security system \$3,000 Solar Repair (new) \$5,000 Bathroom Partitions (new) \$3,500 Wall Flashing Repair (new) 2023 \$25,950 2024 \$ 38,250
-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 Contractual Services - LIST:	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	
-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.	

2024 BUDGET EXPENDITURE DETAIL

-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>	
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	
-335	Vehicle Expense	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.	\$1,000 Light Bulbs, Fixtures, Ballasts \$3,000 Misc. Items \$-0- Interior LED \$1,500 Exterior LED 2023\$5,5002024\$5,500
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	2023\$-0-2024\$-0-
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	\$1,000 Misc. Custodial Supplies 2023\$1,0002024\$1,000
-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	\$28,000 Electric & Gas \$900 Drinking Water \$4,000 Water/Sewer/Storm 2023\$30,9002024\$32,900
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

2024 BUDGET EXPENDITURE DETAIL

100-5165 City Hall Building & Grounds Budget

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	
CONTRACTUAL SERVICES			
-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 not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	\$500 Fitness Machine Maintenance \$10,000 Miscellaneous Building Repairs \$1,700 Generator Inspection \$800 Pest Control \$4,500 Elevator Inspections \$10,000 HVAC Repairs \$2,700 Sprinkler Inspections \$2,500 Fire Testing \$1,400 Scissor Lift Repair \$1,600 Security System \$6,000 Unexpected repairs \$3,000 Solar Repairs (new) \$4,800 Entrance Flooring (new) 2023 \$37,900 2024 \$ 49,500
-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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$375 Cable service for fitness room 2023 \$375 2024 \$375

2024 BUDGET EXPENDITURE DETAIL

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.	\$300 Work boots \$400 Shirts This includes maintenance supervisor and 2 custodians.	
			2023	\$700
			2024	\$700
-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. Detail of this account to be submitted with budget proposal.	Training for staff on building equipment	
			2023	\$-0-
			2024	\$-0-
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.		
-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	\$1,000 - Vehicle expense for building maintenance vehicle.	
			2023	\$1,000
			2024	\$1,000
-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.		
-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.	\$8,000 Bulbs/Ballasts, Tools, Paint, Filters, Misc. building repair	
			2023	\$8,000
			2024	\$8,000
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. Detail of this account to be submitted with budget proposal.	New janitorial equipment such as a cart, vacuum cleaner, mops, buckets. Replace as needed.	
			2023	\$1,700
			2024	\$1,700
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	Custodial Supplies: paper products, chemicals, etc.	
			2023	\$8,000
			2024	\$8,000
-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	Water, sewer, electric, and natural gas charges for City Hall	
			2023	\$100,000
			2024	\$100,000
-397	Fuel Purchases	Fuel – diesel and unleaded, from City pumps and commercial stations	\$805 - 230 gallons unleaded \$3.50/gallon	
			2023	\$-0-
			2024	\$805

2024 BUDGET EXPENDITURE DETAIL

-505	Leases and Rentals	Leases and rentals of facilities and equipment	

2024 BUDGET EXPENDITURE DETAIL

100-5166 Police Evidence Facility

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
CONTRACTUAL SERVICES			
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	\$7,000 - Generator, Fire Suppression, & Furnace Maintenance Repairs not covered by maintenance agreement. Pest Control. 2023 \$7,000 2024 \$7,000
OPERATING SUPPLIES & EXPENSE			
-350	Repair & Maintenance Supplies	Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.	\$500 – Misc. Supplies 2023 \$500 2024 \$500
-365	Utilities & Telephone	Includes general telephone use (local & long distance), HVAC costs, Sewer, water & stormwater charges	\$3,100 - MGE 2023 \$3,000 2024 \$3,100

100-5167 – West Fire Station #2 Building & Grounds Budget

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
CONTRACTUAL SERVICES			
-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 not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	\$7,500 Repairs to station heating/cooling \$3,000 Repairs to other station systems \$1,600 Generator Inspections \$2,000 Fire System Inspection \$450 Pest Control \$2,500 Garage Door Repairs \$3,000 Solar Repairs (new) 2023 \$17,500 2024 \$ 20,050
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for 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 Contractual Services – LIST:	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			

2024 BUDGET EXPENDITURE DETAIL

-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.	
-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>	
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	
-335	Vehicle Expense	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.	\$4,000 Misc. materials for facility repair, filters 2023 \$4,000 2024 \$4,000
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	\$1,500 Miscellaneous small equipment purchases 2023 \$1,500 2024 \$1,500
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service – see contractual services); minor repairs or preventative maintenance for the facility.	\$3,600 Paper & cleaning products \$400 Water softener salt 2023 \$4,000 2024 \$4,000
-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	\$23,000 Gas & electric \$5,000 Fitchburg Utility District 2023 \$27,500 2024 \$28,000
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

2024 BUDGET EXPENDITURE DETAIL

100-5168 – East Fire Station #3 Building & Grounds Budget

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
CONTRACTUAL SERVICES			
-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 not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	\$6,000 - Repairs to station heating/cooling \$5,000 - Repairs to other station systems \$1,600 - Generator Inspections \$1,800 - Sprinkler test \$900 - Pest Control \$1,000 - Security System Repairs \$3,000 Solar Repairs (new) 2023 \$16,300 2024 \$ 19,300
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for 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 Contractual Services – LIST:	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	
-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	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>	
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	
-335	Vehicle Expense	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	

2024 BUDGET EXPENDITURE DETAIL

		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.	\$2,500 - Misc. materials for facility repair 2023 \$2,500 2024 \$2,500
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. Detail of this account to be submitted with budget proposal.	\$1,000 – Misc. cleaning equipment 2023 \$1,000 2024 \$1,000
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service – see contractual services); minor repairs or preventative maintenance for the facility.	\$4,000 - Paper & cleaning products 2023 \$4,000 2024 \$4,000
-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	\$31,000 Gas & electric \$5,000 Fitchburg Utility District 2023 \$35,000 2024 \$36,000
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

100-5514 – Comm. Center Building & Grounds Budget

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	
CONTRACTUAL SERVICES			
-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 not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	\$7,000 HVAC Repairs \$3,000 Elevator Inspections \$700 Pest Control \$1,500 Sprinkler Inspection \$7,000 Misc. Building Repairs \$4,000 Entrance Flooring (new) 2023 \$19,200 2024 \$ 23,200
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.	

2024 BUDGET EXPENDITURE DETAIL

-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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>	\$500 Security for large events (offset by rental revenue) 2023 \$500 2024 \$500
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.	
-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>	
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	
-335	Vehicle Expense	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.	\$10,000 Paint, Ceiling Tiles, Bulbs, Ballasts, HVAC Filters Misc. Building Repair Supplies 2023 \$10,000 2024 \$10,000
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	\$2,000 Vacuum, Cleaning Cart, Misc. Small Equipment 2023 \$2,000 2024 \$2,000
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	\$7,000 Custodial Supplies 2023 \$7,000 2024 \$7,000

2024 BUDGET EXPENDITURE DETAIL

-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	\$35,300 MG&E \$4,700 Storm/Water/Sewer 2023 \$40,000 2024 \$ 40,000
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

2024 PERSONNEL SUMMARY

Department: Public Works Building & Grounds

E = Existing position or employee

N = **New position** - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
N#3	Kevin Richmond	Buildings & Grounds Supervisor	4/2011	2,080		50
N#3	Larry Schlimgen	Custodian	1/2001	2,080		50
N#3	Dan Ohm 50% Library 50% General Fund	Custodian	7/2014	2,080		50
E	Ana Lopez	Custodian	7/2017	1,040		
N#3	Dale Riek 100% Library	Custodian	7/2011 DIP 1/2022	2,080		
E	Craig Pringle 100% Community Center	Custodian/Wknds Only			520	
E	Vacant	Custodian/Wknds Only			520	
N#2	On Call Pay				0+548 =548	
	TOTAL ALL PAGES			9,360	1,040+548 =1,588	150

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 21																																								
Department:	Public Works (Building & Grounds)																																									
Position Title:	Additional Custodian – Hub/PW Maintenance Building																																									
Position Timing: The year the position is projected to start and any other timing items.	Permanent position for new Hub facility in 2025.																																									
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description																																									
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Building Maintenance doesn't have the staffing to add another building to our workload. In addition, Building Maintenance currently doesn't clean the Public Works (PW) Maintenance Building. The PW Maintenance Building is cleaned by the streets, utility, and parks staff. Better use of City resources would be to hire a new custodian that would be able to clean both the new Hub facility and PW Maintenance Building as well as help with other City facilities when needed.																																									
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	If position isn't granted, but Hub is built an alternative strategy would be to hire a cleaning crew to clean and maintain the new Hub. Another alternative strategy would be to have current staff clean and maintain the Hub by lessening the level of service on the existing buildings.																																									
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>City Buildings</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> <tr> <td>Custodial Staff</td> <td></td> <td></td> <td>3.5</td> <td>3.5</td> <td>3.5</td> <td>3.5</td> <td>3.5</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			2007	2012	2018	2019	2020	2021	2022	City Buildings	5	6	7	8	8	8	8	Custodial Staff			3.5	3.5	3.5	3.5	3.5																
	2007	2012	2018	2019	2020	2021	2022																																			
City Buildings	5	6	7	8	8	8	8																																			
Custodial Staff			3.5	3.5	3.5	3.5	3.5																																			
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: Not included in staffing study Position Requests Submitted by Department, in priority order: 1) Additional Custodian – Hub/PW Maintenance Building 2) Additional Custodian – Police Facility 3) Additional Custodian – Police and Other City Facilities																																									

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$80,073	\$80,073	\$	\$
Non Personnel Recurring Costs			\$1,060	\$1,060	\$	\$
Non Personnel One-Time Costs			\$3,130	\$3,130	\$	\$
Total Year One Costs			\$84,263	\$84,263	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade A	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Muni Ops		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	 \$400 \$400	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Custodian
Reports To: Building and Grounds Supervisor
Union Representation: Non-Represented
Written By: LS
Revised Date: 05/21/14

Position Summary:

Under general direction of the Building and Grounds Supervisor, performs diversified tasks necessary to keep City buildings clean. Duties include general custodial tasks such as restroom facilities maintenance, rubbish removal, vacuuming, dusting, and snow removal of sidewalks. Part of on-call rotation for off hours building maintenance and security issues. Decisions within the area of responsibility are made in consultation with the Building and Grounds Supervisor. Supervision received is general and overall work plans are discussed with periodic review of progress.

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- Empty trash containers, replace liners as needed and take all trash to dumpster. Place recyclables in appropriate bins. Replenish bathroom tissue and paper towels.
- Dust counter tops, desk tops, window sills, file cabinets, and tables.
- Vacuum, dust mop, or wet mop floors as appropriate. Shampoo carpets according to the maintenance schedule.
- Report maintenance problems to building maintenance worker.
- Check cleaning request notebook at beginning of shift for special cleaning requests. Note when the request is completed.
- Ensure all lights are off and all doors are locked as appropriate.
- Plan cleaning tasks around meetings and activities in progress.
- Keep sidewalks clear of snow and ice. Salt when necessary.
- Wash inside panes of windows.

Other Functions:

- Assist with set-up and tear-down of meeting rooms.
- Assist with office and cubicle moves.
- Assist in maintaining City grounds.
- Serve as back up custodian for the Library and Community Center.
- Other duties as assigned.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- High school diploma or equivalency preferred.

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5165_CUSTODIAN JOB DESCRIPTION.DOC

Revised: 02/09/01, 06/11, 05/14

Page: 1 of 2

- Minimum one year custodial experience required.

Licenses, Certifications, etc.

- Must be at least 18 years of age.
- Must possess a valid Wisconsin Driver's License at time of appointment and maintain during entire course of employment.

Knowledge, Skills, and Abilities:

- Ability to work independently with minimal supervision.
- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments.
- Knowledge of a variety of custodial equipment and its uses.
- Knowledge of custodial cleaning supplies and their uses.
- Ability to work in an efficient and safe manner.
- Ability to establish and maintain effective working relationships with City elected and appointed officials, employees, and the general public.

Physical Demands:

Moderate Work: Exerting 76-100 lbs seldom. Exerting 31-75 lbs occasionally, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree. Must be able to bend, stoop, climb ladders.

Environmental Conditions:

Inside work 95% of the time and outside work 05% of the time. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to hazards or risk of bodily injury; seldom exposed to loud noises; seldom exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation. Seldom exposed to hazards or risk of bodily injury.

Employee Signature

Date

Supervisor Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 22																																																
Department:	Public Works (Building & Grounds)																																																	
Position Title:	Additional Custodian – Police Facility																																																	
Position Timing: The year the position is projected to start and any other timing items.	Permanent position for new police facility in 2026. Please note this is 1 of 2 custodian positions needed for the new police facility.																																																	
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Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$80,073	\$80,073	\$	\$
Non Personnel Recurring Costs			\$1,060	\$1,060	\$	\$
Non Personnel One-Time Costs			\$3,130	\$3,130	\$	\$
Total Year One Costs			\$84,263	\$84,263	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade A	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Muni Ops		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$400 \$400	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	\$900 \$480
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CITY OF FITCHBURG
Position Description

Position: Custodian
Reports To: Building and Grounds Supervisor
Union Representation: Non-Represented
Written By: LS
Revised Date: 05/21/14

Position Summary:

Under general direction of the Building and Grounds Supervisor, performs diversified tasks necessary to keep City buildings clean. Duties include general custodial tasks such as restroom facilities maintenance, rubbish removal, vacuuming, dusting, and snow removal of sidewalks. Part of on-call rotation for off hours building maintenance and security issues. Decisions within the area of responsibility are made in consultation with the Building and Grounds Supervisor. Supervision received is general and overall work plans are discussed with periodic review of progress.

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- Assist with office and cubicle moves.
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- Serve as back up custodian for the Library and Community Center.
- Other duties as assigned.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

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- Minimum one year custodial experience required.

Licenses, Certifications, etc.

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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 23																																																
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CITY OF FITCHBURG
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Union Representation: Non-Represented
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Employee Signature

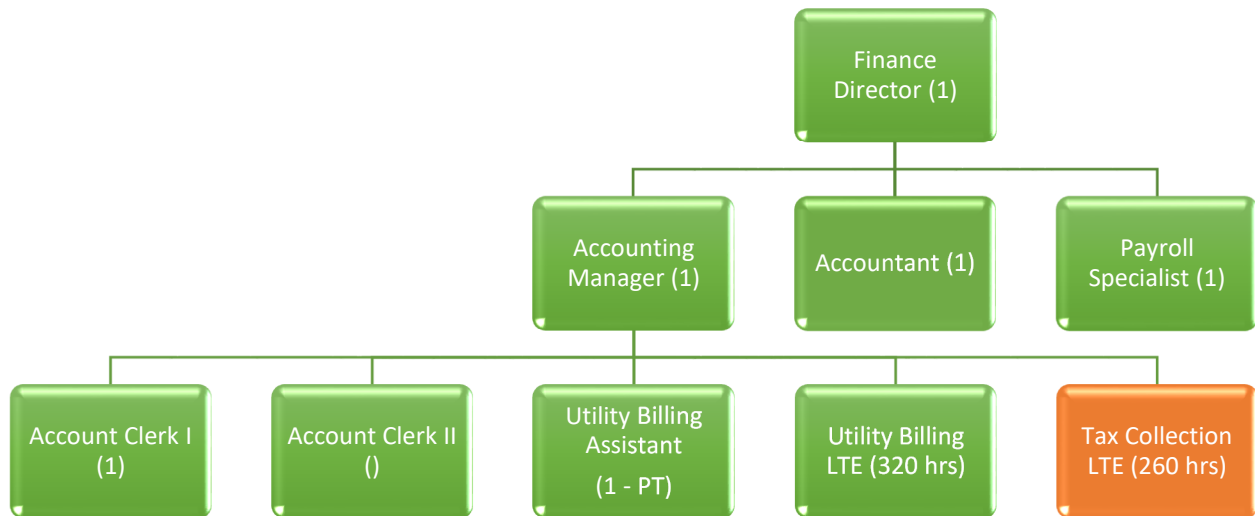
Date

Supervisor Signature

Date

Department Mission:

To be accountable to the citizens of the City of Fitchburg and others for the proper accounting of their tax and other remittances to the City government. To ensure the City's long-term fiscal sustainability by implementing sound accounting and budgeting practices and promoting financial stewardship and safekeeping of City assets. To provide responsive financial management support services to the City Council, the City Administrator, and all City departments to assist in responsible decision making.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Finance Director	1.00	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00
Accountant	-	-	-	1.00	1.00
Account Clerk II	2.00	2.00	2.00	2.00	2.00
Account Clerk I	1.00	1.00	1.00	1.00	1.00
Utility Billing Assistant	.5	.5	.5	.5	.5
Utility Billing LTE	.15	.15	.15	.15	.15
Tax Collection LTE	.10	.10	.10	.10	.13

Major Responsibilities & Services Provided:

- Ensuring that bills incurred by the various departments are paid efficiently and in accordance with City policies.
- Collecting, depositing, recording, and investing cash receipts, including property taxes.
- Billing utility and other customers and pursuing collection activities when needed.
- Making sure payroll and all the associated employer related payments are paid accurately and on time.
- Coordinating the annual capital improvement plan and operating budget processes.
- Monitoring debt issuance, payments, and continuing disclosure requirements.
- Participating in development agreement negotiations and other TID activities.
- Reporting to departments, elected officials, citizens, and other interested parties about the financial status of the City.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Credit Rating – GO Debt	Aa1	Aa1	Aa1	Aa1	Aa1
Debt Issued (millions)	\$19.3	\$15.5	\$-0-	\$-0-	\$40.0
GFOA Certificate of Achievement	Yes	Yes	TBD	Yes	Yes
Tax Bills Issued	8,885	9,036	9,207	9,400	8,900
Total Tax Roll (year collected, millions)	\$80.9	\$87.6	\$95.9	\$100.0	\$110.0
Utility Customers	6,996	7,239	7,387	7,500	7,600
Utility Billing Payments	23,233	23,336	28,522	30,000	30,000
Payroll Transactions	7,695	7,153	7,244	7,200	7,500
% Direct Deposit	98%	97%	97%	97%	97%
Accounts Payable Checks	1,417	1,353	1,478	1,500	1,500
P-Card Transactions	4,109	3,959	4,267	4,300	4,300
P-Card Rebate	\$53,106	\$58,899	\$68,190	\$68,000	\$68,000
Special Assessment Letters Issued	897	730	625	650	650
Investment Plan Projects Monitored	-	-	58	76	81

Significant Accomplishments in 2023:

- Hired Accountant new Accountant position and back-filled Account Clerk II. Reorganized responsibilities of employees as a result of the additional position to improve workflow and segregation of duties.
- Coordinated approval of affordable housing extension and closure for TID #4 (FTC/Uptown). Also completed 100% spend-down and termination audits.
- Coordinated approval of affordable housing extension and closure for TID #15 (former Town TID #2).
- Prepared a five-year arbitrage report for 2018 debt issuance to demonstrate IRS compliance.
- Participated in the creation of TID #16 for the Southdale area, TID #17 for the Anton area, and the amendment of TID #10 in Fish Hatchery Road.
- Issued TID developer incentive bond for 2500 Rimrock, LLC (TID #15).
- Participated in the final apportionment of the Town of Madison assets and liabilities.
- Assisted in the review of the city-wide staffing study. Coordinated the accumulation and costing of City-wide staffing requests over the next five years.
- Pre-paid TID #6 2015 debt with existing TID funds to reduce interest costs (four years early, saved approximately \$90,000 in interest cost).
- Implemented upgrade to existing financial software. Purchased new software for lease/SBITA tracking required by GASB. Researched options for budgeting software.
- Implemented special assessment letter requests and fulfillment into the new OpenGov software, with the assistance of IT. Also updated cash receipting process for all new payments that are collected through OpenGov.
- Monitored supplemental State shared revenue proposals, acts, and implications.

- Participated in conversation with Council about other funding sources, future funding gaps, and a potential referendum in 2024.

Notable Initiatives for 2024:

- Complete 100% spend-down and termination audits for TID #15 (former Town TID #2).
- Prepare a five-year arbitrage report for 2019 debt issuance to demonstrate IRS compliance.
- Participate in additional TID creations prior to TID related levy limit change (creation before 9/30/24).
- Implement new budget software including CIP, personnel, and operating.
- Research options for new payroll provider that better meets needs of local government employers.
- Complete process to reset TID base for 2024 repeal of personal property tax, if eligible.
- Work with Council, Administration, and consultants to provide information about a potential levy limit referendum in August 2024.
- Learn about new maintenance of effort requirements and ensure City complies.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$327,565	\$473,244	\$191,678	\$438,924	\$484,985	\$11,741
Contractual Services	88,271	321,820	64,726	329,120	327,230	5,410
Operating Expenses	10,480	18,915	6,600	18,915	19,285	370
Allocated Costs	17,060	22,346	11,278	22,451	27,607	5,261
Transfers to Other Funds	-	-	-	-	-	-
Total	\$443,376	\$836,325	\$274,282	\$809,410	\$859,107	\$22,782

Significant Budget Changes from 2023 to 2024:

- Payment in lieu of taxes (PILOT) from the water utility decreased significantly due to decreasing tax rates (\$100K).
- With the closure of TID #4, an allocated portion of the computer exemption aid (\$224K) and personal property exemption aid (\$6K) is expected to be transferred to the City.
- A historic additional supplemental shared revenue program was authorized by the legislature through Act 12, which increased revenue by \$765,935 for Fitchburg along with an additional \$49,885 for Fitchburg's share of the former Town of Madison.
- Utility aid portion of the shared revenue increased (\$12K) primarily due to the increase in the per megawatt (MW) incentive payment for utility generated solar energy (from \$1,000 / MW to \$1,500 / MW).
- New fund created for recently approved TID #15, TID #16, and TID #17.
- Debt issuance originally planned for 2022 and 2023 was delayed to 2024.
- Added 15% administrative fee to fee schedule for all billable wages invoices sent to customers (i.e. Police presence at special events, Public Works staff time on developments).
- Reduced operating supplies and postage accounts due to the elimination of the personal property tax as of 1/1/2024. However, the total budget still increased due to increases in overall parcel counts and postage rates.
- Removed cost of dog license applications due to implementation of online OpenGov process (\$500).
- Increased tax collection LTE hours from 200 to 260 (PBP#15).

2024 BUDGET EXPENDITURE DETAIL

Department: Finance (100-5152-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures			
CONTRACTUAL SERVICES						
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff				
-212	Audit and Financial Consulting	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$38,190 Annual external audit fees (based on extension) \$9,000 Single Audit fees (\$750K+ prior year fed awards) \$550 CAFR Excellence Award application			
			2023	\$46,630	2024	\$47,740
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . 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.	\$8,500 Accounting software support (existing) \$150,000 Accounting software support (new) \$50,000 Budgeting software \$10,000 Lease software \$800 CIP software support \$58,840 ongoing fees for timekeeping/payroll (including new proposals/Council amendments approved)			
			2023	\$274,040	2024	\$278,140
-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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$1,300 Outsourced tax bill stuffing and mailing \$50 Language Translation line			
			2023	\$1,150	2024	\$1,350
OPERATING SUPPLIES & EXPENSE						
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$200 - Office Supplies \$2,000 - Postage – A/P, A/R, payroll, etc. \$4,000 - Postage – tax bills			
			2023	\$6,200	2024	\$6,200
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$75 – WGFOA (three members) \$450 - GFOA (two members) \$0- CPA license renewal (odd years) \$350 – CPFO license renewal (two licenses) \$350 - WICPA (one member) \$60 - MTAW (one member)			
			2023	\$1,355	2024	\$1,285

2024 BUDGET EXPENDITURE DETAIL

-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. Detail of this account to be submitted with budget proposal.	\$3,000 – GFOA (1 employee) \$2,000 – WGFOA (2 employees) \$750 – Ehler's (2 employees) \$500 – MTAW (1 employee) \$500 – Accounting software (4 employees) \$1,650 - Miscellaneous * additional staff training paid through utilities 2023 \$8,000 2024 \$8,400
-326	Tuition Reimbursement	Collective Bargaining Agreement and Employee Handbook Tuition	
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	\$840 - General training: 1,270 miles @ \$.66 2023 \$800 2024 \$840
-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.	\$-0- W-2s (part of timekeeping service) \$1,500 - Tax Bills – insert printing \$400 - Tax Bills – envelopes \$100 - Dog/Cat license tags \$510 - Miscellaneous (storage boxes, County directory, etc.) 2023 \$2,510 2024 \$2,510
-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	Equipment Expense	Replacements of minor equipment not included in the capital budget.	\$50 – Miscellaneous 2023 \$50 2024 \$50
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

2024 PERSONNEL SUMMARY

Department: Finance

E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Misty Dodge	Finance Director	9/2/14	2,080		0
E	Robert Cornelius	Accountant	3/29/21 (3/6/23 in position)	2,080		0
E	Kim Hauge	Payroll Specialist	9/23/06 (11/14/22 in position)	2,080		10
N#15	Various	Tax Collection LTE			200+60 =260	0
N#1	Holiday Premium				0+16 =16 hrs	
	<u>Split with other funds</u>					
E	Kari Miller General Fund – 25% Water – 28.13% Sewer – 28.12% Stormwater – 18.75%	Accounting Manager	12/1/04 (5/11/15 in position)	2,080		0
E	Jessica Kriedeman General Fund – 40% Water – 22.5% Sewer – 22.5% Stormwater – 15%	Accounting Clerk II	4/26/23	2,080		5
E	Becky Neefe General Fund – 20% Water – 30%	Accounting Clerk I	4/30/18	2,080		10

2024 PERSONNEL SUMMARY

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
	Sewer – 30% Stormwater – 20%					
E	Brenda Yoerger Water – 34% Sewer – 33% Stormwater – 33%	Utility Billing Assistant	12/14/15 (5/7/18 in position)	1,040		0
E	Various	Utility Cash Collection LTE			320	0
	TOTAL ALL PAGES			13,520	520+60 =580 LTE 0+16 =16 hrs Holiday Premium	25

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 15																																								
Department:	Finance																																									
Position Title:	Additional Tax Collection LTE (additional 60 hours)																																									
Position Timing: The year the position is projected to start and any other timing items.	Increase in hours starting in January 2024 with the use of the hours primarily in January, February, and December of each year to align with the main property tax collection cycle.																																									
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	This position collects tax payments and answers questions for in-person tax collection during the December to February. In-person tax collection consists of looking up tax bills, printing receipts/bills, assisting customers at the front counter and entering all tax payments received in the mail daily.																																									
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	With the growth of the City of Fitchburg and the addition of the Town of Madison parcels, the number of tax bills has increased. In 2018 we had 8,429 personal property and real estate tax bills and in 2022 we had 9,207 personal property and real estate tax bills. Having two people in this position helps the full-time staff assist with phone calls, questions, and follow up with taxpayer's questions regarding tax bills, payments, garbage, and lottery credits. Having two people that can alternate schedules after the rush of payments in December, helps full-time staff keep up with their year-end workload, the added increase in phone calls & follow up tax inquiries by customers.																																									
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Continued use of full-time staff to cover the gaps. This could result in overtime, comp time earned, and/or delays in day-to-day functions.																																									
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Real Estate bills</td> <td>7,150</td> <td>7,697</td> <td>7,817</td> <td>7,979</td> <td>8,199</td> <td>8,348</td> <td>8,484</td> </tr> <tr> <td>Pers. Property bills</td> <td>707</td> <td>698</td> <td>612</td> <td>622</td> <td>686</td> <td>688</td> <td>723</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			2007	2012	2018	2019	2020	2021	2022	Real Estate bills	7,150	7,697	7,817	7,979	8,199	8,348	8,484	Pers. Property bills	707	698	612	622	686	688	723																
	2007	2012	2018	2019	2020	2021	2022																																			
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Additional Tax Collection LTE (Additional 60 Hours) 2) New Budget Analyst 3) New Finance Assistant 4) New Accounting Intern 5) Increase FTE for Utility Billing Assistant (from 0.5 FTE to 1.0 FTE)																																									

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$1,099	\$1,099	\$	\$
Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$	\$	\$	\$
Total Year One Costs			\$1,099	\$1,099	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	60	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	LTE Class A	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	None	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	Same	Drug Test/ Background	Same	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 16
Department:	Finance	
Position Title:	New Budget Analyst	
Position Timing: The year the position is projected to start and any other timing items.	Permanent position beginning 2024	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Coordinate the development of the Investment Plan updates, ordinance required annual update to the Capital Improvement Plan (CIP), and statute required annual Budget. Work with Departments to pro-actively monitor budget levels throughout the year and assist with budget amendments required to complete priority projects. Analyze budget requests to improve accuracy and provide guidance on prioritization using a (to-be developed) priority ranking system.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Council adoption of the City's budget-related documents are a critical function as they set the priorities for the City. The City's budgeting process has become increasingly difficult as levy limits continue to restrict the City's ability to fund on-going services and desired expansion of services. A more thorough analysis of requests and a prioritization system could assist the Council in making informed decisions. Having additional staff capacity to coordinate the mechanics of budget development will allow the Finance Director to provide more value to the Mayor, Council, and public through information sharing, prioritization options and guidelines, and budget process improvements. Additional finance staff capacity may also allow for the centralization of some tasks currently performed by the Departments, creating efficiencies throughout the City. Per the 2023 Baker Tilly Staffing Study "the median benchmark for managing General Ledger accounts is 55.5 accounts per FTE. The City has over 100 accounts with most of the budgeting work being performed by the Finance Director. With this ratio, the Finance Department is light on budgeting staff as the Finance Director is spending her time on many other duties outside of budget."	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The 2023 budget includes an investment in budget software that will assist in streamlining the current budget process. The Finance Department can continue to maintain the existing line-item budget process, rather than exploring more advanced program-based and/or priority-based budgeting systems. The budget can also continue to rely on information from the Departments without a more thorough analysis of requests nor more objective ranking system.	

City of Fitchburg							Proposal #	
2024 Operating Budget Personnel Budget Proposal							16	
Department:	Finance							
Position Title:	New Budget Analyst							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	(all \$ in millions)	2007	2012	2018	2019	2020	2021	2022
	Tax Levy	\$13.3	\$17.5	\$22.8	\$23.7	\$24.9	\$27.0	\$28.8
	General Fund Expenditure Budget	\$13.4	\$16.7	\$19.5	\$20.1	\$20.6	\$21.6	\$23.9
	All Funds Expenditure Budget	\$24.6	\$53.9	\$59.7	\$70.9	\$65.8	\$71.8	\$71.6
	Permanent FTE	140.9	165.7	176.0	179.3	181.3	182.7	190.6
	General Fund GL Accounts	457	464	507	496	528	526	530
	Projects Monitored Adopted CIP Investment Plan	87 -	85 -	97 -	88 -	97 -	105 -	103 58
	Personnel Budget Requests	18	7	7	10	16	11	24
	Budget Amendments	2	-	29	58	64	64	70
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: High Position Requests Submitted by Department, in priority order: 1) Additional Tax Collection LTE (Additional 60 Hours) 2) New Budget Analyst 3) New Finance Assistant 4) New Accounting Intern 5) Increase FTE for Utility Billing Assistant (from 0.5 FTE to 1.0 FTE)							

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$120,353	\$120,353	\$	\$
Non Personnel Recurring Costs	\$2,430	\$2,430	\$	\$
Non Personnel One-Time Costs	\$3,510	\$3,510	\$	\$
Total Year One Costs	\$126,293	\$126,293	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Estimated Grade I	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training Year 1 Year 2+	\$1,500 \$1,500	Dues Year 1 Year 2+	\$200 \$200
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 17
Department:	Finance	
Position Title:	New Finance Assistant	
Position Timing: The year the position is projected to start and any other timing items.	Permanent position beginning 2025	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	This position would be a combination position providing grant support and the administrative needs of procurement. Grant support would include sourcing grant opportunities for all departments, writing proposals for grants in consultation with the department staff, and working with the department to ensure procurement and other reporting requirements are completed timely and accurately. Procurement support would include acting as a central point of contact for moving procurement through the first level of approvals and approve preliminary documents and notify departments of missing documents or steps to create efficiencies in the approval process. They would assist the department heads performing procurement without administrative support by completing some of the administrative burden including resolution writing, bid posting, and compiling bid tabulations.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	The primary goals of this position would be to alleviate some administrative burden from departments (namely department heads of smaller departments), ensure completeness of procurement requirements of City ordinances/State Statute/granting agencies, and increase grant funding provided to the City for priority projects. As reported in the Baker Tilly Staffing Study "Key processes within the Department that affect all City departments: grants and procurement do not have dedicated resources, lack support and centralized processes. There is no dedicated resource at the City to handle grant applications and grant management....Many departments noted an abundance of grant funding available for desirable projects and department related duties but lack the time to procure and manage the grants...Procurement is decentralized and is completed by individual departments, many of which indicate that the process is slow and an administrative burden due to their own lean staffing. Department heads are completing all or most of the procurement tasks if they do not have administrative support."	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	For grant support: Workflow software was implemented in recent years to assist in the tracking of grant applications. A consultant could be hired to assist in the grant writing and administration of specific grants. The process could continue to remain the responsibility of departments to apply and manage, at the cost of forgoing grant opportunities due to limited staff capacity. For procurement support: Workflow software was implemented in recent years to assist in the processing and documentation of purchases. Ordinances have been reviewed on multiple occasions to streamline low-risk purchases including an increase in the threshold for when a pre-approval is required from \$2,500 to \$5,000, the creation of several exceptions to the purchasing ordinances (i.e. utility bills, intergovernmental required payments, existing computer software, etc.), and a decrease in frequency by which contracts for purchased services must be reviewed by Council from three years to five years. Additional changes will be recommended to Council in the future, including removing Council action from purchases that are not public construction and are purchased using State contract.	

City of Fitchburg							Proposal #	
2024 Operating Budget Personnel Budget Proposal							17	
Department:	Finance							
Position Title:	New Finance Assistant							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).		2007	2012	2018	2019	2020	2021	2022
	Total Purchase Orders	n/a	n/a	278	346	335	207	212
	Public Works Purchase Orders	n/a	n/a	93	117	140	74	80
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: High Position Requests Submitted by Department, in priority order: 1) Additional Tax Collection LTE (Additional 60 Hours) 2) New Budget Analyst 3) New Finance Assistant 4) New Accounting Intern 5) Increase FTE for Utility Billing Assistant (from 0.5 FTE to 1.0 FTE)							

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$114,838	\$114,838	\$	\$
Non Personnel Recurring Costs			\$2,430	\$2,430	\$	\$
Non Personnel One-Time Costs			\$3,510	\$3,510	\$	\$
Total Year One Costs			\$120,778	\$120,778	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	10	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Estimated Grade H	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training Year 1 Year 2+	\$1,500 \$1,500	Dues Year 1 Year 2+	\$200 \$200
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 18																																																
Department:	Finance																																																	
Position Title:	New Accounting Intern																																																	
Position Timing: The year the position is projected to start and any other timing items.	Limited term employee (LTE) for 700 hours beginning 2026 with a focus on summer employment for a College Junior/Senior.																																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	The Accounting Intern would assist the Finance Department with special projects and basic budget development tasks. The position will likely be filled with a student of a Bachelor's Degree in Accounting or Master's in Public Affairs (MPA) program, or equivalent.																																																	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	There are several projects identified where an intern could be helpful and is a way to accomplish projects for a relatively low cost. In addition, the opportunity available to the student is attractive because of the unique aspects of governmental accounting and the Department's commitment to providing a quality learning experience to the next generation of local government leaders.																																																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	An Administration Intern was included in the 2018 – 2022 budgets and was shared among Administration, Economic Development, and Finance. The position was removed from the 2023 budget to fund a full-time Accountant position. Full-time staff can continue to address special projects as time allows.																																																	
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Intern Hours Used</td> <td>-</td> <td>-</td> <td>348*</td> <td>352*</td> <td>-</td> <td>-</td> <td>208*</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> *Previous interns preferred a part-time schedule and didn't use the full number of hours for a full summer internship			2007	2012	2018	2019	2020	2021	2022	Intern Hours Used	-	-	348*	352*	-	-	208*																																
	2007	2012	2018	2019	2020	2021	2022																																											
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Additional Tax Collection LTE (Additional 60 Hours) 2) New Budget Analyst 3) New Finance Assistant 4) New Accounting Intern 5) Increase FTE for Utility Billing Assistant (from 0.5 FTE to 1.0 FTE)																																																	

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$14,833	\$14,833	\$	\$
Non Personnel Recurring Costs	\$310	\$310	\$	\$
Non Personnel One-Time Costs	\$2,710	\$2,710	\$	\$
Total Year One Costs	\$17,853	\$17,853	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	700	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	LTE Class D	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$60
Benefits	Retirement	None	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training	\$100 \$100	Dues	None
Technology	Software Year 1 Year 2+	\$100 \$100	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 19																																																
Department:	Finance																																																	
Position Title:	Increase FTE for Utility Billing Assistant (from 0.5 FTE to 1.0 FTE)																																																	
Position Timing: The year the position is projected to start and any other timing items.	Increase current permanent position from .5 FTE to full-time in 2028.																																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.																																																	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	The number of utility customers has continued to increase significantly as the City has continued to grow. The .5 FTE Utility Billing Assistant has been able to keep up with workload demands thus far but is expected to require additional capacity around five years from now based on anticipated growth. The increased cost would be fully funded by utility rate revenue.																																																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The Finance Department has invested in several technologies to help address the growing workload expectations including real-time utility meter reading software that improved customer service and streamlined some billing tasks. New accounting software is anticipated in the near future that could further streamline routine responsibilities. However, these efficiencies are not expected to offset the growth of customers over the long-term.																																																	
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Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$56,150	\$	\$	\$56,150
Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$	\$	\$	\$
Total Year One Costs			\$56,150	\$	\$	\$56,150
Projected Cost Calculation Details						
Hours	Annual Hours	1040 (from 1,040 to 2,080)	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade C	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	Same	Training	Same	Dues	Same
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	Same	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	None	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Job Title: Utility Billing Assistant
Department: Finance
Division: N/A
Salary Grade: Non Represented, Grade C
Created: June 2017

Reports To: Accounting Manager
FLSA Status: Non-Exempt/1.0 FTE
EEO Code: Officials & Administrators
Employee Group: General
Last Revision: March 2023

Position Summary:

Under the general supervision of the Accounting Manager, assists in the day to day operations of the Utility by answering phones during high peak times, completing customer final bills and answering customer inquiries concerning water/sewer operations. Decisions on day to day operations are made independently. There is frequent contact with the general public and other City employees. This position works closely with the Accounting Clerk I & II.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:

- Daily interaction with customers regarding billing and general questions.
- Assist with the calculation of consumption for interim bills of home sales and tenant change-outs.
- Assist with developing a list of delinquent water/sewer accounts subject to disconnections for nonpayment.
- Prepare disconnections notices and customer correspondences to be mailed as needed using computer software.
- Prepare 24 hour disconnection notices for posting by utility personnel.
- Investigate high usages from meter report and inform customers.
- Validate bank information for customer's bill payment.
- Maintain customer and landlord contact information.

Additional Duties and Responsibilities:

- Assist in the preparation of letters and mass mailings
- Create work orders for utility personnel.
- Answer/Research customer's inquiries pertaining to utility bills.
- Assist with the annual purging of documents.
- Tax collection duties including phone calls from residents with questions about their tax bills and/or payments.
- Other duties as assigned.

Supervisory Requirements:

- None

Minimum Qualifications

Education and/or Experience Requirements:

- High School Degree or equivalent is required.

- Background in basic accounting and/or working towards Associate's Degree in Accounting is desired.
- Minimum of two years of work experience is required.
- Additional experience may substitute for education on a year for year basis.
- Experience with fund accounting and utility accounting preferred but not required.

Certifications:

- None

Necessary Knowledge Skills and Abilities:

- Demonstrated understanding of bookkeeping and accounting principles and practices.
- Ability to make arithmetical computations quickly and accurately.
- Ability to understand and carry out oral and written instructions and to decipher detailed working procedures appropriate to desired objectives. Ability to read, analyze, and interpret PSC regulations and policies.
- Ability to maintain a high level of accuracy and detail while working under time constraints.
- Advanced knowledge of computer applications, specifically Microsoft Office Suite: Word, Excel, Outlook.
- Proven ability to establish and maintain a good working relationship with the public and other city employees.
- Ability to effectively communicate orally, and in written form, with individuals possessing varied English language skills. Bilingual English/Spanish desired.
- Ability to prioritize work tasks and meet strict timelines.
- Skilled in cash handling procedures with strong attention to detail.
-

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

Supplemental Information:

Tools and Equipment Used:

Personal computer, including word processing and spreadsheet software; phone; copy machine; and fax machine.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

2024 BUDGET EXPENDITURE DETAIL

Department: Interdepartmental (100-5190-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	
-150	Volunteer Services	Compensation - paid on-call members <i>Detail of this account to be submitted with budget proposal.</i>	
-189	Employee Retirement Reserve	Payments made to retired employees based on sick leave bank at time of retirement.	\$200,000- Payouts based on known retirements as of when budget was prepared. Amount to be funded through assigned fund balance for employee retirement reserve. 2023 \$100,000 2024 \$200,000
CONTRACTUAL SERVICES			
-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 not performed by City Staff . 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	
-255	Debt Collection Expense	Expenses paid to the collection agency for services on collection of bad debt	\$2,000 - Collection Agency Fees (fees passed on to debtor with new collection agency) 2023 \$2,000 2024 \$2,000
-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>	

2024 BUDGET EXPENDITURE DETAIL

OPERATING SUPPLIES & EXPENSE				
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$12,000 - General office supplies (general fund)	
			2023	\$12,000
			2024	\$12,000
-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.		
-335	Vehicle Expense	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	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. Detail of this account to be submitted with budget proposal.		
-380	Employee Recognition and Memorials	Purchases for employee recognitions and memorials.	\$2,000 - Service Awards (based on years of service) \$1,500 - Employee Recognition Luncheon \$750 - Cards/Flowers/Memorials	
			2023	\$4,250
			2024	\$4,250
-381	Safety and Health Programs	Employee safety and wellness committees	\$100 - City-wide safety and wellness initiatives	
			2023	\$100
			2024	\$100
-505	Leases and Rentals	Leases and rentals of facilities and equipment		
-900	Contingency	Allocation for unplanned events	\$12,500 - Unallocated contingency funding to address unplanned events during the year. Any unspent amount will be requested for carryover to future years.	
			2023	\$12,500
			2024	\$12,500
-991	Bad Debt Expense	Uncollectible amounts from personal property taxes, court fines and forfeitures, special assessments, and misc. uncollectible accounts	\$100 – special assessment bad debt \$-0- personal property bad debt recorded as contra-revenue \$-0- municipal court bad debt recorded as contra-revenue \$2,900 – miscellaneous bad debt	
			2023	\$3,000
			2024	\$3,000

2024 BUDGET EXPENDITURE DETAIL

Department: Interfund Transfers (100-5920-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
OTHER FINANCING USES			
-951	Transfer to Capital Projects Fund – Equipment	Transfers from the General Fund to the Capital Projects Fund for capital equipment purchases	\$20,000- Anticipated gasoline budget savings that, if realized, would be transferred to the hybrid and electric vehicle fund (#1042) \$680,000 – Transfer to Capital Projects Fund for 2024 project #1045 for future grant matches \$225,500 – Transfer to Capital Projects Fund for 2024 project #2399 to accelerated purchase of ambulance \$43,000 – Transfer to Capital Projects Fund for 2024 project # 6354 to purchase next replacement of tables/chairs with subsequent replacement fund \$2,169,000 – Transfer to Capital Projects Fund as identified in the adopted 2024-2033 CIP for 2025 & beyond projects less amount transferred in 2023 (adjusted by Omnibus Amendment at budget adoption, if needed) 2023 \$1,070,849 2024 \$3,137,500
-952	Transfer to Capital Projects Fund – Roads	Transfers from the General Fund to the Capital Projects Fund for road resurfacing and reconstruction	
-953	Transfer to Capital Projects Fund – Parks	Transfers from the General Fund to the Capital Projects Fund for capital park related purchases	
-954	Transfer to Capital Projects Fund – Other	Transfers from the General Fund to the Capital Projects Fund for other purposes	\$-0- Anticipated transfer to Expenditure Restraint Program Gaps fund (will be done by Omnibus Amendment at budget adoption, if needed) 2022 \$-0- 2024 \$-0-

2024 BUDGET EXPENDITURE DETAIL

Fund: ARPA GRANT FUNDS (229-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
CONTRACTUAL SERVICES			
5300-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	
5520-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$15,000 – Consultant to update/complete tree inventory (in addition to \$10,000 budgeted in 2023)
			2023 \$10,000 2024 \$15,000
OPERATING SUPPLIES & EXPENSE			
5144-389	Grants to Others	Grants awarded to non-profit organizations as a part of the City's Healthy Neighborhood Initiative	
5165-340	Operating Materials & Supplies	Includes typical supplies necessary to carry out the functions of the department.	\$0 – Masks and other protective equipment to reduce transmission of COVID-19 for staff and customers (City Hall)
			2023 \$500 2024 \$-0-
5165-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	\$0 – Custodial and sanitation supplies to reduce transmission of COVID-19 for staff and customers (City Hall)
			2023 \$500 2024 \$-0-
5210-340	Operating Materials & Supplies	Includes typical supplies necessary to carry out the functions of the department.	\$0 – Masks and other protective equipment to reduce transmission of COVID-19 for staff and customers (Police Station)
			2023 \$500 2024 \$-0-
5210-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	\$0 – Custodial and sanitation supplies to reduce transmission of COVID-19 for staff and customers (Police Station)
			2023 \$500 2024 \$-0-
5220-340	Operating Materials & Supplies	Includes typical supplies necessary to carry out the functions of the department.	\$0 – Masks and other protective equipment to reduce transmission of COVID-19 for staff and customers (Fire Station)
			2023 \$500 2024 \$-0-
5220-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	\$0 – Custodial and sanitation supplies to reduce transmission of COVID-19 for staff and customers (Fire Station)
			2023 \$500 2024 \$-0-
5460-340	Operating Materials & Supplies	Includes typical supplies necessary to carry out the functions of the department.	\$0 – Masks and other protective equipment to reduce transmission of COVID-19 for staff and customers (Senior Center)
			2023 \$500 2024 \$-0-

2024 BUDGET EXPENDITURE DETAIL

5460-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	\$0 – Custodial and sanitation supplies to reduce transmission of COVID-19 for staff and customers (Senior Center) 2023 \$500 2024 \$-0-
5511-340	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.	\$0 – Masks and other protective equipment to reduce transmission of COVID-19 for staff and customers (Library) 2023 \$500 2024 \$-0-
5511-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	\$0 – Custodial and sanitation supplies to reduce transmission of COVID-19 for staff and customers (Library) 2023 \$500 2024 \$-0-
5520-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere.	2023 \$4,000 2024 \$-0-
5520-340	Operating Materials & Supplies	Includes typical supplies necessary to carry out the functions of the department.	\$0 – Masks and other protective equipment to reduce transmission of COVID-19 for staff and customers (Parks) 2023 \$4,500 2024 \$-0-
TRANSFERS OUT TO OTHER FUNDS			
5920-400	Transfer to Capital Projects Fund		2023 \$1,894,500 2024 \$-0-
5920-700	Transfer to Technology Fund		

Reconciliation:

\$10,881 spent in 2021 (actual)
 \$294,259 spent in 2022 (actual)
 \$934,103 carryover from 2022 to 2023
 \$1,918,000 budgeted in 2023
 \$218,000 budget amendment approved in 2023 (R-80-23)
 -\$678,000 budget amendment approved in 2023 (R-143-23)
-\$105,000 budget amendment approved in 2023 (R-167-23)
 \$2,592,243 authorized through 9/15/23
 \$15,000 2024 budget
 \$-0- future projects included in 2024-2033 Adopted CIP
 \$-0- future operating budget items anticipated
 \$2,607,243 total projects identified
\$3,222,954 available spending
 \$615,711 available for future projects

Note: Library chiller and particle/safety barrier at City Hall front counter are out to bid with possible additional funding needed. Can also use 10% of the grant award as de minimus administrative costs.

2024 BUDGET EXPENDITURE DETAIL

Fund: TID Closure Excess Increment (230-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures			
CONTRACTUAL SERVICES						
5115-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$50,000 Long-range planning for the delivery of Fire and EMS services \$-0- Ordinance review by consultant and facilitation of updates (delay to 2025)			
			2023	\$-0-	2024	\$50,000
5115-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere.	\$-0- UniverCity Year partnership (delay to 2025)			
			2023	\$-0-	2024	\$-0-0
5144-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$40,000 Teen Center study phase 3			
			2023	\$-0-	2024	\$40,000
5152-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$75,000 Consultants for grant writing assistance			
			2023	\$-0-	2024	\$75,000
5153-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$-0- Additional costs to defend outstanding TID #6 assessment value lawsuits			
			2023	\$110,000	2024	\$-0-
5210-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.				
			2023	\$-0-	2024	\$-0-
5300-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$-0- Consultant to plan for park and rides (delay to 2025) \$-0- Traffic study audit/traffic safety analysis (delay to 2025)			
			2023	\$-0-	2024	\$-0-
5520-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere.	\$10,000 Native plantings in Fitchburg parks \$-0- Additional tree replacement for emerald ash borer (EAB) affected trees (delay to 2025)			
			2023	\$10,000	2024	\$10,000
5630-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$175,000 Comprehensive Plan update \$150,000 Zoning and sign code update \$25,000 Update City in Motion Strategic Vision Plan \$25,000 Refresh of the Bicycle and Pedestrian Plan			
			2023	\$-0-	2024	\$375,000
5670-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff				
			2023	\$-0-	2024	\$-0-
OPERATING SUPPLIES & EXPENSE						
5143-325	Training & Staff Development -	Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved.				
			2023	\$25,000	2024	\$-0-

2024 BUDGET EXPENDITURE DETAIL

5144-389	Grants to Others	Grants awarded to non-profit organizations as a part of the City's Healthy Neighborhood Initiative	\$50,000 - Competitive grants to be awarded under HNI grant approval process (\$100,000 delayed to 2025/2026)			
			2023	\$-0-	2024	\$50,000
5210-355	Equipment Expense	Replacements of minor equipment not included in the capital budget. Detail of this account to be submitted with budget proposal.				
			2023	\$-0-	2024	\$-0-
TRANSFERS OUT TO OTHER FUNDS						
5920-400	Transfer to Capital Projects Fund		\$25,000 Solar investment \$20,450 Audio/Visual Upgrades in Stoner Prairie Dining Room and Fitchburg Room \$-0- Remodel Senior Center kitchen and upgrade to commercial standards (delay to 2025) \$-0- Welcome to Fitchburg sign in Southdale (moved to TID #16) \$50,000 Upgrade park shelters to solar shelters \$39,600 Traffic calming on High Ridge Trail \$50,000 Bike lanes on Pembroke and Osmundsen \$50,000 Equipment for additional vehicle maintenance bay \$30,000 Additional funding for electric and hybrid fleet conversion \$19,500 Upgrade street lighting \$48,000 Speed feedback boards			
			2023	\$936,750	2024	\$332,550

Reconciliation:

\$-0- spent in 2021 (actual)
 \$161,035 spent in 2022 (actual)
 \$758,965 carried over from 2022 to 2023
 \$1,078,750 budgeted in 2023
 \$832,000 budget amendment approved in 2023 (R-80-23)
 \$830,000 budget amendment approved in 2023 (R-143-23)
 \$276,000 budget amendment approved in 2023 (R-159-23)
 \$80,800 budget amendment approved in 2023 (R-167-23)
 \$125,000 budget amendment approved in 2023 (R-178-23)
 \$-0- (net) anticipated budget amendment in 2023 (R-177-23)
 \$16,800 anticipated budget amendment in 2023 (TBD)
 \$39,000 anticipated budget amendment in 2023 (TBD)
 \$4,198,350 appropriated through 9/15/23
 \$932,550 budgeted in 2024 (Mayor's Proposed)
 \$5,130,900 appropriated through 2024, if approved

\$606,000 future projects included in 2024-2033 Adopted CIP
 \$805,000 future projects for operating budget
 \$6,541,900 total projects identified

\$1,846,018 TID #6 excess increment (actual)
 \$3,325,000 TID #4 excess increment (estimate)
 \$52,500 TID #15 excess increment (estimate)
 \$5,223,518 available spending (estimate)

City of Fitchburg, WI
Capital Improvement Program (CIP)
 2024 thru 2033

PROJECTS BY FUNDING SOURCE

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
ARPA/FRF													
Traffic Calming Program - Revised	3450	3		0									0
Street Lighting - Revised	3479	3	0										0
Street Resurfacing within QCT - Revised	3510	2	0										0
Park System Improvements - Revised	6259	3	0										0
ARPA/FRF Total			0	0									0
Assessed (non-util, non-debt)													
Street Resurfacing Program - Revised	3319	2	0	0	0	0	0	0	0	0	0	0	0
Herman Road Realignment/Extension	3365	5							400,000				400,000
Sidewalks and Paths	3486	2	32,741	33,723	34,735	35,777	36,850	37,955	39,094	40,267	41,475	42,719	375,336
Fitchrona Rd (Lacy to Nesbitt)	3492	3		0									0
Assessed (non-util, non-debt) Total			32,741	33,723	34,735	35,777	36,850	37,955	439,094	40,267	41,475	42,719	775,336
Borrowing (non-util, GO debt)													
Police Mobile and Portable Radios - Revised	2125	2									1,362,630		1,362,630
Police Facility/Addition - Revised	2141	2	21,562,500										21,562,500
Fire Engines - Revised	2250	2	900,000						1,090,000				1,990,000
Fire Portable/Mobile Radios - Revised	2265	3									891,662		891,662
Herman Road Realignment/Extension	3365	5						132,500	925,000				1,057,500
Syene Road (McCoy Road N to City Limit)	3367	3			200,000	730,000							930,000
S. Syene (McCoy to Lacy)	3368	2	2,370,000										2,370,000
Fitchrona Rd (Lacy to Nesbitt)	3492	3	45,000	698,739									743,739

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Lacy/Seminole Intersect, Lacy E, Seminole N	3495	3		33,000	127,500								160,500
CTH MM (Oregon Rd to USH 12/18) - Revised	3502	3			0								0
CTH D (Sparkle Stone - 450' S of Byrmeland) - Rev	3503	4				500,000	300,000	988,000					1,788,000
Fitchrona Rd (N of Whalen to S of Whalen) - Rev	3506	2		50,000	920,000								970,000
Irish Ln (FHR to S. Syene) - Revised	3508	3		400,000	0	1,200,000							1,600,000
Neighborhood Hub Phase 2 - Revised	6273	3						585,500	5,000,000				5,585,500
Northwest Teen Center - Revised	6275	3		2,000,000	1,000,000								3,000,000
Borrowing (non-util, GO debt) Total			24,877,500	3,181,739	2,247,500	2,430,000	300,000	1,706,000	7,015,000		2,254,292		44,012,031

Capital Property Tax Levy

Telephone System	1016	2							150,000				150,000
Website - Revised	1024	3				20,000	20,000	20,000	20,000	20,000	20,000	20,000	140,000
Door Access System	1025	2					20,000	20,000	20,000	20,000	20,000	20,000	120,000
Video Security System	1035	2				12,500	12,875	13,261	13,659	14,069	14,491	14,926	95,781
Solar Investment - Revised	1038	3			0		0						0
Electronic Poll Books	1039	3							10,815	11,139	11,474	11,818	45,246
General Fleet Vehicles	1043	3	6,365	1,311	1,350	1,391	1,433	1,476	1,520	1,565	1,612	1,661	19,684
Assessing Fleet Vehicles	1539	3	2,546	2,623	2,701	2,782	2,866	2,952	3,040	3,131	3,225	3,322	29,188
B&G Fleet Vehicle	1699	3		2,678	2,758	2,841	2,926	3,014	3,105	3,198	3,294	3,392	27,206
Video Delivery System - Revised	1711	2						10,000	10,000	10,000	10,000	10,000	50,000
FACTv Fleet Vehicle Replacement Fund - Revised	1712	3	2,122	2,185	2,251	2,319	2,388	2,460	2,534	2,610	2,688	2,768	24,325
Video Switchers - Revised	1714	2	5,950	5,950	5,950	5,950	5,950	5,950	5,950	5,950	5,950	5,950	59,500
City-Wide AV Equipment - New	1715	3	29,500	29,795	30,093	30,394	30,698	31,006	31,315	31,628	31,944	32,263	308,636
Oak Hall AV - Reallocated	1720	5					0						0
GIS System - Revised	2014	2		0	0	5,500		0			5,500		11,000
GPS System	2016	2	2,400	2,400	2,400	2,400	2,400	2,400	2,600	2,600	2,600	2,600	24,800
Police Mobile and Portable Radios - Revised	2125	2	0	0	0	0	0	0	0	0	0	0	0
Conducted Electrical Weapons (CEW) - Revised	2126	2	15,407	15,869	16,345	16,835	17,340	17,860	18,396	18,948	19,516	20,101	176,617
Evidence Processing Facility - New	2127	2	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	229,276
Police Body Cameras	2140	2	37,853	38,989	40,158	41,363	42,604	43,882	45,198	46,554	47,951	49,390	433,942
Police Facility/Addition - Revised	2141	2				175,000	180,250	185,658	191,227	196,964	202,873	208,959	1,340,931
Police Equipment - Revised	2198	3		0	0	0	0	0	0	0	0	0	0

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Police Fleet Vehicles - Revised	2199	2	249,403	256,885	264,592	272,530	280,706	289,127	297,801	306,735	315,937	325,415	2,859,131
Air/Light/Rehab Vehicle - Revised	2229	3					0	0	0	0	0	0	0
Fire Water Tenders (2) - Revised	2233	3	41,600	43,264	44,995	46,795	48,667	50,614	52,639	54,745	56,935	59,212	499,466
Fire Station #3 Building Systems - New	2236	5	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,046	44,337	45,667	401,237
Early Warning Sirens	2238	3		29,705									29,705
Command Unit - Revised	2239	3						28,750	29,612	30,501	31,416	32,358	152,637
Fire Station #2 Building Systems - New	2241	2	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,046	44,337	45,667	401,237
SCBA & Related Equipment - Revised	2254	3				8,034	8,275	59,302	61,081	62,913	64,801	66,745	331,151
Extrication Equipment	2256	2					7,725	7,957	8,195	8,441	8,695	8,955	49,968
Fire Portable/Mobile Radios - Revised	2265	3	0	0	0	0	0	0	0	0	0	0	0
Fire Department Headquarters - New	2267	2	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,046	44,337	45,667	401,237
Fire Fleet Vehicles	2299	2	36,080	37,162	38,277	39,425	40,608	41,826	43,081	44,373	45,704	47,075	413,611
Additional Front Line Ambulances - Revised	2309	2	0	0	0	0	0	0	5,000	25,969	26,748	27,551	85,268
EMS Fleet Vehicles - Revised	2399	2	125,044	128,795	132,659	136,639	140,738	144,960	149,309	153,788	158,402	163,154	1,433,488
Building Inspection Vehicles	2407	3	5,092	5,245	5,402	5,565	5,731	5,903	6,080	6,263	6,451	6,644	58,376
Police Dispatch Consoles	2601	3		4,635	4,774	4,917	5,065	5,217	5,373	5,534	5,700	5,871	47,086
Fitch-Rona Analog Tactical System (FRATS)	2602	1	15,450	15,914	16,391	16,883	17,389	17,911	18,448	19,002	19,572	20,159	177,119
Transit Shuttle - Revised	3109	3			2,355	2,425	2,498	2,573	2,650	2,730	2,811	2,896	20,938
Highway Equipment - Revised	3198	2	272,166	280,331	288,741	297,403	306,325	315,515	324,981	334,730	344,772	355,115	3,120,079
Snow Plow Fleet & Equipment - Revised	3199	2	296,391	305,283	314,441	323,874	333,590	343,598	353,906	364,523	375,459	386,723	3,397,788
Street Resurfacing Program - Revised	3319	2	1,113,024	1,159,059	1,205,094	1,251,129	1,297,164	1,321,716	1,367,751	1,413,786	1,459,821	1,503,616	13,092,160
Sidewalks and Paths	3486	2	76,396	78,688	81,048	83,480	85,984	88,564	91,221	93,957	96,776	99,680	875,794
Maintenance of Arterials	3497	2	68,720	70,782	72,905	75,092	77,345	79,665	82,055	84,517	87,053	89,664	787,798
Library Building Systems	5298	3	29,851	30,747	31,669	32,619	33,598	34,605	35,644	36,713	37,814	38,948	342,208
Parks Equipment - Revised	6198	2	223,503	230,208	237,114	244,228	251,554	259,101	266,874	274,880	283,127	291,620	2,562,209
Park System Improvements - Revised	6259	3	61,000	62,000	63,000	64,000	65,000	66,000	67,000	68,000	69,000	70,000	655,000
Parking Lot Resurfacing	6262	3	69,686	73,170	76,828	80,670	84,704	88,939	93,386	98,055	102,958	108,106	876,502
Tennis/Pickleball Courts - Revised	6263	3	39,844	46,925	48,333	49,783	51,276	52,814	54,398	56,030	57,711	59,442	516,556
Large Park Shelters - Revised	6264	3	101,000	52,000	53,000	54,000	55,000	56,000	57,000	58,000	59,000	60,000	605,000
Neighborhood Hub Phase 1 - Revised	6272	3	10,000	22,500	23,175	23,870	24,586	25,324	26,084	26,866	27,672	28,502	238,579
Neighborhood Hub Phase 2 - Revised	6273	3									27,700	28,531	56,231

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Northwest Teen Center - Revised	6275	3					15,000	15,450	15,914	16,391	16,883	17,389	97,027
City Campus Building Systems - Revised	6302	2	89,554	92,241	95,008	97,858	100,794	103,818	106,932	110,140	113,444	116,848	1,026,637
Maintenance Facility Building Systems	6304	3	29,851	30,747	31,669	32,619	33,598	34,606	35,644	36,713	37,815	38,949	342,211
Senior/Community Center Equip/Furnish - Reallocate	6351	2	0										0
Sr. Center Fleet Vehicles	6352	2	3,819	3,934	4,052	4,173	4,299	4,428	4,560	4,697	4,838	4,983	43,783
CC/Senior Seating and Tables - New	6354	2		3,982	4,101	4,224	4,351	4,482	4,616	4,754	4,897	5,044	40,451
Expenditure Restraint Program (ERP) Aid - Revised	9999	n/a	-750,000	-650,000	-650,000	-650,000	-650,000	-500,000	-500,000	-500,000	-500,000	-500,000	-5,850,000
Capital Property Tax Levy Total			2,434,617	2,644,752	2,726,243	3,058,100	3,213,989	3,553,594	3,845,851	3,845,837	4,011,376	4,139,441	33,473,800

Contribution from Other Entities

Additional Front Line Ambulances - Revised	2309	2	0	0	0	0	0	0	5,000	25,969	26,748	27,550	85,267
Fitchrona Rd (Lacy to Nesbitt)	3492	3	45,000	329,500									374,500
CTH MM (Oregon Rd to USH 12/18) - Revised	3502	3			0								0
CTH D (Sparkle Stone - 450' S of Byrneland) - Rev	3503	4				580,000		3,952,000					4,532,000
Fitchrona Road Stormwater - Revised	4713	6	50,000										50,000
Lake Barney Watershed - Revised	4718	9		300,000									300,000
Recreational Circuit Dunn's Marsh - Revised	6271	5						62,500					62,500
Contribution from Other Entities Total			95,000	629,500	0	580,000	0	4,014,500	5,000	25,969	26,748	27,550	5,404,267

Expenditure Restraint

Expenditure Restraint Program (ERP) Aid - Revised	9999	n/a	750,000	500,000		500,000	650,000	500,000	500,000	500,000	500,000	500,000	4,900,000
Expenditure Restraint Total			750,000	500,000		500,000	650,000	500,000	500,000	500,000	500,000	500,000	4,900,000

Grants/Donations (non-util)

Solar Investment - Revised	1038	3			50,000		50,000						100,000
Transit Shuttle - Revised	3109	3		64,000						79,000			143,000
Street Resurfacing Program - Revised	3319	2		75,000		75,000		75,000		75,000		75,000	375,000
Syene Road (McCoy Road N to City Limit)	3367	3				730,000							730,000
S. Syene (McCoy to Lacy)	3368	2	1,710,000										1,710,000

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Street Lighting - Revised	3479	3	19,500										19,500
Fitchrona Rd (Lacy to Nesbitt)	3492	3		2,628,136									2,628,136
CTH MM (Oregon Rd to USH 12/18) - Revised	3502	3			0								0
Irish Ln (FHR to S. Syene) - Revised	3508	3			400,000	2,400,000							2,800,000
CTH MM Bike Underpass - New	3514	3			432,000								432,000
Tennis/Pickleball Courts - Revised	6263	3	160,000	175,000									335,000
Recreational Circuit Dunn's Marsh - Revised	6271	5						125,000					125,000
Neighborhood Hub Phase 2 - Revised	6273	3							0				0
Kids Crossing Playground	6277	3			375,000								375,000
Rent-to-Own Townhome Endowment Program - Revised	6701	2	200,000										200,000
Grants/Donations (non-util) Total			2,089,500	2,942,136	1,257,000	3,205,000	50,000	200,000	0	154,000		75,000	9,972,636
Other (describe)													
Rent-to-Own Townhome Endowment Program - Revised	6701	2	50,000										50,000
Other (describe) Total			50,000										50,000
Payments From Other Funds													
Hybrid and Electric Vehicles	1042	3	20,000	20,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	120,000
Payments From Other Funds Total			20,000	20,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	120,000
Project Fund Balance Applied													
Website - Revised	1024	3			100,000								100,000
Door Access System	1025	2				200,000							200,000
Video Security System	1035	2			125,000								125,000
Electronic Poll Books	1039	3						105,000					105,000
B&G Fleet Vehicle	1699	3	26,000										26,000
City-Wide AV Equipment - New	1715	3	14,550										14,550
GIS System - Revised	2014	2		0	0								0
GPS System	2016	2						16,800					16,800
Police Equipment - Revised	2198	3	0										0
Air/Light/Rehab Vehicle - Revised	2229	3				0						800,000	800,000
Command Unit - Revised	2239	3					575,000						575,000
SCBA & Related Equipment - Revised	2254	3			156,000		493,000						649,000

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Extrication Equipment	2256	2				75,000							75,000
Police Dispatch Consoles	2601	3	45,000										45,000
CTH MM (Oregon Rd to USH 12/18) - Revised	3502	3			200,000								200,000
CTH MM Bike Underpass - New	3514	3		150,000	324,000								474,000
Large Park Shelters - Revised	6264	3	75,000										75,000
Senior/Community Center Equip/Furnish - Reallocate	6351	2	0										0
CC/Senior Seating and Tables - New	6354	2	15,000										15,000
IT Equipment - Revised	7000	2	104,000	104,000	104,000	104,000	104,000	104,000	104,000	104,000	104,000	104,000	1,040,000
Expenditure Restraint Program (ERP) Aid - Revised	9999	n/a		150,000	650,000	150,000							950,000
Project Fund Balance Applied Total			279,550	404,000	1,659,000	529,000	1,172,000	225,800	104,000	104,000	104,000	904,000	5,485,350
Sale/Trade In (non-hwy, non-util)													
B&G Fleet Vehicle	1699	3	2,000										2,000
Air/Light/Rehab Vehicle - Revised	2229	3				0						90,000	90,000
Command Unit - Revised	2239	3					50,000						50,000
Fire Engines - Revised	2250	2	75,000						100,000				175,000
Sale/Trade In (non-hwy, non-util) Total			77,000			0	50,000		100,000			90,000	317,000
SRF - Cable Fund (transfer)													
Video Delivery System - Revised	1711	2						0	0	0	0	0	0
FACTv Fleet Vehicle Replacement Fund - Revised	1712	3	0	0	0	0	0	0	0	0	0	0	0
SRF - Cable Fund (transfer) Total			0	0	0	0	0	0	0	0	0	0	0
SRF - FACTv Fund Balance Applied													
FACTv Facility & Equipment - Revised	1710	3	0	10,000	20,000								30,000
Video Switchers - Revised	1714	2	0	0	0	0	0	0	0	0	0	0	0
City-Wide AV Equipment - New	1715	3		40,000									40,000
SRF - FACTv Fund Balance Applied Total			0	50,000	20,000	0	0	0	0	0	0	0	70,000
SRF - Fund Balance Applied (Other)													
Rent-to-Own Townhome Endowment Program - Revised	6701	2	3,700,000										3,700,000
SRF - Fund Balance Applied (Other) Total			3,700,000										3,700,000

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
SRF - Library Fund Balance Applied													
City-Wide AV Equipment - New	1715	3	1,000	1,010	1,020	1,030	1,040	1,050	1,061	1,072	1,083	1,094	10,460
Library Outreach Vehicle	5202	2				60,500							60,500
Self-Check Machines	5203	2		85,000									85,000
Conference Room Remodel - New	5205	3	35,000										35,000
SRF - Library Fund Balance Applied Total			36,000	86,010	1,020	61,530	1,040	1,050	1,061	1,072	1,083	1,094	190,960
SRF - Park Improve/ Dedication Fees													
Moraine Edge Park	6244	5						2,000,000					2,000,000
New Park Developments - Revised	6266	3	1,120,000	420,000				800,000					2,340,000
Recreational Circuit Dunn's Marsh - Revised	6271	5						62,500					62,500
SRF - Park Improve/ Dedication Fees Total			1,120,000	420,000				2,862,500					4,402,500
SRF - Refuse and Recycling Fund													
Recycling Drop-Off Site	4652	3	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
SRF - Refuse and Recycling Fund Total			10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
TID - Future													
Latitude 43 Extension - Revised	3507	4				120,000	600,000						720,000
TID - Future Total						120,000	600,000						720,000
TID Borrowing													
Lacy/Seminole Intersect, Lacy E, Seminole N	3495	3		117,000	472,500								589,500
Haight Farm Dr (Lacy to USH 14) - New	3515	3			600,000	3,485,000							4,085,000
Lacy/Seminole Regional Stormwater - Revised	4723	1			1,233,200								1,233,200
TID Borrowing Total				117,000	2,305,700	3,485,000							5,907,700
TID Closure Excess Increment													
Solar Investment - Revised	1038	3	25,000		50,000		50,000						125,000
Hybrid and Electric Vehicles	1042	3	30,000										30,000
City-Wide AV Equipment - New	1715	3	20,450		25,000								45,450
Fleet Maintenance Equipment - Revised	3108	1	50,000										50,000

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Transit Shuttle - Revised	3109	3		16,000									16,000
Traffic Calming Program - Revised	3450	3	137,600	180,000									317,600
Street Lighting - Revised	3479	3	19,500										19,500
Large Park Shelters - Revised	6264	3	375,000										375,000
Community Tree Gravel Beds	6276	3		35,000									35,000
Kids Crossing Playground	6277	3			375,000								375,000
Senior Center Commercial Kitchen - New	6355	4	250,000										250,000
Welcome to Fitchburg Signage - New	6702	3	40,000										40,000
TID Closure Excess Increment Total			947,550	231,000	450,000		50,000						1,678,550
Transfer from General Fund													
Capital Grant Match Funding - New	1045	n/a	680,000										680,000
Video Delivery System - Revised	1711	2					60,000						60,000
City-Wide AV Equipment - New	1715	3				30,000	20,000						50,000
EMS Fleet Vehicles - Revised	2399	2	225,500										225,500
CC/Senior Seating and Tables - New	6354	2	43,000										43,000
Transfer from General Fund Total			948,500			30,000	80,000						1,058,500
Utility - Assessed (sewer)													
Fitchrona Rd (Lacy to Nesbitt)	3492	3		0									0
Syene Interceptor Extension - Revised	4638	3	577,500										577,500
Utility - Assessed (sewer) Total			577,500	0									577,500
Utility - Assessed (storm)													
Storm Sewer on Florann Drive and Lyman Lane	4726	3								90,000			90,000
Utility - Assessed (storm) Total										90,000			90,000
Utility - Assessed (water)													
Fitchrona Rd (Lacy to Nesbitt)	3492	3		0									0
Irish Lane Water Main - Revised	4802	3				100,000							100,000
Utility - Assessed (water) Total				0		100,000							100,000

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Utility - Borrowing (sewer assess)													
Syene Interceptor Extension - Revised	4638	3						135,000	1,350,000				1,485,000
Utility - Borrowing (sewer assess) Total								135,000	1,350,000				1,485,000
Utility - Borrowing (storm)													
Fitchrona Rd (Lacy to Nesbitt)	3492	3		704,400									704,400
Upsize Schumann Drive Storm Sewer - Revised	4719	4		824,000									824,000
Utility - Borrowing (storm) Total				1,528,400									1,528,400
Utility - Grants/Donations													
Fitchrona Road Stormwater - Revised	4713	6	400,000										400,000
Lake Barney Watershed - Revised	4718	9		0									0
Flooding North of Dunn's Marsh - Revised	4725	6	400,000										400,000
Nine Springs Creek Restoration (Golf Course)	4727	4		22,500	300,000								322,500
Utility - Grants/Donations Total			800,000	22,500	300,000								1,122,500
Utility - Impact Fees													
Herman Road Realignment/Extension	3365	5						17,500	175,000				192,500
Fitchrona Rd (Lacy to Nesbitt)	3492	3		50,000									50,000
Well 12 and Pump House - Revised	4518	2	1,300,000										1,300,000
Well 13 and Pump House - Revised	4519	3				150,000	270,000	2,700,000					3,120,000
Water Tower D - Revised	4532	2	1,600,000										1,600,000
Main Oversize/Service Insulation/Hydrants	4632	3	46,371	47,762	49,195	50,671	52,191	53,756	55,369	57,030	58,741	60,503	531,589
Irish Lane Water Main - Revised	4802	3			20,000	320,000							340,000
Utility - Impact Fees Total			2,946,371	97,762	69,195	520,671	322,191	2,771,256	230,369	57,030	58,741	60,503	7,134,089
Utility - Rates (sewer)													
GIS System - Revised	2014	2		0	0	1,500		0			1,500		3,000
GPS System	2016	2						11,200					11,200
Street Resurfacing Program - Revised	3319	2	37,000	38,000	40,000	42,000	43,000	45,000	47,000	48,000	50,000	52,000	442,000

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Fitchrona Rd (Lacy to Nesbitt)	3492	3		270,000									270,000
Water/Sewer Equipment - Revised	4598	2	27,600	6,400	0	110,590	75,200	0	518,500	0	0	4,000	742,290
Fitchrona Rd Sanitary Sewer Lining - New	4643	3		108,000									108,000
Lift Station Equipment - New	4699	2	21,100	21,733	22,385	23,057	23,748	24,461	25,195	25,950	26,729	27,531	241,889
Customer Water Meters - Revised	4805	2	32,500	33,475	34,479	35,514	36,579	37,676	38,807	39,971	41,170	42,405	372,576
PLC/Radios - New	4806	2	26,000										26,000
AMI/Meters - New	4807	2								50,000	500,000	300,000	850,000
Utility - Rates (sewer) Total			144,200	477,608	96,864	212,661	178,527	118,337	629,502	163,921	619,399	425,936	3,066,955

Utility - Rates (stormwater)

GIS System - Revised	2014	2		0	0	1,500		0			1,500		3,000
GPS System	2016	2						16,800					16,800
Street Resurfacing Program - Revised	3319	2	98,182	99,217	101,254	103,291	104,330	106,370	108,411	109,453	111,495	113,537	1,055,540
Herman Road Realignment/Extension	3365	5						20,000	200,000				220,000
S. Syene (McCoy to Lacy)	3368	2	226,000										226,000
Fitchrona Rd (Lacy to Nesbitt)	3492	3	45,000										45,000
Stormwater Pond Dredging and Retrofits	4702	2	215,000	220,000	225,000	230,000	235,000	240,000	245,000	250,000	255,000	260,000	2,375,000
Traceway Drive Storm Sewer Reroute - Revised	4711	3				37,000	395,000	0					432,000
Fitchrona Road Stormwater - Revised	4713	6	50,000										50,000
Drainage and Flooding Improvements	4714	3	40,575	41,792	43,046	44,337	45,667	47,037	48,448	49,902	51,399	52,941	465,144
Lake Barney Watershed - Revised	4718	9	75,000	300,000									375,000
Lacy/Seminole Regional Stormwater - Revised	4723	1		80,000	78,700								158,700
Flooding North of Dunn's Marsh - Revised	4725	6	245,000										245,000
Storm Sewer on Florann Drive and Lyman Lane	4726	3								90,000			90,000
Nine Springs Creek Restoration (Golf Course)	4727	4		22,500	300,000								322,500
Stormwater Equipment	4798	2	25,000	0	38,000	0	42,500	0	290,000	0	0	0	395,500
Utility - Rates (stormwater) Total			1,019,757	763,509	786,000	416,128	822,497	430,207	891,859	499,355	419,394	426,478	6,475,184

Utility - Rates (water)

GIS System - Revised	2014	2		0	0	1,500		0			1,500		3,000

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
GPS System	2016	2						11,200					11,200
Street Resurfacing Program - Revised	3319	2	37,000	38,000	40,000	42,000	43,000	45,000	47,000	48,000	50,000	52,000	442,000
Fitchrona Rd (Lacy to Nesbitt)	3492	3		15,000									15,000
Well 7/PRV Improvements and Well 8 Abandon - New	4520	2	225,000										225,000
SCADA	4522	2	30,000					30,000					60,000
Water Tower Repainting	4525	3	20,000	250,000	230,000			20,000	230,000				750,000
Water Tower D - Revised	4532	2	200,000										200,000
Water/Sewer Equipment - Revised	4598	2	27,600	6,400	0	110,590	75,200	0	1,000	0	2,500	4,000	227,290
Main Oversize/Service Insulation/Hydrants	4632	3	46,371	47,762	49,195	50,671	52,191	53,757	55,370	57,031	58,742	60,504	531,594
Well Maintenance - Revised	4633	3	40,000	0	60,000	0	160,000	0	230,000	130,000	140,000	160,000	920,000
Tower Hill Water Main	4803	3	88,400	679,600									768,000
Customer Water Meters - Revised	4805	2	482,500	33,475	34,479	35,514	36,579	37,676	38,807	39,971	41,170	42,405	822,576
PLC/Radios - New	4806	2	234,000										234,000
AMI/Meters - New	4807	2								50,000	500,000	300,000	850,000
Utility - Rates (water) Total			1,430,871	1,070,237	413,674	240,275	366,970	197,633	602,177	325,002	793,912	618,909	6,059,660
GRAND TOTAL			44,386,657	15,229,876	12,386,931	15,544,142	7,914,064	16,773,832	15,733,913	5,826,453	8,850,420	7,331,630	149,977,918

Proposed TIF Project Cost Estimates

City of Fitchburg, Wisconsin						
Tax Increment District # 9						
Estimated Project List (Includes Amendment #1 and Amendment #2)						
Project ID	Project Name/Type	Sub Zero Costs 2016 Amendment #1	Sub Zero Costs 2016 Amendment #1 1/2 mile costs	2019 Amendment #2	2019 Amendment #2 1/2 mile costs	Total (Note 1)
	Land Acquisition	2,050,000				2,050,000
	Road Access	490,000				490,000
	Utilities Extension	750,000				750,000
	Engineering & Permitting	17,525				17,525
	Demo & Reconstruct Cul de Sacs	60,000				60,000
	Retention Pond	410,000				410,000
	Parking lots	1,550,000				1,550,000
	Engineering Services	263,900				263,900
	Municipal Fees	72,323				72,323
	Grading and other Site Work	3,008,000				3,008,000
	Stormwork	600,000				600,000
	Stormwater Land Acquisition	1,000,000				1,000,000
	Road Construction	3,031,000				3,031,000
	Stormwater Pond Relocation within 1/2 Mile		300,000			300,000
	Marketplace Dr. N. within 1/2 Mile		517,000			517,000
	Marketplace Dr. S. within 1/2 Mile		831,000			831,000
	Sub-Zero Parkway within 1/2 Mile		599,000			599,000
1	Commerce Park Drive Extension (Promega development incentive)			1,318,000		1,318,000
2	Lacy Rd - West of Seminole inside TID (Promega Development Incentive)			3,186,000		3,186,000
3	Lacy Rd - West of Seminole within 1/2 mile				658,000	658,000
4	Lacy Rd - East of Seminole within 1/2 mile				928,000	928,000
5	Seminole Hwy - North of Lacy inside TID			1,791,000		1,791,000
6	Seminole Hwy - North of Lacy within 1/2 mile				250,000	250,000
7	Seminole Hwy- South of Lacy within 1/2 mile				405,000	405,000
8	Roundabout @ Lacy/Seminole			1,251,000		1,251,000
9	Stormwater Ponds Associated w/ Roads			1,049,000		1,049,000
10	Regional Stormwater Study & Design			225,000		225,000
11	Regional Stormwater Management			2,393,000		2,393,000
12	New Road Toward Quarry Vista			771,000		771,000
13	Development Incentive Sub Zero (subject to final development agreement)			5,500,000		5,500,000
14	Development Incentive Promega (subject to final development agreement)			9,300,000		9,300,000
Total Projects		13,302,748	2,247,000	26,784,000	2,241,000	44,574,748
LESS:						
	TEA Grant	(1,000,000)				(1,000,000)
	WEDC Grant / Loan	(2,750,000)				(2,750,000)
Less Developer Funding		(6,302,748)				(6,302,748)
TID PARTICIPATION/ELIGIBLE COSTS		3,250,000	2,247,000	26,784,000	2,241,000	34,522,000
Total Original & Amendment #1 Costs			5,497,000			5,497,000
Total Amendment #2 Costs					29,025,000	29,025,000
TOTAL COSTS						34,522,000
Notes:						
Note 1 Project costs are estimates and are subject to modification						

SECTION 8:

Detailed List of Estimated Project Costs

The original project plan and amendment #1 identified \$55.1 million of total expenditures of ("Project Costs").

City of Fitchburg, WI			
Tax Incremental Finance District #10			
Original & Amendment #1 Project List			
Project Name/Type	Original Project Plan	Amendment #1	Total
1911 Pike Dr. Purchase and Acquisition Costs	1,450,000		1,450,000
Demolition of 1911 Pike Dr.	125,000		125,000
Road Construction (including sidewalk, storm sewer, signals, water & sewer utility improvements within district and within 1/2 mile of district including but not limited to Pike Dr extension and Fish Hatchery Rd Intersection	1,235,000		1,235,000
Professional fees	110,000		110,000
Site Preparation	60,000		60,000
Potential Additional Earthwork	100,000		100,000
TID Admin Costs	50,000	260,000	310,000
Capitalized Interest	240,000		240,000
Street Improvements			
a. Pike Drive Extension (East)		3,000,000	3,000,000
b. Fish Hatchery Reconstruction		13,318,952	13,318,952
c. Access Easement or Street		1,560,400	1,560,400
d. Traceway Drive Extension		3,341,000	3,341,000
1/2 Mi Radius (Fish Hatchery road & utilities)		2,000,000	2,000,000
Development Incentives			
a. EJ Plesko Senior Apartments (does not include interest)		3,100,000	3,100,000
b. Other Developers (remediation, structured parking, demolition and site preparation, relocation, safety and security, onsite and offsite infrastructure, land acquisition/assembly)		25,000,000	25,000,000
Professional Services			
a. Visioning for Corridor		100,000	100,000
b. Fish Hatchery Project Manager & Marketing		75,000	75,000
c. Redevelopment RFP		30,000	30,000
Total Projects Original Plan & Amendment #1	3,370,000	51,785,352	55,155,352

developer incentives to determine if it is feasible for the District to support the proposed costs.

City of Fitchburg, WI					
Tax Incremental Finance District #10					
Project List - Amendment #2					
Map ID	Project Name/Type	Estimated Year	1/2 Mile Radius	Total Cost	TID Cost
Throughout district	Site Specific Visioning & Implementation	TBD	No	150,000	150,000
Throughout district	Development Incentives and/or funding to CEDA	TBD	No	5,000,000	5,000,000
B	Bryant Road Planning & Analysis	2024	No	50,000	50,000
B	Bryant Road Engineering	2025	No	300,000	300,000
B	Bryant Road Reconstruction	2026	No	1,500,000	1,500,000
A	Storm Water Management	2026	No	75,000	75,000
D	Bus Rapid Transit System upgrades & improvements	2025	No	750,000	750,000
D	Bus Rapid Transit System upgrades & improvements	2025	Yes	750,000	750,000
C	Wayfinding/placemaking - lighting, streetscapes, landscaping, kiosks, signage, bus shelter		Yes	32,200	32,200
Throughout district	TID Admin. & Professional Services Costs		No	477,476	477,476
Total Projects Amendment #2				9,084,676	9,084,676

Proposed TIF Project Cost Estimates

City of Fitchburg, Wisconsin						
Tax Increment District # 11 @ Edge Live/work Mixed Use Development by Torque Co.						
Estimated Project List						
			PAYGO		City Funded	
			Phase I		Phase I	
			2018		2018	Total (Note 1)
Project ID	Project Name/Type					
1	Earthwork		3,733,550			3,733,550
2	Onsite Utilities		1,141,816			1,141,816
3	Stormwater		695,623			695,623
4	Onsite Roadway		930,308			930,308
5	Onsite Contingency		650,130			650,130
6	Onsite Engineering		214,500			214,500
Sub-Total			7,365,927			7,365,927
7	Roadway Improvements CTH MM (1/2 Mi)		500,000			500,000
7A	10% Contingency		50,000			50,000
7B	Off Site Engineering Fee		62,151			62,151
8	Watermain (1/2 Mi Radius) TID 11 Share				271,000	271,000
9	Sanitary Sewer Costs (TID 11 Share)				247,500	247,500
Less	WEDC Grant		(500,000)			(500,000)
10	Developer Incentive Grant for Finance GAP		3,056,474			3,056,474
Total Projects			10,534,552		518,500	11,053,052
Notes:						11,053,052
Note 1	Project costs 1- 7 are estimates from Developer (Torque) and are subject to further review. Project costs 8,9 are estimates from the City.					
						Version 7

Proposed TIF Project Cost Estimates

City of Fitchburg, Wisconsin					
Tax Increment District # 12 (Promega Project)					
Estimated Project List					
Project ID	Project Name/Type	Phase I 2019	Phase II 2020	Phase III 2022	Total (Note 1)
	Development Incentive				
1	Structured Parking (est. \$6,000,000)				0
2	Energy Efficiency Systems Costs (est. \$5300,000)				\$0
3	Relocation (est. \$300,000)				
	Total Development Incentive within District	\$11,300,000			\$11,300,000
	Projects within 1/2 Mi of District				0
3	Fahey Glenn Connection to Lacy Rd	1,000,000			1,000,000
4	Reconst. Roundabout E Cheryl Pkwy	1,100,000			1,100,000
5	Sidewalks and Traffic Calming on E Cheryl Pkwy	600,000			600,000
6	Mill & Resurface E Cheryl Pkwy	500,000			500,000
	Total within 1/2 Mi.	3,200,000			3,200,000
					0
7	E Cheryl Lighting Retrofit		160,000		160,000
8	E Cheryl Lighting Completion			160,000	160,000
Total Projects		14,500,000	160,000	160,000	14,820,000
Notes:					
Note 1 Project costs are estimates as provided by Promega in its proposal of 4/18/18 & Email of 5/22/18 from C. Yarbro.					
Version 4					

City of Fitchburg, Wisconsin

Tax Increment District # 13

Original Project Plan List

Original
Project Plan

Project Name/Type

East Cheryl (330'), Path (2600') & Boardwalk (450')

Construction road and utilities	437,900
Right of Way (0.37 acres)	22,200
City of Fitchburg Staff Admin/inspection	17,500
Geotechnical	1,250
Design	65,700
Electrical piles & luminaries	30,000
MGE install light poles	12,000
Subtotal	586,550

Greenmarket (790')

Construction road and utilities	766,400
Right of Way (0.37 acres)	63,600
City of Fitchburg Staff Admin/inspection	30,700
Geotechnical	4,000
Design	115,000
Electrical piles & luminaries	10,000
MGE install light poles	4,000
Subtotal	993,700

Golden Gate (480')

Construction road and utilities	455,900
Right of Way (0.37 acres)	26,400
City of Fitchburg Staff Admin/inspection	18,200
Geotechnical	4,000
Design	68,400
Electrical piles & luminaries	10,000
MGE install light poles	4,000
Subtotal	586,900

Nine Springs Lots

Construction road and utilities	388,501
City of Fitchburg Staff Admin/inspection	15,540
Geotechnical	750
Design	29,138
Subtotal	433,929

0.5 mile radius projects

Golden Gate (480')

Construction road and utilities	259,600
Right of Way (0.37 acres)	19,200
City of Fitchburg Staff Admin/inspection	10,400
Geotechnical	4,000
Design	38,900
Electrical piles & luminaries	10,000
MGE install light poles	4,000
Subtotal	346,100

TID Eligible 50%

173,050

OL 13 Bile Path

Construction road and utilities	184,900
City of Fitchburg Staff Admin/inspection	7,400
Geotechnical	750
Design	27,700
Subtotal	220,750

Development Incentives

Phoenix	2,100,000
Onsite Infrastructure	3,000,000
Parking Structure	5,000,000
Development incentives (sustainability, underground parking)	10,000,000

Planning, Legal, Administration

500,000

Total Projects

23,594,879

City of Fitchburg, Wisconsin

Tax Increment District # 13

Amendment #1 Project List

Project Name/Type	Added Costs	
	Amendment #1	
Environmental Analysis & Remediation of Gerlach & Perkins Oil Sites	750,000	
Soil/Ground Water Remediation/Dewatering/Geotechnical Subsurface Conditions	500,000	
Development Incentives	10,000,000	
(Mixed use, Structured/Underground Parking, Sustainability, Town Square & Placemaking Amenities, Streets, Electric Poles and Illuminaries etc.)		
0.5 mile radius projects		
East Cheryl Parkway & Syene Road intersection (total cost is \$833,333 60% is TID eligible)	500,000	
TOTAL AMENDMENT #1	11,750,000	
ORIGINAL PLAN & AMENDMENT #1 TOTAL	35,344,879	

City of Fitchburg, Wisconsin

Tax Increment District # 14

Estimated Project List

Project ID	Project Name/Type ^{1 2}	Phase I 2023/2024	Future Phases	1/2 mile Radius	Ongoing Costs	Total
A	Interceptor Sewer	1,476,000				1,476,000
B	Nobel Drive Extension	7,678,000				7,678,000
C	Haight Farm Road	3,685,000		400,000		4,085,000
D	Nobel Drive Extension Phase 2		5,580,000	1,000,000		6,580,000
E	Secondary Access		978,000			978,000
F	East Road		3,108,000			3,108,000
G	Blaney Road		3,536,000			3,536,000
H	East-West Road		2,151,000			2,151,000
I	Interceptor Sewer Phase 2		939,392			939,392
Throughout district	Administrative, Legal, and Planning Costs				500,000	500,000
Throughout district	Pay-as-you Development Incentives to be determined ³		3,000,000			3,000,000
Total Projects		12,839,000	19,292,392	1,400,000	500,000	34,031,392

Notes:

1. The City can either pay for these projects costs through City financing, reimburse these costs through a developer incentive, or require a developer to pay the full cost (or a combination of these approaches). All costs listed are TID eligible, subject to a financing approach that fits each prospective development and a "but for" analysis.
2. The City can reallocate costs between these projects without amending the project plan.
3. This is an allowance for non-infrastructure related developer incentives. Subject to proforma review, "but for" analysis, and a development agreement with the City.

City of Fitchburg, Wisconsin

Tax Increment District #16

Estimated Project List

Project ID	Project Name/Type	Total Cost	Total TID Cost	Total Non-TID Cost	1/2 Mile	Projected Year
Street Projects						
B	Extension of Latitude 43 Drive, including sidewalks & driveway apron	14,000	14,000		No	2027 or 2028
D	Design & Reconstruction of Maloney Drive	1,200,000	1,200,000		No	2024 or 2025
Throughout district	Development Incentives/CEDA Contribution	15,000,000	15,000,000		No	TBD
Throughout district	Neighborhood Plan Market Analysis and update	125,000	62,500	62,500	No	2025
C	Wayfinding/placemaking - lighting, streetscapes, landscaping, kiosks, signage, banners & bus shelter	100,000	100,000		Yes	2025
A	Multi-use path from McCoy to Capital City Trail design & construction	1,650,000	825,000	825,000	Yes	2027 or 2028
B	Design & Construction of Latitude Extension to Pheasant Ridge Trail	720,000	720,000		Yes	2027 or 2028
E	Storm Water improvements on Pheasant Ridge Trail, north of Deer Valley Road	100,000	100,000		Yes	2027 or 2028
Throughout district	TID Administrative and professional services costs	725,000	725,000			
Total		19,634,000	18,746,500	887,500		

City of Fitchburg, Wisconsin

Tax Increment District #17

Estimated Project List

Project ID	Project Name/Type	Total TID Cost	1/2 mile	Projected Year
B	Anton Drive Planning & Engineering	600,000	No	2026
B	Anton resurfacing	420,000	No	2027
B	Anton bike lanes	13,000	No	2027
A	Roundabout (Anton & Fitchrona)	1,000,000	No	2027
F	Reserve r/w and add a right turn lane on Kapec for Fitchrona. Remove and replace existing sidewalk to accommodate new turn lane	50,000	No	2027
B	Add sidewalk along the east side of Anton, between Williamsburg Way and King James	100,000	No	2027
B	Add sidewalk to both sides of King James between Anton and Kapec	140,000	No	2027
Throughout District	Development Incentives/CEDA Contribution	20,000,000	No	TBD
Throughout District	TID Administrative & Professional Services Costs	725,000	No	
E	Bury/move powerlines on Certco	975,000	No	2033
Throughout District	Wayfinding/Placemaking - lighting, streetscapes, landscaping, kiosks, signage, bus shelter	65,000	No	2024
Throughout District	Anton Neighborhood Plan Market Study & Update	35,000	No	2025
D	100' ft lane taper for left turn from McKee to Fitchrona	100,000	Yes	2025
D	Add wide sidewalk (assume 8') along the north side of McKee, between the western City limits and Fitchrona	65,000	Yes	2027
D	Widen existing sidewalk along the north side of McKee, between Fitchrona and Kapec	150,000	Yes	2027
C	Add multi-use path along Wingra's west property line and a portion of Wingra's north property line	100,000	Yes	2027
Total Projects		24,538,000		

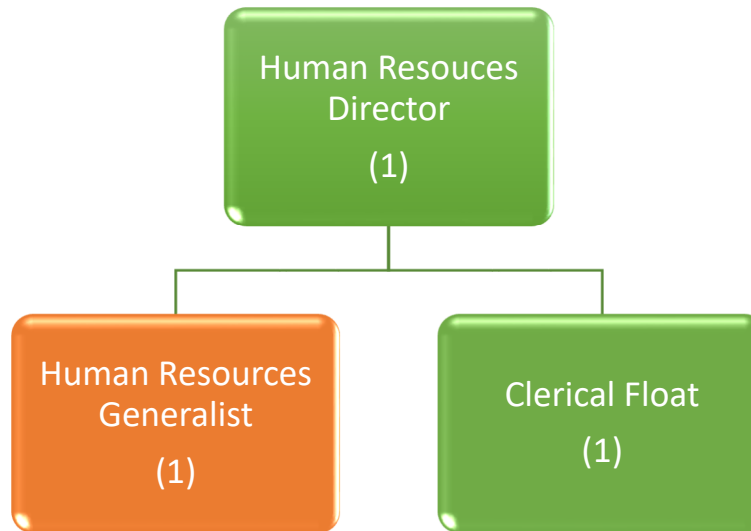
2024 BUDGET EXPENDITURE DETAIL

Department: Insurance/Risk Management (Fund 710)

INSURANCE EXPENSE			
-510	Boiler/ Equipment Breakdown Insurance		\$6,100 – Equipment Breakdown 2023 \$5,200 2024 \$6,100
-511	Property Insurance		\$87,300 – Building, Contents, Property in the Open (PITO) \$9,435 – Contractor's Equipment \$85 – Foot Bridges 2023 \$86,450 2024 \$96,820
-512	Liability Insurance – General		\$86,560 – General Liability \$2,700 – Excess Liability/Umbrella \$400 – Volunteer Blanker Accident \$7,600 – Employment Practices \$1,000 - Crime 2023 \$106,265 2024 \$98,260
-514	Automobile Insurance		\$36,775 - City-wide automobile insurance 2023 \$35,270 2024 \$36,775
-550	Liability Losses Retained – Public Safety	Self-Insured Retention (SIR), similar to a deductible	Note: all budgeted as general, but will pay claims out of appropriate account 2023 \$-0- 2024 \$-0-
-551	Liability Losses Retained – Highway	Self-Insured Retention (SIR), similar to a deductible	Note: all budgeted as general, but will pay claims out of appropriate account 2023 \$-0- 2024 \$-0-
-552	Liability Losses Retained – Utilities	Self-Insured Retention (SIR), similar to a deductible	Note: all budgeted as general, but will pay claims out of appropriate account 2023 \$-0- 2024 \$-0-
-553	Liability Losses Retained – Library	Self-Insured Retention (SIR), similar to a deductible	Note: all budgeted as general, but will pay claims out of appropriate account 2023 \$-0- 2024 \$-0-
-554	Liability Losses Retained – Other Special Revenue Funds	Self-Insured Retention (SIR), similar to a deductible	Note: all budgeted as general, but will pay claims out of appropriate account 2023 \$-0- 2024 \$-0-
-555	Liability Losses Retained – General	Self-Insured Retention (SIR), similar to a deductible	\$90,000 – budgeted for all SIR across all functions Note: insurance policy is \$37,500 / claim 2023 \$90,000 2024 \$90,000
-595	Workers Compensation Insurance		\$331,078 – Existing employees \$9,822 – New staffing proposals included Note: includes 1.05 mod factor 2023 \$298,660 2024 \$340,900
-596	Unemployment Insurance		2023 \$-0- 2024 \$-0-
-599	Volunteer Firefighter Accident and Health Insurance		\$9,000 – Fire fighter accident insurance 2023 \$7,000 2024 \$9,000

Department Mission:

The mission of the Fitchburg Human Resources Department is to recruit, develop and retain a diverse, talented and engaged workforce to support the City in moving forward.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Human Resources Director	-	-	-	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	-	-
Human Resources Generalist	-	-	-	.80	1.00
Human Resources Specialist	.80	.80	.80	-	-
Clerical Float Administrative Assistance	-	-	1.00	1.00	1.00

Major Responsibilities & Services Provided:

- Recruitment and selection activities for all City Departments and positions.
- Benefits and compensation administration including job classification.
- Policy development and interpretation.
- Legal compliance and reporting.
- Collective bargaining.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Requisitions Received (Recruitments)	39	55	89	70	80
Applications Received	959	947	1,121	1,050	1,086
Interviews Administered	216	332	446	400	423
Hires	36	65	89	80	85
Employee Turnover	8%	14%	19%	10%	11%
Worker's Comp – Mod Factor	.85	.85	.85	.85	.90

Significant Accomplishments in 2023:

- Developed the City's mission, vision and core values update with the City's core team and with all staff input
- Coordinated with Baker Tilly to perform the City's Organizational Review and Staffing Study
- Implemented an Employee Referral Bonus Program for sworn law enforcement
- Coordinated the recruitment and selection of the City's first Deputy City Administrator
- Implemented Police Department Retention Payments and Onboarding Stipend program.

Notable Initiatives for 2024:

- Creation and implementation of a summer youth job shadowing program open to high school aged youth in the community to get unpaid job shadowing opportunities. The purpose of such a program is to expose youth to opportunities in local government.
- Use NeoGov Attract to hold hiring campaigns and enhance Fitchburg's hiring practices to attract new applicants for City positions.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$235,738	\$303,909	\$135,076	\$323,984	\$342,491	\$38,582
Contractual Services	62,261	56,755	31,231	56,755	70,815	14,060
Operating Expenses	4,885	7,570	5,490	7,650	7,935	365
Allocated Costs	15,076	18,690	9,409	18,755	19,720	1,030
Transfers to Other Funds	-	-	-	-	-	-
Total	\$317,960	\$386,924	\$181,206	\$407,144	\$440,961	\$54,037

Significant Budget Changes from 2023 to 2024:

- Added 2.5% cost-living-adjustment (COLA) on permanent, non-union employee pay plan and the Hourly/Limited Term/Seasonal & Intern pay plan.
- Added 1% pay for performance base for permanent, non-union employees that are within the merit range of the pay plan.
- Increased paid-on-call/paid-on-premise minimum pay rate (before certifications) from \$9 / hour to \$12 / hour (PBP#47).
- Health insurance premiums paid by City increased 7.3% for single plans (from \$710/month to \$762/month) and 7.2% for family plans (from \$1,747/month to \$1,873/month).
- Wisconsin Retirement System (WRS) pension rates increased 1.5% for general employees (from 6.8% of wages to 6.9% of wages) and 8.3% for protective employees (from 13.22% of wages to 14.32% of wages). The total cost of pension contributions change as a result of both rate changes and wage changes.
- Workers compensation insurance premiums increased approximately \$45,000 due to an increase in the mod factor from .9 to 1.05 budgeted.
- Added the Attract module of NeoGov. Attract is a candidate relationship manager providing tools to capture candidate leads, manage relationships, automate communications and measure recruiting data. The cost is \$9,037 for the annual license fee plus \$6,000 for a one time setup/training fee for a total of \$15,037.
- Increased HR Generalist position from .8 FTE to 1.0 FTE (PBP#11).

2024 BUDGET EXPENDITURE DETAIL

Department: **Human Resources (100-5143-)**

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures			
CONTRACTUAL SERVICES						
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$825 – Carlson Dettmann reclassification studies \$50 – Labor Poster Compliance \$750 – ACA filing			
			2023	\$1,625	2024	\$1,625
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers				
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.	\$13,150 – Perform annual license \$1,405 – SSO Integration annual fee \$490 -Text Messaging Candidates \$15,040 – Attract annual license and one time setup fee Insight annual license (paid by CVMIC) Onboard annual license (paid by CVMIC)			
			2023	\$14,370	2024	\$30,085
-250	Recruitment & Testing – general	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	\$2,100 – Recruitment Ads \$500 – Criminal Background Checks \$400 – FutureQuest event \$320 – Hearing Conservation Program \$600 – Bilingual testing (8 @ \$75) \$720 – Recruitment and testing for new staffing proposals			
			2023	\$5,275	2024	\$4,640
-251	Recruitment & Testing – Police	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	\$10,500 – Medical Testing including physicals, drug testing, psychological and PEP. (Note: one officer's total background is \$1,376) \$2,850 – Hearing Conservation Program \$450 – Bilingual testing (6 @ \$75) \$810 – Recruitment and testing for new staffing proposals			
			2023	\$15,480	2024	\$14,610
-252	Recruitment & Testing – Fire	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	\$1,500 – Recruitment Ads \$2,000 – Selection/Testing \$2,000 – Medical Testing \$2,640 – Hearing Conservation Program \$300 – Bilingual testing (4 @ \$75) \$1,600 – Recruitment and testing for new staffing proposals			
			2023	\$10,190	2024	\$10,040
-253	Recruitment & Testing – Streets	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	\$250 – Recruitment Ads \$50 – Background Checks \$50 – Selection/Testing \$200 – Pre-Employ Medical Testing \$450 – Random (CDL) Testing \$740 – Hearing Conservation Program \$75 – Bilingual testing (1 @ \$75)			
			2023	\$1,815	2024	\$1,815

2024 BUDGET EXPENDITURE DETAIL

-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$4,900 – Employee Assistance Program \$3,100– Flexible Spending Account Administration
			2023 \$8,000 2024 \$8,000
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$100 – Recruitment Postage \$250 – Toner \$150 – Miscellaneous Office Supplies
			2023 \$500 2024 \$500
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$210 – NPELRA \$244 – National SHRM \$120 – GMA SHRM
			2023 \$550 2024 \$575
-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.	\$2,100 – NPELRA or SHRM National Conference \$130 – WPELRA State Conference in Madison \$700 – SHRM State Conference (Generalist) \$700 – SHRM State Conference (Float)
			2023 \$3,300 2024 \$3,630
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	\$230 – 350 miles @ \$.66/mile
			2023 \$220 2024 \$230
-335	Vehicle Expense	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.	\$1,000 - Employee Badging Supplies
			2023 \$1,000 2024 \$1,000
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. Detail of this account to be submitted with budget proposal.	\$2,000 - Equipment to satisfy necessary accommodation requests
			2023 \$2,000 2024 \$2,000
-505	Leases and Rentals	Leases and Rentals of facilities and equipment	

2024 PERSONNEL SUMMARY

Department: Human Resources

E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Perma nent FT/PT FTE	On Call/ Seaso nal/ LTE Hours	Overtim e Hours
E	Sarah Olson	HR Director	08/06/2018 (in position 1/23/23)	2,080		
N# 11	Amy Tracy	HR Generalist	07/24/2012 (in position 1/23/23)	1,664+ 416 =2,080		
E	Sarah Masa- Myers	Clerical Float Administrative Assistant	3/2/20 (In position 03/21/2022)	2,080		
	TOTAL ALL PAGES			5,824+ 416 =6,240		

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 11
Department:	Human Resources	
Position Title:	Increase FTE for Human Resources Generalist – from 0.8 FTE to 1.0 FTE	
Job Functions:	Job description attached. Potential Results of Increasing FTE In addition to filling vacancies due to retirements, we have experienced a steady trend of turnover from employees gaining employment elsewhere. Human Resources has a need to not only start succession planning but to work on employee retention efforts to keep our talented workforce. It’s increasingly important to perform outreach and be visible in the community with recruitment efforts in order to diversify our workforce. In addition, in 2022, the HR Generalist began taking on the administration of Family and Medical Leave (FMLA). FMLA usage has increased and only increases as we grow as an employer. Administration of FMLA includes meeting with the employee to explain FMLA, getting out applicable legal notices out within the specified timeframe, communication with the department head and ongoing communication with the employee regarding their remaining leave time and any return-to-work considerations.	
Brief Justification:	Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below. The need for additional hours in the Human Resources department can best be demonstrated by the following graphs. This first graph shows the number of requisitions received each year. A requisition is essentially a “request for service,” and in most cases results in the beginning of a new recruitment and selection process. As of May 31, 2023, we had processed 30 requisitions for the year already. As our workforce ages and we continue to see more retirements, the number of requisitions will only increase. Please note 2020 was an anomaly with the pandemic. The number of hires per year is also a key indicator in the workload of the department. The following chart shows the number of hires per year. As of May 2023, this number is already at 53 new hires, which was almost the <i>total</i> number of new hires 2019 and 2021 alone. With the majority of the recruitment responsibilities falling on the HR Generalist, the need for additional hours continues to rise.	

Requisitions

Year	Requisitions
2012	29
2013	35
2014	56
2015	44
2016	57
2017	55
2018	65
2019	66
2020	39
2021	55
2022	89

Hires

Year	Hires
2012	45
2013	53
2014	61
2015	72
2016	69
2017	69
2018	55
2019	88
2020	36
2021	65
2022	89

City of Fitchburg							Proposal #	
2024 Operating Budget Personnel Budget Proposal							11	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Since the HR Generalist was created in 2010, the position saw an FTE increase in 2018 from .50 FTE (20 hours per week) to .65 FTE (26 hours per week). In 2021, the position went from .65 FTE to .8 FTE (32 hours per week).							
	We have tried to function with the position only working 32 hours per week, but we are at a point where it's effecting our ability to perform true talent acquisition and retention strategies. The current incumbent is willing and able to take on the additional hours.							
	According to Baker Tilly's preliminary organizational study results, they recommend 3.4 HR employees for our 193 1.0 FTE's. Industry benchmarks from the Society for Human Resources Management (SHRM) and a Workforce Analytics evaluation indicated the average HR to employee ratio was about 3.40 for employers with 1-250 FTE's.							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).								
		2007	2012	2018	2019	2020	2021	2022
	Requisitions	25	29	65	66	39	55	89
	New hires	30	45	55	88	36	65	89
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study							
	Position Requests Submitted by Department, in priority order: 1) Increase FTE for Human Resources Generalist – from 0.8 FTE to 1.0 FTE 2) New HR Intern 3) New Talent Acquisition Specialist 4) New Senior HR Generalist							

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$18,954	\$18,954	\$	\$
Non Personnel Recurring Costs	\$	\$	\$	\$
Non Personnel One-Time Costs	\$	\$	\$	\$
Total Year One Costs	\$18,954	\$18,954	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	2080 (Previously 1664)	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade G	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	Same	Training	Same	Dues	Same
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	Same	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	None	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Job Title: Human Resources Generalist
Department: Human Resources
Division: N/A
Salary Grade: Non Represented, G
Created: 02/2012

Reports To: Human Resources Director
FLSA Status: Non-Exempt/.80 FTE
EEO Code: Paraprofessional
Employee Group: General
Last Revision: 08/2022

Position Summary:

Under the direction of the Human Resources Director, this is responsible professional human resources work in the development and implementation of recruitment and selection processes, the coordination and administration of employee benefits, the development and implementation of retention strategies, the development of diversity and inclusion initiatives and other related professional human resource activities and functions. Work involves handling a variety of confidential documents and information and the incumbent is expected to exercise the highest level of judgement and discretion regarding this information. There is frequent interaction with department heads, employees and the general public. Strong organizational skills and the ability to maintain confidentiality is of importance.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:

- Lead and coordinate recruitment and selection activities. Work with department heads on deciphering needs and developing individual recruitment plans using an equity lens to review responsibilities, minimum qualifications, required licenses/certifications and physical requirements.
- Create and maintain a database that tracks changes resulting from reviewing job openings through an equity lens. Pull reports and analyze the impacts of changes in comparison to the applicant flow reports in NeoGov. Make recommendations for improvements to recruitment strategies.
- Manage the NEOGOV online application system. Prepare postings and advertisements.
- Work closely with the department head on establishing a diverse list of advertisement sources. Screen candidates on minimum qualifications. Work closely with department head on development of interview questions and benchmarks and the establishment of a balanced interview panel. Coordinate and schedule testing and interviews with selected candidates. Prepare applicant correspondence. Manage and implement the reference and background check process.
- Negotiate employment offers in consultation with the Human Resources Director. Extend and finalize employment offers.
- Coordinate and implement campus recruiting, job fairs and community outreach events. Identify, connect and network with local organizations that promote diversity and inclusion efforts.
- Provide basic consultation to managers, supervisors, and/or employees on human resources policies, procedures and practices.
- Assist with FMLA administration including but not limited to providing necessary legal approval notices to the employee, approval letters, tracking of FMLA time taken and communication with employees on FMLA status.
- Assist in the development and implementation of employee retention strategies. Benchmark and research best practices and make recommendations.
- Conduct employee surveys, analyze and produce reports.
- Complete employee and former employee employment verifications.

- Conduct interviews as requested and assist with coordination of interview days.
- Ensure all necessary records are kept for each employee, as mandated by State and/or Federal law. Assist with other records management duties.
- Prepare orientation materials and conduct orientation for new part-time and limited term employees.
- Maintain HRIS system. Ensure new hires are entered, employees are termed and pay changes are processed.
- Maintain knowledge of trends, best practices, regulatory changes and new technologies in human resources, talent management, and employment law.
- Handles employment-related inquiries from applicants, employees and supervisors, referring complex and/or sensitive matters to the Human Resources Director.
- Maintains compliance with federal, state and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Prepare photo IDs for employees, issue visitor badges, and maintain badging system database.
- Assist with the review and update of the Employee Policies and Procedures Manual.
- Assist with updating employee job descriptions.
- Maintain and update the Human Resources web page.
- Monitor Unemployment claims, providing information to DWD as needed.
- Prepare purchase orders/P-card statements.
- Assist with department needs and implementation of training. Track employee attendance at trainings.
- Provide information to employees regarding benefits.

Additional Duties and Responsibilities:

- Schedule drug and alcohol testing in accordance with consortium agreement. Maintain CDL licensing records.
- Assist with the performance evaluation process by making applicable updates/changes in NeoGov. Troubleshoot system issues with managers, supervisors and employees.
- Maintain and update labor posters. Stay apprised of State and Federal labor laws that effect Human Resources policies and practices.
- Announce new employees to all staff on a quarterly basis.
- Maintain employee driver's license and auto insurance records. Check DMV records annually.
- Maintain salary schedules and prepare salary increases accordingly.
- Gather salary, benefit and other contractual data from comparably sized municipalities as needed.
- Create and modify committee agendas and minutes as needed.
- Provide backup benefits administration in regards to enrollments, bill reconciliation, terminations, qualifying events and open enrollment.
- Participate and provide trainings as needed in conjunction with the HR Director.
- Keep up on NeoGov software improvements through email updates and webinars. Inform HR Director if changes and/or updates are needed.
- Stay informed on NeoGov software enhancements through NeoGov's email updates and webinars. Notify HR Director if changes and/or updates to settings and processes are needed.
- Special projects and other such duties as assigned.

Supervisory Requirements:

- None

Minimum Qualifications

Education and/or Experience Requirements:

- Bachelor's Degree in Human Resources, Public Administration, business or related field required.
- Two years of Human Resources experience required, with a focus on recruiting preferred. Additional experience may substitute for education on a year for year basis.
- Prior experience working with the public is required.
- Preference given to candidates with demonstrated knowledge of NEOGOV online application system.

Certifications:

- None

Necessary Knowledge Skills and Abilities:

- Knowledge of the principles and practices of affirmative action. Ability to attend trainings, seminars and research best practices that relate to affirmative action and equal opportunity, including racial equity and social justice.
- Knowledge and experience in the utilization of computer applications including Microsoft Office products required.
- Knowledge of employment labor laws and general human resources policies and procedures.
- Ability to maintain confidentiality.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise discretion in applying rules, policies and procedures.
- Ability to independently provide basic consultation to managers, supervisors and employees on human resources issues and the development of related strategies.
- Ability to independently prepare, present and defend analytic findings.
- Ability to work effectively with culturally diverse individuals and groups.
- Ability to comprehend and interpret contract language, policies, procedures, and statutes.
- Ability and experience in personally preparing effective written reports and correspondence, and delivering effective oral communications.
- Ability to communicate effectively with the public and employees required.
- Ability to establish and maintain effective working relationships with City elected and appointed officials, employees, and the public required.

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

Supplemental Information:**Tools and Equipment Used:**

Personal computer, including word processing and spreadsheet software; phone; copy machine; and fax machine.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 12																																								
Department:	Human Resources																																									
Position Title:	New HR Intern																																									
Position Timing: The year the position is projected to start and any other timing items.	Summer of 2024																																									
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	I'd like to provide an opportunity for a college student to gain exposure and experience in government sector Human Resource work. This internship would entail shadowing the HR Generalist and HR Director, some hands-on experiences performing various HR responsibilities and a project (TBD) to complete.																																									
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	It's important to invest in the development of our youth and provide internship experiences.																																									
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The Human Resources Department hasn't had an internship in several years, (if ever).																																									
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Requisitions</td> <td>25</td> <td>29</td> <td>65</td> <td>66</td> <td>39</td> <td>55</td> <td>89</td> </tr> <tr> <td>New hires</td> <td>30</td> <td>45</td> <td>55</td> <td>88</td> <td>36</td> <td>65</td> <td>89</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			2007	2012	2018	2019	2020	2021	2022	Requisitions	25	29	65	66	39	55	89	New hires	30	45	55	88	36	65	89																
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Increase FTE for Human Resources Generalist – from 0.8 FTE to 1.0 FTE 2) New HR Intern 3) New Talent Acquisition Specialist 4) New Senior HR Generalist																																									

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$5,077	\$5,077	\$	\$
Non Personnel Recurring Costs			\$610	\$610	\$	\$
Non Personnel One-Time Costs			\$3,210	\$3,210	\$	\$
Total Year One Costs			\$8,897	\$8,897	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	240 (20 hours per week June-August)	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	LTE Class D	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$60
Benefits	Retirement	None	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 13																																									
Department:	Human Resources																																															
Position Title:	New Talent Acquisition Specialist																																															
Position Timing: The year the position is projected to start and any other timing items.	2025																																															
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Provide professional expertise and support in the design, development, and implementation of the talent review process. Develop and implement creative, proactive, and innovative sourcing strategies with local colleges, industry organizations, and workforce development agencies to build a pipeline of qualified candidates. Ensure that organization-wide talent management initiatives are focused and aligned on improving retention, operational and program efficiencies, and continuous performance improvement. Conduct full life cycle recruitment in sourcing the best talent as well as maintaining effective programs for retention.																																															
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	The department needs to focus on recruitment and retention, employee development, and additional operational assistance. Police, Fire and Public Works are the departments with the most FTE and vacancies. Recruiting positions with specific job requirements and certifications is difficult in a competitive market. Likewise, employee retention is difficult when other entities can offer better packages or feel their needs are not being met. The department being stretched thin decreases recruitment efforts because time must be spent on other equally important issues. Hiring a dedicated position for recruitment and employee retention would provide the City capacity to address the large number of vacancies and recruitments needed, but also afford the department the opportunity to create a true recruitment and employee strategy.																																															
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The HR Director and HR Generalist continue to run recruitments, but we do not have the time to focus on enhanced recruitment strategies to make us stand out as an employer.																																															
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Requisitions</td> <td>25</td> <td>29</td> <td>65</td> <td>66</td> <td>39</td> <td>55</td> <td>89</td> </tr> <tr> <td>New hires</td> <td>30</td> <td>45</td> <td>55</td> <td>88</td> <td>36</td> <td>65</td> <td>89</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									2007	2012	2018	2019	2020	2021	2022	Requisitions	25	29	65	66	39	55	89	New hires	30	45	55	88	36	65	89																
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Requisitions	25	29	65	66	39	55	89																																									
New hires	30	45	55	88	36	65	89																																									
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: High Position Requests Submitted by Department, in priority order: 1) Increase FTE for Human Resources Generalist – from 0.8 FTE to 1.0 FTE 2) New HR Intern 3) New Talent Acquisition Specialist 4) New Senior HR Generalist																																															

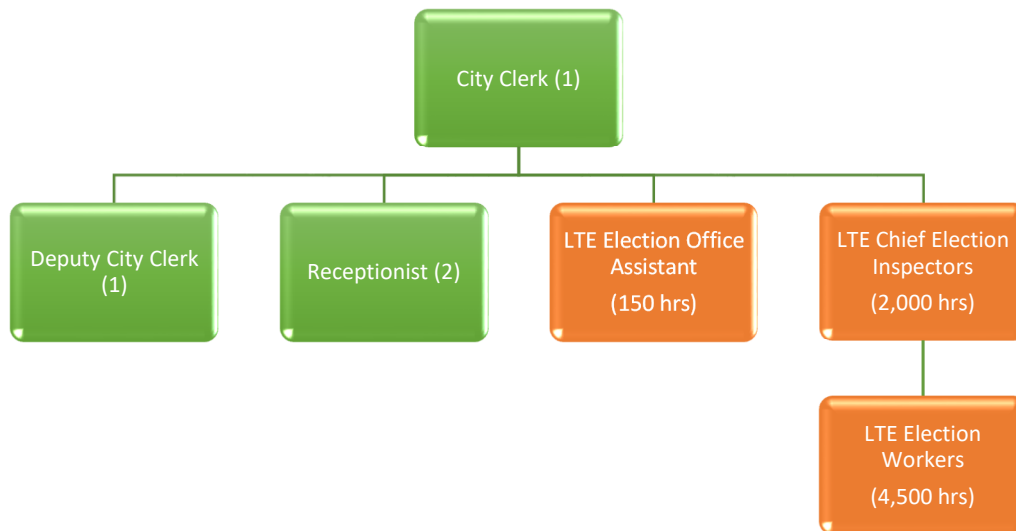
Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$108,024	\$108,024	\$	\$
Non Personnel Recurring Costs			\$1,880	\$1,880	\$	\$
Non Personnel One-Time Costs			\$3,510	\$3,510	\$	\$
Total Year One Costs			\$113,414	\$113,414	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade C	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training	\$1000 \$1000	Dues	\$150 \$150
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 14																																																
Department:	Human Resources																																																	
Position Title:	New Senior HR Generalist																																																	
Position Timing: The year the position is projected to start and any other timing items.	2026																																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Develop and implement Human Resources policies, processes, and procedures that align with the City's future strategic objectives. Monitor and administer the employee benefits, including enrollment, communication, and problem resolution. Coordinate and execute employee training and development programs that align with the organization's goals and objective. Act as a strategic partner to business leaders to provide guidance and support on HR matters.																																																	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	The purpose of a Senior HR Generalist is to provide optimal customer service, human resources expertise, and to maintain a collaborative and supportive relationship, acting as a valued partner to help directors achieve their departmental goals. The addition of this position will also create a career ladder which promotes an environment with opportunity and growth.																																																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	HR does not have any career ladders currently. This opportunity would provide a development opportunity and would take on high level HR responsibilities and act as a lead over the HR Generalist, Talent Acquisition Specialist and Shared Admin Clerk.																																																	
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Requisitions</td> <td>25</td> <td>29</td> <td>65</td> <td>66</td> <td>39</td> <td>55</td> <td>89</td> </tr> <tr> <td>New hires</td> <td>30</td> <td>45</td> <td>55</td> <td>88</td> <td>36</td> <td>65</td> <td>89</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			2007	2012	2018	2019	2020	2021	2022	Requisitions	25	29	65	66	39	55	89	New hires	30	45	55	88	36	65	89																								
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: High Position Requests Submitted by Department, in priority order: 1) Increase FTE for Human Resources Generalist – from 0.8 FTE to 1.0 FTE 2) New HR Intern 3) New Talent Acquisition Specialist 4) New Senior HR Generalist																																																	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$120,353	\$120,353	\$	\$
Non Personnel Recurring Costs			\$1,880	\$1,880	\$	\$
Non Personnel One-Time Costs			\$3,510	\$3,510	\$	\$
Total Year One Costs			\$125,743	\$125,743	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade I	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training	\$1000 \$1000	Dues	\$150 \$150
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Department Mission:

The mission of the City of Fitchburg Clerk's Office is to maintain and provide public records and provide quality services to the elected officials, city staff, and to the citizens of the City of Fitchburg. The City Clerk's Office is dedicated to service excellence in an efficient, effective, and professional manner.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
City Clerk	1.0	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0	1.0
Receptionist	2.0	2.0	2.0	2.0	2.0
LTE Chief Election Inspectors	.3	.2	.3	.3	1.0
LTE Election Workers	2.0	.5	1.6	.8	2.2
LTE Election Office Staff	.1	.1	.1	.1	.1

(a) Election worker LTE hours based on number and type of elections to occur each year.

Major Responsibilities & Services Provided:

- The clerk's office is the main point of contact for all residents and customers who contact City Hall either by phone or in-person.
- Cash receipting for all licenses and permits generated throughout the City.
- Conduct fair and impartial elections while keeping up with the everchanging laws and regulations related to elections.
- Prepare Board of Review, Council, Public Safety & Human Services, and Committee of the Whole agendas, packets, and minutes.
- Coordinate applications for approval of all Sound, Street Use, and Special events within the City.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Pet Licenses Issued	1,752	1,789	1,743	1,750	1,850
Operator Licenses Issued	58	216	88	275	60
Alcohol Licenses Issued	47	49	51	54	56
Street Use/Event Permits Issued	9	71	76	85	90
Absentee Ballots Issued	26,130	3,871	10,416	6,342	16,500
Voter Registrations (clerk's office & Election Day)	1,669	100	4,080	792	6,500
Records Requests Completed	126	119	100	70	125

Significant Accomplishments in 2023:

- Worked with Finance & IT staff to implement OpenGov on-line application and payment program for pet licenses, alcohol licenses and operator's license applications.
- Worked with Finance and IT staff to implement a contract review process.
- Coordinated two elections including the Mayoral race and the Justice of Supreme Court race in April.
- Continued to educate voters on using the My Vote website and requesting an absentee ballot.

Notable Initiatives for 2024:

- Coordinate polling location change for District #3 Ward 12 to Doxa Church
- Coordinate adding a sixth polling location for District #4 Ward 19 to Blackhawk Church
- Continue to work with IT on adding event license applications to OpenGov
- Work with other departments to implement DocuSign program for electronic signatures.
- Participate in project to remodel front counter and ensure customer service continues without interruption.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$376,717	\$423,356	\$203,520	\$416,100	\$506,701	\$83,345
Contractual Services	25,400	32,760	7,886	23,080	29,480	(3,280)
Operating Expenses	57,804	43,780	31,502	40,850	103,720	59,940
Allocated Costs	21,657	36,202	17,364	36,202	39,463	3,261
Transfers to Other Funds	-	-	-	-	-	-
Total	\$481,578	\$536,098	\$260,272	\$516,232	\$679,364	\$143,266

Significant Budget Changes from 2023 to 2024:

- Increased pet license fees by \$1 each to account for increased postage costs to mail licenses.
- Revised fee for special (picnic) class B license and temporary operator's license to include cost of background check and clarify fees for non-consecutive dates.
- Increased fee for special event and large scale festival events from \$150 to \$160.
- Added election equipment for sixth polling location and maintenance fees for additional DS200 tabulating machines to election expenses.
- Increased cost for absentee envelopes. The redesign of the absentee envelopes will result in an all-new stock order. The existing stock of envelopes will no longer be able to be used, resulting in additional cost for absentee envelopes.
- Increased use of absentee voting resulted in increased costs for absentee envelopes, labels, and staff time for processing.
- Added postcard notifications for District #3 Ward 12 change of polling location and District #4 Ward 19 additional polling location.
- Increased postage rate results in additional expense for absentee voting and mailing of pet licenses.
- Shifted \$625 for digital signage expense to FACTv budget.
- Reduced professional services budget due to full-service supplementation subscription with Civicplus/Municode
- Added Type C notice for possible fall 2024 referendum (\$600).
- Shifted \$9,290 for copier lease and maintenance to the IT budget.
- Increased LTE, election worker, and overtime hours due to additional elections and additional polling location (PBP#0).

2024 BUDGET EXPENDITURE DETAIL

Department: City Clerk Budget Narrative (100-5142-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$7,375 – Civicplus/ Municode Full Supplemental Subscription Fee (future increases will be 5% every year) 2023 \$10,275 2024 \$7,375
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . 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.	\$1,280 - Business & Animal License Program Annual Renewal \$-0- Digital signage software (moved to FACTv) \$245 – credit card acceptance machine and monthly service 2023 \$1,905 2024 \$ 1,525
-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	\$4,000 - Ordinances \$1,500 - Alcohol licensing \$13,000 - Minutes \$1,000 – Misc. 2023 \$19,500 2024 \$19,500
-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$1,080 - Shredding service: 2 containers @ \$45/month each 2023 \$1,080 2024 \$1,080

2024 BUDGET EXPENDITURE DETAIL

OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$1,500 - Supplies \$1,500 - Postage ~\$125/month \$1,100 – Postage for pet licenses (OpenGov License Program) (Does not include election/absentee mailing see account #390) 2023 \$3,620 2024 \$4,100
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$260 - Clerks Association 4 employees @ \$65 \$350 - IIMC (Clerk & Deputy) \$10 - Business Tax Registration Renewal 2023 \$620 2024 \$620
-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	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. Detail of this account to be submitted with budget proposal.	\$280 - District Meetings 4 mtgs year x 2 staff @ \$35 \$2,000 - WMCA Clerks Conference 2 staff @ \$1,000 \$1,000 - Clerk's Institute 1 staff @ \$1,000 ea. \$550 - League of WI Municipalities - CTFO Conference x 2 \$50 - BOR Training (online series) \$2,500 - General training for all four staff 2023 \$5,380 2024 \$6,380
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	1,560 miles @ x \$.66 2023 \$985 2024 \$1,030
-335	Vehicle Expense	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.	\$20 - Dane County Directories \$50 – Notary Renewal – Two (2) Staff Members 2023 \$70 2024 \$120
-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	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. Detail of this account to be submitted with budget proposal.	\$0 – Digital signage equipment (moved to FACTv) 2023 \$250 2024 \$-0-
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	

2024 BUDGET EXPENDITURE DETAIL

-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)	\$3,180 - Maintenance Contract (Silver) DS200 Equipment (12) \$1,295 - Maintenance Contract (Silver) Express Vote (7) \$27,000 - Absentee Mailing 4 elections (18,000 @ \$1.50) \$2,400 - Traditional Election Notices (4 @ \$600) \$600 - Type C Notice Referendum \$7,000 - Absentee Envelopes \$200 - Voter Stickers \$8,500 - Misc. supplies (pens, absentee labels, coding/printing costs, misc.) \$720 - Wireless modem internet connection (12 DS200) \$7,175 - Modus Elections Manager \$2,400 - Badger Book Server Unit \$24,000 - DS200 Tabulator (3 @ \$8,000) \$3,500 - Voting Booths (12) \$2,000 - Exterior/Interior Polling Location Signage \$800 - Postcard Notice for Polling Location change District #4 Ward #19 (1,606) \$700 - Postcard Notice for Polling Location change District #3 Ward #12 (1,399) 2023 \$32,855 2024 \$91,470
-397	Fuel Purchases	Fuel – Diesel and unleaded, from city pumps and commercial stations	
-505	Leases and Rentals	Leases and rentals of facilities and equipment	\$800 - Rental of the Wyndham banquet facility for District #2 polling location (\$200 * 4 elections) \$1,200 - Rental of the Catholic Multi-Cultural Center facility for District #1 polling location (\$300 * 4 elections) \$-0- Copier Lease (\$7,850 moved to IT fund) \$-0- Copy Charge Maintenance (\$1,440 moved to IT fund) \$1,875 - Postage Machine \$156.25/ month 2023 \$11,265 2024 \$3,875

2024 PERSONNEL SUMMARY

Department: Clerks

E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Tracy Oldenburg	Clerk	4/14/2008 (in position 7/29/19)	2,080		
N#9	Jami Erickson	Deputy Clerk	10/16/2019	2,080		50+15 =65
N#9	Karla Tooley	Receptionist	9/7/2021	2,080		35+10 =45
N#9	Ruth Becker	Receptionist	6/15/2015	2,080		35+10 =45
N#9	Election Workers	Chief Inspectors	Various		650+ 1,350 =2,000*	
N#9	Election Workers	Election Inspectors	Various		1,700+ 2,800 =4,500*	
N#9	LTE Office Staff	Elections			100+50 =150*	
	*pool of hours					
	TOTAL ALL PAGES			8,320	2,450+ 4,200 =6,650*	120+35 =155

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 9																																																
Department:	Clerks Department																																																						
Position Title:	Additional LTE Election Assistance																																																						
Position Timing: The year the position is projected to start and any other timing items.	Limited term employee beginning 2024																																																						
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Assist with processing absentee ballot requests by mail. Assist with processing returned absentee ballots. Assist with in-person absentee voting. Assist with voter registration. Assist with keeping accurate paper records of absentee ballot request and voter registration records.																																																						
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	2024 is a presidential election year. Absentee voting is increasing significantly. We have requested additional LTE hours to help cover absentee voting in the clerk's office and processing absentee ballots by mail. I am requesting the following additional hours to assist our department through the 2024 Elections. LTE staff – 150 hours (100 previous year + 50 due to 4 elections this year) Becker & Tooley – 45 OT hours each (35 previous year + 10 due to 4 elections this year) Erickson – 65 OT hours (50 previous year + 15 due to 4 elections this year) Election Workers 4,500 hours (1,700 current + 2,800 due to 4 elections this year, 6 th polling location and in-person absentee voting in April and November) Chief Election Inspectors 2,000 hours (650 previous year + 1,350 additional) Note: # of hours increased from 2023 4 elections this year, 6 th polling location and in-person absentee voting in April and November)																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Requested assistance from other departments. While this is helpful, it is not a reliable method due to various elections throughout the year, deadlines, workload, and remote work of other departments. Time for proper training by our department is not always available based on the type and workload created by larger turnout elections. Standards, laws, and regulations are always changing.																																																						
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Population</td> <td>23,240</td> <td>25,246</td> <td>28,316</td> <td>29,117</td> <td>30,391</td> <td>31,869</td> <td>31,817</td> </tr> <tr> <td>Registered Voters</td> <td>13,933</td> <td>15,086</td> <td>16,765</td> <td>16,223</td> <td>19,290</td> <td>18,853</td> <td>18,274</td> </tr> <tr> <td>Absentee Requests</td> <td>450</td> <td>5,705</td> <td>4,546</td> <td>1,239</td> <td>13,009</td> <td>3,871</td> <td>6,583</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								2007	2012	2018	2019	2020	2021	2022	Population	23,240	25,246	28,316	29,117	30,391	31,869	31,817	Registered Voters	13,933	15,086	16,765	16,223	19,290	18,853	18,274	Absentee Requests	450	5,705	4,546	1,239	13,009	3,871	6,583																
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Additional LTE Elections Assistance 2) Additional Receptionist																																																						

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$67,704	\$67,704	\$	\$
Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$	\$	\$	\$
Total Year One Costs			\$67,704	\$67,704	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	Various	Overtime Hours	Various	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Various	Other Payments (i.e. stipends, tuition)	Various	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	General & N/A	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	Same	Training	Same	Dues	Same
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	Same
	Computer/ Laptop	Same	iPad Year 1 Year 2+	Same	Other Year 1 Year 2+	None
HR	Recruitment	Same	Drug Test/ Background	Same	Position Classification	Same
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 10																																																
Department:	Clerk's Department																																																						
Position Title:	Additional Receptionist																																																						
Position Timing: The year the position is projected to start and any other timing items.	Full-time, permanent employee working 2080 hours per year beginning in 2025																																																						
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description																																																						
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Along with population increase comes an increase in election administration work, licensing, receipting of citations, request for bilingual assistance from other departments and overall customer service demands. This position will enable additional concentration in responding to walk-in and phone call request and inquiries from customers for all City needs as well as assist in increasing efficiency and improve overall customer service. The Deputy Clerk provides backup to the front counter operations. This position will enable Deputy Clerk to relocate away from the front counter area and allow uninterrupted work process, enabling concentration on projects that directly benefit the City rather than time spent on front counter backup. With the increase in workload for elections, training, polling locations and absentee voting as well as specialization, laws, and regulation changes. This position will allow more focus on those duties of the job which take considerably more time.																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	This is the first request for an additional staff person for the Clerk's department since 2007. Clerk's department has been creative with requested assistance from other departments based on workload as well as using the float Clerk when available due to requested time needed by other departments. Various elections, workload deadlines and remote work by other departments throughout the year does not allow for reliable assistance. This is a necessary position as the city continues to grow, providing customer service and support to other departments.																																																						
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Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$108,024	\$108,024	\$	\$
Non Personnel Recurring Costs	\$680	\$680	\$	\$
Non Personnel One-Time Costs	\$3,210	\$3,210	\$	\$
Total Year One Costs	\$111,914	\$111,914	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade C	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Receptionist
Reports To: Deputy City Clerk
Union Representation: AFSCME, Grade 2
Written By: LS/LC
Revised Date: 05/01/2012

Position Summary:

Under the general direction of the Deputy City Clerk, serves as the first point of contact for visitors to City Hall. Responsibilities include assisting customers in person and over the phone, preparing meeting agendas and minutes, processing operator and pet licenses, receipting payments, and assisting residents with voter registrations and absentee ballots. A strong customer contact background is essential, bilingual (English/Spanish) desired. Decisions on the day-to-day work activities are made independently. Supervision received is limited. Work plans are discussed with periodic review of progress. There is frequent interaction with the public.

Essential Duties/Responsibilities:

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

Essential Functions:

- Answers the telephone, responds to questions or refers callers to the appropriate department.
- Greets people coming into City Hall, answers questions and assists them as necessary.
- Opens and distributes mail.
- Assists the public, in person and on the telephone, with questions regarding the City Recycling program.
- Types agendas, minutes, notices, and miscellaneous materials as needed.
- Assists with the preparation of agenda packets, prepares packets for distribution, and posts to website.
- Renew operator and retail alcohol licenses. Reviews, notarizes, files applications, and publishes notices in official City newspaper.
- Issue dog and cat licenses and collects fees.
- Processes applications for sound and street permits. Publishes required notices in the official newspaper.
- Processes other permits as needed.
- Registers new voters, issues absentee ballots, updates data base, and other election duties as requested.
- Receipts monies for utility payments, municipal court, and recreation programs.
- Maintains assigned pages of the City's website.

Other Functions:

- When necessary, looks up tax information such as legal descriptions, parcel numbers, addresses, and land values using the GIS system to answers general assessment questions.
- Schedules meeting rooms for internal City meetings.
- Assists other departments as requested, with prior approval from supervisor.
- Other duties as assigned.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- High School Diploma or equivalent is required
- Two years office administration experience required

Licenses, Certifications, etc.

- None

Knowledge, Skills, and Abilities:

- Bilingual, English/Spanish, preferred
- Ability to adapt to changing work priorities required
- Ability to perform detailed work with great accuracy required
- Ability to work independently with only occasional review of work performance required
- Ability to utilize computer technology to access, retrieve, or input information required
- Advanced knowledge in the utilization of computer technology including word processing, spreadsheet, relational databases, and other related software programs required
- Ability to communicate effectively both verbally and in writing with a variety of people, including co-workers, other professionals, elected officials, and the public required
- Proficiency in word processing/typing required
- Knowledge of municipal operations desired
- Ability to foster cooperation and teamwork among peers required
- Ability to think logically, identify, and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations required
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form required

Physical Demands: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time.

Work Environment: Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 95% of the time and outside work 05% of the time.

Employee Signature

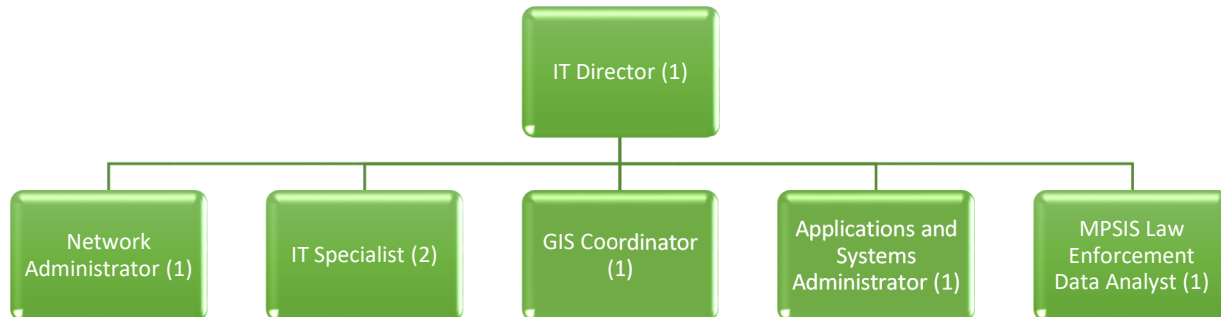
Date

Supervisor Signature

Date

Department Mission:

The mission of the City of Fitchburg Information Technology Department is to provide high-quality, secure, and cost-effective information systems and services to all City departments through excellent customer service, continuous improvement, innovative problem-solving, and adherence to industry standards and best practices.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
IT Director	1.0	1.0	1.0	1.0	1.0
Network Administrator	1.0	1.0	1.0	1.0	1.0
IT Specialist	2.0	2.0	2.0	2.0	2.0
GIS Coordinator	-	-	1.0	1.0	1.0
Applications and Systems Administrator	-	-	-	1.0	1.0
IT Intern	.4	.4	.4	-	-
MPSIS Law Enforcement Data Analyst	1.0	1.0	1.0	1.0	1.0

Major Responsibilities & Services Provided:

- Technology support for City staff for city-supplied technology systems and services.
- Installation, configuration, and support of City network servers, systems, and infrastructure.
- Strategic planning and direction for City information systems and services.
- Management of the shared MPSIS police information system.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Number of I.T. helpdesk tickets submitted	2,173	2,253	2,332	2,400	2,500
Number of staff supported – City	250	250	250	250	250
Number of staff supported – MPSIS	270	270	270	270	270
Number of PC's supported	225	215	227	227	227
Number of Servers	85	85	78	78	78

Significant Accomplishments in 2023:

- Upgraded VXRail infrastructure equipment.
- Contract Review OnBase workflow developed.
- OpenGov implementation.
- Application and Systems Administrator and new IT Technician joined our team.
- Transitioned new servers to a newer version.

Notable Initiatives for 2024:

- City Hall disaster recovery (DR) site implementation.
- MPSIS billing automation.
- Windows 11 upgrades.
- Implement backup internet connection to off-site data center.
- Continue OpenGov application expansion with a variety of departments.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$619,306	\$826,149	\$340,359	\$728,005	\$868,792	\$42,643
Contractual Services	354,205	435,125	144,506	435,125	499,035	63,910
Operating Expenses	212,124	249,940	66,106	211,340	243,225	(6,715)
Allocated Costs	39,583	94,781	4,092	94,781	133,711	38,930
Transfers Out	-	-	-	-	-	-
Total	\$1,225,218	\$1,605,995	\$555,063	\$1,469,251	\$1,744,763	\$138,768

Significant Budget Changes from 2023 to 2024:

- Increased professional services budget to augment support for the Network Engineer throughout the year from \$15,000 to \$42,000.
- Added \$500 for internet back-up burst fees.
- Added \$10,000 for digital signature software for both internal and external signors.
- Added two cell phone lines for Police, two for Water Utility, one for Stormwater Utility, one for Public Works, one for Parks, and one for Assessing. Also added one iPad for Public Works.
- Shifted \$9,290 for copier lease and maintenance from the Clerks budget (2nd floor city hall); \$5,500 for from the Public Works budget (3rd floor city hall); \$3,100 from the Public Works, Parks, and Utilities budget (maintenance facility); \$2,000 from the Senior Center budget (senior center); \$5,725 from the Fire budget (all three stations); \$1,900 from the Police budget (police department).

2024 BUDGET EXPENDITURE DETAIL

Department: Information Technology (700-5145-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures			
CONTRACTUAL SERVICES						
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$2,000 - City-wide printer maintenance \$400 - Web Site Domain Registration \$42,000 - Consultant fees for network and application upgrades and support \$1,800 - Amazon Web Services hosting \$15,000 - OneNeck Data Center hosting fee \$500 – OneNeck internet backup burst fees \$8,000 - Offsite data backup			
			2023	\$41,700	2024	\$69,700
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . 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.	\$7,500 - VMware Maintenance \$40,900 - GIS Enterprise License Agreement \$38,000 - ECM Annual Maintenance \$7,100 - Network Antivirus Annual Fee \$500 - Video Security System Maintenance \$8,000 – Backup Software Renewal \$4,100 - Adobe Creative Cloud Annual Fee \$2,000 - Microsoft True-up Licensing \$500 – Adobe Premiere Essentials \$2,600 - PDF Software \$8,690 - HelpDesk Annual Maintenance \$30,250 - Web Site Annual Maintenance (includes header package) \$113,110 - Microsoft Enterprise License Agreement \$12,500 – MS Office Local Install \$5,900 - Microsoft Library Email Licensing \$450 - Password Security \$6,600 - Social Media Archiving \$11,200 – VXRail Support \$15,000 - Network Switch Maintenance \$1,700 – Ninite Software Patching System \$2,600 - ScreenConnect Annual Fee \$1,900 - PRTG Network Monitor \$600 - DeepFreeze Utility \$6,600 - Intradyn Email Archiving \$8,600 - Email Security \$12,000 - Text Messaging Service \$70,000 - OpenGov Subscription \$10,000 – Digital Signature Software			
			2023	\$392,990	2024	\$428,900
-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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere.	\$335 - Flexible Spending Account Administration \$100 - Recruitment costs			
			2023	\$435	2024	\$435

2024 BUDGET EXPENDITURE DETAIL

OPERATING SUPPLIES & EXPENSE				
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$250 - General office supplies	
			2023	\$250
			2024	\$250
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$140 - Primarily used for purchasing computer-related manuals and publications and association dues	
			2023	\$100
			2024	\$140
-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	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. Detail of this account to be submitted with budget proposal.	\$2,300 – CBNuggets Online Training \$3,100 – Conference - Kersten \$3,100 – Training Class - Yim \$3,100 – Training Class - Chavez \$2,500 – Conference IT Director \$3,100 – GIS Coordinator \$3,100 – Applications & Systems Administrator	
			2023	\$17,500
			2024	\$20,300
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	830 miles @ \$.66	
			2023	\$500
			2024	\$550
-335	Vehicle Expense	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	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. Detail of this account to be submitted with budget proposal.	This account contains most computer replacements including City Hall, Police computer and mobile computers, Fire, and Election equipment. Computers are on a 4 year replacement cycle, monitors and printers are 7 years, and election and meeting laptops are replaced every 5 years. \$96,000 - Computer Replacement \$6,000 - Shared Equipment Replacement \$2,000 - Printer Replacement \$6,750 - Peripherals Replacement \$6,500 – Computers, etc for new staff	
			2023	\$126,550
			2024	\$117,250

2024 BUDGET EXPENDITURE DETAIL

-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.	\$56,365 – City-Wide Cell Phone Charges \$1,000 – McKee Park Network Access \$12,240 – City Internet Access Charges \$4,000 – Teleconferencing Subscriptions \$0 – HUB Internet Access (delayed to 2025) 2023 \$76,510 2024 \$73,605
-365	Utilities & Telephone	Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges	\$16,600 – VOIP Phone System Annual Maintenance \$6,720 – City Land Line Phone Charges \$4,950 – Analog Phone Charges \$960 – Cloud Fax Solution \$1,900 – Desk and cell phones for new staff 2023 \$28,530 2024 \$31,130
-505	Leases and Rentals	Leases and rentals of facilities and equipment	\$9,290 – copier on 2nd floor of city hall (lease \$653 / month; maintenance \$120/month) \$5,500 – copier on 3rd floor of city hall \$2,000 – copier in senior center \$3,100 – copier at maintenance facility \$1,900 – copier in police department \$5,725 – copier in fire stations *consolidated into IT fund in 2024 (all except library) 2023 \$-0- 2024 \$27,515
-530	Depreciation Expense	The technology capital assets are depreciated using the straight-line method over their useful lives and the cost is recovered through departmental charges to fund the future replacement	\$0 – Data Storage (6 years) - consolidated \$33,330 – Production Data Center (6 years) \$9,600 – Firewall (5 years) \$12,000 – WiFi (5 years) \$44,070 – Network Switches (7 years) \$5,000 – NVR (5 years) \$0 – DR Data Center (6 years) - consolidated -\$6,530 – MPSIS share of all assets 2023 \$86,600 2024 \$97,470

2024 PERSONNEL SUMMARY

Department: Information Technology

E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Vacant	IT Director	TBD	2,080		
N#3	Eric Kersten	Network Administrator	8/22/16	2,080		40+8 =48
N#3	JD Yim	IT Specialist	5/30/2023	2,080		40+8 =48
N#3	Michael Chavez	IT Specialist	12/14/2020	2,080		40+8 =48
E	Stan Howard	Law Enforcement Data Analyst	5/23/2016	2,080		
E	Dakota Dorn	GIS Coordinator	3/10/2022	2,080		
E	Rob Kadonsky	Applications and Systems Administrator	9/10/2018 (in position 02/20/23)	2,080		40
N#1	Holiday Premium				0+8 =8 hrs	
N#2	On Call Pay				0+548 =548	
	TOTAL ALL PAGES			14,560	0+8 =8 hrs holiday premium 0+548 =548 hrs on call	160+24 =184

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 80																																																
Department:	I.T.																																																	
Position Title:	New IT Intern																																																	
Position Timing: The year the position is projected to start and any other timing items.	Limited term employee (LTE) for 500 hours starting in 2025																																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	To learn and assist in basic IT needs. This can include: -Computer Replacement Migrations -Basic Helpdesk Tickets (account unlocks, minor software issues, etc...) -Help maintain and update inventory -Help ensure Windows and software updates are being applied properly -Basic software installation																																																	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	This position will allow our IT Specialists to outsource some basic functions so they can free up more of their time to focus on more pressing issues and larger projects that they are tasked with. It also allows local college or high school students useful experience in a workplace with guidance from those in our staff. We had this role in the past and it has already benefitted the city greatly by way of a former Intern who did very well in the position returning to the city as an IT Specialist. This role is also beneficial as an outreach to local colleges, which can help in the recruitment of our full-time positions as well.																																																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Our IT Specialists will continue to do this work at the expensive of larger initiatives that they could be tackling.																																																	
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			2007	2012	2018	2019	2020	2021	2022																																								
	2007	2012	2018	2019	2020	2021	2022																																											
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) New IT Intern 2) New MPSIS Administrator 3) New Systems Administrator																																																	

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$10,594	\$10,594	\$	\$
Non Personnel Recurring Costs	\$840	\$840	\$	\$
Non Personnel One-Time Costs	\$3,210	\$3,210	\$	\$
Total Year One Costs	\$14,644	\$14,644	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	500	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	LTE Class D	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$90
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training	None	Dues	\$200 \$200
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 81																									
Department:	Information Technology																										
Position Title:	New MPSIS Administrator																										
Position Timing: The year the position is projected to start and any other timing items.	Permanent position beginning 2025.																										
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Administer all technology business needs for the MPSIS Consortium and responsible for the annual budget and financial status of the consortium. Function as the database administrator for the MPSIS data warehouse and all future databases. Coordinate the growth of police technology and its utilization throughout the MPSIS Consortium as it pertains to data driven policing standards and evidence-based approaches. The position will be responsible of the development and administration of all existing reporting software and the development of new functionality as it becomes necessary. This position will also supervise the MPSIS Data Analyst.																										
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Over the past 10+ years this position has been a part of the IT Director job description and with MPSIS contributing 30% of the salary due to the shared responsibility. With the growth of the City of Fitchburg and growth of data driven approaches and technology for MPSIS it is no longer possible for one position to be fully dedicated to each of these vital positions. This is directly affecting the ability of the MPSIS Consortium to fully explore existing technologies, future growth and expansions of systems, and effective operation of existing systems. The lack of time that is being invested in the MPSIS Consortium is preventing the law enforcement agencies to grow and expand on data-driven policing, technology, and the implementation and oversight of evidence-based approaches. The ability of law enforcement agencies to directly communicate information on real-time police data is vital to public safety and it directly impacts the safety and security of the citizens of the City of Fitchburg and the four other communities within the consortium. Our intention would be that with the addition of this position, it would likely be accompanied by a reclassification of the MPSIS Data Analyst position to a lower level, as this new position would be taking over some of the duties currently performed by that position.																										
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The data analyst position that was added in 2015 filled a great need. Unfortunately, it is challenging to find a person that can fill the analytical role as well as act as a database administrator, developer, and administrator for the GIS infrastructure. At the start, these were handled by the data analyst and IT Director positions, but with the continued growth and staffing changes have fallen solely to the data analyst position, making the position overwhelming.																										
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>None</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				2007	2012	2018	2019	2020	2021	2022	None															
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) New IT Intern 2) New MPSIS Administrator 3) New Systems Administrator																										

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$144,961	\$39,792	\$	\$105,169
Non Personnel Recurring Costs			\$3,410	\$937	\$	\$2,473
Non Personnel One-Time Costs			\$3,930	\$1,078	\$	\$2,852
Total Year One Costs			\$152,301	\$41,807	\$	\$110,494
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours		Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Estimated Grade M	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General/	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training		Dues	
				\$2,000 \$2,000		\$200 \$200
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 82																																																	
Department:	I.T.																																																		
Position Title:	New Systems Administrator																																																		
Position Timing: The year the position is projected to start and any other timing items.	Permanent full-time position starting in 2026																																																		
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	To oversee the strategy, design, implementation, and operation of the city's virtual and physical server structure. In coordination with staff, develop strategies for the adoption of new technologies that can find efficiency and better service to the community. This role would also then manage the projects and lead staff through the implementation of said technologies. Manage and update the certificate processes (SSL, CA, etc..) of city resources. Manage and assist with SQL server administration and deployment. To help develop and review all back-up and disaster recovery procedures and plans. Also manage system integrity and performance by proactively monitoring system resources and performing proactive maintenance to ensure maximum availability.																																																		
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	This position is needed to better maintain and proactively manage the city's vast virtual server environment and the physical hardware it resides on. These current responsibilities lie with our Network Administrator, frequently pulling that position away from essential duties and projects that fall under that role. This position would also be able to pull some minor duties from the IT Director so that position can more fully focus on staff management and pushing the technology strategy for the city forward.																																																		
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Currently, these duties are spread between two or three other positions, meaning those jobs are not being done to their fullest, or with an eye on planning towards the future as is expected of the job. Alternative methods could include dedicating more money towards consulting resources to help manage some of the infrastructure, but that can prove difficult at times as we have a complicated network and the time spent getting a consultant up-to-speed is also time then lost for the employee doing that knowledge transfer. Also, it is an important function of the system that is then trusted to an outside source, which isn't ideally how we'd prefer to operate as a department.																																																		
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Projected Costs Summary

See separate report for line-by-line calculations of costs

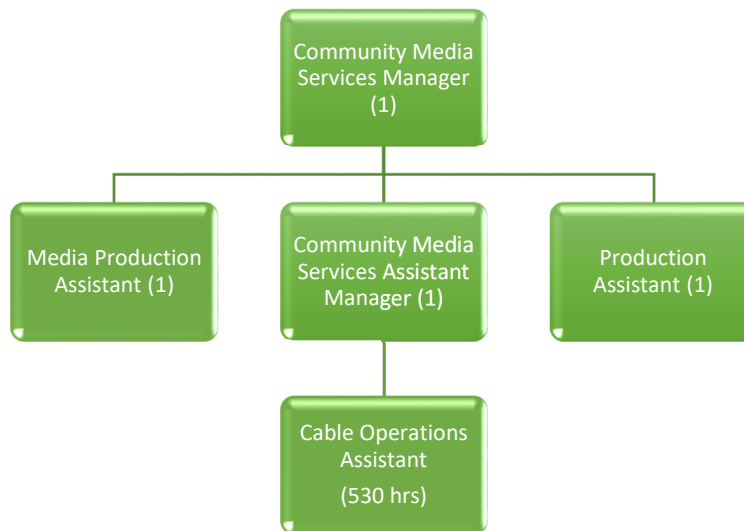
	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$131,657	\$95,517	\$	\$36,140
Non Personnel Recurring Costs	\$4,410	\$3,199	\$	\$1,211
Non Personnel One-Time Costs	\$3,630	\$2,634	\$	\$996
Total Year One Costs	\$139,697	\$101,350	\$	\$38,347

Projected Cost Calculation Details

Hours	Annual Hours	2,080	Overtime Hours	40	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Estimated Grade J	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training	\$3,000 \$3,000	Dues	\$200 \$200
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Department Mission:

Fitchburg Access Community Television (FACTv) is your local community media station. FACTv began its existence as a cable (PEG) television center offering community members tools and training to produce their own programming. But over the past ten years, it has evolved into a professional-quality news and civic information outlet with a hyper-local focus benefitting all Fitchburg residents. Its mission is to deliver current affairs, breaking news, official city information and involve the community in both local government and public events. FACTv is the prime vehicle for helping the citizens of Fitchburg understand the function of their city and the direction of its growth.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Community Media Services Manager	1.0	1.0	1.0	1.0	1.0
Community Media Services Assistant Manager	1.0	1.0	1.0	1.0	1.0
Production Assistant	1.0	1.0	1.0	1.0	1.0
Media Production Assistant	-	-	.5	.5	.5
Cable Operations Assistant III	.8	.5	-	-	-
Cable Operations Assistant II	-	-	-	-	-
Cable Operations Assistant I	-	.3	.3	.3	.3

Major Responsibilities & Services Provided:

- Broadcast 24/7/365 to two channels (F1 GOV, F2 COM) over all cable outlets as well as live and on-demand internet streaming to major hosts (City website, Roku, Apple TV and more as new avenues are developed). Also, to maintain a city presence on major social media channels through our video production.
- Deliver community-focused news, current events, and vital city information to residents in a timely manner.
- Develop, create, and produce new and continuing community-based program content for all the above channels involving city departments, interested citizens and FACTv personnel.
- Provide overall city communications through multiple platforms.
- Provide educational opportunities and assist community members with equipment and expertise to produce their own programs.
- Assist city staff and other related area governmental bodies with multi-media services to inform and enlighten the citizenry.
- Provide access to hybrid meetings through video conferencing.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Total Productions	595	656	658	650	650
Government Meetings Produced	229	281	261	255	255
Government Meeting Total Hours	326	365	364	350	350
Talking Fitchburg Shows	213	248	128	0	0
Talking Fitchburg Updates	209	253	372	250	250
Media Channel F1 Graphic Slides	250	336	0	0	0
Community Bulletin Board	0	0	200	300	300
Facebook Page Reach	34,014	46,197	19,816	25,000	30,000
Facebook Like/ Followers	888	987	1,392	2,000	2,350
YouTube Views	17,500	31,407	35,233	39,000	42,000
YouTube Subscribers	229	360	511	700	850
Streaming Page Views – Community	2,826	13,402	n/a (a)	3,000	6,000
Streaming Page Views – Government	3,423	5,708	n/a (a)	5,000	10,000
Sessions	7,360	15,678	n/a (a)	0	0
Total Page Views	21,183	47,255	n/a (a)	20,000	40,000
Franchise Fee Revenue	4.5%	4.0%	4.0%	4.0%	4.0%
	\$275,634	\$227,648	229,235	219,000	215,000

(a) – data unavailable due to changes in software analytics, future years may not be comparable due to change in algorithms

Significant Accomplishments in 2023:

- Coordinated the creation of the first city-wide Communications Plan
- Completed Jeanie Sieling Room audio-visual update
- Completed Frances Huntley-Cooper Council Chambers audio-visual update
- Completed Frances Huntley-Cooper Council Chambers lights project
- Completed Fitchburg Public Library large meeting room audit visual update
- Completed digital signage project
- Rebuilt FACTv Talking Fitchburg studio

Notable Initiatives for 2024:

- Continue implementation of city-wide Communications Plan
- Review FACTv marketing strategies
- Increase live and local event coverage

Financial Summary:

Fund 207 (FACTv Special Revenue Fund)

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$298,803	\$-	\$-	\$-	\$-	\$-
Contractual Services	13,532	-	-	-	-	-
Operating Expenses	19,502	-	-	-	-	-
Allocated Costs	42,585	-	-	-	-	-
Transfers to Other Funds (includes capital)	131,400	160,773	192,446	192,446	-	(160,773)
Total	\$505,822	\$160,773	\$192,446	\$192,446	\$-	\$(160,773)

Fund 100 (FACTv within General Fund)

	2022 Actual	2032 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$-	\$357,280	\$162,300	\$341,315	\$358,897	\$1,617
Contractual Services	-	14,420	3,612	14,420	16,530	2,110
Operating Expenses	-	21,378	8,581	20,455	28,630	7,252
Allocated Costs	-	47,025	23,513	47,030	49,589	2,564
Transfers to Other Funds (includes capital)	-	-	-	-	-	-
Total	\$-	\$440,103	\$198,006	\$423,220	\$453,646	\$13,543

Significant Budget Changes from 2023 to 2024:

- Increased fee for production services, membership, and classes to account for the increased costs of providing the service. Also removed the Fitchburg Camber BB9 Sponsorship fee. See revised fee schedule for details.
- Removed Rundown Creator software (\$990) and transitioned to internally created rundown.
- Added replacement of one staff Apple computer (\$2,500).
- Added Santa rental for the children's holiday party (\$400).
- Added City-County Communications & Marketing Association yearly membership (\$845).
- Digital signage consolidated from multiple departments into FACTv (\$2,950).
- Added replacement of minor equipment including \$3,200 for a video camera and \$3,000 for a portable headset system.

2024 BUDGET EXPENDITURE DETAIL

Department: **FACTv (207-5570- for 2022 & before; 100-5570 for 2023 & beyond)**

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	Consultation on AV, computers, other multi-media projects, advertising, marketing 2023 \$-0- 2024 \$-0-
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	\$3,000 – Misc. Repairs 2023 \$3,000 2024 \$3,000
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.	\$1,600 - Tightrope Software Assurance \$2,400 - Tightrope Cablecast Reflect \$750 - Tightrope Cablecast Apps \$2,950 – Digital Signage (reallocated from other areas) \$2,500 1 Staff Apple Computer (Replacement) \$100 – Telestream (Wirecast) Support Contract \$2,000 - Computer Repairs & Maintenance 2023 \$10,290 2024 \$12,300
-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	\$-0- Advertisements for FACTv including Print, Web, Other Media Outlets 2023 \$-0- 2024 \$-0-
-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$700 - Cable TV Service \$130 - TASC Fees for FACTv Employees \$400 - Santa Rental, Child. Holiday Party 2023 \$1,130 2024 \$1,230
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$500 - General office supplies & postage. 2023 \$300 2024 \$500
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$350 - Wisconsin Community Media Yearly Membership \$400 - Alliance for Community Media Yearly Membership \$845 – City-County Communications & Marketing Association Yearly Membership \$5 – Dane County Clerk Book 2023 \$755 2024 \$1,600
-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- FACTv Shirts, Hats, Jackets, Rain Gear 2023 \$-0- 2024 \$-0-

2024 BUDGET EXPENDITURE DETAIL

-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.	\$3,500 - Ongoing training for staff development. 2023 \$3,500 2024 \$3,500
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS Rate.	\$105 - 160 miles * \$.66/mile 2023 \$100 2024 \$105
-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	\$2,500 - Repairs & Accessories 2023 \$2,500 2024 \$2,500
-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.	\$7,000 - Production media, storage devices, batteries, power supplies, AV cables and supplies, set design & studio materials, lighting accessories, headphones, parking, refreshments, other supplies as needed. \$350 – Media Library \$2,000 - iStock Essentials 750- Photo Library 2023 \$9,348 2024 \$9,350
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	\$1,000 - FACTv informational materials including printed material, posters, banners, flyers, Facebook advertising, other social media advertising, other promotional materials. 2023 \$1,000 2024 \$1,000
-350	Repair & Maintenance Supplies	Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.	\$3,000 - Maintenance & repairs: cameras, microphones, TV's, AV systems, misc. parts for all equipment. 2023 \$3,000 2024 \$3,000
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	Replacement of minor equipment. \$3,200 - Panasonic HC-X2 Video Camera (Replacement) \$3,000 – Portable Headset System (Replacement) 2023 \$-0- 2024 \$6,200
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	
-397	Fuel Purchases	Fuel – diesel and unleaded, from City pumps and commercial stations.	\$875 - Fuel: 250 gallons unleaded \$3.50/gallon 2023 \$875 2024 \$875
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

Fund 207 for 2023

207-5780-000 (transfer)	Capital Projects		\$-0- Remaining funding with the FACTv special revenue fund will be moved to Capital Projects Fund to pay for future capital projects until funding is gone; then projects will be funded by property taxes 2023 \$160,773 2024 \$-0-

2024 PERSONNEL SUMMARY

Department: Administration/FACTv

E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Jeremy Crosby	Manager	4/2010	2,080		
E	Scott Yarbrough	Assistant Manager	6/2017	2,080		
E	Nick Boucher	Production Assistant	10/2022	2,080		
N#76	George Cloyd	Cable Op Asst I	2/2020		530+3 =533*	
E	Chad Cole	Media Production Assistant	8/2011 DIP 1/2022	1,040		
N#1	Holiday Premium				0+8 =8 hrs	
	*Pool of LTE hours					
	TOTAL ALL PAGES			7,280	530+3 =533* LTE 0+8 =8 hrs holiday premium	

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 73
Department:	FACTv	
Position Title:	Reclassify Community Media Services Manager to Communications Director and Reclassify Community Media Services Assistant Manager to Communications Assistant Director (or similar title)	
Position Timing: The year the position is projected to start and any other timing items.	Reclassification in 2024	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	The Communications Director will collaborate with department directors, to develop communications strategies for pushing initiatives to staff and the community in various print and online platforms such as LinkedIn, Facebook, newsletters, City webpages and all FACTv publications and communications...This individual will manage public perception of the City by developing marketing and communication strategies as well as understanding releasing timely messaging. Develop and maintain a cohesive communications strategy. • Projecting a positive City image to the public • Prepare and manage all communications material. • Assist in the creation of a multi-channel communications strategy. • Promotes and attends special events and functions, such as City goals and projects; community service activities; and new hires, promotions, and retirements The Communications Assistant Director would plan, direct, and coordinate the operations of the City's Public, Education, and Government (PEG) Television Stations; supervise assigned staff, produce, and coordinate production of local programming, monitor cable system for accuracy of information and proper functioning. The Assistant Director would continue to run FACTv.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	The City lacks a centralized communications staff member and function for internal and external communications and in turn, lacks a formalized Citywide communications strategy. Consolidating all forms of communication under a Communications Department will help to facilitate the creation of a comprehensive communications strategy by managing all internal and external communications. The Communications Director will provide City leadership with ample knowledge of best practices for sharing information with constituents and how to frame topics, so they are comprehensible and require little secondary explanation. The Communications Director will oversee all communications involving the City including the development and implementation of a communications strategy and a broad and diverse range of community engagement and marketing communications. Both reclassifications would be completed simultaneously to accomplish the goal of creating a new, broader Communications Department.	

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 73																																																	
Department:	FACTv																																																							
Position Title:	Reclassify Community Media Services Manager to Communications Director and Reclassify Community Media Services Assistant Manager to Communications Assistant Director (or similar title)																																																							
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	External communications are being performed by the City Administrator's Executive Assistant along with the FACTv Community Media Services Manager and Economic Development Department staff. These positions work together to informally gather information about City events and projects through leadership meetings, email, and phone communication, and in-person conversations with other employees. This information is ultimately published through City social media accounts, press releases, through the Mayor and Council, and other marketing functions. A separate proposal (#5) is presented that would create a new position for Communications Director, which would add staff capacity to the future Communications Department.																																																							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>None</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									2007	2012	2018	2019	2020	2021	2022	None																																							
	2007	2012	2018	2019	2020	2021	2022																																																	
None																																																								
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Community Media Services Manager to Communications Director and Reclassify Community Media Services Assistant Manager to Communications Assistant Director (or similar title) 2) New Communications Specialist																																																							

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$20,463	\$20,463	\$	\$
Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$300	\$300	\$	\$
Total Year One Costs			\$20,763	\$20,763	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade L/ Grade J	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	General	Workers Comp Class	MuniOps		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	Same	Training	None	Dues	None
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	Same	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	None	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 74																																																									
Department:	FACTv																																																										
Position Title:	New Communications Specialist																																																										
Position Timing: The year the position is projected to start and any other timing items.	This would be an FTE position to start in 2024. This position would take over communication duties that the current City Administrator's Executive Assistant is managing.																																																										
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Under the direction of the Communications Director, this position would be responsible for managing daily operations of the city's social media accounts, creating press releases, creating communication documents, reviewing documents for communication, and other content creation and review for various communications. This position would also be responsible for attending onsite events throughout the community for sharing communications and gathering feedback from the community.																																																										
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	This position would remove the communications tasks that are currently being done by the Executive Assistant over to this new position. This follows both the development of communications and strategies but also follow the recommendations from the staffing study. Create a knowledge transfer plan for the City Administrator's Executive Assistant, and department directors to document current processes. Work performed should be documented as thoroughly as possible. Onboarding for the new position should include training in all functions where possible.																																																										
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	FACTv staff and the City Administrator's Executive Assistant have been working together for the last several years sharing city information and strategies to communicate out to the residents of the City of Fitchburg.																																																										
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>				2007	2012	2018	2019	2020	2021	2022																																																
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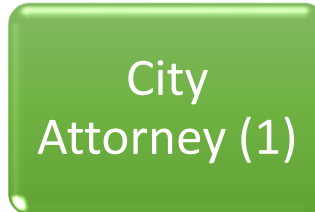
Projected Costs Summary

See separate report for line-by-line calculations of costs

			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$120,353	\$120,353	\$	\$
Non Personnel Recurring Costs			\$730	\$730	\$	\$
Non Personnel One-Time Costs			\$3,510	\$3,510	\$	\$
Total Year One Costs			\$124,593	\$124,593	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade G	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Department Mission:

The City Attorney is the Chief Legal Officer of the City. Under the direction of the Mayor and City Council, the City Attorney provides legal counsel and handles legal matters for the City, including prosecuting municipal citations in municipal court, assisting in the preparation and review of legal documents and legislation, and other matters in which there is a city interest.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
City Attorney	1.0	1.0	1.0	1.0	1.0

Major Responsibilities & Services Provided:

- Provides legal counsel to the Common Council, the Mayor, the Administrator, and department heads on a regular basis; attends and advises on issues at City Council meetings, commission meetings, committee meetings, as required.
- Drafts legal opinions, as required.
- Drafts and conducts legal reviews, and provides input regarding various contracts, documents, ordinances, and other legal paperwork; drafts and reviews real estate transactions including offers to purchase, deeds, closing statements, and various buyers or seller documents; reviews leases, easements, covenants, affidavits, and related documents.
- Represents the City of Fitchburg in all aspects of litigation, including the preparation of pleadings and legal research. Represents the City of Fitchburg in administrative hearings before state and federal boards and commissions.
- Prosecutes all municipal citations in Municipal and Circuit Court. Conducts legal research and analysis of statutes, ordinances, contracts, and other documents to render appropriate legal opinions.
- Obtains, hires, and assists outside special legal counsel for selected legal matters.
- Review municipal codes and recommend changes for compliance with state and federal laws, rules and regulations.
- Provides advice regarding parliamentary procedures, as required.
- Attends various board, committee, or departmental meetings providing legal advice or guidance.
- Performs related administrative tasks; advises the Clerk on agendas, minutes, open record requests and related legal issues; responds to media requests and inquiries; responds to citizen inquiries and provides legal explanation regarding laws and policies.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Municipal Pretrial Hearing Dates	35	38	33	34	33
Municipal Trials/ Hearings	2	9	8	4	4
Dane Court Municipal Decision Appeals, Jury Trials, and Other Circuit Court Actions handled internally	1	2	6	2	2
Court of Appeals Cases	0	0	0	0	0
Supervising Cases Handled by Outside Counsel, e.g. Insurance Defense	2	8	7	12	9
TIDs Created or Amended	1	0	1	3	2

Significant Accomplishments in 2023:

- Reviewed and revised the City Code of ordinances, including finance ordinances and other ordinances as needed.
- Addressed municipal court backlog.
- Managed and coordinate outside legal representation of a significant number of tax assessment cases.
- Continued to manage Municipal Offenses removed or appealed to circuit court internally despite the significant increase due to cases.

Notable Initiatives for 2024:

- Review and revise the City Code of ordinances.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$147,992	\$178,418	\$82,435	\$178,716	\$187,962	\$9,544
Contractual Services	20,026	50,000	2,150	35,000	50,000	-
Operating Expenses	2,468	4,655	843	3,450	4,680	25
Allocated Costs	6,210	7,865	3,933	7,865	8,275	410
Transfers to Other Funds	-	-	-	-	-	-
Total	\$176,696	\$240,938	\$89,361	\$225,031	\$250,917	\$9,979

Significant Budget Changes from 2023 to 2024:

- None

2024 BUDGET EXPENDITURE DETAIL

Department: Legal (100-5130-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	
CONTRACTUAL SERVICES			
-202	Outside Legal (Ordinance Violations)	Outside legal services for jury trials, as needed	Now handled internally
-203	Outside Legal	Outside legal services as needed based on projects, issues	\$50,000 - Outside legal services as needed based on projects, issues 2023 \$50,000 2024 \$50,000
-210	Professional Services	Engineering, Auditing Services, or other Professional Service not provided by staff (excludes legal)	
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . 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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	

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	\$550 - State and Local Bar dues \$1,000 - Additional State Bar Publications 2023 \$1,550 2024 \$1,550
-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.	

2024 BUDGET EXPENDITURE DETAIL

-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>	\$2,000 - Annual trainings for City Attorney including DOJ OWI prosecution seminar, Municipal Attorney Seminar, Ehlers Seminar and other relevant trainings 2023 \$2,000 2024 \$2,000
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	Travel to and from seminars, significant trips to state law library for online research 800 miles @ \$.66/mile 2023 \$505 2024 \$530
-335	Vehicle Expense	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.	\$600 - Filing fees for circuit court actions initiated by the City and e-filing fees for appeals of municipal judgments. 2023 \$600 2024 \$600
-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	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

Department: Legal

N = New position - Please indicate personnel budget proposal (PBP) number

	TOTAL ALL PAGES			2,080		

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal						Proposal # 8																																										
Department:	City Attorney																																															
Position Title:	Restore Assistant City Attorney																																															
Position Timing: The year the position is projected to start and any other timing items.	2027																																															
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description																																															
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	The City has continued to grow in size, including the absorption of the former Town of Madison, and has increasing legal needs. The volume of municipal court cases, circuit court cases, and tax assessment litigation has steadily increased, as have the internal legal needs of the Department.																																															
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).																																																
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2020 Actual</th> <th>2021 Actual</th> <th>2022 Actual</th> <th>2023 Projected</th> <th>2024 Projected</th> </tr> </thead> <tbody> <tr> <td>Municipal Pretrial Hearing Dates</td> <td>35</td> <td>38</td> <td>33</td> <td>34</td> <td>33</td> </tr> <tr> <td>Municipal Trials/Hearings</td> <td>2</td> <td>9</td> <td>8</td> <td>4</td> <td>4</td> </tr> <tr> <td>Dane Court Municipal Decision Appeals, Jury Trials, and Other Circuit Court Actions handled internally</td> <td>1</td> <td>2</td> <td>6</td> <td>2</td> <td>2</td> </tr> <tr> <td>Court of Appeals Cases</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Supervising Cases Handled by Outside Counsel, e.g. Insurance Defense</td> <td>2</td> <td>8</td> <td>7</td> <td>12</td> <td>9</td> </tr> <tr> <td>TIDs Created or Amended</td> <td>1</td> <td>0</td> <td>1</td> <td>3</td> <td>2</td> </tr> </tbody> </table>							2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected	Municipal Pretrial Hearing Dates	35	38	33	34	33	Municipal Trials/Hearings	2	9	8	4	4	Dane Court Municipal Decision Appeals, Jury Trials, and Other Circuit Court Actions handled internally	1	2	6	2	2	Court of Appeals Cases	0	0	0	0	0	Supervising Cases Handled by Outside Counsel, e.g. Insurance Defense	2	8	7	12	9	TIDs Created or Amended	1	0	1	3	2
	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected																																											
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TIDs Created or Amended	1	0	1	3	2																																											
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Restore Assistant City Attorney																																															

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$138,798	\$138,798	\$	\$
Non Personnel Recurring Costs			\$1,160	\$1,160	\$	\$
Non Personnel One-Time Costs			\$3,630	\$3,630	\$	\$
Total Year One Costs			\$143,588	\$143,588	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2080	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Grade L	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop Year 2+	\$2500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Job Title: Assistant City Attorney
Department: Administration
Division: Legal
Salary Grade: L
Created: 2016

Reports To: City Attorney
FLSA Status: Exempt
EEO Code: 2-Professionals
Employee Group: General Employee
Last Revision: February 2016

Position Summary:

Under the general direction of the City Attorney, provides legal counsel and handles legal matters for the City. Decisions within areas of responsibility are made upon consultation with the City Attorney. Supervision received is direct. Overall work plans are discussed with periodic review of progress. There is frequent interaction with the elected officials, city staff, and the public.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:

- Prosecutes all municipal citations in Municipal and Circuit Court. Conducts legal research and analysis of statutes, ordinances, contracts, and other documents to render appropriate legal opinions.
- Drafts ordinances and reviews resolutions for approval by the Common Council.
- Drafts contracts and agreements for the City and its departments.
- Drafts and conducts legal reviews, and provides input regarding various contracts, documents, and other legal paperwork; drafts and reviews real estate transactions including offers to purchase, deeds, closing statements, and various buyers or seller documents; reviews leases, easements, covenants, affidavits, and related documents.
- Review municipal codes and recommend changes for compliance with state and federal laws, rules and regulations.
- Performs related administrative tasks; advises the Clerk on agendas, minutes, open record requests and related legal issues; responds to media requests and inquiries; responds to citizen inquiries and provides legal explanation regarding laws and policies.
- Provides advice regarding parliamentary procedures as required.
- Attends various board, committee, or departmental meetings providing legal advice or guidance.
- Represents the City of Fitchburg in all aspects of litigation, including the preparation of pleadings and legal research. Represents the City of Fitchburg in administrative hearings before state and federal boards and commissions.
- Under the Direction of the City Attorney, provides legal counsel to the Common Council, the Mayor, Administrator and department heads on a regular basis; attends and advises on issues at City Council meetings, commission meetings, committee meetings, and on other issues as required; drafts legal opinions as required.
- Assists outside special legal counsel for selected legal matters.

Additional Duties and Responsibilities:

- Performs routine office related tasks including opening and closing files; typing correspondence and documents; copying documents; answering calls; and performs related tasks.
- Prepares the annual legal budget; monitors budgetary activity.
- Performs other related duties as assigned.

Supervisory Requirements:

- None

Minimum Qualifications**Education and/or Experience Requirements:**

- Juris Doctorate from an accredited university required.
- Minimum three years of legal experience preferred.

Certification

- Admission to the bar and licensed to practice law in the State of Wisconsin required during entire course of employment.

Necessary Knowledge Skills and Abilities:

- Thorough knowledge of municipal operations, ordinances, and statutes affecting the operations of local municipal governments in the state of Wisconsin, and those specific to Fitchburg;
- Proven leadership and administrative skills;
- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations;
- Ability and experience in personally preparing effective written reports and correspondence and delivering effective oral communications and presentations;
- Knowledge and experience in the utilization of computer applications including word processing, spreadsheets, relational databases, and e-mail;
- Ability to maintain confidential records.

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

Supplemental Information:**Tools and Equipment Used**

Personal computer, including word processing and spreadsheet software; phone; copy machine; fax machine, printers.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office working conditions with minimal exposure to disagreeable elements.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

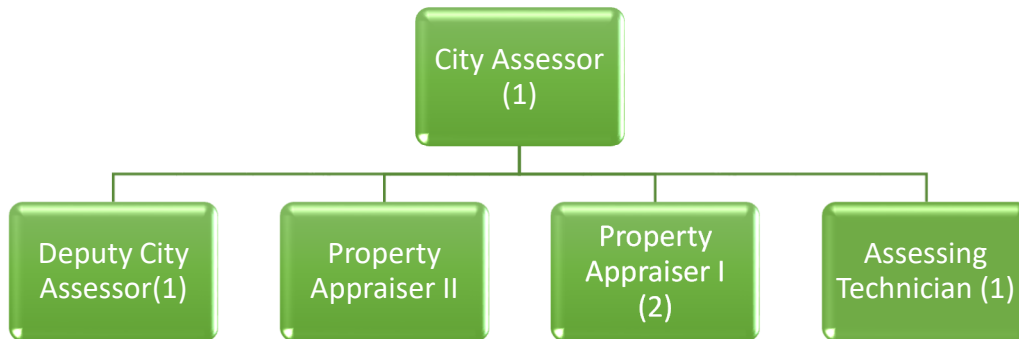
I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Department Mission:

To produce fair and uniform assessments on all residential, commercial, agricultural real property and business personal property; ensuring equity in the distribution of the tax levy.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
City Assessor	1.0	1.0	1.0	1.0	1.0
Deputy City Assessor	-	-	-	1.0	1.0
Commercial Property Appraiser	1.0	1.0	1.0	-	-
Property Appraiser II	-	-	-	-	1.0
Residential Property Appraiser	1.0	1.0	1.0	1.0	-
Property Appraiser I	1.0	1.0	1.0	1.0	1.0
Assessing Technician	-	-	1.0	1.0	1.0
Assessing Intern	-	.3	-	-	-

Major Responsibilities & Services Provided:

- Annual revaluation of all residential, commercial, agricultural and business personal property.
- Annual property reviews and market analysis to establish class & neighborhood trending.
- Import annual split roll from Dane County - add all new parcels and delete historical parcels.
- Annual building permit and subdivision reviews for establishing net new construction.
- Timely mailing of notices; preparation for Open Book and Board of Review.
- Completion of Assessment Roll and Statement of Assessments.
- Timely filing of all mandatory reports with DOR.
- Provide data for TID Increment Values and DOR Compliance for new TID/Amendments.
- Monitor ag-use conversion acres and complete report for Dane County Treasurer.
- Property Assessment Appeals – Board of Review, 70.85 Appeal, Certiorari, Circuit Court.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Annual Ratio for DOR Compliance	100.99	96.11	100.01	81.77	100.00
Changed Assessment Notices Sent	8,898	2,439	9,737	2,507	10,983
No. of Parcels Reviewed at Open Book	628	137	305	57	350
Open Book Value Adjustments Granted	359	67	122	44	TBD

Significant Accomplishments in 2023:

- Completed the majority of yearly assessment work between January and June to get back on track with a typical assessment year calendar.
- Absorbed Town of Madison parcels into our assessment roll for the first time.
- Promoted former Assessment Technician to Property Appraiser I and hired a new Property Appraiser I.
- Began in-depth residential assessment training of staff to create a common knowledge base and strengthen consistency and uniformity amongst staff.
- Implemented new department policies, procedures, and standards to make department operations more efficient and cohesive.

Notable Initiatives for 2024:

- Shift to bi-annual revaluation schedule, starting in 2024.
- Continue to work towards State Statute digital expectations: photos, electronic sketches, land records.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$415,319	\$493,593	\$183,914	\$460,888	\$526,044	\$32,451
Contractual Services	33,495	45,150	8,427	40,930	45,510	360
Operating Expenses	15,769	21,360	5,853	17,430	21,795	435
Allocated Costs	40,150	44,735	22,815	45,185	41,750	(2,985)
Transfers to Other Funds	-	-	-	-	-	-
Total	\$504,733	\$604,838	\$221,009	\$564,433	\$635,099	\$30,261

Significant Budget Changes from 2023 to 2024:

- Increased per diem budget for Board of Review members due to an increase in the number of meetings needed to complete annual process (increase from three to six meetings per year).
- Increased office supplies and postage account to reflect increase in postage cost for notice mailings.
- Added tuition reimbursement for one employee, in accordance with City personnel policies.
- Removed cost of mailings for personal property (PP) accounts since the PP tax was repealed by the State effective 1/1/24.
- Increased Property Appraiser overtime from 74 to 80 hours (PBP#20).

2024 BUDGET EXPENDITURE DETAIL

Department: Assessing (100-5153-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission & Committees	Includes Per Diem Boards, Commissions, and Committees	BOR \$1,050 - 7 Members @ \$25 / meeting * 6 meetings \$210 - 1 Chair @ \$35 / meeting * 6 meetings 2023 \$405 2024 \$ 1,260
CONTRACTUAL SERVICES			
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.	\$8,000 - Annual support fee for Market Drive assessing software for Large Municipality Edition \$2,160 - WEB Access – Property Data \$2,000 - Anticipated incident support 2023 \$11,800 2024 \$12,160
-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$30,000 - DOR MFG Fee \$600 - Laredo (Dane County Program for record access) \$2,750 - Outsourced Assessment Notice Insert and Presort 2023 \$33,350 2024 \$33,350
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$5,925 – RE Assessment Notice Postage and Envelopes (9,400 @ \$.63) (PP removed) \$0 - PP Statements (900 accounts @ \$.63) \$0 - PP Reminder Non Filer letters (220 @ \$.63) \$945 - Request to view property letters (1,500 @ \$.63) \$440 - Mail income and expense letters (700 @ \$.63) \$800 - Office Supplies 2023 \$8,565 2024 \$8,110
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$300 - WAAO Membership Dues (5 @ \$60) \$700 - Marshall Swift Commercial Brown Book Renewal \$5,400 – Co-Star Subscription (\$450 @ 12 months) \$70 – Exam and recertification fee 2023 \$6,290 2024 \$6,470
-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.	\$240 - Replacement Boots (3 Field Positions @ \$80) 2023 \$240 2024 \$240
-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. Detail of this account to be submitted with budget proposal.	\$2,200 - Municipal Assessors Institute \$1,000 - Residential/Commercial Appraisal Training \$400 - WAAO Quarterly Meetings 2023 \$3,600 2024 \$3,600
-326	Tuition Reimbursement	Collective Bargaining Agreement and Employee Handbook Tuition	\$650 – tuition reimbursement for 2 classes for 1 employee 2023 \$-0- 2024 \$650
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	One Personal Car for Field Reviews/Conference Meetings \$1,320 – 2,000 Miles @ \$.66/ mile 2023 \$1,260 2024 \$1,320

2024 BUDGET EXPENDITURE DETAIL

-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	\$200 vehicle repairs and maintenance 2023 \$ 200 2024 \$200
-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 \$250 – Measurement Tools, Cameras, etc. 2023 \$300 2024 \$300
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	\$50 – Miscellaneous 2023 \$50 2024 \$50
-397	Fuel Purchases	Diesel and unleaded, from City pumps and commercial stations	\$855 - 244 gallons unleaded gas @ \$3.50 2023 \$855 2024 \$855
-505	Leases and Rentals	Leases and Rentals of facilities and equipment	

2024 PERSONNEL SUMMARY

Department: Assessing

E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Chris Leitz	City Assessor	01/10/2023	2,080		
E	Craig Olson	Deputy Assessor	5/31/2022	2,080		
N#20	Julia Stover	Property Appraiser I	12/20/2021 (in position 5/1/2023)	2,080		50-10 =40
N#20	Trent Milliken	Property Appraiser I	5/15/2023	2,080		24+16 =40
E	Andrew Woodruff	Assessing Technician	12/20/2021	2,080		
	TOTAL ALL PAGES			10,400	-0-	74+6 =80

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal					Proposal # 20																			
Department:	Assessing																							
Position Title:	Additional Overtime for Two Property Appraiser I Employees																							
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Under the general direction of the Assessor, the Property Appraiser I is responsible for establishing the assessed value of real estate and/or personal property. Responsibilities include professional technical property appraisals and assessment work for the analysis and application of market, cost, and income approaches to arrive at property values for tax purposes and assisting in the annual preparation and completion of the City of Fitchburg assessment roll.																							
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	2024 will be a revaluation year for the Assessing department. As such, there are a variety of additional tasks including market analysis and comprehensive data review, which are not typically done in a maintenance year. Additionally, with a higher volume of changed assessments than a maintenance year, comes an increase of appeals both in Open Book and Board of Review. Because of this increased workload, I am requesting that both Property Appraisers be allotted 40 hours of overtime each for the 2024 budget year as they are both hourly and will be working on residential analysis. Property Appraiser I – 40 OT hours (50 previous year) Property Appraiser I – 40 OT hours (24 previous year)																							
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	An alternative strategy to avoid overtime would be to begin work on the assessment year as soon as possible each year, potentially in July. Recent staffing changes have made this difficult to achieve but in the coming years may be more feasible with consistent staffing and training and continued education and experience of newer staff.																							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2019 Reval</th> <th>2020 Reval</th> <th>2021 Maintenance</th> <th>2022 Reval</th> <th>2023 Maintenance</th> </tr> </thead> <tbody> <tr> <td>Open Book Cases</td> <td>210</td> <td>629</td> <td>134</td> <td>321</td> <td>55</td> </tr> <tr> <td>Board of Review Objections</td> <td>2</td> <td>88</td> <td>36</td> <td>82</td> <td>52</td> </tr> </tbody> </table>							2019 Reval	2020 Reval	2021 Maintenance	2022 Reval	2023 Maintenance	Open Book Cases	210	629	134	321	55	Board of Review Objections	2	88	36	82	52
	2019 Reval	2020 Reval	2021 Maintenance	2022 Reval	2023 Maintenance																			
Open Book Cases	210	629	134	321	55																			
Board of Review Objections	2	88	36	82	52																			
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted Department by, in priority order: 1) Additional Overtime for Two Property Appraiser I Employees																							

Projected Costs Summary

See separate report for line-by-line calculations of costs

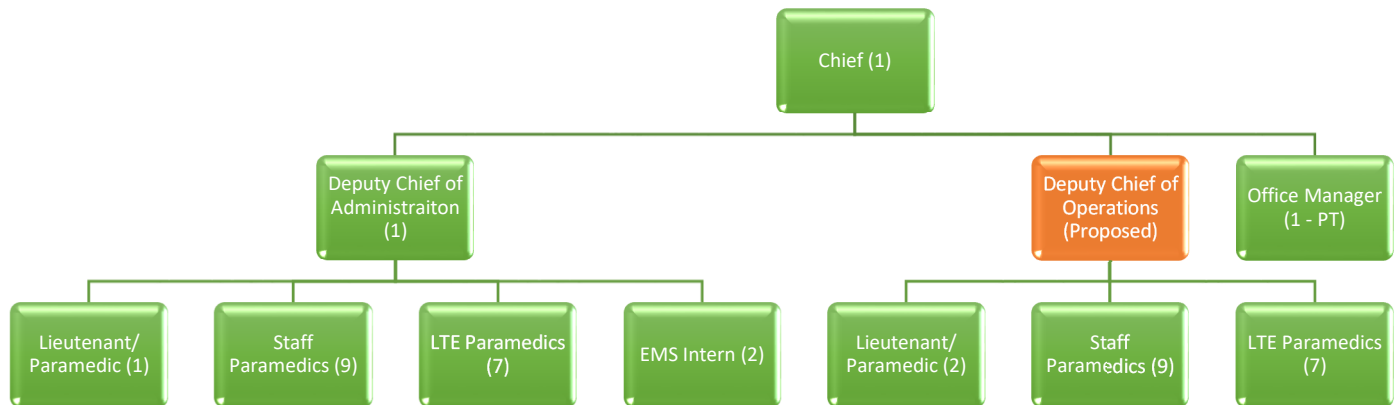
	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$219	\$219	\$	\$
Non Personnel Recurring Costs	\$	\$	\$	\$
Non Personnel One-Time Costs	\$	\$	\$	\$
Total Year One Costs	\$219	\$219	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	Same	Overtime Hours	6	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade F	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	Same	Training	Same	Dues	Same
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	Same	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	None	Position Classification	None
Vehicles	Mileage (\$.63/mile)	Same	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Department Mission:

Fitch-Rona EMS is committed to the compassionate delivery of professional pre-hospital healthcare to the residents, neighbors, and visitors of the Fitchburg-Verona area. Note: All amounts below are for the entire EMS district.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
EMS Chief	1.0	1.0	1.0	1.0	1.0
Deputy Chief	1.0	1.0	1.0	1.0	2.0
Lieutenant	3.0	3.0	3.0	3.0	3.0
Staff Paramedics	18.0	18.0	18.0	18.0	18.0
Office Manager	.3	.3	.3	.3	.3
LTE Paramedics	1.6	1.6	1.6	1.3	1.3
EMS Intern	-	-	-	.3	.6

Major Responsibilities & Services Provided:

- The joint-municipal EMS District provides emergent and non-emergent pre-hospital medical care for residents and guests in the municipalities of Fitchburg, Verona, and the Town of Verona.
- The District operates three-paramedic level ambulances 24/7. These are stationed at Fitchburg Fire Station #2 on Marketplace Dr, Fitchburg Fire Station #3 on South Syene Road, and the Verona Fire Station on Lincoln St.
- We provide medical support for large events and athletic activities throughout the Fitch-Rona EMS District.
- We provide education and training in First Aid, CPR, and Bleeding Control for area public safety departments, businesses, citizens of the district, and some neighboring communities.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Annual Run Volume	3,505	4,184	4,267	4,998	5,148
Calls in Fitchburg	2,148 (61%)	2,663 (64%)	2,676 (63%)	3,002 (60%)	3,192 (62%)
Total Revenue (in millions)	\$1.51	\$1.64	\$1.86	\$2.01	\$1.92
Fitchburg Allocation of District Net Budget based on Equalized Value	49.9%	50.5%	53.3%	53.5%	56.1%
Median Response Time from Notified to On Scene	6.11 minutes	6.24 minutes	6.33 minutes	6.28 minutes	6.28 minutes

Significant Accomplishments in 2023:

- Started a second paid EMT intern position in cooperation with Madison College to increase unrepresented populations choosing EMS as a career path. The 2-year internship mentors an EMT student through the College and graduates them with a Paramedic Technician Associate Degree.
- Used grant funding through the Department of Health Services to purchase and implement new Sapphire IV pumps into our practice. The procedure allows for safer administration of medication that is used infrequently with a high risk of side effects.
- In a partnership with Dane County, Fitch-Rona offered a hands-only CPR course in September which included sign language interpreting services to increase the instruction of a simple, life-saving skill to other communities of people.

Notable Initiatives for 2024:

- Dane County and Fitch-Rona continue to have higher than average cardiac arrest survival rates due to bystander CPR. Increasing public CPR classes and including those with English as a second language (ESL) will continue to increase the survival rates in underrepresented populations.
- The district received a grant from Epic Systems for the purchase and training for point-of-care ultrasound. This procedure is relatively new in the field of EMS and allows paramedics to view heart function in patients who may be in severe shock, or near cardiac arrest states, and guide a more appropriate treatment plan that would otherwise go unrecognized.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$2,983,278	\$3,102,391	\$1,587,556	\$3,169,608	\$3,368,555	8.6%
Operating Expenses	\$439,579	\$564,845	\$262,187	\$580,825	\$540,018	-4.4%
Total	\$3,422,857	\$3,667,236	\$1,849,743	\$3,750,434	\$3,908,574	6.6%
Fitchburg Share of Operating Cost	\$936,571	\$1,031,222	\$515,611	\$1,031,222	\$1,137,933	10.35%

Significant Budget Changes from 2023 to 2024:

- A Deputy Chief of Training and Operations position was included in the 2024 budget (PBP#60). This position is needed to support the increasing demands of training and ensure proficiency for our providers, as well as provide another managerial position to the district, as it continues to grow.
- Increased call volume comes with an increase in the cost of fuel, routine maintenance costs, and repairs on the ambulance fleet.
- As production and supply chains appear to be returning to “normal”, the cost of medications and medical supplies, and equipment continue to experience instability causing an ever-increasing operational cost.
- The end-of-life of our current Knox Box key system and software requires the purchase of replacement equipment. The new boxes will provide better efficiency and be integrated into the current system that manages our controlled substance access.
- The general legal fees line item has been increased to match the increased use of non-contract-related services of the last two years.
- The one-time line item in 2023 to fund the district reserve fund was removed.

Fitch-Rona EMS
District Apportionments
2024 Budget

Net Operating Cost And Apportionments

2024 EMS District Budget	2022 Actual		2023 Approved		2024 Submitted	
Operating Budget	\$3,422,857		\$3,667,236		\$3,908,574	
Service Income Estimate	\$1,856,617	54.2%	\$1,699,600	46.3%	\$1,840,058	48.2%
Interest and Contracted Events	\$2,170		\$42,200		\$42,500	
Net Operating Cost	\$1,566,240	45.8%	\$1,925,436	52.5%	\$2,026,016	51.8%

2023 Apportionments to Municipalities

	City of Fitchburg	City of Verona	Town of Verona	Total
2022 Equalized Valuations	5,733,042,400	3,988,131,200	486,138,600	10,207,312,200
Percentage of Total Valuation	56.166034%	39.071316%	4.762650%	100.0000%
8/2/2023				
2023 Municipal Costs	\$ 1,137,932.63 Line 6	\$ 791,590.98 Line 7	\$ 96,492.04 Line 8	\$ 2,026,015.65 Line 9

2023 Budget Apportionment Comparisons

2023 Equalized Valuations	4,668,212,700	3,629,798,500	418,192,600	8,716,203,800
Percentage of Total Valuations	53.557865%	41.644259%	4.797875%	100.0000%
2023 Municipal Costs	\$ 1,085,090.74	\$ 843,719.21	\$ 97,205.71	\$ 2,026,015.66
\$ Change from last year	52,842	(52,128)	(714)	(0)
% Change from last year	4.87%	-6.18%	-0.73%	0.00%

1		2023 Budget	2024 Operating Budget	Difference 2022 Budget vs. 2023 Budget	Percent Change
2	Revenues				
3	Run Income	\$ 1,699,600	\$ 1,840,058	\$ 140,458	8.3%
4	Run Income Subtotal	\$ 1,699,600	\$ 1,840,058	\$ 140,458	8.3%
5					
6	City of Fitchburg*	\$ 1,031,222	\$ 1,137,933	\$ 106,711	10.35%
7	City of Verona*	\$ 801,834	\$ 791,591	\$ (10,243)	-1.28%
8	Town of Verona*	\$ 92,380	\$ 96,492	\$ 4,112	4.45%
9	Municipalities Sub-Total	\$ 1,925,436	\$ 2,026,016	\$ 100,580	5.22%
10				\$ -	
11	Interest Income	\$ 3,700	\$ 4,000	\$ 300	8.1%
12	Contracted Events	\$ 38,500	\$ 38,500	\$ -	0.0%
13					
14					
15	Misc. Sub-Total	\$ 42,200	\$ 42,500	\$ 300	0.7%
16	Total Revenues	\$ 3,667,236	\$ 3,908,574	\$ 241,338	6.6%
17					
18	Expenses				
19	Salaries & Wages	\$ 1,633,510	\$ 1,770,368	\$ 136,858	8.4%
20	Scheduled Overtime	\$ 388,446	\$ 401,770	\$ 13,324	3.4%
21	Unscheduled Overtime	\$ 104,304	\$ 107,433	\$ 3,129	3.0%
22	Soc.Sec.&Medicare Taxes	\$ 166,646	\$ 178,920	\$ 12,274	7.4%
23	Retirement Plan	\$ 277,247	\$ 309,071	\$ 31,824	11.5%
24	Miscellaneous Benefits	\$ 8,637	\$ 8,483	\$ (154)	-1.8%
25	Health & Dental Ins.	\$ 371,888	\$ 451,010	\$ 79,122	21.3%
26	Worker's Comp. Ins.	\$ 92,019	\$ 81,284	\$ (10,735)	-11.7%
27	Income Continuation	\$ 2,400	\$ 2,400	\$ -	0.0%
28	Sick Time Over Cap	\$ 24,294	\$ 24,817	\$ 523	2.2%
29	Medical Director Annual Fee	\$ 33,000	\$ 33,000	\$ -	0.0%
30	Salary Sub-Total	\$ 3,102,391	\$ 3,368,555	\$ 266,165	8.6%
31					
32	Oil, Fuel & Lube	\$ 33,702	\$ 41,618	\$ 7,916	23.5%
33	Repair and Replacement Parts	\$ 51,600	\$ 52,500	\$ 900	1.7%
34	Medical Supplies	\$ 124,342	\$ 132,072	\$ 7,730	6.2%
35	Office Supplies	\$ 2,300	\$ 1,600	\$ (700)	-30.4%
36	Postage	\$ 800	\$ 900	\$ 100	12.5%
37	Public Education	\$ 2,000	\$ 2,000	\$ -	0.0%
38	Staff Training	\$ 32,500	\$ 32,500	\$ -	0.0%
39	Staff Support	\$ 6,800	\$ 4,200	\$ (2,600)	-38.2%
40	Uniforms	\$ 15,400	\$ 17,100	\$ 1,700	11.0%
41	Personnel Recruitment	\$ 2,100	\$ 2,100	\$ -	0.0%
42	Subscriptions & Dues	\$ 900	\$ 1,000	\$ 100	11.1%
43	Admin Space Lease	\$ 7,125	\$ 7,125	\$ -	0.0%
44	Facilities Furnishings	\$ 1,800	\$ 1,800	\$ -	0.0%
46	Telephone	\$ 10,200	\$ 9,100	\$ (1,100)	-10.8%
47	Radio Equipment	\$ 4,500	\$ 4,500	\$ -	0.0%
48	Radio Maintenance	\$ 3,900	\$ 4,500	\$ 600	15.4%
49	Medical Equipment	\$ 3,600	\$ 5,600	\$ 2,000	55.6%
50	Medical Equipment Maint.	\$ 11,700	\$ 13,700	\$ 2,000	17.1%
51	EMT Safety Equipment	\$ 1,300	\$ 1,300	\$ -	0.0%
52	Training Equipment	\$ 500	\$ 500	\$ -	0.0%
53	Office Equipment	\$ 2,000	\$ 2,000	\$ -	0.0%
55	Computer Support	\$ 24,100	\$ 24,100	\$ -	0.0%
56	Accounting Fees	\$ 15,000	\$ 16,700	\$ 1,700	11.3%
57	Legal Fees General	\$ 3,000	\$ 5,000	\$ 2,000	66.7%
59	Assigned Funds - Labor Contract	\$ 6,000	\$ 6,000	\$ -	
60	Property Insurance	\$ 28,700	\$ 31,100	\$ 2,400	8.4%
61	Billing Service	\$ 101,976	\$ 110,403	\$ 8,427	8.3%
62	Paramedic Intern Program	\$ 9,000	\$ 9,000	\$ -	
63	Reserve Funding	\$ 58,000	\$ -	\$ (58,000)	
64	Misc. Expense Sub-Total	\$ 564,845	\$ 540,018	\$ (24,827)	-4.4%
65	TOTAL EXPENSES	\$ 3,667,236	\$ 3,908,574	\$ 241,338	6.6%

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 60
Department:	Fitch- Rona EMS	
Position Title:	New Deputy Chief of Training and Operations	
Position Timing: The year the position is projected to start and any other timing items.	Permanent Position starting in 2024	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	The EMS Deputy Chief assists in coordinating the daily operations of the EMS District. As the second in command of the EMS district, they assist the Chief in the evaluation of staff performance, conducting or coordinating training, scheduling, policy and procedures development, liaison with Dane County, district municipalities, and EMS Commission, public relations and information, medical emergency response and safety. They may be asked to assume the role of the Chief in his or her absence. The position is primarily a 40-hour, weekday position; however, the Deputy Chief frequently may need to attend evening meetings, council, and board meetings, and weekend events, and is responsible for 24-hour Officer-In-Charge (OIC) duties for the department that are shared with the Chief and the Deputy Chief of Administration.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	As the calls for service continue to rise, and the advancement in technology and support for patient-outcome-based pre-hospital care rise, the need for an increased focus on training our paramedics and EMTs continues to rise. Fitch-Rona has a robust quality assurance/ improvement program in partnership with our medical directors through the UW Health system, but the current Chief and Deputy Chief are at capacity with commitments to operational demands involving supplies, equipment, and maintenance of the day-to-day operations, as well as administrative needs such as municipal and county-wide meetings, community outreach, and human resources responsibilities, superseding the need to move the service forward. Additionally, the Chief positions include "on-call" work requiring availability to respond to phone calls, and at times, to return to the district to manage an issue. This 24/7 duty is split between the two current positions. A second Deputy Chief would add additional support to the demand. Finally, as the continuity of operations is reviewed, a second Deputy Chief would add additional stability to the overall management and knowledge of the operations of the District in case a senior leadership position becomes vacant or a catastrophic event results in a loss of senior leadership.	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The addition of three shift Lieutenant positions in 2018 has assisted in moving many of the "task-oriented" needs of the department, such as ordering and maintaining supply levels and taking care of routine maintenance of vehicles and medical equipment. They have also taken on some of the training challenges, but since the Lieutenant's primary role is to function as a paramedic on the ambulance, many of these needs continue to go unmet, therefore pushing them back to the Chiefs. If the position goes unfilled/unsupported, we will need to continue to rely heavily on our UW Health partners for the increased training demands and quality improvement with patient care at an increased cost to the service. Involvement at the County, Region, and State levels will also suffer as the number of meetings continues to grow with limited time and personnel to represent the service and the needs of the EMS profession.	

City of Fitchburg							Proposal #	
2024 Operating Budget Personnel Budget Proposal							60	
Department:	Fitch- Rona EMS							
Position Title:	New Deputy Chief of Training and Operations							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).		2007	2012	2018	2019	2020	2021	2022
	Calls for Service	2,320	2,504	3,245	3,444	3,505	4,184	4,320
	Full-Time Staff	14	14	14	21	21	21	21
	LTE-Staff	8	8	10	14	14	15	15
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: Not included in staffing study Position Requests Submitted by Department, in priority order: 1) New Deputy Chief of Training and Operations 2) Additional Staff Paramedics (4 Positions) 3) Additional Staff Paramedics (3 Positions)							

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$139,578	\$78,303	\$	\$61,275
Non-Personnel Recurring Costs			\$3,470	\$1,947	\$	\$1,523
Non-Personnel One-Time Costs			\$4,800	\$2,693	\$	\$2,107
Total Year One Costs			\$147,848	\$82,943	\$	\$64,905
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	\$95,000	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	None
Benefits	Retirement	Protective	Workers Comp Class	Muni Ops	Health and Dental	\$30,786
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$1,000	Protective Gear/ PPE Year 1 Year 2+	\$3,000	Clothing Allowance Year 1 Year 2+	\$350
Misc.	Office Equipment Year 1 Year 2+	None	Training Year 1 Year 2+	None	Dues Year 1 Year 2+	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	\$600 \$600
	Computer/ Laptop	\$1,000	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$500	Drug Test/ Background	\$150	Position Classification	None
Vehicles	Mileage (\$.63/mile)	\$2,520	Operating Cost City Vehicle	Same	Capital Cost City Vehicle	Same

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 61																																
Department:	Fitch- Rona EMS																																	
Position Title:	Additional Paramedic Positions (4 Positions)																																	
Position Timing: The year the position is projected to start and any other timing items.	Four (4) Permanent Positions starting in 2025																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	A paramedic at Fitch-Rona is responsible for responding to calls for service within the EMS District, and surrounding communities, as requested, without controllable delay. Providing high-quality care and demonstrating professional rapport with patients, co-workers, and the public is essential. Additional duties include, but are not limited to continuous education, precepting and mentoring of EMS students, and public relations events.																																	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	To meet the increasing need for emergency medical services in the City of Fitchburg, Fitch-Rona EMS will need to add an additional ambulance, and paramedics, to maintain appropriate response times and deliver the high-quality of care that should be provided to the residents. The 20-year year average increase in call volume is 4.4%. As the City continues to not only grow but grow with the addition of senior housing projects, that demand will continue to increase. We are seeing 15-25 times per month when all three of our currently staffed ambulances are assigned to calls simultaneously but have not required additional resources to respond to our territory, however, from January 1st through the end of June 2023, there were 16 times when ambulances from outside of our district were needed to respond to Fitchburg or Verona because all our units were busy on calls. Adding an additional ambulance during hours of higher demand maintains the cities' commitment to public safety within the community and helps to decrease the demand from our neighboring municipalities, who are also seeing an increase in demand in their own cities and are also taxed for providing services to our residents.																																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	It requires a minimum of four positions to staff an ambulance for 12 hours a day 7 days a week. This staffing could be done by creating permanent part-time positions, which currently don't exist in the district staffing structure. This option could be used as a steppingstone to full-time staffing at a reduced cost, but the volume would eventually rise to require full-time staffing and would require some negotiations with the collective bargaining unit.																																	
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Calls for Service</td> <td>2,320</td> <td>2,504</td> <td>3,245</td> <td>3,444</td> <td>3,505</td> <td>4,184</td> <td>4,320</td> </tr> <tr> <td>Full-Time Staff</td> <td>14</td> <td>14</td> <td>14</td> <td>21</td> <td>21</td> <td>21</td> <td>21</td> </tr> <tr> <td>LTE-Staff</td> <td>8</td> <td>8</td> <td>10</td> <td>14</td> <td>14</td> <td>15</td> <td>15</td> </tr> </tbody> </table>			2007	2012	2018	2019	2020	2021	2022	Calls for Service	2,320	2,504	3,245	3,444	3,505	4,184	4,320	Full-Time Staff	14	14	14	21	21	21	21	LTE-Staff	8	8	10	14	14	15	15
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: Not included in staffing study Position Requests Submitted by Department, in priority order: 1) New Deputy Chief of Training and Operations 2) Additional Staff Paramedics (4 Positions) 3) Additional Staff Paramedics (3 Positions)																																	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$106,275	\$59,620	\$	\$46,655
Non-Personnel Recurring Costs			\$1,410	\$791	\$	\$619
Non-Personnel One-Time Costs			\$4,750	\$2,665	\$	\$2,085
Total Year One Costs			\$112,435 (x4 positions)	\$63,076 (x4 positions)	\$	\$49,359 (x4 positions)
Projected Cost Calculation Details						
Hours	Annual Hours	2,080 (x4)	Overtime Hours	320(x4)	Other Hours	36 Hrs Training Annually
Salary/ Wages	Estimated Wage/ Salary (Total Cost)	\$64,256 (x4)	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	None
Benefits	Retirement	Protective	Workers Comp Class	Muni Ops		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$1,000(x4)	Protective Gear/ PPE Year 1 Year 2+	\$3,000 (x4)	Clothing Allowance Year 1 Year 2+	\$350(x4)
Misc.	Office Equipment Year 1 Year 2+	None	Training Year 1 Year 2+	\$1,000(x4) Annually per CBA	Dues Year 1 Year 2+	None
Technology	Software Year 1 Year 2+	\$60(x4) Same	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	Same	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$500	Drug Test/ Background	\$150(x4)	Position Classification	None
Vehicles	Mileage (\$.63/mile)	Same	Operating Cost City Vehicle	\$20,000 (Additional ambulance cost)	Capital Cost City Vehicle	\$420,000

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 62																																
Department:	Fitch- Rona EMS																																	
Position Title:	Additional Paramedic Position (3 Positions)																																	
Position Timing: The year the position is projected to start and any other timing items.	Three (3) Permanent Positions starting in 2027																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	A paramedic at Fitch-Rona is responsible for responding to calls for service within the EMS District, and surrounding communities, as requested, without controllable delay. Providing high-quality care and demonstrating professional rapport with patients, co-workers, and the public is essential. Additional duties include, but are not limited to continuous education, precepting and mentoring of EMS students, and public relations events.																																	
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Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	It requires a minimum of seven positions to staff an ambulance 24 hours a day 7 days a week. Hiring four paramedics in 2025 will cover an increase in peak time calls during the day, but over the course of an additional 2-4 years, three additional paramedics will be needed to complete the seven required for the additional hours. A second option to hire all seven in 2025 would ensure Fitchburg meets the demand that will be seen well into the future.																																	
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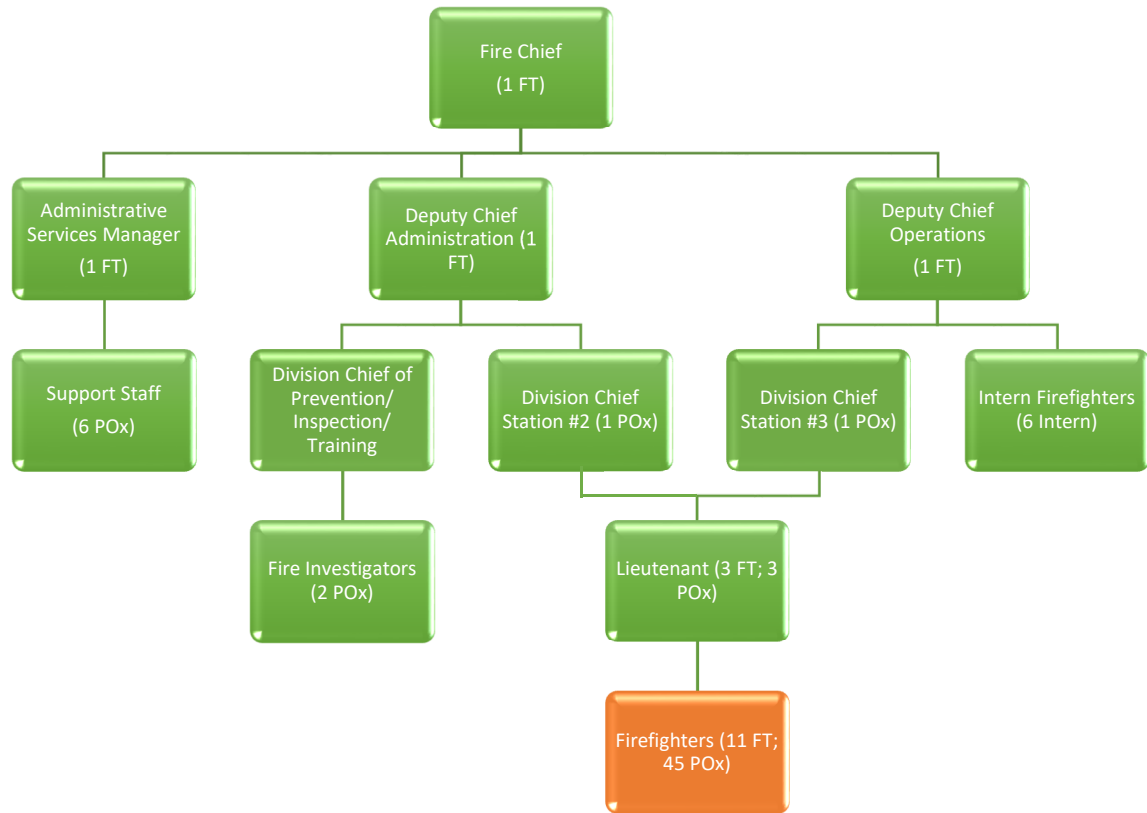
Projected Costs Summary

See separate report for line-by-line calculations of costs

			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$116,130	\$65,149	\$	\$50,981
Non-Personnel Recurring Costs			\$510	\$286	\$	\$224
Non-Personnel One-Time Costs			\$6,017	\$3,376	\$	\$2,641
Total Year One Costs			\$122,657 (x3 positions)	\$68,811 (x3 positions)	\$	\$53,846 (x3 positions)
Projected Cost Calculation Details						
Hours	Annual Hours	2,080 (x3)	Overtime Hours	320(x3)	Other Hours	36 Hrs Training Annually
Salary/ Wages	Estimated Wage/ Salary (Total Cost)	\$68,169(x3)	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	None
Benefits	Retirement	Protective	Workers Comp Class	Muni Ops		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$1,100(x3)	Protective Gear/ PPE Year 1 Year 2+	\$3,600 (x3)	Clothing Allowance Year 1 Year 2+	\$450(x3)
Misc.	Office Equipment Year 1 Year 2+	None	Training Year 1 Year 2+	\$1,000(x3) Annually per CBA	Dues Year 1 Year 2+	None
Technology	Software Year 1 Year 2+	\$60(x3)	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	Same	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$500	Drug Test/ Background	\$150(x3)	Position Classification	None
Vehicles	Mileage (\$.63/mile)	Same	Operating Cost City Vehicle	\$20,000 (Additional ambulance cost)	Capital Cost City Vehicle	\$420,000

Department Mission:

The Fitchburg Fire Department strives **To Serve** by providing care through a dedicated and dependable response; **To Learn** by exercising readiness through repetition and vigilance we will train to our limits as we work toward competence and confidence; **To Respect** by exhibiting teamwork, honor, and accountability at all levels continually treating others in a way that we would want to be treated; and **To Lead** through initiative and service excellence- we are committed to be an example in our profession and in our community.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Career					
Fire Chief	1.0	1.0	1.0	1.0	1.0
Administrative Services Manager	1.0	1.0	1.0	1.0	1.0
Deputy Chief	1.0	1.0	2.0	2.0	2.0
Division Chief	-	-	-	1.0	1.0
Lieutenant	3.0	3.0	3.0	3.0	3.0
Firefighters	9.0	9.0	10.0	11.0	11.0
Interns	6.0	6.0	6.0	6.0	6.0
Paid on Call/Paid on Premise/POx					
On-Call Firefighters	20.0	20.0	13.3	13.3	13.3
On-Call Officer in Charge	3.8	3.8	2.5	2.5	2.5

(a) Includes budget amendments in 2022 and 2023 that changed staffing.

Major Responsibilities & Services Provided:

- Emergency response to fire and rescue situations/incidents.
- Initial response to emergency medical incidents and initiate patient contact and care.
- Fire prevention, fire inspection, code enforcement, and cause/origin investigation.
- Community risk reduction through purposeful outreach and education.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Total Calls for Service	1,927	2,102	2,155	2,300	2,400
Public Education Hours	18.25 (a)	44.5	50.25	75.0	75.0
Routine Fire Inspections	1,465 (a)	2,150	2,149	2,200	2,250
Training Hours	5,000 (a)	5,577	4,882	5,000	5,000

(a) – decrease due to COVID-19

Significant Accomplishments in 2023:

- Hosted full-scale exercises for the Southwest Incident Management Team (SWIMT) and the Wisconsin's All Hazards IMT at the Emergency Operations Center at Fire Station #1.
- Coordinated Dane County PFAS Collect and Dispose event with the Dane County Fire Chiefs Association (DNR Grant Funded).
- Coordinated training with Madison Heavy Urban Search and Rescue (HURT) at Fire Station #3.
- Hired career Firefighter and Division Chief of Prevention/Inspection.
- Chief Pulvermacher was elected as the Wisconsin State Fire Chiefs Association President.
- Completed tender refurbishment for both Fitchburg Water Tenders.
- Purchased and refurbished a used utility vehicle to replace the existing utility vehicle.
- Completed the Command Car (Car 25, staff car) project.
- Replaced, programmed, and installed portable and mobile radios.
- Upgraded/replaced Fitch-Rona Analog Tactical System (FRATS- radio infrastructure).

Notable Initiatives for 2024:

- Complete a Staffing Plan to address the nationwide trend of diminishing recruitment and retention of part-time/paid-on-call personnel (hire more career personnel).
- Specify and purchase a Fire Engine to replace the existing back-up (Engine 11-1569).
- Revise fire prevention and education programs including a Community Fire Academy.
- Implement Municipal Ordinances: Emergency Management and Services (Chapter 42) and Fire Prevention and Protection (Chapter 44) revisions.
- Complete Community Risk Reduction Audit to address Standard of Cover review.
- Prepare for National Fire Incident Reporting System (NFIRS) replacement. Transition to the National Emergency Response Information System (NERIS) is going to be directed by the United States Fire Administration in the near future.

Financial Summary:

-5220- Fire Department

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$2,562,461	\$3,002,553	\$1,475,076	\$3,241,917	\$3,328,184	\$325,631
Contractual Services	28,775	34,340	21,817	38,046	39,840	5,500
Operating Expenses	244,787	292,515	91,073	314,246	303,290	10,775
Allocated Costs	285,646	332,039	165,544	332,039	358,141	26,102
Transfers to Other Funds	-	-	-	-	-	-
Total	\$3,121,669	\$3,661,447	\$1,753,510	\$3,926,248	\$4,029,455	\$368,008

-5290- Other Public Safety

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$296	\$1,500	\$-	\$1,500	\$1,500	\$-
Contractual Services	1,088,297	1,241,522	553,536	1,239,922	1,263,933	22,411
Operating Expenses	30	-	-	-	-	-
Allocated Costs	-	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-	-
Total	\$1,088,623	\$1,243,022	\$553,536	\$1,241,422	\$1,265,433	\$22,411

Significant Budget Changes from 2023 to 2024:

- Increased fee for fireworks license from \$30/season to \$5,000/season.
- Added \$500 for critical incident debriefing professional services.
- Added \$3,000 to address NFPA 1582 Comprehensive Physical with hearing test and pulmonary function assessment.
- Decreased publications and subscriptions budget by \$1,800 due to the elimination of unused publications and organizational subscriptions.
- Uniform allowance transitioned from an accountable plan to an allowance through payroll.
- Added \$3,000 to operating supplies for mattress replacements.
- Increased medical supplies by \$3,500 due to required AED/Defib and portable suction replacement (multi-year project).
- Shifted \$5,725 for copier lease and maintenance to the IT fund.
- Increased weights and measures budget by \$1,200 to account for the increase from the State of Wisconsin DATCP.

- Decreased DaneCom/analog tactical budget by \$85,000 based on discussions with Dane County Public Safety Communications to reduce Fitchburg's annual operating costs.
- Increased paid-on-call/paid-on-premise minimum pay rate (before certifications) from \$9 / hour to \$12 / hour (PBP#47).
- Added an additional career firefighter per 2023 budget amendment resolution R-179-23 (PBP#45).

2024 BUDGET EXPENDITURE DETAIL

Department: Fire (100-5220-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$500 - Critical incident counseling and debriefing 2023 \$-0- 2024 \$500
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	\$6,000 - Annual testing of equipment and preventative maintenance \$6,000 - Annual repairs to equipment 2023 \$12,000 2024 \$12,000
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for Hardware or Software repairs, enhancements or replacement.	Annual Fire Dept. specific software support agreements: \$10,750 - Fire Records Management Software \$4,000 - FIREManager scheduling site \$3,000 - Central Square CAD Support Agreement \$30 - BlueHost, FirstRespondWell site \$810 - IamResponding (emergency alerting) 2023 \$16,590 2024 \$18,590
-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	\$500 - Recruitment materials 2023 \$500 2024 \$500
-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$8,000 - Cost of continuation for firefighter physical assessment, auditory, and pulmonary function (45 members x \$175) \$250 - Dane County Hazmat contract 2023 \$5,250 2024 \$8,250
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$1,500 - Office supplies, copies, paper \$1,000 - Business Cards, misc. printing \$500 - Shipping, including City meter charges 2023 \$3,000 2024 \$3,000
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	Subscriptions: \$1,600 - NFPA electronic \$90 - National Information Officers Association \$75 - WI Fire Service Admin Association (1 @ \$75) \$570 - WI State Fire Chiefs Association (6 @ \$95) \$500 - Dane County Fire Chiefs Association \$560 - WI State Fire Inspectors Association (14 @ \$40) \$400 - Int'l Assoc of Arson Investigators (4 @ \$100) \$330 - Glacier's Edge Council - Explorer Post \$160 - WI State Emergency Service Instructors (4 @ \$40) \$525 - NFPA (3 @ \$175) \$30 - South WI & North IL Fire/Rescue Association \$1,500 - Int'l Assoc of Fire Chiefs (6 @ varies) \$20 - Dane County Clerk 2023 \$8,155 2024 \$6,360

2024 BUDGET EXPENDITURE DETAIL

-323	Uniforms	Uniform allowance set by union contract or common council, if not part of payroll.	\$5,000 - POC/POP/Intern annual clothing allowance \$3,000 - Class B & Brass purchases \$3,500 - Recognition & Awards Program ongoing costs \$5,320 – Uniforms for additional career Firefighter (PBP# 45)
			2023 \$16,600 2024 \$16,820
-324	Protective Gear	Personal protective equipment provided to reduce exposure to hazards or infectious substances.	\$30,500 - Annual replacement of turnout gear \$33,000 - New member turnout gear \$2,000 - Repairs to turnout gear
			2023 \$62,500 2024 \$65,500
-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. Detail of this account to be submitted with budget proposal.	\$16,000 - Externally delivered training \$2,500 - Madison College \$4,500 - Materials for in-house training (includes books, videos, extrication cars, equipment) \$2,000 – CPR/EMR/EMT expenses
			2023 \$23,000 2024 \$25,000
-326	Tuition Reimbursements	Includes reimbursements to Firefighter-Interns as part of the Department's Intern program	\$21,000 - Intern Program tuition reimbursement (\$3,000/calendar yr for 9 interns)
			2023 \$21,000 2024 \$21,000
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	
-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	\$40,000 - Labor and materials for vehicle repairs \$8,000 - Labor and materials for preventative maintenance
			2023 \$48,000 2024 \$48,000
-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.	\$2,000 - Meals while hosting regional committee meetings, interview panels \$5,000 - Misc. operating supplies, including batteries \$3,000 – mattress replacements
			2023 \$7,000 2024 \$10,000
-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.,	\$7,000 - New and replacement medical/EMS supplies used on emergency calls, including oxygen tank refill EMR equipment and supplies needed for scope of practice Post fire incident decontamination supplies (gloves) \$3,500 – AED/Defib and portable suction replacement
			2023 \$7,000 2024 \$10,500
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	Public education materials Citizens CERT Academy one week summer program.
			2023 \$5,000 2024 \$5,000

2024 BUDGET EXPENDITURE DETAIL

-350	Repair & Maintenance Supplies	Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.	\$3,000 - Misc. hardware and tools for general maintenance and repairs to both stations 2023 \$3,000 2024 \$3,000
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	\$25,000 - New and replacement firefighting and rescue equipment carried on fire apparatus 2023 \$25,400 2024 \$25,000
-363	Communications Expense	Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense and video conferencing expenses.	\$5,275 - Repairs to communications equipment \$6,000 - Replacement emergency pagers \$225 - Dane Com 2023 \$11,500 2024 \$11,500
-365	Utilities & Telephone	Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges	\$6,750 Monthly cable payment (stations 1, 2, 3 & EOC) 2023 \$5,500 2024 \$6,750
-397	Fuel Purchases	Fuel – diesel and unleaded, from City pumps and commercial stations	\$35,060 Diesel: 8,765 gallons @ \$4.00 \$10,800 Gas: 3,085 gallons @ \$3.50 2023 \$45,860 2024 \$45,860
-505	Leases and Rentals	Leases and rentals of facilities and equipment	\$-0- Monthly copier lease payment (all stations) (\$5,725 moved to IT fund) 2023 \$5,725 2024 \$-0-

2024 BUDGET EXPENDITURE DETAIL

100-5290 Other Public Safety

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures			
PERSONNEL COSTS OTHER THAN WAGES & DFB						
140	Per Diem for Commission & Committees	Includes Per Diem for citizen members of committees and commissions	\$1,000 - Police & Fire Commission \$500 - EMS Commission			
			2023	\$1,500	2024	\$1,500
CONTRACTUAL SERVICES						
265	Weights & Measures	Professional services paid to DATCP for weights and measures monitoring of Fitchburg businesses	\$6,000 – DATCP, Weights and Measures			
			2023	\$4,800	2024	\$6,000
269	Dane Com/Analog Tactical	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$85,000 - Radio System Annual Operating & Maint. \$20,000 - GenCom Maintenance Contract for Analog Radio System \$10,000 - Utilities and HVAC and Generator maint. \$5,000 - Non-contract contingency funds for repairs not covered under maintenance agreements			
			2023	\$205,500	2024	\$120,000

Note: The 'other public safety' accounts benefit multiple departments but are housed in the Fire Department/Emergency Management budget worksheets so that they are in a single location.

2024 PERSONNEL SUMMARY

Department Fire Department

E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Joe Pulvermacher	Fire Chief (Day)	01/26/16	2,080		0
E	Kim Miller	Admin Svcs Mgr	12/28/21	2,080		0
E	Chad Grossen	Deputy Chief (Day)	10/04/96	2,080		0
E	Rob Kunze	Deputy Chief (Day)	01/06/03	2,080		0
E	Mark Mlekush	Division Chief (Day)	04/17/23	2,080		0
E	Dave Berman	Lieutenant (Shift)	07/26/99	2,496		215
E	David Zuehlke	Lieutenant (Shift)	07/1/16	2,496		215
E	Dale Struckmeyer	Lieutenant (Shift)	03/03/03	2,496		215
E	Wayne Aeschbach	Firefighter (Shift)	10/20/97	2,496		215
E	Jason Ladwig	Firefighter (Shift)	09/21/98	2,496		215
E	Jeremy Brueggemann	Firefighter (Shift)	05/07/07	2,496		215
E	Matthew Sutter	Firefighter (Shift)	02/12/18	2,496		215
E	Alex Wichmann	Firefighter (Shift)	11/01/18	2,496		215
E	Jesus Villagomez	Firefighter (Shift)	08/26/19	2,496		215
E	Scott Westphal	Firefighter (Shift)	08/26/19	2,496		215
E	Camden Parmen	Firefighter (Shift)	06/13/22	2,496		215
E	Matthew Suchomel	Firefighter (Shift)	06/13/22	2,496		215
E	Garrett Christian	Firefighter (Shift)	03/06/23	2,496		215
N#45	Vacant	Firefighter (Shift)		0+2,496 =2,496		0+215 =215

2024 PERSONNEL SUMMARY

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours	Other
E	Second Year Nick Arps Lucas Hildebrand First Year Kaylin Bergum Tori Mielke Alex Shaw Matt Sitte	Firefighter - Intern					\$23,400 Annual stipends
N#3	Various: Fill-in (60 POX)	Paid-on-Call Paid-on- Premises		18,725		3,300+96 =3396	
E	Various: Emergency Response			3,200		1,200	
E	Various: Training			3,800		1,300	
E	Various: Officer in Charge (OIC) aka car coverage			5,200		600	
E	Various: Other			1,900		700	
E	Acting Company Officer Stipends (Career, per contract)	1 per shift, 2 shifts per day @ \$10 per shift, plus additional 20% shift coverage					\$8,760 Annual Stipends
N#1	Holiday Premium	(8 full & 2 half day holidays) * 6 FF & 3 POX * 24 hr shifts					432 + 1,512 =1,944hrs
	TOTAL ALL PAGES			75,769+ 2,496 =78,265		9,920+ 215+ 96 =10,231	\$32,160 stipends 432 + 1,512 = 1,944 hrs holiday premium

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 45
Department:	Fire Department	
Position Title:	Additional Career Firefighter/ Inspector	
Position Timing: The year the position is projected to start and any other timing items.	Continue the permanent full time Career Firefighter/Inspector in 2024. Position originally hired in September 2023 by budget amendment Resolution R-179-23.	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	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.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Under the general management of the Fire Lieutenant, 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.	
	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.	

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 45																																																	
Department:	Fire Department																																																							
Position Title:	Additional Career Firefighter/ Inspector																																																							
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Under a combination fire department model, positions not staffed by career firefighters have typically been staffed by paid-on-call/paid-on-premises (POx) firefighters. The Fitchburg Fire Department is experiencing the same decline in POx firefighter recruitment as other departments are nationwide. Maintaining minimum staffing often requires the Fitchburg Fire Department to staff positions with off-duty firefighters (at an overtime rate). Although the Fitchburg Fire Department is interested in maintaining its status as a combination department, it is imperative to consider the ratio of firefighters and transition from a predominantly POx department to a predominantly career department (10 – 15-year transition).																																																							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Population</td> <td>23,462</td> <td>25,868</td> <td>28,722</td> <td>29,450</td> <td>30,032</td> <td>30,674</td> <td>30,834</td> </tr> <tr> <td>Call Volume</td> <td>1,244</td> <td>1,575</td> <td>2,103</td> <td>2,091</td> <td>1,927</td> <td>2,128</td> <td>2,155</td> </tr> <tr> <td>POx Staff</td> <td>60</td> <td>59</td> <td>49</td> <td>52</td> <td>49</td> <td>45</td> <td>30</td> </tr> <tr> <td>Career Staff</td> <td>11</td> <td>12</td> <td>14</td> <td>14</td> <td>14</td> <td>14</td> <td>16</td> </tr> <tr> <td>Total Staff</td> <td>81</td> <td>88</td> <td>70</td> <td>77</td> <td>73</td> <td>68</td> <td>63</td> </tr> </tbody> </table>									2007	2012	2018	2019	2020	2021	2022	Population	23,462	25,868	28,722	29,450	30,032	30,674	30,834	Call Volume	1,244	1,575	2,103	2,091	1,927	2,128	2,155	POx Staff	60	59	49	52	49	45	30	Career Staff	11	12	14	14	14	14	16	Total Staff	81	88	70	77	73	68	63
	2007	2012	2018	2019	2020	2021	2022																																																	
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study. Position Requests Submitted by Department, in priority order: 1) Additional Career Firefighter/Inspector 2) Additional Career Firefighter/Inspector 3) Increase POx Minimum Pay to \$12 / Hour 4) Additional Division/Battalion Chief 5) Reclassifying Firefighter to Lieutenant Promotion 6) Reclassifying Firefighter to Lieutenant Promotion 7) Reclassifying Firefighter to Lieutenant Promotion 8) Additional Career Firefighter/ Inspector 9) Additional Career Firefighter/ Inspector 10) Additional Career Firefighter/ Inspector 11) Additional Career Firefighter/ Inspector 12) Additional Division/Battalion Chief 13) Additional Career Firefighter/ Inspector 14) Additional Career Firefighter/ Inspector																																																							

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$108,508	\$108,508	\$	\$
Non Personnel Recurring Costs			\$1,600	\$1,600	\$	\$
Non Personnel One-Time Costs			\$6,500	\$6,500	\$	\$
Total Year One Costs			\$116,608	\$116,608	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,496	Overtime Hours	215	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	IAFF Local 311 CBA	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Protective	Workers Comp Class	Firefighter		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$700	Protective Gear/ PPE Year 1 Year 2+	\$4,200 \$420	Clothing Allowance Year 1 Year 2+	\$500 \$500
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$300	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 46
Department:	Fire Department	
Position Title:	Additional Career Firefighter/ Inspector	
Position Timing: The year the position is projected to start and any other timing items.	Add Permanent Full Time Career Firefighter/Inspector in January 2024.	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	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.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Under the general management of the Fire Lieutenant, 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.	
	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.	

City of Fitchburg							Proposal #																																																	
2024 Operating Budget Personnel Budget Proposal							46																																																	
Department:	Fire Department																																																							
Position Title:	Additional Career Firefighter/ Inspector																																																							
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Under a combination fire department model, positions not staffed by career firefighters have typically been staffed by paid-on-call/paid-on-premises (POx) firefighters. The Fitchburg Fire Department is experiencing the same decline in POx firefighter recruitment as other departments are nationwide. Maintaining minimum staffing often requires the Fitchburg Fire Department to staff positions with off-duty firefighters (at an overtime rate). Although the Fitchburg Fire Department is interested in maintaining its status as a combination department, it is imperative to consider the ratio of firefighters and transition from a predominantly POx department to a predominantly career department (10 – 15-year transition).																																																							
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Projected Costs Summary

See separate report for line-by-line calculations of costs

			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$108,508	\$108,508	\$	\$
Non Personnel Recurring Costs			\$1,600	\$1,600	\$	\$
Non Personnel One-Time Costs			\$6,500	\$6,500	\$	\$
Total Year One Costs			\$116,608	\$116,608	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,496	Overtime Hours	215	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	IAFF Local 311 CBA	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Protective	Workers Comp Class	Firefighter		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$700	Protective Gear/ PPE Year 1 Year 2+	\$4,200 \$420	Clothing Allowance Year 1 Year 2+	\$500 \$500
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$300	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 47																																																
Department:	Fire Department																																																	
Position Title:	Increase POx Minimum Pay to \$12 / Hour																																																	
Position Timing: The year the position is projected to start and any other timing items.	Effective in January 2024																																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	N/A																																																	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	The City has three pay plans for non-represented staff: the permanent part-time/full-time non-represented pay plan; the Hourly/LTE/Seasonal/Intern pay plan; and the POx and Fire Science Resident Intern pay plan. Historically, only the permanent part-time/full-time non-represented pay plan was being updated with cost-of-living adjustments. In 2023, the Hourly/LTE/Seasonal/Intern pay plan was added to the same schedule as the non-represented pay plan for any cost-of-living adjustments. The POx and Fire Science Resident Intern Pay plan has not been added to that schedule for any cost-of-living adjustments. This personnel budget proposal is to increase the minimum wage for staff that are under the POx and Fire Science Resident Intern Pay plan in 2024 from \$9 to \$12 (increase of 33%). This will help to ensure our minimum pay under this pay plan is increasing closer to all other non-represented staff in City positions who are at a minimum of \$15 per hour.																																																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Retain current pay plans for POx and Fire Interns.																																																	
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 47
Department:	Fire Department	
Position Title:	Increase POx Minimum Pay to \$12 / Hour	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study. Position Requests Submitted by Department, in priority order: 1) Additional Career Firefighter/Inspector 2) Additional Career Firefighter/Inspector 3) Increase POx Minimum Pay to \$12 / Hour 4) Additional Division/Battalion Chief 5) Reclassifying Firefighter to Lieutenant Promotion 6) Reclassifying Firefighter to Lieutenant Promotion 7) Reclassifying Firefighter to Lieutenant Promotion 8) Additional Career Firefighter/ Inspector 9) Additional Career Firefighter/ Inspector 10) Additional Career Firefighter/ Inspector 11) Additional Career Firefighter/ Inspector 12) Additional Division/Battalion Chief 13) Additional Career Firefighter/ Inspector 14) Additional Career Firefighter/ Inspector	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$81,489	\$81,489	\$	\$
Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$	\$	\$	\$
Total Year One Costs			\$81,489	\$81,489	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	No Change	Overtime Hours	No Change	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Various	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	Protective	Workers Comp Class	Firefighter		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	Same	Protective Gear/ PPE Year 1 Year 2+	Same	Clothing Allowance Year 1 Year 2+	Same
Misc.	Office Equipment Year 1 Year 2+	Same	Training	Same	Dues	Same
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	Same
	Computer/ Laptop	Same	iPad Year 1 Year 2+	Same	Other Year 1 Year 2+	Same
HR	Recruitment	Same	Drug Test/ Background	Same	Position Classification	Same
Vehicles	Mileage (\$.63/mile)	Same	Operating Cost City Vehicle	Same	Capital Cost City Vehicle	Same



The following salary structure is for all employees employed as fill-in firefighters, including interns and support staff. We recommend the implementation of the schedule effective the beginning of the pay period following 01/01/2024.

Paid On-call (Part-time) Firefighters and Interns

Hire Rate: \$ 12.00 ~~9.00~~/hr.

Upon completion of minimum skills and:

Certification as Firefighter I: + \$ 1.00/hr.

Certification as Emergency Medical Responder (EMR) or above: + \$ 0.50/hr.

Upon completion of probationary period, or at any time thereafter:

Certification as Driver/Operator – Pumper + \$ 1.00/hr.*

Certification as Driver/Operator – Aerial: + \$ 1.00/hr.*

Certification as Firefighter II: + \$ 0.50/hr.

Completion of Fire Instructor I with certificate: + \$ 0.50/hr.

Certification as Fire Officer I or Designation by the Fire Chief as an Acting Officer: + \$ 1.00/hr.**

Certification as Fire Officer II + \$ 0.50/hr.

Maximum hourly rate: \$ 18.00 ~~15.00~~/hr.

* Must also be eligible to drive under department policy to receive increase amount.

In the event a Firefighter is no longer eligible to serve as an Acting Officer, Driver/Operator or fails to maintain their attained certifications they will no longer be eligible for the designated differential associated with that skill.

Fire Officers

Officers will be paid based upon their placement on the above scale plus the officer differential listed below. Fire Officer I will be required for promotion into any of the sworn positions listed below.

Lieutenant - pay from above, plus: + \$ 0.75/hr. (Maximum - \$ 18.75 ~~15.75~~/hr.)

Division Chief – pay from above, plus: + \$ 1.75/hr. (Maximum - \$ 19.75 ~~16.75~~/hr.)

Deputy Chief – pay from above, plus: + \$ 2.75/hr. (Maximum - \$ 20.75 ~~17.75~~/hr.)

Support Staff

\$13.00 per hour.

Increase effective date:

All salary changes will be effective the first day of the pay period that begins immediately following the date the employee completes their certification or classification requirements.

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 48
Department:	Fire Department	
Position Title:	Additional Division/Battalion Chief	
Position Timing: The year the position is projected to start and any other timing items.	Add one (1) Permanent Full Time Career Division/Battalion Chief in January of 2024.	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Essential Duties and Responsibilities: • Provide supervision and personnel management – able to address personnel issues (up to and including discipline). • Plan, direct, coordinate, and oversee the day-to-day operations of the department to establish and maintain a safe and harmonious work environment that always ensures a high degree of operational readiness that maximizes the level of service provided to the community. • Respond to fires and other calls for emergency assistance when requested and in compliance with all department procedures and operational guidelines. • As required, serve as the “Officer-in-Charge” when scheduled. • As necessary, initiate the National Incident Management System and/or incident command system and serve as the “Incident Commander” when scheduled or in the absence of the Fire Chief or other higher-ranking officer. • Collect information and complete necessary reports concerning fire department operations and complete related administrative tasks. • Assist and/or lead the development of policies, procedures, and standards in order to enhance the overall operations and functions of the fire department and assigned program area(s) of responsibilities. • Develop systems and approaches to define and meet community fire service needs. • Assist with long-range planning efforts and develop pre-incident emergency response plans for facilities within the City of Fitchburg that have been determined to be a target hazard or pose a life-safety hazard. • Establish, maintain, and nurture a high degree of cooperation and trust with labor, management, and other community stakeholders.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Under the general direction of the Deputy Fire Chief, this position involves responsible managerial and administrative work related to the development and delivery of major fire service programs both directly and indirectly through the work of subordinate Fire Lieutenants. The employee in this position must exercise considerable judgment and discretion in planning, developing, implementing, and evaluating departmental programs and services. The work involves considerable emphasis on overseeing the day-to-day operations of the fire department and integrating and coordinating departmental and inter-departmental programs and activities. Additional Duties and Responsibilities: • Assist in the development of the annual fire department operating budget. • Assist in the development and annual review of the fire department capital improvement plan. • Represent the Fire Chief and departmental interests in a wide variety of inter-departmental and inter-agency initiatives and activities, as assigned. • Project lead worker in area(s) of specialty.	

City of Fitchburg						Proposal #																																																									
2024 Operating Budget Personnel Budget Proposal						48																																																									
Department:	Fire Department																																																														
Position Title:	Additional Division/Battalion Chief																																																														
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Under a combination fire department model, positions multiple command staff positions have been staffed by paid-on-call/paid-on-premises (POx) personnel. The Fitchburg Fire Department is experiencing the same decline in POx firefighter recruitment as other departments are nationwide. Very few POx Firefighters stay on staff long enough to exhibit the skills and experience necessary for command staff functions. Although the Fitchburg Fire Department is interested in maintaining its status as a combination department, it is imperative to consider the leadership within our ranks. It is important to acknowledge the growth of our community and the need to identify command staff functions that can be shared and delegated (for optimal organizational performance at the operational/line level).																																																														
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: High Position Requests Submitted by Department, in priority order: 1) Additional Career Firefighter/Inspector 2) Additional Career Firefighter/Inspector 3) Increase POx Minimum Pay to \$12 / Hour 4) Additional Division/Battalion Chief 5) Reclassifying Firefighter to Lieutenant Promotion 6) Reclassifying Firefighter to Lieutenant Promotion 7) Reclassifying Firefighter to Lieutenant Promotion 8) Additional Career Firefighter/ Inspector 9) Additional Career Firefighter/ Inspector 10) Additional Career Firefighter/ Inspector 11) Additional Career Firefighter/ Inspector 12) Additional Division/Battalion Chief 13) Additional Career Firefighter/ Inspector 14) Additional Career Firefighter/ Inspector																																																														

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$155,880	\$155,880	\$	\$
Non Personnel Recurring Costs			\$2,080	\$2,080	\$	\$
Non Personnel One-Time Costs			\$9,420	\$9,420	\$	\$
Total Year One Costs			\$167,380	\$167,380	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,496	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade M	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Protective	Workers Comp Class	Firefighter		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$700	Protective Gear/ PPE Year 1 Year 2+	\$4,200 \$420	Clothing Allowance Year 1 Year 2+	\$500 \$500
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$300	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 49
Department:	Fire Department	
Position Title:	Reclassifying Firefighter to Lieutenant	
Position Timing: The year the position is projected to start and any other timing items.	Promote existing Career Firefighters to the rank of Lieutenant (Career Lieutenants staff are assigned to company officer functions 2,496 hours per year). These promotions should be implemented no later than 2025.	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Essential Functions: • Establish and maintain a safe and harmonious work environment that ensures the department and any company under the control of the Fire Lieutenant/Inspector is ready to safely and efficiently respond to a request for service in an expeditious manner and without controllable delay. • Respond to fires and other calls for emergency assistance when requested and in compliance with all department procedures and operational guidelines. • Oversee and direct tasks assigned to a team or company of firefighters. • Initiate the National Incident Management System and/or incident command system and serve as the initial "Incident Commander" as needed. • Gather information for, prepare, and maintain relevant narrative, statistical, and incident reports, maintain activity logs, and perform related administrative tasks. • Oversee, coordinate, and participate in the maintenance of fire department facilities and grounds, apparatus, tools, and equipment and assume responsibility for the condition and readiness of their assigned fire station, fire apparatus, and work unit. • Lead and/or participate in training activities. • Schedule fire inspections and re-inspections for assigned Firefighter/Inspectors to ensure that all internal and applicable State inspection requirements are met. • Mentor, review, assess, and provide feedback to assigned Firefighter/Inspectors to ensure that all aspects of code compliant inspections are performed and properly documented, responsible parties are informed within department guidelines, and where appropriate, property owners are educated on the importance of a code compliant environment. • Conduct thorough code compliant inspections and complete all related record keeping and administrative requirements if needed. • Coach and mentor subordinate members of the team or company. • Conduct shift briefings to ensure that all on duty companies are informed about the status of various community and departmental projects and events. Information specific to personnel, assets, systems, and any preplanned events scheduled to occur during their shift will be shared.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	This position is responsible for performing as the work unit lead (lead worker) of a team or company of firefighters during an assigned work shift. As lead worker, the individual is expected to provide leadership, training, and direction to subordinate employees and oversee the emergency and non-emergency activities of their designated team or company both in and out of the fire station. The position is responsible for maintaining safe and effective working relationships within the work unit and informing the Officer-in-Charge (OIC) of situations requiring the involvement of a Command Staff supervisor or manager. Under the general supervision of a Deputy Chief, Fire Lieutenant/Inspectors must exercise considerable judgment and discretion in carrying out his or her delegated responsibilities.	

City of Fitchburg						Proposal #																																																									
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Position Title:	Reclassifying Firefighter to Lieutenant																																																														
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Under a combination model, we attempted to staff Lieutenant positions with paid-on-call/ paid-on-premises (POx) personnel. Of our non-career staff, the median longevity is 5 years, the mean longevity is 3 years, and the mode longevity is 2 years. One of the best aspects of the Fitchburg Fire Department is that we train firefighters to be capable and qualified to do the job... which makes them marketable for full-time employment. If Fitchburg doesn't have career openings, they are hired by other departments that are looking for experienced firefighters. We also use acting officers regularly. Firefighters that "act" as a lieutenant are paid a fraction of the amount they would make if they were promoted into the position. Unfortunately, this technique comes at the peril of consistent training and accountable performance.																																																														
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study. Position Requests Submitted by Department, in priority order: 1) Additional Career Firefighter/Inspector 2) Additional Career Firefighter/Inspector 3) Increase POx Minimum Pay to \$12 / Hour 4) Additional Division/Battalion Chief 5) Reclassifying Firefighter to Lieutenant Promotion 6) Reclassifying Firefighter to Lieutenant Promotion 7) Reclassifying Firefighter to Lieutenant Promotion 8) Additional Career Firefighter/ Inspector 9) Additional Career Firefighter/ Inspector 10) Additional Career Firefighter/ Inspector 11) Additional Career Firefighter/ Inspector 12) Additional Division/Battalion Chief 13) Additional Career Firefighter/ Inspector 14) Additional Career Firefighter/ Inspector																																																														

Projected Costs Summary

See separate report for line-by-line calculations of costs

			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$7,554	\$7,554	\$	\$
Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$1,300	\$1,300	\$	\$
Total Year One Costs			\$8,854	\$8,854	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,496	Overtime Hours	Promotion	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	IAFF Local 311 CBA	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	Protective	Workers Comp Class	Firefighter		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	Same	Protective Gear/ PPE Year 1 Year 2+	Same	Clothing Allowance Year 1 Year 2+	Same
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 50
Department:	Fire Department	
Position Title:	Reclassifying Firefighter to Lieutenant	
Position Timing: The year the position is projected to start and any other timing items.	Promote existing Career Firefighters to the rank of Lieutenant (Career Lieutenants staff are assigned to company officer functions 2,496 hours per year). These promotions should be implemented no later than 2025.	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Essential Functions: • Establish and maintain a safe and harmonious work environment that ensures the department and any company under the control of the Fire Lieutenant/Inspector is ready to safely and efficiently respond to a request for service in an expeditious manner and without controllable delay. • Respond to fires and other calls for emergency assistance when requested and in compliance with all department procedures and operational guidelines. • Oversee and direct tasks assigned to a team or company of firefighters. • Initiate the National Incident Management System and/or incident command system and serve as the initial "Incident Commander" as needed. • Gather information for, prepare, and maintain relevant narrative, statistical, and incident reports, maintain activity logs, and perform related administrative tasks. • Oversee, coordinate, and participate in the maintenance of fire department facilities and grounds, apparatus, tools, and equipment and assume responsibility for the condition and readiness of their assigned fire station, fire apparatus, and work unit. • Lead and/or participate in training activities. • Schedule fire inspections and re-inspections for assigned Firefighter/Inspectors to ensure that all internal and applicable State inspection requirements are met. • Mentor, review, assess, and provide feedback to assigned Firefighter/Inspectors to ensure that all aspects of code compliant inspections are performed and properly documented, responsible parties are informed within department guidelines, and where appropriate, property owners are educated on the importance of a code compliant environment. • Conduct thorough code compliant inspections and complete all related record keeping and administrative requirements if needed. • Coach and mentor subordinate members of the team or company. • Conduct shift briefings to ensure that all on duty companies are informed about the status of various community and departmental projects and events. Information specific to personnel, assets, systems, and any preplanned events scheduled to occur during their shift will be shared.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	This position is responsible for performing as the work unit lead (lead worker) of a team or company of firefighters during an assigned work shift. As lead worker, the individual is expected to provide leadership, training, and direction to subordinate employees and oversee the emergency and non-emergency activities of their designated team or company both in and out of the fire station. The position is responsible for maintaining safe and effective working relationships within the work unit and informing the Officer-in-Charge (OIC) of situations requiring the involvement of a Command Staff supervisor or manager. Under the general supervision of a Deputy Chief, Fire Lieutenant/Inspectors must exercise considerable judgment and discretion in carrying out his or her delegated responsibilities.	

City of Fitchburg						Proposal #																																																									
2024 Operating Budget Personnel Budget Proposal						50																																																									
Department:	Fire Department																																																														
Position Title:	Reclassifying Firefighter to Lieutenant																																																														
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Under a combination model, we attempted to staff Lieutenant positions with paid-on-call/ paid-on-premises (POx) personnel. Of our non-career staff, the median longevity is 5 years, the mean longevity is 3 years, and the mode longevity is 2 years. One of the best aspects of the Fitchburg Fire Department is that we train firefighters to be capable and qualified to do the job... which makes them marketable for full-time employment. If Fitchburg doesn't have career openings, they are hired by other departments that are looking for experienced firefighters. We also use acting officers regularly. Firefighters that "act" as a lieutenant are paid a fraction of the amount they would make if they were promoted into the position. Unfortunately, this technique comes at the peril of consistent training and accountable performance.																																																														
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Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
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Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$1,300	\$1,300	\$	\$
Total Year One Costs			\$8,854	\$8,854	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,496	Overtime Hours	Promotion	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	IAFF Local 311 CBA	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	Protective	Workers Comp Class	Firefighter		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	Same	Protective Gear/ PPE Year 1 Year 2+	Same	Clothing Allowance Year 1 Year 2+	Same
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 51
Department:	Fire Department	
Position Title:	Reclassifying Firefighter to Lieutenant	
Position Timing: The year the position is projected to start and any other timing items.	Promote existing Career Firefighters to the rank of Lieutenant (Career Lieutenants staff are assigned to company officer functions 2,496 hours per year). These promotions should be implemented no later than 2025.	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Essential Functions: • Establish and maintain a safe and harmonious work environment that ensures the department and any company under the control of the Fire Lieutenant/Inspector is ready to safely and efficiently respond to a request for service in an expeditious manner and without controllable delay. • Respond to fires and other calls for emergency assistance when requested and in compliance with all department procedures and operational guidelines. • Oversee and direct tasks assigned to a team or company of firefighters. • Initiate the National Incident Management System and/or incident command system and serve as the initial "Incident Commander" as needed. • Gather information for, prepare, and maintain relevant narrative, statistical, and incident reports, maintain activity logs, and perform related administrative tasks. • Oversee, coordinate, and participate in the maintenance of fire department facilities and grounds, apparatus, tools, and equipment and assume responsibility for the condition and readiness of their assigned fire station, fire apparatus, and work unit. • Lead and/or participate in training activities. • Schedule fire inspections and re-inspections for assigned Firefighter/Inspectors to ensure that all internal and applicable State inspection requirements are met. • Mentor, review, assess, and provide feedback to assigned Firefighter/Inspectors to ensure that all aspects of code compliant inspections are performed and properly documented, responsible parties are informed within department guidelines, and where appropriate, property owners are educated on the importance of a code compliant environment. • Conduct thorough code compliant inspections and complete all related record keeping and administrative requirements if needed. • Coach and mentor subordinate members of the team or company. • Conduct shift briefings to ensure that all on duty companies are informed about the status of various community and departmental projects and events. Information specific to personnel, assets, systems, and any preplanned events scheduled to occur during their shift will be shared.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	This position is responsible for performing as the work unit lead (lead worker) of a team or company of firefighters during an assigned work shift. As lead worker, the individual is expected to provide leadership, training, and direction to subordinate employees and oversee the emergency and non-emergency activities of their designated team or company both in and out of the fire station. The position is responsible for maintaining safe and effective working relationships within the work unit and informing the Officer-in-Charge (OIC) of situations requiring the involvement of a Command Staff supervisor or manager. Under the general supervision of a Deputy Chief, Fire Lieutenant/Inspectors must exercise considerable judgment and discretion in carrying out his or her delegated responsibilities.	

City of Fitchburg						Proposal #																																																									
2024 Operating Budget Personnel Budget Proposal						51																																																									
Department:	Fire Department																																																														
Position Title:	Reclassifying Firefighter to Lieutenant																																																														
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Under a combination model, we attempted to staff Lieutenant positions with paid-on-call/ paid-on-premises (POx) personnel. Of our non-career staff, the median longevity is 5 years, the mean longevity is 3 years, and the mode longevity is 2 years. One of the best aspects of the Fitchburg Fire Department is that we train firefighters to be capable and qualified to do the job... which makes them marketable for full-time employment. If Fitchburg doesn't have career openings, they are hired by other departments that are looking for experienced firefighters. We also use acting officers regularly. Firefighters that "act" as a lieutenant are paid a fraction of the amount they would make if they were promoted into the position. Unfortunately, this technique comes at the peril of consistent training and accountable performance.																																																														
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Non Personnel Recurring Costs			\$	\$	\$	\$
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Total Year One Costs			\$8,854	\$8,854	\$	\$
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Hours	Annual Hours	2,496	Overtime Hours	Promotion	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	IAFF Local 311 CBA	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	Protective	Workers Comp Class	Firefighter		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	Same	Protective Gear/ PPE Year 1 Year 2+	Same	Clothing Allowance Year 1 Year 2+	Same
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 52
Department:	Fire Department	
Position Title:	Additional Career Firefighter/ Inspector	
Position Timing: The year the position is projected to start and any other timing items.	Add Permanent Full Time Career Firefighter in 2025	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	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.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Under the general management of the Fire Lieutenant, 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.	
	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.	

City of Fitchburg							Proposal #																																																
2024 Operating Budget Personnel Budget Proposal							52																																																
Department:	Fire Department																																																						
Position Title:	Additional Career Firefighter/ Inspector																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Under a combination fire department model, positions not staffed by career firefighters have typically been staffed by paid-on-call/paid-on-premises (POx) firefighters. The Fitchburg Fire Department is experiencing the same decline in POx firefighter recruitment as other departments are nationwide. Maintaining minimum staffing often requires the Fitchburg Fire Department to staff positions with off-duty firefighters (at an overtime rate). Although the Fitchburg Fire Department is interested in maintaining its status as a combination department, it is imperative to consider the ratio of firefighters and transition from a predominantly POx department to a predominantly career department (10 – 15-year transition).																																																						
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Non Personnel Recurring Costs			\$1,600	\$1,600	\$	\$
Non Personnel One-Time Costs			\$6,500	\$6,500	\$	\$
Total Year One Costs			\$116,608	\$116,608	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,496	Overtime Hours	215	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	IAFF Local 311 CBA	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Protective	Workers Comp Class	Firefighter		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$700	Protective Gear/ PPE Year 1 Year 2+	\$4,200 \$420	Clothing Allowance Year 1 Year 2+	\$500 \$500
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$300	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 53
Department:	Fire Department	
Position Title:	Additional Career Firefighter/ Inspector	
Position Timing: The year the position is projected to start and any other timing items.	Add Permanent Full Time Career Firefighter in 2025	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	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.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Under the general management of the Fire Lieutenant, 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.	
	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.	

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2024 Operating Budget Personnel Budget Proposal							53																																																
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Position Title:	Additional Career Firefighter/ Inspector																																																						
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Salary/ Wages	Estimated Wage/ Salary	IAFF Local 311 CBA	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Protective	Workers Comp Class	Firefighter		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$700	Protective Gear/ PPE Year 1 Year 2+	\$4,200 \$420	Clothing Allowance Year 1 Year 2+	\$500 \$500
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$300	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 54
Department:	Fire Department	
Position Title:	Additional Career Firefighter/ Inspector	
Position Timing: The year the position is projected to start and any other timing items.	Add Permanent Full Time Career Firefighter in 2025	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	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.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Under the general management of the Fire Lieutenant, 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.	
	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.	

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2024 Operating Budget Personnel Budget Proposal							54																																																
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Position Title:	Additional Career Firefighter/ Inspector																																																						
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See separate report for line-by-line calculations of costs						
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				Tax Levy	Grants	Other
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Non Personnel One-Time Costs			\$6,500	\$6,500	\$	\$
Total Year One Costs			\$116,608	\$116,608	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,496	Overtime Hours	215	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	IAFF Local 311 CBA	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Protective	Workers Comp Class	Firefighter		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$700	Protective Gear/ PPE Year 1 Year 2+	\$4,200 \$420	Clothing Allowance Year 1 Year 2+	\$500 \$500
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$300	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 55
Department:	Fire Department	
Position Title:	Additional Career Firefighter/ Inspector	
Position Timing: The year the position is projected to start and any other timing items.	Add Permanent Full Time Career Firefighter in 2025	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	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.	
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Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$300	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 56
Department:	Fire Department	
Position Title:	Additional Division/Battalion Chief	
Position Timing: The year the position is projected to start and any other timing items.	Add one (1) Permanent Full Time Career Division/Battalion Chief in January of 2025.	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Essential Duties and Responsibilities: • Provide supervision and personnel management – able to address personnel issues (up to and including discipline). • Plan, direct, coordinate, and oversee the day-to-day operations of the department to establish and maintain a safe and harmonious work environment that always ensures a high degree of operational readiness that maximizes the level of service provided to the community. • Respond to fires and other calls for emergency assistance when requested and in compliance with all department procedures and operational guidelines. • As required, serve as the “Officer-in-Charge” when scheduled. • As necessary, initiate the National Incident Management System and/or incident command system and serve as the “Incident Commander” when scheduled or in the absence of the Fire Chief or other higher-ranking officer. • Collect information and complete necessary reports concerning fire department operations and complete related administrative tasks. • Assist and/or lead the development of policies, procedures, and standards in order to enhance the overall operations and functions of the fire department and assigned program area(s) of responsibilities. • Develop systems and approaches to define and meet community fire service needs. • Assist with long-range planning efforts and develop pre-incident emergency response plans for facilities within the City of Fitchburg that have been determined to be a target hazard or pose a life-safety hazard. • Establish, maintain, and nurture a high degree of cooperation and trust with labor, management, and other community stakeholders.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Under the general direction of the Deputy Fire Chief, this position involves responsible managerial and administrative work related to the development and delivery of major fire service programs both directly and indirectly through the work of subordinate Fire Lieutenants. The employee in this position must exercise considerable judgment and discretion in planning, developing, implementing, and evaluating departmental programs and services. The work involves considerable emphasis on overseeing the day-to-day operations of the fire department and integrating and coordinating departmental and inter-departmental programs and activities. Additional Duties and Responsibilities: • Assist in the development of the annual fire department operating budget. • Assist in the development and annual review of the fire department capital improvement plan. • Represent the Fire Chief and departmental interests in a wide variety of inter-departmental and inter-agency initiatives and activities, as assigned. • Project lead worker in area(s) of specialty.	

City of Fitchburg						Proposal #																																																									
2024 Operating Budget Personnel Budget Proposal						56																																																									
Department:	Fire Department																																																														
Position Title:	Additional Division/Battalion Chief																																																														
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Under a combination fire department model, positions multiple command staff positions have been staffed by paid-on-call/paid-on-premises (POx) personnel. The Fitchburg Fire Department is experiencing the same decline in POx firefighter recruitment as other departments are nationwide. Very few POx Firefighters stay on staff long enough to exhibit the skills and experience necessary for command staff functions. Although the Fitchburg Fire Department is interested in maintaining its status as a combination department, it is imperative to consider the leadership within our ranks. It is important to acknowledge the growth of our community and the need to identify command staff functions that can be shared and delegated (for optimal organizational performance at the operational/line level).																																																														
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Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$155,880	\$155,880	\$	\$
Non Personnel Recurring Costs			\$2,080	\$2,080	\$	\$
Non Personnel One-Time Costs			\$9,420	\$9,420	\$	\$
Total Year One Costs			\$167,380	\$167,380	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,496	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade M	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Protective	Workers Comp Class	Firefighter		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$700	Protective Gear/ PPE Year 1 Year 2+	\$4,200 \$420	Clothing Allowance Year 1 Year 2+	\$500 \$500
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$300	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 57
Department:	Fire Department	
Position Title:	Additional Career Firefighters/ Inspector	
Position Timing: The year the position is projected to start and any other timing items.	Add Permanent Full Time Career Firefighter in 2025	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	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.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Under the general management of the Fire Lieutenant, 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.	
	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.	

City of Fitchburg							Proposal #																																																
2024 Operating Budget Personnel Budget Proposal							57																																																
Department:	Fire Department																																																						
Position Title:	Additional Career Firefighters/ Inspector																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Under a combination fire department model, positions not staffed by career firefighters have typically been staffed by paid-on-call/paid-on-premises (POx) firefighters. The Fitchburg Fire Department is experiencing the same decline in POx firefighter recruitment as other departments are nationwide. Maintaining minimum staffing often requires the Fitchburg Fire Department to staff positions with off-duty firefighters (at an overtime rate). Although the Fitchburg Fire Department is interested in maintaining its status as a combination department, it is imperative to consider the ratio of firefighters and transition from a predominantly POx department to a predominantly career department (10 – 15-year transition).																																																						
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Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$108,508	\$108,508	\$	\$
Non Personnel Recurring Costs			\$1,600	\$1,600	\$	\$
Non Personnel One-Time Costs			\$6,500	\$6,500	\$	\$
Total Year One Costs			\$116,608	\$116,608	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,496	Overtime Hours	215	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	IAFF Local 311 CBA	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Protective	Workers Comp Class	Firefighter		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	\$700	Protective Gear/ PPE Year 1 Year 2+	\$4,200 \$420	Clothing Allowance Year 1 Year 2+	\$500 \$500
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$300	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 58
Department:	Fire Department	
Position Title:	Additional Career Firefighters/ Inspector	
Position Timing: The year the position is projected to start and any other timing items.	Add Permanent Full Time Career Firefighter in 2025	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	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.	
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	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.	

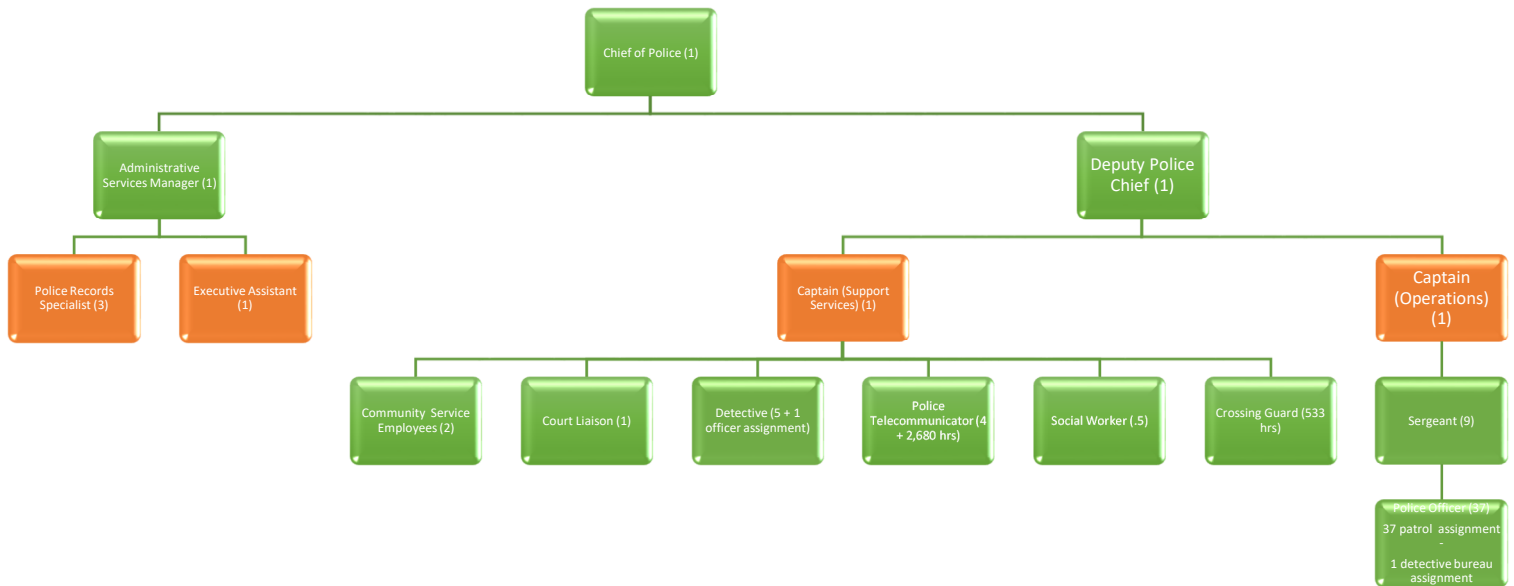
City of Fitchburg							Proposal #																																																
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	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$300	Drug Test/ Background	\$1,300	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Department Mission: To Serve & Respect

Department Vision

A trusted, impartial partner in the pursuit of a peaceful community,
where all members feel safe and respected.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Police Chief	1.0	1.0	1.0	1.0	1.0
Deputy Police Chief	1.0	1.0	1.0	1.0	1.0
Captain	-	-	-	-	2.0
Lieutenant	2.0	2.0	2.0	2.0	-
Sergeant	8.0	8.0	8.0	9.0	9.0
Detective	5.0	5.0	5.0	5.0	5.0
Officer					
Assigned to Patrol	35.0	35.0	36.0	36.0	36.0
Assigned Follow-up Detective Bureau	-	-	1.0	1.0	1.0
Crossing Guard	.3	.3	.3	.3	.3
Civilian Service Employee	2.0	2.0	2.0	2.0	2.0
Court Liaison	1.0	1.0	1.0	1.0	1.0
Telecommunicator	5.3	5.3	5.3	5.3	5.3
Administrative Services Manager	1.0	1.0	1.0	1.0	1.0
Executive Assistant	-	-	-	-	1.0
Records Clerk	4.0	4.0	4.0	4.0	3.0
Social Worker (split with Senior Center)	-	-	.5	.5	.5

Major Responsibilities & Services Provided:

- Public Safety
- Reduce Crime, Fear, and Disorder
- Community Outreach

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
FBI Uniform Crime Reporting (UCR Part 1)	625	595	*1,570	*1,885	*2,000
Fitchburg Police Calls for Service	20,137	24,180	23,867	24,300	24,800
Arrests	584	497	636	810	900
Referrals to the Dane County District Attorney's Office (number of people referred for criminal charges)	474	490	541	680	810

*The FBI has changed their reporting standards to include more crime categories, therefore the numbers will be higher starting in 2022 and in the future.

Significant Accomplishments in 2023:

- Sustained police services despite operating, on average, at a 75% staffing capacity and adding the Town of Madison
- Initiated monthly community meetings
- Added the department's monthly report to the website
- Began the design phase for the police facility

Notable Initiatives for 2024:

- Expand and revive community outreach efforts such as bike patrol, neighborhood resource officers, and community police academy
- Continue with the police facility project

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$7,660,867	\$8,298,825	\$3,622,901	\$7,924,905	\$8,713,065	\$414,240
Contractual Services	78,911	66,915	34,023	66,931	75,125	8,210
Operating Expenses	449,514	428,475	160,910	413,575	436,120	7,645
Allocated Costs	690,894	767,580	473,633	767,580	808,768	41,188
Transfers to Other Funds	-	-	-	-	-	-
Total	\$8,880,186	\$9,561,795	\$4,291,467	\$9,172,991	\$10,033,078	\$471,283

Significant Budget Changes from 2023 to 2024:

- Consolidated fees for accident reports into a single fee. Consolidated dispatch audit recording fee into another fee. Increased fee for a flash drive from \$20 to \$25 due to the increased cost. Removed fees for printed photos as they are no longer printed nor from negatives due to the use of digital photography.
- Added Alert Media costs (\$5,300) to computer related repairs and maintenance for all city departments to use.
- Increased ballistic vest costs (\$3,275) in protective gear due to more officers needing replacement vests.
- Increase in tuition reimbursement costs (\$4,235) for employees eligible for reimbursement under City's personnel policies.
- Moved firearms/Taser parts and supplies from equipment expense to operating supplies.
- Moved simmunitions, active shooter, and airsoft supplies from equipment expense to operating supplies.
- Shifted \$1,900 for copier lease and maintenance to the IT fund.
- Increased small equipment replacement (\$9,337) for equipment that was previously not accounted for and cost increases of equipment.
- Reclassified two Lieutenants to Captains (PBP#24).
- Removed vacant Records Specialist and added a new Executive Assistant (PBP#26).

2024 BUDGET EXPENDITURE DETAIL

Department: Police Department (100-5210-)

100-5210 Police Department

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	\$13,500 - Employee Mental Health & Wellness Program and Critical Incident Counseling & Debriefing \$2,000 – Translation Services \$17,000 – Policy manual training, maintenance & support 2023 \$32,500 2024 \$32,500
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	\$4,000 – Master recorder annual maintenance (dispatch) \$4,000 - Repairs of equipment, radars, cameras, squad video, portable video cameras, mobile filing shelves, bikes \$2,500 - Shred-It Services 2023 \$11,000 2024 \$10,500
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.	\$6,400 - Scheduling software annual maintenance \$7,400 – Squad video & body-worn camera video support \$125 - PackTrack Annual Software fee (K9) \$1,500 - Computer related supplies and replacements \$5,900 – Portable speed sign software and support \$5,300 – Alert Media (for all city departments) 2023 \$17,915 2024 \$26,625
-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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$5,500 - Crossing Guard (Shared with Madison) Post Road at Leopold School 2023 \$5,500 2024 \$5,500
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$13,000 - Office supplies, paper, postage, and shipping 2023 \$13,000 2024 \$13,000
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$1,700 - Professional publications, subscriptions and dues 2023 \$1,700 2024 \$1,700
-323	Uniforms	Uniform allowance set by union contract or common council.	\$900 – Uniform costs for Community Service Employees (2 x \$450) \$750 – Uniform costs for Dispatchers, includes full-time and part-time (10 x \$75) 2023 \$2,000 2024 \$1,650

2024 BUDGET EXPENDITURE DETAIL

-324	Protective Gear	Personal protective equipment provided to reduce exposure to hazards or infectious substances.	\$3,600 - Biohazard protective equipment & uniform replacement, uniform patches, traffic vests, badges \$11,000 - Dept. provided uniforms (motorcycle, Honor Guard, bike patrol, SRT) \$13,175 - Ballistic Vests 2023 \$25,500 2024 \$27,775
-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. Detail of this account to be submitted with budget proposal.	\$52,000 – Employee training \$6,500 – Training Facility User Fees 2023 \$58,500 2024 \$58,500
-326	Tuition Reimbursement	Collective Bargaining Agreement and Employee Handbook Tuition	\$10,060 - Educational Reimbursement College courses for 1 sworn employee and 1 civilian employee 2023 \$5,825 2024 \$10,060
-327	YMCA Membership	Required by collective bargaining agreement	\$9,205 - 16 employees Charges can fluctuate as people join and cancel memberships throughout the year. 2023 \$9,060 2024 \$9,205
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	All employees use department provided cars 2023 \$-0- 2024 \$-0-
-335	Vehicle Expense	Lubricants, tires and items related to the repair or preventative maintenance of vehicles.	\$35,360 – Vehicle repairs and maintenance, parts, tows, oil changes, tire rotation, car washes, flat repair, Dane County Ramp Permits \$11,000 – Tires 2023 \$44,860 2024 \$46,360
-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.	\$2,000 – Printing of forms (includes letterhead, envelopes, business cards, property tags, internal departmental forms) \$5,000 – Oxygen tank & fire extinguisher refills for squad cars, batteries, keys, and toner cartridges. \$25,600 – Ammunition and less lethal \$8,000 – Taser cartridges and supplies \$4,000 – Parts & supplies for firearms/Tasers (moved from 355) \$3,000 – Simmunitions, active shooter, airsoft supplies (moved from 355) 2023 \$40,600 2024 \$47,600
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	\$12,500 - Youth programs, crime prevention supplies, neighborhood meetings, job fairs, community events, daycare and school visits, Halloween safety, Citizen's Academy, Award Ceremony, Youth Academies, Community Picnic Event 2023 \$12,500 2024 \$12,500
-350	Repair & Maintenance Supplies	Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.	\$1,000 - Maintenance supplies 2023 \$1,000 2024 \$1,000

2024 BUDGET EXPENDITURE DETAIL

-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	\$13,500 – All types of department equipment to include, stop sticks, squad equipment, flashlights, docking stations, radars, med kits, cables, dispatch equipment, AEDs, and PBTs, SRT equip, animal control equip. Items not budgeted at part of the equipment replacement account. 2023 \$20,600 2024 \$13,500
-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.	\$2,000 – Radio maintenance 2023 \$2,000 2024 \$2,000
-365	Utilities & Telephone	Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges	
-384	Investigative Supplies		\$3,300 - LEADS/Pawn Shop Tracking \$16,150 - Crime scene processing, investigative/evidence supplies, towing, trial expenses, OWI blood draws, Narcan \$3,000 - Criminal History Checks (per City Ordinance 11.04. includes alcohol license checks) 2023 \$24,850 2024 \$22,450
-392	K-9 Expenses		\$1,800 - K-9 supplies 2023 \$1,800 2024 \$1,800
-395	Equipment Replacement Reserve		\$27,020 – See spreadsheet with equipment replacement schedule. These items do not qualify for the CIP 2023 \$17,680 2024 \$27,020
-397	Fuel Purchases	Fuel – diesel and unleaded, from City pumps and commercial stations	\$140,000 – Gas (40,000 gallons x \$3.50) 2023 \$147,000 2024 \$140,000
-505	Leases and Rentals	Leases and rentals of facilities and equipment	\$-0- Copy Machine Lease (\$1,900 shifted to IT fund) 2023 \$1,900 2024 \$-0-
-571	MPSIS Allocation		\$185,210 - Fitchburg's share of the MPSIS budget 2023 \$179,825 2024 \$185,210

2024 BUDGET EXPENDITURE DETAIL

City of Fitchburg						
Operating Budget - (100-5210-395) PD Small Equipment Replacement Reserve						
Created: 5/28/21						
Updated: 8/2/23						
Equipment	Quantity	Replacement Cost (a),(b)	Trade-in Value (a)	Net Cost (a)	Useful Life	Annual Cost
Handguns	60	\$ 500	\$ 17,700	\$ 12,300	5	\$ 2,460
Lasers	2	\$ 2,500	\$ -	\$ 5,000	10	\$ 500
Lasers	2	\$ 2,500	\$ -	\$ 5,000	10	\$ 500
Lasers	1	\$ 2,500	\$ -	\$ 2,500	10	\$ 250
Radars (16, 15)	2	\$ 2,650	\$ -	\$ 5,300	15	\$ 353
Radars (12, 19, 13, 14, 21)	5	\$ 2,650	\$ -	\$ 13,250	15	\$ 883
Radars (18)	1	\$ 2,650	\$ -	\$ 2,650	15	\$ 177
Radars (motorcycle)	1	\$ 2,650	\$ -	\$ 2,650	15	\$ 177
Radars (10)	1	\$ 2,650	\$ -	\$ 2,650	15	\$ 177
Radars (17, 20)	2	\$ 2,650	\$ -	\$ 5,300	15	\$ 353
Radars (11, 22)	2	\$ 2,650	\$ -	\$ 5,300	15	\$ 353
Radars (24, 25)	2	\$ 2,650	\$ -	\$ 5,300	15	\$ 353
AED (10, 13, 16, 19, 2-City Hall units)	6	\$ 2,050	\$ -	\$ 12,300	10	\$ 1,230
AED (15, 17, 12, 18, 14, 20)	6	\$ 2,050	\$ -	\$ 12,300	10	\$ 1,230
AED (squad room)	1	\$ 2,050	\$ -	\$ 2,050	10	\$ 205
AED (21)	1	\$ 2,050	\$ -	\$ 2,050	10	\$ 205
AED (22)	1	\$ 2,050	\$ -	\$ 2,050	10	\$ 205
AED (11, 24, 25)	3	\$ 2,050	\$ -	\$ 6,150	10	\$ 615
Rifles	40	\$ 1,500	\$ 26,000	\$ 34,000	15	\$ 2,267
Rifle Plates & Carriers	20	\$ 300	\$ -	\$ 6,000	10	\$ 600
Ballistic Helmets	25	\$ 350	\$ -	\$ 8,750	5	\$ 1,750
Ballistic Helmets (SRT w/ Comm)	10	\$ 2,210	\$ -	\$ 22,100	5	\$ 4,420
Speed Display Signs	2	\$ 4,000	\$ -	\$ 8,000	5	\$ 1,600
Speed Display Signs	2	\$ 4,000	\$ -	\$ 8,000	5	\$ 1,600
eBikes	4	\$ 4,755	\$ -	\$ 19,020	10	\$ 1,902
Bikes (non-electric)	4	\$ 1,235	\$ -	\$ 4,940	10	\$ 494
PBT (14, 13, 18, 20)	4	\$ 600	\$ -	\$ 2,400	7	\$ 343
PBT (17, 10, 16)	3	\$ 600	\$ -	\$ 1,800	7	\$ 257
PBT (11, 22)	2	\$ 600	\$ -	\$ 1,200	7	\$ 171
PBT (15, 19, 21)	3	\$ 600	\$ -	\$ 1,800	7	\$ 257
PBT (12, 24, 25, • spare)	4	\$ 600	\$ -	\$ 2,400	7	\$ 343
				\$224,510		\$ 26,230
Inflation assumption	3%	(b)				
				100-5210-395		
2022 allocated cost			actual	\$ 20,650		
2023 allocated cost			actual	\$ 17,680		
2024 allocated cost				\$ 27,017	plus inflation	
2025 allocated cost				\$ 27,828		
2026 allocated cost				\$ 28,663		
2027 allocated cost				\$ 29,523		highlighted changes from last year
2028 allocated cost				\$ 30,409		
2029 allocated cost				\$ 31,321		
2030 allocated cost				\$ 32,261		
2031 allocated cost				\$ 33,229		
2032 allocated cost				\$ 34,226		
2033 allocated cost				\$ 35,253		
2034 allocated cost				\$ 36,311		
2035 allocated cost				\$ 37,400		
2036 allocated cost				\$ 38,522		
2037 allocated cost				\$ 39,678		
(a) - All dollar values were updated in 2023. These costs will be updated each year for major changes and thoroughly reviewed every five years.						
(b) - Inflation estimate is consistent with the standard inflation factor used for CIP projects						
The numbers following some of the equipment in column A are the squad numbers that the equipment goes into.						

2024 PERSONNEL SUMMARY

Department: Police

E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Alfonso Morales	Chief	10-18-21	2,080		
E	Matthew Laha	Deputy Chief	8-1-05	2,080		
N#24	Ned Hartwick	Lieutenant Reclass to Captain	1-15-09	2,080		
N#24	Andrew McCarthy	Lieutenant Reclass to Captain	6-4-12	2,080		
E	Ryan Michels	Sergeant	9-29-03	1,950		
E	Nicholas Clemens	Sergeant	8-6-12	1,950		
E	Cesar Lopez	Sergeant	12-13-04	1,950		
E	Michael Buri	Sergeant	3-21-11	1,950		
E	Dan Varriale	Sergeant	5-19-08	1,950		
E	Peter Johnston	Sergeant	5-18-10	1,950		
E	Ariana Ridgely	Sergeant	1-6-20	1,950		
E	Logan Brown	Sergeant	1-7-19	1,950		
E	Vacant	Sergeant		1,950		
E	Sean Coffey	Detective	7-31-95	1,950		
E	Hector Aguirre	Detective	3-15-02	1,950		
E	Jeffrey Wissink	Detective	11-18-96	1,950		

2024 PERSONNEL SUMMARY

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Matthew Wiza	Detective	7-18-05	1,950		
E	Jordan Trundle	Detective	6-18-07	1,950		
E	Rodd Rettler	Police Officer	4-14-97	1,950		
E	Randall Hilbelink	Police Officer	7-25-05	1,950		
E	Johnathan Parker	Police Officer	5-11-10	1,950		
E	Angie Rollinger	Police Officer	5-1-13	1,950		
E	Clint Dretske	Police Officer	4-14-14	1,950		
E	Gustavo Gonzalez	Police Officer	5-16-14	1,950		
E	Juan Hinojos	Police Officer	1-7-16	1,950		
E	Madeline Topel	Police Officer	7-18-16	1,950		
E	Lisa Heitman	Police Officer	5-25-17	1,950		
E	Pedro Guzman- Rodriguez	Police Officer	8-16-17	1,950		
E	Michael O'Dell	Police Officer	8-16-17	1,950		
E	Paul Eicher	Police Officer	8-16-17	1,950		
E	Matthew Ranallo	Police Officer	8-16-17	1,950		

2024 PERSONNEL SUMMARY

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Ryan Bigalk	Police Officer	1-7-19	1,950		
E	Brett Hammermeister	Police Officer	8-15-19	1,950		
E	Matt Overstreet	Police Officer	8-15-19	1,950		
E	Olivia Monson	Police Officer	1-6-20	1,950		
E	Ashley Hageman	Police Officer	1-11-21	1,950		
E	Tyler Newell	Police Officer	6-1-21	1,950		
E	Davan Hamberg	Police Officer	6-1-21	1,950		
E	Bradley Stefanski	Police Officer	1-10-22	1,950		
E	Craig Spangler	Police Officer	1-10-22	1,950		
E	Christian Claudio- Dominguez	Police Officer	1-7-22	1,950		
E	Matthew Tesch	Police Officer	5-23-22	1,950		
E	Tyler Phernetton	Police Officer	8-11-22	1,950		
E	Jordon Kunya	Police Officer	12-27-22	1,950		
E	Jean Pierre Contreras	Police Officer	5-8-23	1,950		
E	Matthew Luecke	Police Officer	5-8-23	1,950		

2024 PERSONNEL SUMMARY

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Jonathan Vang	Police Officer	6-2-23	1,950		
E	Journey Dodge	Police Officer	6-2-23	1,950		
E	Vacant	Police Officer		1,950		
E	Vacant	Police Officer		1,950		
E	Vacant	Police Officer		1,950		
E	Vacant	Police Officer		1,950		
E	Vacant	Police Officer		1,950		
E	Vacant	Police Officer		1,950		
E	Vacant	Police Officer		1,950		
E	Vacant	Police Officer		1,950		
E	Rodney James	Telecommunicator	8-22-02	1,950		
E	Stephanie Berrera- Gonzalez	Telecommunicator	8-9-21	1,950		
E	Rachelle Elvord	Telecommunicator	8-9-21	1,950		
E	Nicole Newton	Telecommunicator	2-24-20	1,950		
E	Part-time (Casual)	Telecommunicator		2,680		
N#26	Vacant	Executive Assistant		0+2,080 =2,080		
N#26	Vacant	Records Specialist		2,080- 2,080 =-0-		
E	Valarie Clement	Records Specialist	4-8-98	2,080		
E	Meagan Christen	Records Specialist	3-16-20	2,080		

2024 PERSONNEL SUMMARY

E/ N(#)	Employee Last Name or "Vacant" at time of budget prep	Position	Date of Hire	Perman ent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours	Misc Hours
E	Nicole Friedl	Records Specialist	6-23-08	2,080			
E	Dana Schmidt	Admin. Svs. Mgr.	3-24-03	2,080			
E	Emily Shunk	Court Liaison	2-5-07	2,080			
E	Michael Czyzewski	Comm Serv Emp	10-16- 17	2,080			
E	BriAna McCauley	Comm Serv Emp	11-7-22	2,080			
E	Sarah Folkers	Social Worker	3/7/22	1,040			
E	Kristin Gavigan	Crossing Guard	11-4-03	533			
E	Varies Depending on Assignment	Officer Follow- up Assignment in Detective Bureau (pay differential)					1,950
	VARIOUS	Field Training Differential					2,000
N#3 N#4	VARIOUS	Officer Overtime				3,670 +384 +180 =4,234	
	VARIOUS Officers, Sergeants	Holiday Premium					1,512
	VARIOUS Dispatch	Holiday Premium					216
	VARIOUS Officers, Sergeants	Shift Differential					0
	VARIOUS Dispatch	Shift Differential					0
N#2	On Call Pay Dispatch				0+156 =156		
	TOTAL ALL PAGES			116,963	0+156 =156	3,670 +384 +180 =4,234	5,678

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 24
Department:	Police	
Position Title:	Reclassify Two Police Captains	
Position Timing: The year the position is projected to start and any other timing items.	January 2024	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	The department has outgrown its current hierarchy, having added several needed officer, detective, and sergeant positions over the last 18 years (16 positions). As the staffing at each of those levels has increased, command staff leadership has remained the same. Police operations are 24/7, 365 days per year, and as call for service volume and personnel to handle those calls has continued to increase, so has the workload being placed on the middle and senior management of the department. Currently, there are only two lieutenants that serve between the chiefs and the round the clock operations of patrol and investigative work. This forces each of them to constantly focus on day to day and individual personnel concerns as opposed to properly managing the department on a broader, more appropriate scale. There needs to be a structural shift in these day-to-day roles to allow for these two current positions to focus on overseeing and managing the various operational and administrative functions. Reclassifying these two lieutenants to captains and seeking to introduce a shift lieutenant on each of the 3 shifts, would allow for a more primary role for the captains to provide strategic guidance, stay current with emerging trends and best practices in law enforcement, and implement relevant changes. They would be able to review statistical data in detail to assign department resources while allowing shift lieutenants to focus more adequately on finer details and individual personnel matters. Creating captain positions would enable the department to devote the proper time and attention to important topics such as working with community stakeholders, department heads, developing strategies for crime prevention, and ensuring efficient delivery of police services. Attention would be able to focus on safety and liability enhancements more effectively such as policy development and compliance, current department training and outlook, and legal updates. Captains would have an increased focus on budget and resource management. Assisting with annual budget planning, department expenditures, and identifying possible external funding opportunities such as grants and partnerships.	

City of Fitchburg						Proposal #																																																	
2024 Operating Budget Personnel Budget Proposal						24																																																	
Department:	Police																																																						
Position Title:	Reclassify Two Police Captains																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The department for years has added line level supervision, detectives and patrol officers to address the rising call volume as the City continues to grow. This increase has yielded additional reports to review, cases to manage, personnel to supervise and develop, and citizen concerns to address. These added managerial tasks have continued to be shared by supervisors and the two lieutenants to what is now an overwhelming degree. Sergeants are sacrificing their time from supervising officers to address desk duties, and lieutenants are unable to focus on the department's forward progress. By the nature of this current bottom-heavy structure, the lieutenants are on an almost daily basis and at random hours in the night taking phone calls from the shifts and working from home on their off time. In the last 4 years, 1 lieutenant has retired, and 2 others have taken voluntary demotions to get out of the role.																																																						
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Lieutenants</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> <tr> <td>Shift Sergeants</td> <td>6</td> <td>6</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> <tr> <td>Detectives</td> <td>4</td> <td>4</td> <td>4</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> </tr> <tr> <td>Patrol Officers</td> <td>28</td> <td>31</td> <td>34</td> <td>35</td> <td>35</td> <td>35</td> <td>37</td> </tr> <tr> <td>Sworn Staff Total</td> <td>42</td> <td>45</td> <td>50</td> <td>52</td> <td>52</td> <td>52</td> <td>54</td> </tr> </tbody> </table> Since 2004, sworn personnel staffing has increased 41% while command staff has grown 0%. The number of direct reports to the two current lieutenants has increased by 114% in that same timespan. The City's population has also increased roughly 43%. Comparing the 5 year UCR averages of 2006-2010 against 2018-2022, there were • 9% increase in burglaries • 18% increase in retail thefts • 19% in simple assaults • 52% increase in aggravated assaults • 69% increase in motor vehicle thefts • 185% increase in sexual assault investigations There is only 1 patrol officer with 20+ years of experience who is on the eve of retirement. The remaining patrol officers average less than 5 years of total experience, with the bottom half of patrol averaging less than 1.3 years of experience. As the population, major crimes and overall calls for service have increased, as have the staffing levels of patrol officers, detectives, and sergeants. Additionally, the experience level of police officers is dramatically low, compounding the need for increased management and oversight of operations from the command level, which has increased 0% during this time.								2007	2012	2018	2019	2020	2021	2022	Lieutenants	2	2	2	2	2	2	2	Shift Sergeants	6	6	8	8	8	8	8	Detectives	4	4	4	5	5	5	5	Patrol Officers	28	31	34	35	35	35	37	Sworn Staff Total	42	45	50	52	52	52	54
	2007	2012	2018	2019	2020	2021	2022																																																
Lieutenants	2	2	2	2	2	2	2																																																
Shift Sergeants	6	6	8	8	8	8	8																																																
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 24
Department:	Police	
Position Title:	Reclassify Two Police Captains	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: High Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captain 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$15,075	\$15,075	\$	\$
Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$300	\$300	\$	\$
Total Year One Costs			\$15,375	\$15,375	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Estimated Grade O	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	Same	Clothing Allowance Year 1 Year 2+	Same
Misc.	Office Equipment Year 1 Year 2+	Same	Training	Same	Dues	None
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	Same
	Computer/ Laptop	Same	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	None	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Job Title:	Captain	Reports To:	Deputy Chief of Police
Department:	Police	FLSA Status:	Exempt
Division:	Non-Represented	EEO Code:	2 - Professionals
Salary Grade:	TBD	Employee Group:	Protective
Created:	May 2022	Last Revision:	N/A

Position Summary:

Under general direction of the Deputy Police Chief, provides managerial oversight to the activities of a division within the Police Department. A Captain may be assigned to lead the Operational Division or the Support Division. They are responsible for organizing and implementing law enforcement programs which comply with Federal, State and local laws and City and Department policies, goals and objectives to ensure the safety of City residents, business owners and visitors.

As a division commander, a Captain has responsibility for up to 44 personnel and management of a variety of division specific programs, specialized personnel, equipment, and investigations dependent upon the division assignment. A Captain is also responsible to work collaboratively with other division commanders to ensure overall service continuity and efficiency. Captains have significant advisory input on the department budget, staffing and policies.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Functions:

Participates in the work of the senior management team of the department.

- Develops and recommends goals and objectives for the assigned division to ensure compliance with Department policies and values, City Council directives, overall department goals and objectives and any applicable local, State or Federal laws, rules and regulations.
- Active in developing, implementing and overseeing the department's strategic plans.
- Develops, recommends and implements operating policies, procedures and programs to accomplish departmental goals and objectives.
- Reviews division performance to assess goal attainment and measures effectiveness of operations; determines and implements modifications to work methods and/or recommends policy changes, etc.
- Using independent judgment provides supervision and leadership to department personnel under the established span of control and within law enforcement best practices, department expectations, and required expertise of the assigned division.
- Supervises Lieutenants directly and others indirectly.
- Participates in decisions on matters of hiring, transfer, suspension, lay off, recall, promotion, discharge, assignment, recognition, adjusting grievances or disciplining employees under the established span of control.
- Sets goals and objectives for others to work toward and monitors performance.
- Leads unit management in creating and maintaining a positive work environment and fostering effective performance of staff.
- Conducts ongoing feedback, coaching, mentoring, and timely formal reviews of performance for assigned employees.

- Encourages employee growth and development by providing or encouraging learning opportunities.
- Assesses staff development needs and directs the provision of staff training.
- Participates in decisions regarding the content of jobs and the number of staff within the functional areas under the established span of control.

Participates in management of the department budget.

- Provides informed input on matters relating to the annual operating and multi-year capital budgets.
- Analyzes past expenditures, expected needs, future cost projections and sources of funding in order to develop detailed budgets.
- Reviews year-to-date spending reports and monitors performance against plan during the entire budget cycle, making or recommending adjustments as necessary to achieve a desired balance at the end of the cycle.
- Approves expenditures for purposes and amounts that are within the budget and within the authorized approval limits of the job.
- Works to ensure the most cost effective alternatives are identified when planning expenditures.
- Prepares requests for annual funding and presents requests to decision makers for approval.
- Seeks grant funds for department purposes and works with the Deputy Chief and finance department staff to account for grant fund uses.

Communicates and maintains working relationships with others in carrying out job functions.

- Represents Police Department at civic functions and/or meetings; discusses issues, coordinates efforts and responds to informational inquiries.
- Responds to citizens, news media, etc. concerns and issues and working collaboratively with the Department Public Information Specialist, determines appropriate resolutions to maintain positive community relations for the Department and the City.
- Frequently interacts with the public, vendors or across departments to exchange detailed and/or technical information.
- Interaction with the public, vendors or across departments occasionally includes negotiations involving convincing the other party to do something to achieve a basic work related objective.
- Communications include responsibility for maintaining relationships that are key to the function or the city.
- Plans and carries out communications at a level that can impact the morale and performance of a major work unit.
- Participates in various committees and subcommittees as a representative of the Fitchburg Police Department.

Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.

- Knows and follows department policy and city rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss.
- Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work.
- When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.

Prepares tactical and strategic reports for executive staff, as well as reviews those prepared by subordinate staff regarding policing activities in order to provide public information and/or use by investigators, prosecutors and other parties.

Oversees the coordination and direction of critical incidents, special events, or major investigations to ensure coordination, safety, and best practice are followed.

Performs other duties and activities as assigned.

Supervisory Requirements:

- Lieutenants

Minimum Qualifications

Education and/or Experience Requirements:

- Bachelor's Degree from an accredited College/University with major course work in criminal justice or related field is preferred.
- Other combination of training and/or experience can be demonstrated as a result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position may also be considered.

Licenses, Certifications, etc.

- Successful completion of basic two-week law enforcement supervisory school and/or leadership course.
- Must be a certified law enforcement officer with the State of Wisconsin and maintain such certification, including required training or statutory requirements.
- Possession of a valid driver's license and satisfactory driving record during the course of employment.

Necessary Knowledge Skills and Abilities:

- Knowledge of the principles of modern police supervision and operations, community policing philosophy, law enforcement best practices, and police administration.
- Knowledge of the police department policies and applicable Federal, State, and Local laws and ordinances.
- Knowledge of police supervision, organization, and administration.
- Knowledge of Fitchburg Police Department resources, authority, and responsibility of the department.
- Ability to plan, organize, and direct the work of subordinates and to advise, instruct and train personnel.
- Ability to make sound decisions and communicate effectively both orally and in writing.
- Ability to deal firmly, courteously, and fairly with subordinates, superiors, and the public, and to establish effective working relations with the public.
- Maintains the predictable and unencumbered ability to competently and credibly testify in court or any other quasi-judicial hearing.
- Ability to provide truthful, forthright, and complete information when voluntarily answering questions or providing information or when compelled to answer questions or providing information.
- Ability to maintain regular and predictable attendance and punctuality.
- Ability to make decisions in all types of situations, while exercising sound judgement and problem-solving, particularly during emergency conditions.
- Ability to establish and maintain an effective working relationships with elected and appointed officials, staff, other government agencies, service and community organizations, private businesses, and the general public.
- Ability to follow oral and written directions.
- Ability to perform basic math skills including functions like addition, subtraction, multiplication, and division in all units of measurement, using whole numbers, common fractions, and decimals.

Tools and Equipment Used:

- Computer and peripheral equipment.

- Computer software programs, including word processing, spreadsheet, publication, and presentation software, as well as records management software.
- Standard office equipment, including printer, phone, calculator, and copy machine.
- Must be able to utilize all assigned law enforcement equipment relevant to the position, including but not limited to, motor vehicle, radio, handgun, and other weapons as required. Handcuffs, first aid equipment, desktop and laptop computer, video camera, and recording equipment.

Supplemental Information:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear. The employee is occasionally required to use hands and finger to handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Specific vision abilities required of this job include close vision and ability to adjust focus.
- Essential and general functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting, walking, and operating a motor vehicle for prolonged periods of time; climbing with both legs and arms; loading and discharging firearms; lifting, pushing, and pulling 150 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In the normal course of work this position is typically exposed to an office setting.
- There are frequent time pressures placed on this position, including rushed jobs, urgent deadlines, and other similar time pressures.
- Frequently works in an environment with distractions, including telephone calls, visits from members of the public and other employees, and other disturbances.
- Involves incidental physical risks and/or some unpleasant working conditions. Some physical requirements such as endurance, strength, dexterity, are to be maintained for persons in this position.
- This position deals with confidential and sometimes unpleasant information gathering.
- Occasionally requires work after hours, evenings, or weekends.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the Chief of Police.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 25
Department:	Police	
Position Title:	New Lieutenant	
Position Timing: The year the position is projected to start and any other timing items.	January 2024	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	There are currently nine sergeants assigned to three patrol shifts, all of whom report directly to one patrol commander. In performing 24/7 operations, this leaves a supervisory gap between the patrol commander and six of the nine patrol sergeants assigned the second and third shifts. There is a structural lack of routine interaction, outside of emailed communications, which makes it incredibly difficult to manage professional expectations, as well as conveying the department's mission and objectives. As the department has added patrol officers and sergeants over the years, there has not been an addition to the command staff to manage all of these additions since 2005. Adding a lieutenant to each of the three patrol shifts would provide command level oversight of the nine assigned sergeants on each of those shifts. The many administrative responsibilities currently burdening the patrol sergeants would move to the shift lieutenant, leaving the sergeants more available to respond to and manage calls for service, train officers, ensure policies and procedures are carried out appropriately, and be more situationally aware of what is occurring in the City. Instead of nine sergeants reporting to the patrol commander on a fractured basis, communication would be streamlined to the three lieutenants, making the flow of information and expectations much more manageable and consistent across the patrol division. When serious incidents occur such as shootings, mass casualty events, officer involved critical incidents, or natural disasters, the lieutenants will serve as the incident commander. They would coordinate resources and response efforts both internally and externally while allowing the sergeants to more effectively manage officers and other mutual aid responders. The lieutenants would be responsible for continually assessing the training and development needs of the sergeants and officers on their shift. They would help develop tailored training curriculum based on the needs of the shift. Performing structured post incident assessments while identifying and correcting deficiencies will increase the safety of officers and the community. The shift lieutenants would have an immediate and direct positive impact on patrol officers who have little to no interaction with command staff on a regular basis, and currently rely on sergeants to provide guidance and mentoring who are themselves just as structurally disconnected. Their routine presence would provide open door opportunities for sergeants and officers to communicate directly with a department administrator, bolstering the connection between each shift and the department's objectives. The addition of shift lieutenants will fulfill an important void in the department's hierarchy, and will play a crucial role in leading and managing supervisors and officers across the three shifts. They would allow the patrol commander to focus on the patrol division in its entirety, which is critical to ensure the department is able to provide the safest environment possible for citizens.	

City of Fitchburg							Proposal #																																																
2024 Operating Budget Personnel Budget Proposal							25																																																
Department:	Police																																																						
Position Title:	New Lieutenant																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	As the City has and does continue to grow, patrol officers and supervisors have been added to handle the growing calls for service. As personnel and workload has continued to increase, so has the amount of administrative task work. The strategy has continuously been to allow the weight of this increased task work to funnel to the patrol commander. Some of those tasks have overflowed back to shift supervisors, restricting their ability to effectively manage officers. This has had a negative impact on the ability of the department to focus more directly on public safety functions. In order to keep up with the increasing calls for service and adequately focus on serious, complex investigations, the department will likely need strategize a reduction to police services from what it currently provides the public.																																																						
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Lieutenants</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> <tr> <td>Shift Sergeants</td> <td>6</td> <td>6</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> <tr> <td>Detectives</td> <td>4</td> <td>4</td> <td>4</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> </tr> <tr> <td>Patrol Officers</td> <td>28</td> <td>31</td> <td>34</td> <td>35</td> <td>35</td> <td>35</td> <td>37</td> </tr> <tr> <td>Sworn Staff Total</td> <td>42</td> <td>45</td> <td>50</td> <td>52</td> <td>52</td> <td>52</td> <td>54</td> </tr> </tbody> </table> Since 2004, sworn personnel staffing has increased 41% while command staff has grown 0%. The number of direct reports to the two current lieutenants has increased by 114% in that same timespan. The City's population has also increased roughly 43%. Comparing the 5 year UCR averages of 2006-2010 against 2018-2022, there were • 9% increase in burglaries • 18% increase in retail thefts • 19% in simple assaults • 52% increase in aggravated assaults • 69% increase in motor vehicle thefts • 185% increase in sexual assault investigations There is only 1 patrol officer with 20+ years of experience who is on the eve of retirement. The remaining patrol officers average less than 5 years of total experience, with the bottom half of patrol averaging less than 1.3 years of experience. As the population, major crimes and overall calls for service have increased, as have the staffing levels of patrol officers, detectives, and sergeants. Additionally, the experience level of police officers is dramatically low, compounding the need for increased management and oversight of operations from the command level, which has increased 0% during this time.								2007	2012	2018	2019	2020	2021	2022	Lieutenants	2	2	2	2	2	2	2	Shift Sergeants	6	6	8	8	8	8	8	Detectives	4	4	4	5	5	5	5	Patrol Officers	28	31	34	35	35	35	37	Sworn Staff Total	42	45	50	52	52	52	54
	2007	2012	2018	2019	2020	2021	2022																																																
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 25
Department:	Police	
Position Title:	New Lieutenant	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: High Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$178,946	\$178,946	\$	\$
Non Personnel Recurring Costs			\$3,010	\$3,010	\$	\$
Non Personnel One-Time Costs			\$5,200	\$5,200	\$	\$
Total Year One Costs			\$187,156	\$187,156	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	1,950	Overtime Hours	None	Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Grade M	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$80	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Job Title: Lieutenant of Patrol
Department: Police
Division: Represented
Salary Grade: TBD

Reports To: Captain of Patrol
FLSA Status: Non-Exempt
EEO Code: 2 - Professionals
Employee Group: Protective
Last Revision: N/A

Created:

Position Summary:

This is a law enforcement middle management position involving the overall direction of patrol operations at the shift level on a 24-hour basis. Work involved operational-level decision making and requires the exercise of independent judgement and the interpretation and application of department policies, State laws, and municipal ordinances.

The Lieutenant of Patrol is a shift commander and responsible to direct and coordinate patrol division personnel to preserve public peace and order, prevent and detect crime, and improve the quality of life for the citizens of Fitchburg, through modern-day policing techniques and community-oriented policing strategies.

Thorough leadership techniques, exacts the proper performance from personnel of a lesser rank and enforces the policies, rules, regulations, and standard operating procedures of the Department in addition to Federal, State, and Local laws and ordinances.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Functions:

- Directly supervise and lead assigned patrol division sergeants and other subordinate patrol personnel. Assume responsibility for the discipline, conduct, and efficiency of all personnel of a lesser rank under their supervision during time of duty. In the absence of the Captain of Patrol, take command and exercise the authority and duties of the Captain of Patrol, subject to any limitations imposed by the Captain.
- Respond to the directives from executive staff, effectively communicate instructions, and interpret policies and procedures to subordinate personnel.
- Review investigative and supervisory reports of subordinate personnel, evaluate reports against required standards and policy, ensuring completeness and compliance.
- Conducts personnel evaluations of assigned subordinates, making written and oral reports denoting progress and need for training. Notes deficiencies in the performance of assigned personnel and makes recommendations for corrective action on an individual or departmental basis.
- Maintain knowledge of current patrol investigations. Review incidents under investigation, ensure that all methods of solvability are employed and assign follow-up accordingly.
- Maintain a thorough knowledge of Wisconsin criminal code and City of Fitchburg ordinances. Regularly test and mentor the personnel under their supervision in order to ascertain their knowledge of the rules and procedures of the Department and any applicable statutes and ordinances of case law affecting patrol operations and the best practices thereof.

- Communicate and collaborate with the Lieutenant of Detectives regarding arrested suspects and their association to other criminal offenses occurring in the city.
- Allocate appropriate resources through evaluation of daily and periodic crime data and intelligence to achieve the highest level of officer performance and assist in ensuring the consistency of the department goals and objectives as set by the Chief of Police.
- Implements and oversees ancillary Department programs and units as assigned, as well as community policing projects, providing feedback on their results to the Captain of Patrol.
- Responsible for oversight of departmental operations during critical or serious incidents by ensuring appropriate response of supervisory and officer resources; authorizes requests for specialized units or mutual aid from other departments consistent with policy.
- Manages and coordinates the activities of the patrol division on prescribed shifts; manages patrol schedule; authorizes payroll, overtime, leave and training requests; prepares work schedules within the department; establishes and evaluates goals and objectives.
- During hours of duty, conduct prescribed PIO duties to include social media posts.
- Assign, monitor, and review citizen complaints. Ensure complete and thorough investigation of all complaints and submit written reports of such investigations and inquiries to the Captain of Patrol.
- Perform such other duties that may be assigned by the Chief of Police and/or their respective commanding officer.
- Schedules officer training (in-service, lecture, specialty, range, etc.).
- Confers with other city departments, officials, and community groups to discuss community problems and concerns and build trust and legitimacy.
- Prepares and maintains required reports and statistics.
- Informs superiors of problems or issues. Receives input and proposes solutions.
- Maintains labor relations and enforces collective bargaining agreements.
- Receives, prepares, and communicates instructions and policies to subordinates as necessary.
- Represents the department at community group meetings or as otherwise assigned.
- Participate in Command Staff meetings as a member of the leadership team.
- Other related duties as assigned.

Supervisory Requirements:

- Assigned patrol division sergeants and other subordinate patrol personnel

Minimum Qualifications

Education and/or Experience Requirements:

- Currently hold the rank of Sergeant with the Fitchburg Police Department and not currently in a probationary status or have a minimum of two (2) years of service as a law enforcement supervisor in another law enforcement agency.
- Bachelor's Degree from an accredited College/University with major course work in criminal justice or related field is preferred.
- Other combination of training and/or experience can be demonstrated as a result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position may also be considered.

Licenses, Certifications, etc.

- Successful completion of basic two-week law enforcement supervisory school and/or leadership course.
- Must be a certified law enforcement officer with the State of Wisconsin and maintain such certification, including required training or statutory requirements.
- Possession of a valid driver's license and satisfactory driving record.

Necessary Knowledge Skills and Abilities:

- Knowledge of the principles of modern police supervision and operations, community policing philosophy, law enforcement best practices, and police administration.

- Knowledge of the police department policies and applicable Federal, State, and Local laws and ordinances.
- Knowledge of police supervision, organization, and administration.
- Knowledge of Fitchburg Police Department resources, authority, and responsibility of the department.
- Ability to plan, organize, and direct the work of subordinates and to advise, instruct and train personnel.
- Ability to make sound decisions and communicate effectively both orally and in writing.
- Ability to deal firmly, courteously, and fairly with subordinates, superiors, and the public, and to establish effective working relations with the public.
- Maintains the predictable and unencumbered ability to competently and credibly testify in court or any other quasi-judicial hearing.
- Ability to provide truthful, forthright, and complete information when voluntarily answering questions or providing information or when compelled to answer questions or providing information.
- Ability to maintain regular and predictable attendance and punctuality.
- Ability to make decisions in all types of situations, while exercising sound judgement and problem-solving, particularly during emergency conditions.
- Ability to establish and maintain an effective working relationships with elected and appointed officials, staff, other government agencies, service and community organizations, private businesses, and the general public.
- Ability to follow oral and written directions.
- Ability to perform basic math skills including functions like addition, subtraction, multiplication, and division in all units of measurement, using whole numbers, common fractions, and decimals.

Tools and Equipment Used:

- Computer and peripheral equipment.
- Computer software programs, including word processing, spreadsheet, publication, and presentation software, as well as records management software.
- Standard office equipment, including printer, phone, calculator, and copy machine.
- Must be able to utilize all assigned law enforcement equipment relevant to the position, including but not limited to, motor vehicle, radio, handgun, and other weapons as required. Handcuffs, first aid equipment, desktop and laptop computer, video camera, and recording equipment.

Supplemental Information:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear. The employee is occasionally required to use hands and finger to handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Specific vision abilities required of this job include close vision and ability to adjust focus.
- Essential and general functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting, walking, and operating a motor vehicle for prolonged periods of time; climbing with both legs and arms; loading and discharging firearms; lifting, pushing, and pulling 150 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In the normal course of work this position is typically exposed to an office setting.
- There are frequent time pressures placed on this position, including rushed jobs, urgent deadlines, and other similar time pressures.
- Frequently works in an environment with distractions, including telephone calls, visits from members of the public and other employees, and other disturbances.
- Involves incidental physical risks and/or some unpleasant working conditions. Some physical requirements such as endurance, strength, dexterity, are to be maintained for persons in this position.
- This position deals with confidential and sometimes unpleasant information gathering.
- Occasionally requires work after hours, evenings, or weekends.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the Chief of Police.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 26
Department:	Police	
Position Title:	Remove Vacant Records Specialist and Add Executive Assistant	
Position Timing: The year the position is projected to start and any other timing items.	LTE staff is approved to fill the vacant Records Specialist through the end of the year. End LTE staffing and hire new Executive Assistant in January 2024	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Over the last 15 years, the department and city has grown in size and complexity. While the department has grown with sworn personnel, there has not been a corresponding growth in civilian clerical positions. The last clerical position addition occurred in 2007 with a fourth records clerk. Some of the most significant growth in the complexity of operations has occurred in the area of administrative functions. Several processes including purchasing, scheduling, correspondence, statistical data gathering, community event planning, and much more, require significantly more work than in years past. Most of this work is the responsibility of sworn personnel, including lieutenants, sergeants, and in some cases, officers. The administrative work, currently split between the deputy chief, two lieutenants and supported by sergeants, leads to compounding inefficiencies and a significant slow-down in work toward the department's strategic goals. In addition to administrative tasks, lieutenants manage many competing priorities and must also be able to respond to incidents and investigations. This position is an opportunity for the department to redistribute these routine administrative tasks and improve efficiency with work related to higher-level, strategic goals. The position will support the Department's Command Staff (primarily the Deputy Chief and Lieutenants) with daily functions, including scheduling, project assistance, and financial processes. In addition to supporting these sworn members, this position will also serve as a backup for the Administrative Services Manager and Court Liaison. Of the non-sworn personnel within the department, no employees have been trained in the primary functions of the Administrative Services Manager, nor is there available capacity for such cross-training. These functions are mission-critical to the department, including budgeting and other financial processes as well as the maintenance of training records and personnel files. Lessons learned from the ongoing pandemic and current employment trends include the need to reduce single points of failure within an organization to limit the loss of institutional knowledge and productivity. As you will see in the statistics section, the estimated number of hours of clerical work/administrative tasks per week that can be removed from the sworn positions listed, will give those sworn staff members more time to focus on their job duties that are directly related to public safety.	

City of Fitchburg							Proposal #																																																																								
2024 Operating Budget Personnel Budget Proposal							26																																																																								
Department:	Police																																																																														
Position Title:	Remove Vacant Records Specialist and Add Executive Assistant																																																																														
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	No viable and sustainable strategies exist at this time to redistribute the work identified above. As previously mentioned, this work is accomplished by the deputy chief, lieutenants, sergeants, and officers, which will continue to slow the advancement of strategic goals and other objectives of the police department. Furthermore, this work undermines the ability of sworn personnel to spend appropriate amounts of time leading or engaging in work that is more directly tied to public safety functions. Other potential strategies include the addition of command staff personnel, or the modification of services/functions performed by the police department.																																																																														
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Clerical/Admin Employees</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Records Clerks</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td>Court Liaison</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Admin Manager</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Hours spent per week on clerical work by:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sergeants</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>9</td> </tr> <tr> <td>Lieutenants</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>15-20</td> </tr> <tr> <td>Deputy Chief</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10</td> </tr> </tbody> </table>								2007	2012	2018	2019	2020	2021	2022	Clerical/Admin Employees								Records Clerks	4	4	4	4	4	4	4	Court Liaison	1	1	1	1	1	1	1	Admin Manager	1	1	1	1	1	1	1	Hours spent per week on clerical work by:								Sergeants							9	Lieutenants							15-20	Deputy Chief							10
	2007	2012	2018	2019	2020	2021	2022																																																																								
Clerical/Admin Employees																																																																															
Records Clerks	4	4	4	4	4	4	4																																																																								
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Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$17,031	\$17,031	\$	\$
Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$510	\$510	\$	\$
Total Year One Costs			\$17,541	\$17,541	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	Same (2,080)	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Remove: Grade C Add: Grade F	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	Same	Training	Same	Dues	None
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	Same	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

JOB DESCRIPTION

Executive Assistant

It should be noted that Lieutenant(s) will be changed to Captain(s) if reclass is approved.

Job Title:	Executive Assistant	Reports To:	Administrative Services Manager
Department:	Police	FLSA Status:	Non Exempt/Full-Time
Division:	Non Represented	EEO Code:	Administrative Support
Salary Grade:	TBD	Employee Group:	General
Created:	DS/AL	Last Revision:	7/6/23

Position Summary:

Under the supervision of the Administrative Services Manager, this position is responsible advanced-level administrative work in the support of the Deputy Chief and Lieutenants. The Executive Assistant exercises considerable judgment and discretion in scheduling and supporting diverse meetings and engagements for the Deputy Chief and Lieutenants; in drafting/editing correspondence; in responding to and/or directing inquiries; in facilitating high-level communications; in providing for the administrative needs of the Police Department (e.g. preparation of presentations, grants, social media updates, etc.) and in generally relieving the Deputy Chief and Lieutenants of other administrative details in a self-directed manner. This position requires exceptional skills in a fast-paced work environment. Excellent communication skills and impeccable attention to detail are a vital part of this position.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Functions:

- Maintain and participate in the development of the Deputy Chief and Lieutenants schedules. Respond to, and/or redirect inquiries in order to assist the Deputy Chief and Lieutenants in maximizing the efficient use of their time. Follow-up on directives or calls for assistance to ensure timely and responsible outcomes
- Draft/edit routine correspondence on behalf of the Deputy Chief and Lieutenants.
- Ensure that office systems are operating in an effective, efficient and correct manner. Identify and implement needed improvements. Develop, implement and monitor office procedures and systems
- Handle office tasks, such as filing, generating reports, creating forms, and maintaining databases
- Screen phone calls and route them to the appropriate party
- Provide scheduling support by booking appointments and meetings, and also securing meeting facilities
- Provide professional communications via phone, letters, and emails
- Research and help create presentations
- Assist in the preparation of Grant Applications
- Handle sensitive information in a confidential manner
- Provide requested or necessary financial related information to the Administrative Services Manager for purchasing and budgeting purposes
- Assist with coordinating department training events
- Work with the City Attorney regarding any legal language on contracts
- Gather and provide statistical information in a report format

- Assist in maintaining and updating the department website and social media accounts to keep them current, accurate, and relevant
- Assist in the planning and scheduling of community and department programs and events
- Provide backup assistance to the Court Liaison & Administrative Services Manager when necessary
- Other related duties as assigned

Supervisory Requirements:

- None

Minimum Qualifications

Education and/or Experience Requirements:

- Associate Degree in office administration, business, accounting or a related field is preferred.
- Two years of office setting experience is required. Additional experience may substitute for education on a year for year basis.

Licenses, Certifications, etc.

- Ability to meet the transportation requirements of the position.

Necessary Knowledge Skills and Abilities:

- Advanced knowledge and experience in the utilization of computer applications, including Microsoft Office
- Ability to utilize computer technology to access, retrieve, and input information
- Strong verbal and written communication skills
- Ability to prepare effective written reports and correspondence
- Ability to multitask and meet changing deadlines for projects and assignments
- Ability to establish and maintain effective working relationships with City elected and appointed officials, employees, and the general public
- Ability to identify and analyze problems, evaluate alternative solutions, and make sound decisions
- Ability to communicate effectively with community residents, department staff and city staff
- Excellent organizational skills
- Ability to work independently
- Ability to maintain adequate attendance

Supplemental Information:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The ability to lift up to 20 pounds occasionally. Requires walking, standing, and sitting for periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Protection from weather conditions but not necessarily from temperature changes. Inside work 95% of the time and outside work 05% of the time.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 27
Department:	Police	
Position Title:	New Sergeant – Detective Bureau	
Position Timing: The year the position is projected to start and any other timing items.	January 2025	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	First line supervision of five detectives and one rotating detective. Reviews criminal cases, assigns investigators to major cases requiring further investigation and manages detective caseloads. Provides coaching and mentoring to investigators. Manages major criminal investigations. Coordinates investigative efforts and other activities with local, state and federal law enforcement agencies.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	This new sergeant position is intended to provide first line supervision of our detective bureau, comparable to the layers of supervision with patrol officers. The addition of this sergeant position aims to accomplish three primary objectives. First and foremost, a sergeant would provide a layer of first line supervision to the five detectives and the rotating detective (temporary assignment for an officer). With six detectives, a sergeant providing oversight would increase efficiencies through a more focused screening and management of cases. Detectives would have a more directly accessible resource and supervisor with the ability to focus their efforts to assist them in the daily and long-term workload. The detective bureau is likely to experience at least two retirements by 2024, which will likely require additional coaching and mentoring from the bureau supervisor. The sergeant would also be able to provide feedback to fellow sergeants regarding initial officer investigations to improve overall skills and abilities. Second, the sergeant position would reduce the support services lieutenant's* span of control in order to reassign other administrative and command-level duties to the lieutenant. These duties could include leading, coordinating and/or assisting with community outreach efforts, accountability measures, and department accreditation. Reducing the span of control of a lieutenant increases efficiency at the administrative level. Third, this sergeant position would create the opportunity for the department to rotate sergeants through this role on a regular basis. The opportunity for sergeants to rotate into the sergeant supervising the detectives will provide sergeants the opportunity to grow their overall knowledge related to investigations and develop relationships with many outside agencies and resources. Additionally, the sergeants who have rotated through this role can utilize the knowledge and resources learned when they return to a patrol sergeant role as they manage and lead the initial, on-scene investigation into critical incidents and offer guidance and assistance to patrol officers' investigations. This rotating opportunity for sergeants is also important to supervisory recruitment and retention, leadership development, and continuity of operations/succession planning. The knowledge transfer related to this position will increase efficiencies and quality throughout the department, which will benefit the community. *The department is seeking to reclassify the lieutenant to a captain level	

City of Fitchburg		Proposal #										
2024 Operating Budget Personnel Budget Proposal		27										
Department:	Police											
Position Title:	New Sergeant – Detective Bureau											
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The support services lieutenant has maintained first line supervision of the detectives while also carrying out command level duties and functions. Until an additional layer of supervision is added to manage the six detectives, the lieutenant will have to split his time and continue to be the primary supervisor for major investigations. This role means that assigned command level duties and functions can be significantly delayed during major investigations. No other alternatives exist.											
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2018</th> <th>2019</th> <th>2022</th> <th>2026</th> </tr> </thead> <tbody> <tr> <td># of detectives</td> <td>4</td> <td>5</td> <td>6*</td> <td>7**</td> </tr> </tbody> </table> *Includes rotating detective position **1 detective requested in 2026 staffing plan			2018	2019	2022	2026	# of detectives	4	5	6*	7**
	2018	2019	2022	2026								
# of detectives	4	5	6*	7**								
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.											

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$143,780	\$	\$	\$
Non Personnel Recurring Costs	\$3,010	\$	\$	\$
Non Personnel One-Time Costs	\$6,820	\$	\$	\$
Total Year One Costs	\$153,610	\$	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Grade K	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$1,400	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 28
Department:	Police	
Position Title:	New Property and Evidence Room Specialist	
Position Timing: The year the position is projected to start and any other timing items.	January 2025	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	The Fitchburg Police Department has never had a full time employee dedicated to the care and maintenance of our evidence storage. The storage, handling and maintenance of a police department's evidence and property is one of the most important and highest liability functions within a police department. Currently, the police department uses sworn police officers to do periodic maintenance of the police department's evidence storage, which includes property return, evidence purging, property/evidence audits, evidence processing, and property/evidence entering, to name a few. These functions require officers to be pulled from the road only when staffing allows taking these officers from their primary function. The ability for officers to dedicate time on the evidence storage room is extremely limited and often time's evidence is not entered or processed in a timely fashion and property is not returned to citizens efficiently. The addition of the Property and Evidence Room Specialist will allow the department to hire a non-sworn employee and provide the department and community with dedicated attention to evidence and property. This position will also provide the department the ability to better handle digital evidence in a much more efficient manner. This position will also nearly eliminate the need to pull officers from their primary function for the need to maintain the evidence storage room.	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Continue to pull officers and sergeants off the road to away from their primary duty. This alternative can only be accomplished when staffing is adequate to prevent overtime. Officers and sergeants can only focus on tasks in the evidence room on a very limited basis, which prohibits the department from purging unnecessary evidence and returning property to owners in a timely fashion.	

City of Fitchburg							Proposal #	
2024 Operating Budget Personnel Budget Proposal							28	
Department:	Police							
Position Title:	New Property and Evidence Room Specialist							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).		2007	2012	2018	2019	2020	2021	2022
	Patrol Officer	28	31	34	35	35	35	37
	Detectives	4	4	4	5	5	5	5
	Shift Sergeant	6	6	8	8	8	8	8
	Lieutenants	2	2	2	2	2	2	2
	Total Sworn Staff	42	45	50	52	52	52	54
	Over the past 5 years, police officers have spent 2338 hours of time assigned to the care and maintenance of the nearly evidence for the Fitchburg Police Department. That is roughly 500 hours per year an officer is taken off the road to try to manage nearly 30,000 pieces of evidence in the possessions of the Fitchburg Police Department. Additionally, the Fitchburg Police Department is already well under the National standard of police officer per 1,000 residents, which is 2.1. Fitchburg is at 1.6 officers per 1,000 residents. Taking officers off the road for evidence, and dropping the number of officers working patrol, is not allowing our officers to provide the level of service expected by citizens of Fitchburg							
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.							

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$101,858	\$101,858	\$	\$
Non Personnel Recurring Costs			\$1,280	\$1,280	\$	\$
Non Personnel One-Time Costs			\$3,510	\$3,510	\$	\$
Total Year One Costs			\$106,648	\$106,648	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Grade F	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$500 \$500	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

JOB DESCRIPTION

Property & Evidence Specialist

Job Title:	Property & Evidence Specialist	Reports To:	Support Services Lieutenant
Department:	Police	FLSA Status:	Non-Exempt
Division:	N/A	EEO Code:	4-Protective Services
Salary Grade:	Union	Employee Group:	Protective
Created:		Last Revision:	02/23

Position Summary:

Responsible for the day-to-day organization and maintenance of the Fitchburg Police Department's property and evidence storage room(s), including the chain of custody once property/evidence is part of the Department's system.

Essential Duties and Responsibilities:

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

Essential Functions:

- Maintains all records pertaining to the receipt, storage, and disposition of all property and evidence.
- Maintains an accurate inventory of all property and evidence.
- Disposes of all property and evidence in accordance with State Statutes, City Ordinances, and Department policies.
- Manages the online auctioning and donations of property items governed by city ordinance.
- Releases property or arranges with officers for property to be released.
- Relays evidence to the appropriate agency as indicated by law enforcement protocol.
- Enforces agency policy and procedure for evidence/property storage. Audits other staff entries into the property management system to assure record accuracy.
- Handles items of evidence and property, to show the continuity of the chain of custody and security.
- Completes annual property inventory of all property/evidence in possession of Department.
- Conducts quarterly property/evidence inspections to insure adherence to Department policy and procedure.
- Performs administrative tasks including logging in materials and documents, entering data and information into computerized files, filing and retrieving materials from manual or computerized filing system, typing correspondence, memos and other short documents, and sorting documents.
- Responsible for the Department's Med Drop program and oversees contract compliance consistent with the handling of all other drugs taken into the system.
- Supports field evidence technicians at large crime scenes during major events. Collects evidence requiring a special set of skills.
- Provides hands on training for department staff on evidentiary processing and law updates throughout the year.
- Responsible for maintaining and stocking evidence supplies in PD labs.
- Serves as the primary resource for local business surveillance processing into the evidence system.
- Coordinates annual community bike program (donating, licensing, and safety presentation).

- Fulfills all open records requests related to squad and body camera, including but not limited to video redaction services.

Other Functions:

- Serves in a back-up support role to the Court Officer. (?)
- Ability to assist in other civilian roles within the department, such as Telecommunications and Civilian Service Employee

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- Associate degree in police science or related field preferred.
- Previous property/evidence or law enforcement experience is desirable. Certification as a law enforcement officer is not required. Three to five years of related work experience may substitute for education.

•

Licenses, Certifications, etc.

- Must possess a valid Wisconsin Driver's License upon appointment and maintain during the course of employment.

Knowledge, Skills, & Abilities:

- Knowledge of property/evidence room procedures, packaging, and general procedures.
- Knowledge of evidentiary law, evidence handling best practices, guidelines for firearms release and disposal, and DNA legal guidelines.
- Ability to establish and maintain effective working relationships with all levels of personnel within the Department and other law enforcement agencies, as appropriate.
- Knowledge of the National Crime Information Center (NCIC) and the Criminal Information Bureau (CIB) criminal history systems, the Dane County Sheriff's Jail Records system, the Department's internal system, the Dane County Courts pending case system and the juvenile court confidential records system.
- Knowledge of state, local, juvenile laws and ordinances to assure that submitted reports contain necessary elements to bring forth proper charges, while ensuring quality presentations of reports and cases in a limited amount of time.
- Knowledge of Arbitrator records system for making copies of digital evidence.
- Must work well independently to accomplish department goals and resolve problems as they may arise.
- Ability to effectively organize and prioritize work of equal importance and varying deadlines.
- Ability to utilize computer technology to access, retrieve or input information. Ability to proficiently use computer applications including department's records management system and Microsoft Office Suite applications.

Physical Demands:

Moderate Work: Exerting 76-100 lbs seldom. Exerting 31-75 lbs occasionally, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree or requires sitting some of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75% or more of the time inside. Inside work 60% (includes time spent in patrol vehicle) of the time and outside work 40% of the time. Environmental conditions: occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; occasionally exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation. Seldom exposed to hazards or risk of bodily injury.

Printed Name: _____

Signature: _____

Date: _____

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 29
Department:	Police	
Position Title:	Additional Police Officer	
Position Timing: The year the position is projected to start and any other timing items.	January 2025	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Fitchburg's population and residential development have steadily increased from year to year. Naturally, these two factors put an increased demand on the police department for calls for service and other tasks to meet the needs of the City. Through legislation, case law and technological advances, the burden on law enforcement to effectively and appropriately investigate and document incidents has also increased, which translates to more time necessary being dedicated to investigations and report writing than in the past. The police department is currently staffed well below the national and Midwest sworn position averages. Additionally, the department is currently experiencing a deficit in filled positions, exacerbating the workload, and forced overtime on officers merely to meet bare minimums of staffing on each shift. There are also occasional critical incidents (shootings, attempted homicides etc.) that require an immediate response from many off-duty officers to come to work, in part due to the shifts being routinely minimally staffed. Vacation time, light duty for occurrences like injuries and pregnancies, and FMLA events are yet another factor impacting the current staffing levels. Even if the department's current positions were filled, the comparatively low authorized staffing levels do not provide an adequate buffer for the factors mentioned above, making the reality of today even more difficult by not being fully staffed. Community engagement and dedicated community/neighborhood officers are now a luxury the department cannot afford, as staffing levels have become critical, and those positions have had to be forfeited for normal patrol duties. It takes approximately 2 years to hire and train an officer from the interview process through the end of probation and is dependent on the timing and availability of a recruit training academy. There is a need to increase the amount of police officer positions to meet the growing size of the City, as well as to allow some sort of breathing room for the myriad of events and obstacles that impact staffing.	

City of Fitchburg						Proposal #																																																	
2024 Operating Budget Personnel Budget Proposal						29																																																	
Department:	Police																																																						
Position Title:	Additional Police Officer																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The department instituted a hybrid shift schedule in an effort to “do more with less” from 2020-2022. This was a mesh of some officers working 6 days on, 3 days off (8 hour shifts), and some officers working 4 days on, 4 days off (10.5 hour shifts). This became a scheduling nightmare almost daily, as our own scheduling software could not keep up with the intricacies of this plan and shift coverages had to be calculated manually. This became a near daily chore in the final year of the hybrid plan. As the filled positions amongst patrol continued to drop, this experiment became unfeasible, and we returned to 6 days on, 3 days off at the beginning of this year. Beginning this summer, the department was forced to lower minimum staffing levels from 3a-7a to just 3 officers. This has created officer safety concerns and was a negative morale event for those working during that shift. Some officers have been forced off of their normal shift and into swing shift positions to help provide coverage and minimize routine forced overtime.																																																						
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 29
Department:	Police	
Position Title:	Additional Police Officer	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$121,767	\$121,767	\$	\$
Non Personnel Recurring Costs	\$2,530	\$2,530	\$	\$
Non Personnel One-Time Costs	\$3,100	\$3,100	\$	\$
Total Year One Costs	\$127,397	\$127,397	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Police Contract	Other Payments (i.e. stipends, tuition)		Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$1,400	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Police Officer
Reports To: Shift Sergeant
Union Representation: WPPA Patrol, WPPA Patrol Hire Rate
Written By: LS/TB/JO
Revised Date: 07/11/06

Position Summary:

Under the general direction of the shift sergeant, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

Essential Duties/Responsibilities:

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

Essential Functions:

- Observes, detects, and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Conducts investigations of incidents occurring on the shift.
- Determines appropriate action to be taken at each incident.
- Completes a written report of all activities during a shift.
- Completes State of Wisconsin forms when required for an incident.
- Completes departmental forms, logs, and summaries related to the processing of evidence.
- After reviewing reports, makes necessary referrals to Dane County Social Services, Juvenile Reception, the District Attorney's Office, and private organizations.

Other Functions:

- Reviews necessary reports and documentation of incidents.
- Provides testimony concerning each incident.
- Performs other such duties as assigned.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- Must possess a high school diploma or equivalency.
- Associate degree in police science, sociology or related field preferred.
- Must meet the minimum requirements as established by the Law Enforcement Standards Board.
- Previous experience dealing with the general public preferred.

Licenses, Certifications, etc.

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

Knowledge, Skills, and Abilities:

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgements.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.

Physical Demands:

Moderate Work: Exerting 76-100 lbs seldom. Exerting 31-75 lbs occasionally, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree, or requires sitting some of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 60% (includes time spent in patrol vehicle) of the time and outside work 40% of the time. Environmental conditions: occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; occasionally exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation. Seldom exposed to hazards or risk of bodily injury.

Employee Signature

Date

Supervisor's Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 30																																																									
Department:	Police																																																															
Position Title:	Reclassify Lead Telecommunicator																																																															
Position Timing: The year the position is projected to start and any other timing items.	Reclassify an existing telecommunicator position to a lead designation in 2025.																																																															
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.																																																															
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	As of 2023, the dispatch center is staffed by four full-time telecommunicators and supplemented by 3-5 LTE on-call dispatchers. Management of the dispatch center is shared between patrol sergeants and the support services lieutenant. The dispatch workgroup is the only workgroup to have fewer positions now than it did 15 years ago. This position would create an intermediary level of management for the dispatch center and shift tasks such as scheduling away from sworn personnel. The lead telecommunicator would also be responsible for maintenance of compliance records and training procedures. A lead position would also create an opportunity for advancement for the full-time telecommunicators. The lead telecommunicator would allow sworn personnel to reallocate their time away from the management of the dispatch schedule and other administrative tasks not related to the direct supervision of telecommunicators.																																																															
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Management of the dispatch center operations has been maintained by the support services lieutenant with direct supervision of telecommunicators accomplished through sergeants. The primary focus of patrol sergeants is patrol officers and supervision/management of the patrol team, calls for service and other related functions.																																																															
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 30
Department:	Police	
Position Title:	Reclassify Lead Telecommunicator	
Position Timing: The year the position is projected to start and any other timing items.	Reclassify an existing telecommunicator position to a lead designation in 2025.	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$5,384	\$5,384	\$	\$
Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$	\$	\$	\$
Total Year One Costs			\$5,384	\$5,384	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Grade F	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	Same	Dues	None
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	None	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Job Title:	Police Telecommunicator Leadworker	Reports To:	Lieutenant
Department:	Police	FLSA Status:	Non Exempt/1.0 FTE
Division:	Civilian Staff	EEO Category:	Administrative Support
Salary Grade:	TBD	Employee Group:	General Employee
Created:	March 2022	Last Revision:	N/A

Position Summary:

Under the general direction of the Support Services Lieutenant, this position maintains oversight of day-to-day operations of the Dispatch Center; ensures working operation of equipment; assists with technical and software issues; provides input regarding logistical scenarios; and maintains the Dispatch schedule. The incumbent serves as a liaison between the Dispatch Center and police supervisory personnel. The Police Telecommunicator Leadworker performs the duties of a Telecommunicator and is expected to spend approximately 25% of their work schedule serving in the capacity of Leadworker.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:

- Identify training requirements in collaboration with an assigned supervisor and ensure the necessary training is provided, including the orientation and training of all new Police Telecommunicators.
- Maintain the schedule for Dispatch Center personnel which is reviewed and approved by the Support Services Lieutenant. Authorize overtime when necessary as provided by established Department procedures.
- Closely monitor the job performance of all Dispatch personnel and correct minor performance problems when they are identified. Refer serious and/or continuous performance problems and disciplinary cases to the Support Services Lieutenant.
- Attend Department staff meetings, when required, and effectively communicate relevant organization and departmental information to Dispatch personnel. Serve as liaison between Dispatch personnel and other Department work groups.
- Provide assistance to the Support Services Lieutenant in the investigation of resident complaints, as well as in the preparation of the annual Dispatch Center budget.
- Assist in the development and maintenance of written operational guidelines for Dispatch personnel to follow.
- Receive, interpret, intercept and process all emergency police, fire and medical service requests and maintain control over emergency services requests. Keep the caller on the line when appropriate to obtain additional information and prioritize the service requests based upon the nature of the request. Contact various parties to notify of complaints and/or actions required.
- Establish priority of multiple emergency service requests and assign personnel in order of availability according to Department procedure.
- Operate two way radio to dispatch calls to patrol/traffic units and receive and communicate information, keeping track of officer locations and duties being performed by each.
- Operate the Wisconsin Department of Justice Computer System. This includes running queries on persons, vehicles or property and providing the information to filed units upon request. Make entries into CIB (Crime Information Bureau) and NCIC (National Crime Information Center) file on persons, vehicles and property.

- Monitor the alarm and door access panels in the dispatch center and take action within established operating procedures.
- Maintain an accurate computerized log through the department's CAD (Computer Aided Dispatching) system. Enter, retrieve and query data.
- Monitor other area Law Enforcement agencies' radio frequencies as well as local Fire, Public Works, and school district frequencies.
- Record various information compiled during a shift.
- Provide general information to citizens.

Additional Duties and Responsibilities:

- Perform other tasks as may be designated by the on-duty supervisor.
- Assist with the Wisconsin Department of Justice CJIS audit every three years.
- Serve as the Department TIME Agency Coordinator, TRAIN Administrator and Validations Officer.
- Receive telephone requests for non-emergency situations and provides information and referral when necessary.
- Operate the screens and angles of the cameras to the City Hall and Community Service buildings and parks. Operate the intercom for the building.
- Assist with the training of new Dispatchers, as well as other departmental employees as assigned.
- Monitor the National Weather Service at all times. Contact appropriate emergency personnel and coordinate response efforts when severe weather exists.
- Ensure compliance with the Federal Communications Commission (FCC) regulations for proper operations and use of radio transmitters.
- Log equipment failures and ensure that the proper person(s) are contacted for timely repairs.

Supervisory Requirements:

- None

Minimum Qualifications

Education and/or Experience Requirements:

- High School Diploma or equivalent is required.
- Experience working in a municipal setting desired.
- One year of emergency service dispatch experience.

Certifications:

- TIME (Transaction Information for the Management of Enforcement) system certification within 12 months of hire. Must maintain TIME certification through entire course of employment. TIME Certification requires the ability to pass a background investigation that does not include any felony convictions.

Necessary Knowledge Skills and Abilities:

- Must demonstrate good judgment and tact in meeting and working with the public and co-workers, sometimes under adverse conditions.
- Must demonstrate emotional stability, alertness, good common sense and the resourcefulness needed to make decisions under stress and pressure.
- Ability to plan, schedule, inspect and evaluate the work of others; observe situations analytically and objectively.
- Ability to manage multiple demands, establish priorities, and provide follow-up on requests for service.
- Ability to do precise work with accuracy, such as recording information, filing alphabetically or numerically.
- Perform in a quick, concise, accurate and professional manner when dealing with both public and emergency services personnel, to offer effective and efficient services.
- Ability to establish and maintain effective working relationships with City elected and appointed officials, employees, and the public.
- Write clearly and precisely using the English language.

- Ability to operate computer systems, police radio equipment, typewriter, fax machine, two-way radio.
- Speak, hear and understand the English language clearly and distinctly for the purpose of communicating with the public and emergency service personnel.
- Ability to work as scheduled, including, but not limited to: first shift (6:45a-2:45p); second shift (2:45-10:45p); third shift (10:45p-6:45a); or any other assigned special shift.
- Ability and willingness to work varying, irregular, and extended shifts, including weekends and holidays.
- Ability to work independently with only occasional review of work performance.
- Knowledge of municipal operations and the ability to work with laws and regulations, sometimes written in legal terms.
- Ability to think logically, identify, and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form
- Ability and experience in personally preparing effective written reports and correspondence.
- Ability to maintain adequate attendance.

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

Supplemental Information:

Tools and Equipment Used:

Personal computer, including word processing and spreadsheet software; phone; copy machine; fax machine, printers, two-way radio.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time. Physical mobility to be able to move from counter to radio console and other equipment quickly if necessary during serious or emergency situations. Vision sufficient to read video monitors, computer screens, and printed materials; manual dexterity to operate control console, computer keyboards, telephone, radio and standard office equipment; speech and hearing to communicate clearly by radio, telephone and in person.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office working conditions with minimal exposure to disagreeable elements.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 31
Department:	Police	
Position Title:	Additional Police Officer	
Position Timing: The year the position is projected to start and any other timing items.	January 2025	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Fitchburg's population and residential development have steadily increased from year to year. Naturally, these two factors put an increased demand on the police department for calls for service and other tasks to meet the needs of the City. Through legislation, case law and technological advances, the burden on law enforcement to effectively and appropriately investigate and document incidents has also increased, which translates to more time necessary being dedicated to investigations and report writing than in the past. The police department is currently staffed well below the national and Midwest sworn position averages. Additionally, the department is currently experiencing a deficit in filled positions, exacerbating the workload, and forced overtime on officers merely to meet bare minimums of staffing on each shift. There are also occasional critical incidents (shootings, attempted homicides etc.) that require an immediate response from many off-duty officers to come to work, in part due to the shifts being routinely minimally staffed. Vacation time, light duty for occurrences like injuries and pregnancies, and FMLA events are yet another factor impacting the current staffing levels. Even if the department's current positions were actually filled, the comparatively low authorized staffing levels do not provide an adequate buffer for the factors mentioned above, making the reality of today even more difficult by not being fully staffed. Community engagement and dedicated community/neighborhood officers are now a luxury the department cannot afford, as staffing levels have become critical, and those positions have had to be forfeited for normal patrol duties. It takes approximately 2 years to hire and train an officer from the interview process through the end of probation and is dependent on the timing and availability of a recruit training academy. There is a need to increase the amount of police officer positions to meet the growing size of the City, as well as to allow some sort of breathing room for the myriad of events and obstacles that impact staffing.	

City of Fitchburg						Proposal #																																																	
2024 Operating Budget Personnel Budget Proposal						31																																																	
Department:	Police																																																						
Position Title:	Additional Police Officer																																																						
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 31
Department:	Police	
Position Title:	Additional Police Officer	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$121,767	\$121,767	\$	\$
Non Personnel Recurring Costs	\$2,530	\$2,530	\$	\$
Non Personnel One-Time Costs	\$3,100	\$3,100	\$	\$
Total Year One Costs	\$127,397	\$127,397	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Police Contract	Other Payments (i.e. stipends, tuition)		Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$1,400	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Police Officer
Reports To: Shift Sergeant
Union Representation: WPPA Patrol, WPPA Patrol Hire Rate
Written By: LS/TB/JO
Revised Date: 07/11/06

Position Summary:

Under the general direction of the shift sergeant, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

Essential Duties/Responsibilities:

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

Essential Functions:

- Observes, detects, and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Conducts investigations of incidents occurring on the shift.
- Determines appropriate action to be taken at each incident.
- Completes a written report of all activities during a shift.
- Completes State of Wisconsin forms when required for an incident.
- Completes departmental forms, logs, and summaries related to the processing of evidence.
- After reviewing reports, makes necessary referrals to Dane County Social Services, Juvenile Reception, the District Attorney's Office, and private organizations.

Other Functions:

- Reviews necessary reports and documentation of incidents.
- Provides testimony concerning each incident.
- Performs other such duties as assigned.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- Must possess a high school diploma or equivalency.
- Associate degree in police science, sociology or related field preferred.
- Must meet the minimum requirements as established by the Law Enforcement Standards Board.
- Previous experience dealing with the general public preferred.

Licenses, Certifications, etc.

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

Knowledge, Skills, and Abilities:

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgements.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.

Physical Demands:

Moderate Work: Exerting 76-100 lbs seldom. Exerting 31-75 lbs occasionally, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree, or requires sitting some of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 60% (includes time spent in patrol vehicle) of the time and outside work 40% of the time. Environmental conditions: occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; occasionally exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation. Seldom exposed to hazards or risk of bodily injury.

Employee Signature

Date

Supervisor's Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 32
Department:	Police	
Position Title:	New Lieutenant	
Position Timing: The year the position is projected to start and any other timing items.	January 2026	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	There are currently nine sergeants assigned to three patrol shifts, all of whom report directly to one patrol commander. In performing 24/7 operations, this leaves a supervisory gap between the patrol commander and six of the nine patrol sergeants assigned the second and third shifts. There is a structural lack of routine interaction, outside of emailed communications, which makes it incredibly difficult to manage professional expectations, as well as conveying the department's mission and objectives. As the department has added patrol officers and sergeants over the years, there has not been an addition to the command staff to manage all of these additions since 2005. Adding a lieutenant to each of the three patrol shifts would provide command level oversight of the nine assigned sergeants on each of those shifts. The many administrative responsibilities currently burdening the patrol sergeants would move to the shift lieutenant, leaving the sergeants more available to respond to and manage calls for service, train officers, ensure policies and procedures are carried out appropriately, and be more situationally aware of what is occurring in the City. Instead of nine sergeants reporting to the patrol commander on a fractured basis, communication would be streamlined to the three lieutenants, making the flow of information and expectations much more manageable and consistent across the patrol division. When serious incidents occur such as shootings, mass casualty events, officer involved critical incidents, or natural disasters, the lieutenants will serve as the incident commander. They would coordinate resources and response efforts both internally and externally while allowing the sergeants to more effectively manage officers and other mutual aid responders. The lieutenants would be responsible for continually assessing the training and development needs of the sergeants and officers on their shift. They would help develop tailored training curriculum based on the needs of the shift. Performing structured post incident assessments while identifying and correcting deficiencies will increase the safety of officers and the community. The shift lieutenants would have an immediate and direct positive impact on patrol officers who have little to no interaction with command staff on a regular basis, and currently rely on sergeants to provide guidance and mentoring who are themselves just as structurally disconnected. Their routine presence would provide open door opportunities for sergeants and officers to communicate directly with a department administrator, bolstering the connection between each shift and the department's objectives. The addition of shift lieutenants will fulfill an important void in the department's hierarchy, and will play a crucial role in leading and managing supervisors and officers across the three shifts. They would allow the patrol commander to focus on the patrol division in its entirety, which is critical to ensure the department is able to provide the safest environment possible for citizens.	

City of Fitchburg						Proposal #																																																	
2024 Operating Budget Personnel Budget Proposal						32																																																	
Department:	Police																																																						
Position Title:	New Lieutenant																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	As the City has and does continue to grow, patrol officers and supervisors have been added to handle the growing calls for service. As personnel and workload has continued to increase, so has the amount of administrative task work. The strategy has continuously been to allow the weight of this increased task work to funnel to the patrol commander. Some of those tasks have overflowed back to shift supervisors, restricting their ability to effectively manage officers. This has had a negative impact on the ability of the department to focus more directly on public safety functions. In order to keep up with the increasing calls for service and adequately focus on serious, complex investigations, the department will likely need strategize a reduction to police services from what it currently provides the public.																																																						
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Lieutenants</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> <tr> <td>Shift Sergeants</td> <td>6</td> <td>6</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> <tr> <td>Detectives</td> <td>4</td> <td>4</td> <td>4</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> </tr> <tr> <td>Patrol Officers</td> <td>28</td> <td>31</td> <td>34</td> <td>35</td> <td>35</td> <td>35</td> <td>37</td> </tr> <tr> <td>Sworn Staff Total</td> <td>42</td> <td>45</td> <td>50</td> <td>52</td> <td>52</td> <td>52</td> <td>54</td> </tr> </tbody> </table> Since 2004, sworn personnel staffing has increased 41% while command staff has grown 0%. The number of direct reports to the two current lieutenants has increased by 114% in that same timespan. The City's population has also increased roughly 43%. Comparing the 5 year UCR averages of 2006-2010 against 2018-2022, there were • 9% increase in burglaries • 18% increase in retail thefts • 19% in simple assaults • 52% increase in aggravated assaults • 69% increase in motor vehicle thefts • 185% increase in sexual assault investigations There is only 1 patrol officer with 20+ years of experience who is on the eve of retirement. The remaining patrol officers average less than 5 years of total experience, with the bottom half of patrol averaging less than 1.3 years of experience. As the population, major crimes and overall calls for service have increased, as have the staffing levels of patrol officers, detectives, and sergeants. Additionally, the experience level of police officers is dramatically low, compounding the need for increased management and oversight of operations from the command level, which has increased 0% during this time.								2007	2012	2018	2019	2020	2021	2022	Lieutenants	2	2	2	2	2	2	2	Shift Sergeants	6	6	8	8	8	8	8	Detectives	4	4	4	5	5	5	5	Patrol Officers	28	31	34	35	35	35	37	Sworn Staff Total	42	45	50	52	52	52	54
	2007	2012	2018	2019	2020	2021	2022																																																
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 32
Department:	Police	
Position Title:	New Lieutenant	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: High Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$178,946	\$178,946	\$	\$
Non Personnel Recurring Costs			\$3,010	\$3,010	\$	\$
Non Personnel One-Time Costs			\$5,200	\$5,200	\$	\$
Total Year One Costs			\$187,156	\$187,156	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	1,950	Overtime Hours	None	Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Grade M	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$80	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Job Title: Lieutenant of Patrol
Department: Police
Division: Represented
Salary Grade: TBD

Reports To: Captain of Patrol
FLSA Status: Non-Exempt
EEO Code: 2 - Professionals
Employee Group: Protective
Last Revision: N/A

Created:

Position Summary:

This is a law enforcement middle management position involving the overall direction of patrol operations at the shift level on a 24-hour basis. Work involved operational-level decision making and requires the exercise of independent judgement and the interpretation and application of department policies, State laws, and municipal ordinances.

The Lieutenant of Patrol is a shift commander and responsible to direct and coordinate patrol division personnel to preserve public peace and order, prevent and detect crime, and improve the quality of life for the citizens of Fitchburg, through modern-day policing techniques and community-oriented policing strategies.

Thorough leadership techniques, exacts the proper performance from personnel of a lesser rank and enforces the policies, rules, regulations, and standard operating procedures of the Department in addition to Federal, State, and Local laws and ordinances.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Functions:

- Directly supervise and lead assigned patrol division sergeants and other subordinate patrol personnel. Assume responsibility for the discipline, conduct, and efficiency of all personnel of a lesser rank under their supervision during time of duty. In the absence of the Captain of Patrol, take command and exercise the authority and duties of the Captain of Patrol, subject to any limitations imposed by the Captain.
- Respond to the directives from executive staff, effectively communicate instructions, and interpret policies and procedures to subordinate personnel.
- Review investigative and supervisory reports of subordinate personnel, evaluate reports against required standards and policy, ensuring completeness and compliance.
- Conducts personnel evaluations of assigned subordinates, making written and oral reports denoting progress and need for training. Notes deficiencies in the performance of assigned personnel and makes recommendations for corrective action on an individual or departmental basis.
- Maintain knowledge of current patrol investigations. Review incidents under investigation, ensure that all methods of solvability are employed and assign follow-up accordingly.
- Maintain a thorough knowledge of Wisconsin criminal code and City of Fitchburg ordinances. Regularly test and mentor the personnel under their supervision in order to ascertain their knowledge of the rules and procedures of the Department and any applicable statutes and ordinances of case law affecting patrol operations and the best practices thereof.

- Communicate and collaborate with the Lieutenant of Detectives regarding arrested suspects and their association to other criminal offenses occurring in the city.
- Allocate appropriate resources through evaluation of daily and periodic crime data and intelligence to achieve the highest level of officer performance and assist in ensuring the consistency of the department goals and objectives as set by the Chief of Police.
- Implements and oversees ancillary Department programs and units as assigned, as well as community policing projects, providing feedback on their results to the Captain of Patrol.
- Responsible for oversight of departmental operations during critical or serious incidents by ensuring appropriate response of supervisory and officer resources; authorizes requests for specialized units or mutual aid from other departments consistent with policy.
- Manages and coordinates the activities of the patrol division on prescribed shifts; manages patrol schedule; authorizes payroll, overtime, leave and training requests; prepares work schedules within the department; establishes and evaluates goals and objectives.
- During hours of duty, conduct prescribed PIO duties to include social media posts.
- Assign, monitor, and review citizen complaints. Ensure complete and thorough investigation of all complaints and submit written reports of such investigations and inquiries to the Captain of Patrol.
- Perform such other duties that may be assigned by the Chief of Police and/or their respective commanding officer.
- Schedules officer training (in-service, lecture, specialty, range, etc.).
- Confers with other city departments, officials, and community groups to discuss community problems and concerns and build trust and legitimacy.
- Prepares and maintains required reports and statistics.
- Informs superiors of problems or issues. Receives input and proposes solutions.
- Maintains labor relations and enforces collective bargaining agreements.
- Receives, prepares, and communicates instructions and policies to subordinates as necessary.
- Represents the department at community group meetings or as otherwise assigned.
- Participate in Command Staff meetings as a member of the leadership team.
- Other related duties as assigned.

Supervisory Requirements:

- Assigned patrol division sergeants and other subordinate patrol personnel

Minimum Qualifications

Education and/or Experience Requirements:

- Currently hold the rank of Sergeant with the Fitchburg Police Department and not currently in a probationary status or have a minimum of two (2) years of service as a law enforcement supervisor in another law enforcement agency.
- Bachelor's Degree from an accredited College/University with major course work in criminal justice or related field is preferred.
- Other combination of training and/or experience can be demonstrated as a result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position may also be considered.

Licenses, Certifications, etc.

- Successful completion of basic two-week law enforcement supervisory school and/or leadership course.
- Must be a certified law enforcement officer with the State of Wisconsin and maintain such certification, including required training or statutory requirements.
- Possession of a valid driver's license and satisfactory driving record.

Necessary Knowledge Skills and Abilities:

- Knowledge of the principles of modern police supervision and operations, community policing philosophy, law enforcement best practices, and police administration.

- Knowledge of the police department policies and applicable Federal, State, and Local laws and ordinances.
- Knowledge of police supervision, organization, and administration.
- Knowledge of Fitchburg Police Department resources, authority, and responsibility of the department.
- Ability to plan, organize, and direct the work of subordinates and to advise, instruct and train personnel.
- Ability to make sound decisions and communicate effectively both orally and in writing.
- Ability to deal firmly, courteously, and fairly with subordinates, superiors, and the public, and to establish effective working relations with the public.
- Maintains the predictable and unencumbered ability to competently and credibly testify in court or any other quasi-judicial hearing.
- Ability to provide truthful, forthright, and complete information when voluntarily answering questions or providing information or when compelled to answer questions or providing information.
- Ability to maintain regular and predictable attendance and punctuality.
- Ability to make decisions in all types of situations, while exercising sound judgement and problem-solving, particularly during emergency conditions.
- Ability to establish and maintain an effective working relationships with elected and appointed officials, staff, other government agencies, service and community organizations, private businesses, and the general public.
- Ability to follow oral and written directions.
- Ability to perform basic math skills including functions like addition, subtraction, multiplication, and division in all units of measurement, using whole numbers, common fractions, and decimals.

Tools and Equipment Used:

- Computer and peripheral equipment.
- Computer software programs, including word processing, spreadsheet, publication, and presentation software, as well as records management software.
- Standard office equipment, including printer, phone, calculator, and copy machine.
- Must be able to utilize all assigned law enforcement equipment relevant to the position, including but not limited to, motor vehicle, radio, handgun, and other weapons as required. Handcuffs, first aid equipment, desktop and laptop computer, video camera, and recording equipment.

Supplemental Information:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear. The employee is occasionally required to use hands and finger to handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Specific vision abilities required of this job include close vision and ability to adjust focus.
- Essential and general functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting, walking, and operating a motor vehicle for prolonged periods of time; climbing with both legs and arms; loading and discharging firearms; lifting, pushing, and pulling 150 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In the normal course of work this position is typically exposed to an office setting.
- There are frequent time pressures placed on this position, including rushed jobs, urgent deadlines, and other similar time pressures.
- Frequently works in an environment with distractions, including telephone calls, visits from members of the public and other employees, and other disturbances.
- Involves incidental physical risks and/or some unpleasant working conditions. Some physical requirements such as endurance, strength, dexterity, are to be maintained for persons in this position.
- This position deals with confidential and sometimes unpleasant information gathering.
- Occasionally requires work after hours, evenings, or weekends.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the Chief of Police.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 33
Department:	Police	
Position Title:	Additional Detective	
Position Timing: The year the position is projected to start and any other timing items.	January 2026	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Over the last eighteen years, our detective bureau increased by only two promoted detective positions. During that same time period the work of our detectives has become significantly more complex due to several factors including the level of expectations by the community and other elements of the criminal justice system. In 2022, a rotating detective position was added to allow for a patrol officer to be temporarily assigned to the detective bureau. The primary purpose of this role is to allow for training and exposure to investigative work for a patrol officer rather than supplementing staffing of the detective bureau. Detectives investigate incidents that exceed the scope and/or capabilities of patrol operations. Generally speaking, the detectives spend the bulk of their time investigating robberies, shots fired, significant assaults/batteries, significant domestic abuse incidents, sexual assaults, child abuse and child sexual assaults. The detective bureau also investigates homicides and attempted homicides, drug overdoses that lead to death, and other death investigations that have potentially suspicious circumstances. Additionally, detectives are assigned to investigate property and financial crimes, such as burglaries, significant thefts (such as in a business setting), fraud, background investigation on new hires, and they are requested to periodically investigate incidents for other jurisdictions. Over the last three years, detectives have worked extensively to address increasing levels of gun violence in the City of Fitchburg and the greater Dane County area. Because of the impact these incidents have on public safety and the community, there is a great deal of community expectation for resolution of these cases via arrest and prosecution. Prosecution of these cases has also become more complex due to high expectations for investigations from juries. Additionally, these high-level cases often generate ever-growing amounts of digital evidence from surveillance footage or cell phones that require a detective to sift through. The workload of detectives is significant and challenging. In significant cases, detectives work long hours over many days, and sometimes, weeks. The sustained pace of incoming cases, coupled with the complexity of investigations leaves detectives feeling as though they will never be “caught up” with their cases, which can contribute to additional professional stress and retention concerns. This also leaves little, if any, time for proactive work or assignments. This detective position is necessary to address the increase in quantity and complexity of incidents and the demands placed upon the bureau and its members. An additional detective will help more evenly distribute caseloads and ensure complex investigations can be given more appropriate amounts of attention on a consistent basis. Additional investigative personnel will help the department meet the needs and expectations of our community.	

City of Fitchburg						Proposal #												
2024 Operating Budget Personnel Budget Proposal						33												
Department:	Police																	
Position Title:	Additional Detective																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).																		
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2005</th> <th>2007</th> <th>2019</th> <th>2022</th> <th>2026</th> </tr> </thead> <tbody> <tr> <td># of detectives</td> <td>3</td> <td>4</td> <td>5</td> <td>6^</td> <td>7^*</td> </tr> </tbody> </table> ^Includes rotating detective position. This is a role in which a patrol officer will learn the competencies of the detective position and develop their skills. It is not intended to be a full replacement for a detective position. *1 detective requested in 2026 staffing plan							2005	2007	2019	2022	2026	# of detectives	3	4	5	6^	7^*
	2005	2007	2019	2022	2026													
# of detectives	3	4	5	6^	7^*													
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.																	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$134,231	\$134,231	\$	\$
Non Personnel Recurring Costs			\$3,010	\$3,010	\$	\$
Non Personnel One-Time Costs			\$6,520	\$6,520	\$	\$
Total Year One Costs			\$143,761	\$143,761	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Police Contract	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100 every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$1,400	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG

Position Description

Position: Detective
Reports To: Lieutenant
Union Representation: WPPA Patrol, WPPA Patrol Bargaining Unit Contract Hire Rate
Written By: LS/JO
Revised Date: 12/11/06

Position Summary:

Under the general direction of the Lieutenant, performs investigations of criminal and traffic cases. Decisions within the 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 others outside the department. Requires incumbent to be on-call as necessary.

Essential Duties/Responsibilities:

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

Essential Functions:

- Initiates and conducts complex criminal investigations. Receives initial reports from Police Officers regarding criminal and traffic cases needing further investigation.
- Conducts complex and comprehensive interviews utilizing modern interrogation and interview techniques.
- Assimilates information for presentation to the District Attorney's Office, US Attorney's Office, and Municipal Courts.
- Completes complex and comprehensive reports on all investigations and activities.
- Submits reports, photos, and other related documents to the proper authorities as dictated by the situation and pending charges.
- Obtains forensic evidence, composite drawings, prepares photo line-ups and when necessary, coordinates sting operations in the apprehension and arrest of suspect(s).
- Collects, packages, and preserves physical evidence at crime scenes pursuant to search warrants or as otherwise obtained. Maintains a chain of custody throughout any laboratory processing of materials, storage before and during trial, and is prepared to identify all evidence so gathered in court.
- Maintains a professional level of confidentiality, disseminating information only as appropriate.
- Establishes and maintains good working relations with informants, adhering to department policy.
- Plans and coordinates the use of surveillance equipment and other police personnel assigned to drug investigations including the operation of cameras, recorders, and detection devices used to develop evidence admissible in any subsequent court proceedings.
- Tracks and records developing patterns of drug related crimes and suspicious activities in order to apprehend criminals. Whenever possible, anticipates future criminal movements and alerts other possible victims and law enforcement officers by creating and maintaining an intelligence file.
- Makes necessary presentations to outside agencies and organizations disseminating information on criminal activities and patterns.
- Affects the arrest of criminal suspects and seizes evidence and any contraband based on violations personally observed or as directed in search warrants or arrest warrants.
- Coordinates the asset seizure program (State and Federal) in all drug related cases where appropriate.
- Prepares search warrants and appropriately executes the conditions set forth.
- Prepares accurate and timely news releases for print and media broadcast to alert the citizens and surrounding communities of criminal activities, safeguards, and precautions.

Other Functions:

- Testifies in criminal or civil court actions on matters that are duty related.
- Maintains proficiency with evidence tracking system to include evidence room responsibilities.
- Completes and maintains Case Data Sheets.
- Develops and presents training sessions for police officers on laws and investigative techniques.
- Attends regularly scheduled Drug Enforcement and Lead Agent meetings.
- Assists in training and data gathering sessions pertaining to drug related criminal investigations.
- Attends training programs especially in areas relating to drug enforcement investigative specialization.

Supervisory Requirements:

- None

Education and/or Experiences Requirements:

- Associate degree in police science or related field preferred.
- Must possess at least two years experience as a Police Officer

Licenses, Certifications, etc.

- Must be certified by the State of Wisconsin Law Enforcement Training and Standards Board

Knowledge, Skills, and Abilities:

- Ability to use practical thinking to conduct or supervise investigations and interviews
- Ability to perform complex investigations and necessary follow-ups
- Possess skills necessary to recognize and track criminal activities
- Posses knowledge of investigative techniques and police procedures
- Posses thorough knowledge of Local, State, and Federal laws as they pertain to criminal offenses;
- Work with laws and regulations, sometimes written in legal terms
- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations; ability to work under pressure or in the face of danger
- Knowledge of the geography of the City and of the criminal hazard locations
- Ability to move quickly and forcefully in response to unexpected situations
- Ability to maneuver and work on a variety of ground conditions
- Ability to operate patrol vehicles in emergency mode
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm
- Posses good organizational skills and abilities
- Ability to communicate effectively both verbally and in writing with a variety of people.
- Keep physically fit.

Physical Demands:

Moderate Work: Exerting 76-100 lbs seldom. Exerting 31-75 lbs occasionally, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree, or requires sitting some of the time.

Environmental Conditions:

Inside: Inside work 60% (includes time spent in patrol vehicle) of the time and outside work 40% of the time. Environmental conditions: occasionally exposed to hazards or risk of bodily injury, heat and cold extremes and temperature changes and moderate noise. Seldom exposed to loud noises, vibrations, toxic conditions, odors, dust, and poor ventilation.

Employee Signature

Date

Supervisor Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 34
Department:	Police	
Position Title:	Additional Police Officer	
Position Timing: The year the position is projected to start and any other timing items.	January 2026	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Fitchburg's population and residential development have steadily increased from year to year. Naturally, these two factors put an increased demand on the police department for calls for service and other tasks to meet the needs of the City. Through legislation, case law and technological advances, the burden on law enforcement to effectively and appropriately investigate and document incidents has also increased, which translates to more time necessary being dedicated to investigations and report writing than in the past. The police department is currently staffed well below the national and Midwest sworn position averages. Additionally, the department is currently experiencing a deficit in filled positions, exacerbating the workload, and forced overtime on officers merely to meet bare minimums of staffing on each shift. There are also occasional critical incidents (shootings, attempted homicides etc.) that require an immediate response from many off-duty officers to come to work, in part due to the shifts being routinely minimally staffed. Vacation time, light duty for occurrences like injuries and pregnancies, and FMLA events are yet another factor impacting the current staffing levels. Even if the department's current positions were filled, the comparatively low authorized staffing levels do not provide an adequate buffer for the factors mentioned above, making the reality of today even more difficult by not being fully staffed. Community engagement and dedicated community/neighborhood officers are now a luxury the department cannot afford, as staffing levels have become critical, and those positions have had to be forfeited for normal patrol duties. It takes approximately 2 years to hire and train an officer from the interview process through the end of probation and is dependent on the timing and availability of a recruit training academy. There is a need to increase the amount of police officer positions to meet the growing size of the City, as well as to allow some sort of breathing room for the myriad of events and obstacles that impact staffing.	

City of Fitchburg						Proposal #																																																	
2024 Operating Budget Personnel Budget Proposal						34																																																	
Department:	Police																																																						
Position Title:	Additional Police Officer																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The department instituted a hybrid shift schedule in an effort to “do more with less” from 2020-2022. This was a mesh of some officers working 6 days on, 3 days off (8 hour shifts), and some officers working 4 days on, 4 days off (10.5 hour shifts). This became a scheduling nightmare almost daily, as our own scheduling software could not keep up with the intricacies of this plan and shift coverages had to be calculated manually. This became a near daily chore in the final year of the hybrid plan. As the filled positions amongst patrol continued to drop, this experiment became unfeasible, and we returned to 6 days on, 3 days off at the beginning of this year. Beginning this summer, the department was forced to lower minimum staffing levels from 3a-7a to just 3 officers. This has created officer safety concerns and was a negative morale event for those working during that shift. Some officers have been forced off of their normal shift and into swing shift positions to help provide coverage and minimize routine forced overtime.																																																						
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 34
Department:	Police	
Position Title:	Additional Police Officer	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$121,767	\$121,767	\$	\$
Non Personnel Recurring Costs	\$2,530	\$2,530	\$	\$
Non Personnel One-Time Costs	\$3,100	\$3,100	\$	\$
Total Year One Costs	\$127,397	\$127,397	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Police Contract	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$1,400	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Police Officer
Reports To: Shift Sergeant
Union Representation: WPPA Patrol, WPPA Patrol Hire Rate
Written By: LS/TB/JO
Revised Date: 07/11/06

Position Summary:

Under the general direction of the shift sergeant, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

Essential Duties/Responsibilities:

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

Essential Functions:

- Observes, detects, and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Conducts investigations of incidents occurring on the shift.
- Determines appropriate action to be taken at each incident.
- Completes a written report of all activities during a shift.
- Completes State of Wisconsin forms when required for an incident.
- Completes departmental forms, logs, and summaries related to the processing of evidence.
- After reviewing reports, makes necessary referrals to Dane County Social Services, Juvenile Reception, the District Attorney's Office, and private organizations.

Other Functions:

- Reviews necessary reports and documentation of incidents.
- Provides testimony concerning each incident.
- Performs other such duties as assigned.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- Must possess a high school diploma or equivalency.
- Associate degree in police science, sociology or related field preferred.
- Must meet the minimum requirements as established by the Law Enforcement Standards Board.
- Previous experience dealing with the general public preferred.

Licenses, Certifications, etc.

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

Knowledge, Skills, and Abilities:

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgements.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.

Physical Demands:

Moderate Work: Exerting 76-100 lbs seldom. Exerting 31-75 lbs occasionally, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree, or requires sitting some of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 60% (includes time spent in patrol vehicle) of the time and outside work 40% of the time. Environmental conditions: occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; occasionally exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation.

Employee Signature

Date

Supervisor's Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 35
Department:	Police	
Position Title:	Additional Police Officer	
Position Timing: The year the position is projected to start and any other timing items.	January 2026	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Fitchburg's population and residential development have steadily increased from year to year. Naturally, these two factors put an increased demand on the police department for calls for service and other tasks to meet the needs of the City. Through legislation, case law and technological advances, the burden on law enforcement to effectively and appropriately investigate and document incidents has also increased, which translates to more time necessary being dedicated to investigations and report writing than in the past. The police department is currently staffed well below the national and Midwest sworn position averages. Additionally, the department is currently experiencing a deficit in filled positions, exacerbating the workload, and forced overtime on officers merely to meet bare minimums of staffing on each shift. There are also occasional critical incidents (shootings, attempted homicides etc.) that require an immediate response from many off-duty officers to come to work, in part due to the shifts being routinely minimally staffed. Vacation time, light duty for occurrences like injuries and pregnancies, and FMLA events are yet another factor impacting the current staffing levels. Even if the department's current positions were filled, the comparatively low authorized staffing levels do not provide an adequate buffer for the factors mentioned above, making the reality of today even more difficult by not being fully staffed. Community engagement and dedicated community/neighborhood officers are now a luxury the department cannot afford, as staffing levels have become critical, and those positions have had to be forfeited for normal patrol duties. It takes approximately 2 years to hire and train an officer from the interview process through the end of probation and is dependent on the timing and availability of a recruit training academy. There is a need to increase the amount of police officer positions to meet the growing size of the City, as well as to allow some sort of breathing room for the myriad of events and obstacles that impact staffing.	

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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 35
Department:	Police	
Position Title:	Additional Police Officer	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$121,767	\$121,767	\$	\$
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Projected Cost Calculation Details						
Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Police Contract	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$1,400	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Police Officer
Reports To: Shift Sergeant
Union Representation: WPPA Patrol, WPPA Patrol Hire Rate
Written By: LS/TB/JO
Revised Date: 07/11/06

Position Summary:

Under the general direction of the shift sergeant, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

Essential Duties/Responsibilities:

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

Essential Functions:

- Observes, detects, and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Conducts investigations of incidents occurring on the shift.
- Determines appropriate action to be taken at each incident.
- Completes a written report of all activities during a shift.
- Completes State of Wisconsin forms when required for an incident.
- Completes departmental forms, logs, and summaries related to the processing of evidence.
- After reviewing reports, makes necessary referrals to Dane County Social Services, Juvenile Reception, the District Attorney's Office, and private organizations.

Other Functions:

- Reviews necessary reports and documentation of incidents.
- Provides testimony concerning each incident.
- Performs other such duties as assigned.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- Must possess a high school diploma or equivalency.
- Associate degree in police science, sociology or related field preferred.
- Must meet the minimum requirements as established by the Law Enforcement Standards Board.
- Previous experience dealing with the general public preferred.

Licenses, Certifications, etc.

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

Knowledge, Skills, and Abilities:

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgements.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.

Physical Demands:

Moderate Work: Exerting 76-100 lbs seldom. Exerting 31-75 lbs occasionally, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree, or requires sitting some of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 60% (includes time spent in patrol vehicle) of the time and outside work 40% of the time. Environmental conditions: occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; occasionally exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation.

Employee Signature

Date

Supervisor's Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 36																																																	
Department:	Police																																																							
Position Title:	Additional Telecommunicator (Dispatch)																																																							
Position Timing: The year the position is projected to start and any other timing items.	January 2026																																																							
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.																																																							
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	As of 2023, the dispatch center is staffed by four full-time telecommunicators and supplemented by 3-5 LTE on-call dispatchers. The current work schedule of the four full-time dispatchers creates 24 hours of unfilled shifts every weekend. LTE on-call telecommunicators are depended on to fill these hours and other vacancies which naturally occur during the week because of leave time and training. Some of our current LTE on-call telecommunicators may work more than 40 hours per week. While the current on-call staff has been tremendously helpful in helping with coverage, there may be a time where their availability is reduced. The addition of a full-time telecommunicator (for a total of five) would assist in the ability to provide more dispatch coverage by full-time employees, thus decreasing the reliance on LTE on-call personnel. This additional coverage will create more time for the lead telecommunicator to complete their management functions and can increase opportunities for telecommunicator to attend trainings. A sixth full-time communicator would further extend the benefits identified above and would bolster 24/7 coverage by full-time personnel. This additional coverage could increase overlap coverage during peak call for service times.																																																							
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The primary alternative strategy is to continue the reliance on LTE on-call telecommunicators to cover all vacancies. This is a risky alternative to rely on as the availability of our LTE personnel can change at any time. We have also had extreme difficulties in recruiting and hiring additional LTE personnel due to the challenging nature of the position.																																																							
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 36
Department:	Police	
Position Title:	Additional Telecommunicator (Dispatch)	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$91,189	\$91,189	\$	\$
Non Personnel Recurring Costs			\$1,180	\$1,180	\$	\$
Non Personnel One-Time Costs			\$210	\$210	\$	\$
Total Year One Costs			\$92,579	\$92,579	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Grade E	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	\$500 \$500	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Police Telecommunicator (Dispatcher)
Reports To: Communications Supervisor
Union Representation: WPPA – Dispatch, WPPA - Dispatch Hiring Rate
Written By: LS/JO
Revised Date: 07/11/06

Position Summary:

Under the general direction of the Communications Supervisor, answers emergency and non-emergency telephone calls, and dispatches officers as necessary. Types reports prepared during the shift and operates teletype equipment. 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.

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:

- From dictation, type reports of incidents occurring on the shift.
- Edits reports and insures proper spelling and grammar.
- Copies reports requiring special investigation or follow-up work. Gives to appropriate persons.
- Records vacation watch requests on typed card for vacation watch book.
- Receives and records the nature of incoming calls.
- Delivers messages to appropriate personnel.
- Dispatches officers as necessary.
- Logs all officer activity in the dispatch log. This includes time and type of call, location of each officer and time spent investigating the call.

Other Functions:

- Checks vehicle registration and driving records as requested.
- Enters information concerning stolen bicycles and other items.
- Sends messages as directed to other jurisdictions.
- Obtains printouts for officers as necessary.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- High School Diploma or equivalent is required. Additional courses in Police Science are helpful.
- One year of job experience involving public contact.
- Previous experience working in a municipal setting desirable

Licenses, Certifications, etc.

- None

Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills
- Knowledge of proper telephone techniques and skills
- Knowledge of radio, telephone, and teletype operation
- Ability to perform detailed work with great accuracy
- Ability to work independently with only occasional review of work performance
- Proficiency in word processing/typing
- Work with laws and regulations, sometimes written in legal terms

- Knowledge of municipal operations
- Ability to foster cooperation and teamwork among peers
- Ability to think logically, identify, and analyze problems, evaluate alternative solutions and make sound judgements, especially in stressful situations
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form
- Ability and experience in personally preparing effective written reports and correspondence
- Ability to establish and maintain effective working relationships with City elected and appointed officials, employees, and the general public

Physical Demands:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 95% of the time and outside work 05% of the time. Environmental conditions: seldom exposed to hazards or risk of bodily injury. Seldom exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; frequently exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation. Seldom exposed to hazards or risk of bodily injury.

Employee's Signature

Date

Supervisor's Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 37																																																									
Department:	Police																																																										
Position Title:	Additional Telecommunicator (Dispatch)																																																										
Position Timing: The year the position is projected to start and any other timing items.	January 2027																																																										
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 37
Department:	Police	
Position Title:	Additional Telecommunicator (Dispatch)	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$91,189	\$91,189	\$	\$
Non Personnel Recurring Costs	\$1,180	\$1,180	\$	\$
Non Personnel One-Time Costs	\$210	\$210	\$	\$
Total Year One Costs	\$92,579	\$92,579	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Grade E	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	\$500 \$500	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

**CITY OF FITCHBURG
Position Description**

Position: Police Telecommunicator (Dispatcher)
Reports To: Communications Supervisor
Union Representation: WPPA – Dispatch, WPPA - Dispatch Hiring Rate
Written By: LS/JO
Revised Date: 07/11/06

Position Summary:

Under the general direction of the Communications Supervisor, answers emergency and non-emergency telephone calls, and dispatches officers as necessary. Types reports prepared during the shift and operates teletype equipment. 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.

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:

- From dictation, type reports of incidents occurring on the shift.
- Edits reports and insures proper spelling and grammar.
- Copies reports requiring special investigation or follow-up work. Gives to appropriate persons.
- Records vacation watch requests on typed card for vacation watch book.
- Receives and records the nature of incoming calls.
- Delivers messages to appropriate personnel.
- Dispatches officers as necessary.
- Logs all officer activity in the dispatch log. This includes time and type of call, location of each officer and time spent investigating the call.

Other Functions:

- Checks vehicle registration and driving records as requested.
- Enters information concerning stolen bicycles and other items.
- Sends messages as directed to other jurisdictions.
- Obtains printouts for officers as necessary.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- High School Diploma or equivalent is required. Additional courses in Police Science are helpful.
- One year of job experience involving public contact.
- Previous experience working in a municipal setting desirable

Licenses, Certifications, etc.

- None

Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills
- Knowledge of proper telephone techniques and skills
- Knowledge of radio, telephone, and teletype operation
- Ability to perform detailed work with great accuracy
- Ability to work independently with only occasional review of work performance
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- Work with laws and regulations, sometimes written in legal terms

- Knowledge of municipal operations
- Ability to foster cooperation and teamwork among peers
- Ability to think logically, identify, and analyze problems, evaluate alternative solutions and make sound judgements, especially in stressful situations
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form
- Ability and experience in personally preparing effective written reports and correspondence
- Ability to establish and maintain effective working relationships with City elected and appointed officials, employees, and the general public

Physical Demands:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 95% of the time and outside work 05% of the time. Environmental conditions: seldom exposed to hazards or risk of bodily injury. Seldom exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; frequently exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation. Seldom exposed to hazards or risk of bodily injury.

Employee's Signature

Date

Supervisor's Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 38
Department:	Police	
Position Title:	Additional Police Officer	
Position Timing: The year the position is projected to start and any other timing items.	January 2027	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Fitchburg's population and residential development have steadily increased from year to year. Naturally, these two factors put an increased demand on the police department for calls for service and other tasks to meet the needs of the City. Through legislation, case law and technological advances, the burden on law enforcement to effectively and appropriately investigate and document incidents has also increased, which translates to more time necessary being dedicated to investigations and report writing than in the past. The police department is currently staffed well below the national and Midwest sworn position averages. Additionally, the department is currently experiencing a deficit in filled positions, exacerbating the workload, and forced overtime on officers merely to meet bare minimums of staffing on each shift. There are also occasional critical incidents (shootings, attempted homicides etc.) that require an immediate response from many off-duty officers to come to work, in part due to the shifts being routinely minimally staffed. Vacation time, light duty for occurrences like injuries and pregnancies, and FMLA events are yet another factor impacting the current staffing levels. Even if the department's current positions were filled, the comparatively low authorized staffing levels do not provide an adequate buffer for the factors mentioned above, making the reality of today even more difficult by not being fully staffed. Community engagement and dedicated community/neighborhood officers are now a luxury the department cannot afford, as staffing levels have become critical, and those positions have had to be forfeited for normal patrol duties. It takes approximately 2 years to hire and train an officer from the interview process through the end of probation and is dependent on the timing and availability of a recruit training academy. There is a need to increase the amount of police officer positions to meet the growing size of the City, as well as to allow some sort of breathing room for the myriad of events and obstacles that impact staffing.	

City of Fitchburg						Proposal #																																																	
2024 Operating Budget Personnel Budget Proposal						38																																																	
Department:	Police																																																						
Position Title:	Additional Police Officer																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The department instituted a hybrid shift schedule in an effort to “do more with less” from 2020-2022. This was a mesh of some officers working 6 days on, 3 days off (8 hour shifts), and some officers working 4 days on, 4 days off (10.5 hour shifts). This became a scheduling nightmare almost daily, as our own scheduling software could not keep up with the intricacies of this plan and shift coverages had to be calculated manually. This became a near daily chore in the final year of the hybrid plan. As the filled positions amongst patrol continued to drop, this experiment became unfeasible, and we returned to 6 days on, 3 days off at the beginning of this year. Beginning this summer, the department was forced to lower minimum staffing levels from 3a-7a to just 3 officers. This has created officer safety concerns and was a negative morale event for those working during that shift. Some officers have been forced off of their normal shift and into swing shift positions to help provide coverage and minimize routine forced overtime.																																																						
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 38
Department:	Police	
Position Title:	Additional Police Officer	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$121,767	\$121,767	\$	\$
Non Personnel Recurring Costs	\$2,530	\$2,530	\$	\$
Non Personnel One-Time Costs	\$3,100	\$3,100	\$	\$
Total Year One Costs	\$127,397	\$127,397	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Police Contract	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$1,400	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Police Officer
Reports To: Shift Sergeant
Union Representation: WPPA Patrol, WPPA Patrol Hire Rate
Written By: LS/TB/JO
Revised Date: 07/11/06

Position Summary:

Under the general direction of the shift sergeant, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

Essential Duties/Responsibilities:

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

Essential Functions:

- Observes, detects, and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Conducts investigations of incidents occurring on the shift.
- Determines appropriate action to be taken at each incident.
- Completes a written report of all activities during a shift.
- Completes State of Wisconsin forms when required for an incident.
- Completes departmental forms, logs, and summaries related to the processing of evidence.
- After reviewing reports, makes necessary referrals to Dane County Social Services, Juvenile Reception, the District Attorney's Office, and private organizations.

Other Functions:

- Reviews necessary reports and documentation of incidents.
- Provides testimony concerning each incident.
- Performs other such duties as assigned.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- Must possess a high school diploma or equivalency.
- Associate degree in police science, sociology or related field preferred.
- Must meet the minimum requirements as established by the Law Enforcement Standards Board.
- Previous experience dealing with the general public preferred.

Licenses, Certifications, etc.

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

Knowledge, Skills, and Abilities:

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgements.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.

Physical Demands:

Moderate Work: Exerting 76-100 lbs seldom. Exerting 31-75 lbs occasionally, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree, or requires sitting some of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 60% (includes time spent in patrol vehicle) of the time and outside work 40% of the time. Environmental conditions: occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; occasionally exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation.

Employee Signature

Date

Supervisor's Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 39
Department:	Police	
Position Title:	Additional Police Officer	
Position Timing: The year the position is projected to start and any other timing items.	January 2027	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Fitchburg's population and residential development have steadily increased from year to year. Naturally, these two factors put an increased demand on the police department for calls for service and other tasks to meet the needs of the City. Through legislation, case law and technological advances, the burden on law enforcement to effectively and appropriately investigate and document incidents has also increased, which translates to more time necessary being dedicated to investigations and report writing than in the past. The police department is currently staffed well below the national and Midwest sworn position averages. Additionally, the department is currently experiencing a deficit in filled positions, exacerbating the workload, and forced overtime on officers merely to meet bare minimums of staffing on each shift. There are also occasional critical incidents (shootings, attempted homicides etc.) that require an immediate response from many off-duty officers to come to work, in part due to the shifts being routinely minimally staffed. Vacation time, light duty for occurrences like injuries and pregnancies, and FMLA events are yet another factor impacting the current staffing levels. Even if the department's current positions were filled, the comparatively low authorized staffing levels do not provide an adequate buffer for the factors mentioned above, making the reality of today even more difficult by not being fully staffed. Community engagement and dedicated community/neighborhood officers are now a luxury the department cannot afford, as staffing levels have become critical, and those positions have had to be forfeited for normal patrol duties. It takes approximately 2 years to hire and train an officer from the interview process through the end of probation and is dependent on the timing and availability of a recruit training academy. There is a need to increase the amount of police officer positions to meet the growing size of the City, as well as to allow some sort of breathing room for the myriad of events and obstacles that impact staffing.	

City of Fitchburg						Proposal #																																																	
2024 Operating Budget Personnel Budget Proposal						39																																																	
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Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The department instituted a hybrid shift schedule in an effort to “do more with less” from 2020-2022. This was a mesh of some officers working 6 days on, 3 days off (8 hour shifts), and some officers working 4 days on, 4 days off (10.5 hour shifts). This became a scheduling nightmare almost daily, as our own scheduling software could not keep up with the intricacies of this plan and shift coverages had to be calculated manually. This became a near daily chore in the final year of the hybrid plan. As the filled positions amongst patrol continued to drop, this experiment became unfeasible, and we returned to 6 days on, 3 days off at the beginning of this year. Beginning this summer, the department was forced to lower minimum staffing levels from 3a-7a to just 3 officers. This has created officer safety concerns and was a negative morale event for those working during that shift. Some officers have been forced off of their normal shift and into swing shift positions to help provide coverage and minimize routine forced overtime.																																																						
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 39
Department:	Police	
Position Title:	Additional Police Officer	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$121,767	\$121,767	\$	\$
Non Personnel Recurring Costs	\$2,530	\$2,530	\$	\$
Non Personnel One-Time Costs	\$3,100	\$3,100	\$	\$
Total Year One Costs	\$127,397	\$127,397	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Police Contract	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$1,400	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Police Officer
Reports To: Shift Sergeant
Union Representation: WPPA Patrol, WPPA Patrol Hire Rate
Written By: LS/TB/JO
Revised Date: 07/11/06

Position Summary:

Under the general direction of the shift sergeant, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

Essential Duties/Responsibilities:

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

Essential Functions:

- Observes, detects, and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Conducts investigations of incidents occurring on the shift.
- Determines appropriate action to be taken at each incident.
- Completes a written report of all activities during a shift.
- Completes State of Wisconsin forms when required for an incident.
- Completes departmental forms, logs, and summaries related to the processing of evidence.
- After reviewing reports, makes necessary referrals to Dane County Social Services, Juvenile Reception, the District Attorney's Office, and private organizations.

Other Functions:

- Reviews necessary reports and documentation of incidents.
- Provides testimony concerning each incident.
- Performs other such duties as assigned.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- Must possess a high school diploma or equivalency.
- Associate degree in police science, sociology or related field preferred.
- Must meet the minimum requirements as established by the Law Enforcement Standards Board.
- Previous experience dealing with the general public preferred.

Licenses, Certifications, etc.

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

Knowledge, Skills, and Abilities:

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgements.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.

Physical Demands:

Moderate Work: Exerting 76-100 lbs seldom. Exerting 31-75 lbs occasionally, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree, or requires sitting some of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Work Environment:

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Employee Signature

Date

Supervisor's Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 40
Department:	Police	
Position Title:	Additional Police Officer	
Position Timing: The year the position is projected to start and any other timing items.	January 2027	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Fitchburg's population and residential development have steadily increased from year to year. Naturally, these two factors put an increased demand on the police department for calls for service and other tasks to meet the needs of the City. Through legislation, case law and technological advances, the burden on law enforcement to effectively and appropriately investigate and document incidents has also increased, which translates to more time necessary being dedicated to investigations and report writing than in the past. The police department is currently staffed well below the national and Midwest sworn position averages. Additionally, the department is currently experiencing a deficit in filled positions, exacerbating the workload, and forced overtime on officers merely to meet bare minimums of staffing on each shift. There are also occasional critical incidents (shootings, attempted homicides etc.) that require an immediate response from many off-duty officers to come to work, in part due to the shifts being routinely minimally staffed. Vacation time, light duty for occurrences like injuries and pregnancies, and FMLA events are yet another factor impacting the current staffing levels. Even if the department's current positions were filled, the comparatively low authorized staffing levels do not provide an adequate buffer for the factors mentioned above, making the reality of today even more difficult by not being fully staffed. Community engagement and dedicated community/neighborhood officers are now a luxury the department cannot afford, as staffing levels have become critical, and those positions have had to be forfeited for normal patrol duties. It takes approximately 2 years to hire and train an officer from the interview process through the end of probation and is dependent on the timing and availability of a recruit training academy. There is a need to increase the amount of police officer positions to meet the growing size of the City, as well as to allow some sort of breathing room for the myriad of events and obstacles that impact staffing.	

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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 40
Department:	Police	
Position Title:	Additional Police Officer	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$121,767	\$121,767	\$	\$
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Projected Cost Calculation Details						
Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Police Contract	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$1,400	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Police Officer
Reports To: Shift Sergeant
Union Representation: WPPA Patrol, WPPA Patrol Hire Rate
Written By: LS/TB/JO
Revised Date: 07/11/06

Position Summary:

Under the general direction of the shift sergeant, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

Essential Duties/Responsibilities:

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

Essential Functions:

- Observes, detects, and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Conducts investigations of incidents occurring on the shift.
- Determines appropriate action to be taken at each incident.
- Completes a written report of all activities during a shift.
- Completes State of Wisconsin forms when required for an incident.
- Completes departmental forms, logs, and summaries related to the processing of evidence.
- After reviewing reports, makes necessary referrals to Dane County Social Services, Juvenile Reception, the District Attorney's Office, and private organizations.

Other Functions:

- Reviews necessary reports and documentation of incidents.
- Provides testimony concerning each incident.
- Performs other such duties as assigned.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- Must possess a high school diploma or equivalency.
- Associate degree in police science, sociology or related field preferred.
- Must meet the minimum requirements as established by the Law Enforcement Standards Board.
- Previous experience dealing with the general public preferred.

Licenses, Certifications, etc.

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

Knowledge, Skills, and Abilities:

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgements.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
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Physical Demands:

Moderate Work: Exerting 76-100 lbs seldom. Exerting 31-75 lbs occasionally, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree, or requires sitting some of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 60% (includes time spent in patrol vehicle) of the time and outside work 40% of the time. Environmental conditions: occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; occasionally exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation.

Employee Signature

Date

Supervisor's Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 41
Department:	Police	
Position Title:	New Lieutenant	
Position Timing: The year the position is projected to start and any other timing items.	January 2028	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	There are currently nine sergeants assigned to three patrol shifts, all of whom report directly to one patrol commander. In performing 24/7 operations, this leaves a supervisory gap between the patrol commander and six of the nine patrol sergeants assigned the second and third shifts. There is a structural lack of routine interaction, outside of emailed communications, which makes it incredibly difficult to manage professional expectations, as well as conveying the department's mission and objectives. As the department has added patrol officers and sergeants over the years, there has not been an addition to the command staff to manage all of these additions since 2005. Adding a lieutenant to each of the three patrol shifts would provide command level oversight of the nine assigned sergeants on each of those shifts. The many administrative responsibilities currently burdening the patrol sergeants would move to the shift lieutenant, leaving the sergeants more available to respond to and manage calls for service, train officers, ensure policies and procedures are carried out appropriately, and be more situationally aware of what is occurring in the City. Instead of nine sergeants reporting to the patrol commander on a fractured basis, communication would be streamlined to the three lieutenants, making the flow of information and expectations much more manageable and consistent across the patrol division. When serious incidents occur such as shootings, mass casualty events, officer involved critical incidents, or natural disasters, the lieutenants will serve as the incident commander. They would coordinate resources and response efforts both internally and externally while allowing the sergeants to more effectively manage officers and other mutual aid responders. The lieutenants would be responsible for continually assessing the training and development needs of the sergeants and officers on their shift. They would help develop tailored training curriculum based on the needs of the shift. Performing structured post incident assessments while identifying and correcting deficiencies will increase the safety of officers and the community. The shift lieutenants would have an immediate and direct positive impact on patrol officers who have little to no interaction with command staff on a regular basis, and currently rely on sergeants to provide guidance and mentoring who are themselves just as structurally disconnected. Their routine presence would provide open door opportunities for sergeants and officers to communicate directly with a department administrator, bolstering the connection between each shift and the department's objectives. The addition of shift lieutenants will fulfill an important void in the department's hierarchy and will play a crucial role in leading and managing supervisors and officers across the three shifts. They would allow the patrol commander to focus on the patrol division in its entirety, which is critical to ensure the department is able to provide the safest environment possible for citizens.	

City of Fitchburg						Proposal #																																																	
2024 Operating Budget Personnel Budget Proposal						41																																																	
Department:	Police																																																						
Position Title:	New Lieutenant																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	As the City has and does continue to grow, patrol officers and supervisors have been added to handle the growing calls for service. As personnel and workload has continued to increase, so has the amount of administrative task work. The strategy has continuously been to allow the weight of this increased task work to funnel to the patrol commander. Some of those tasks have overflowed back to shift supervisors, restricting their ability to effectively manage officers. This has had a negative impact on the ability of the department to focus more directly on public safety functions. In order to keep up with the increasing calls for service and adequately focus on serious, complex investigations, the department will likely need strategize a reduction to police services from what it currently provides the public.																																																						
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Lieutenants</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> <tr> <td>Shift Sergeants</td> <td>6</td> <td>6</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> <tr> <td>Detectives</td> <td>4</td> <td>4</td> <td>4</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> </tr> <tr> <td>Patrol Officers</td> <td>28</td> <td>31</td> <td>34</td> <td>35</td> <td>35</td> <td>35</td> <td>37</td> </tr> <tr> <td>Sworn Staff Total</td> <td>42</td> <td>45</td> <td>50</td> <td>52</td> <td>52</td> <td>52</td> <td>54</td> </tr> </tbody> </table> Since 2004, sworn personnel staffing has increased 41% while command staff has grown 0%. The number of direct reports to the two current lieutenants has increased by 114% in that same timespan. The City's population has also increased roughly 43%. Comparing the 5 year UCR averages of 2006-2010 against 2018-2022, there were • 9% increase in burglaries • 18% increase in retail thefts • 19% in simple assaults • 52% increase in aggravated assaults • 69% increase in motor vehicle thefts • 185% increase in sexual assault investigations There is only 1 patrol officer with 20+ years of experience who is on the eve of retirement. The remaining patrol officers average less than 5 years of total experience, with the bottom half of patrol averaging less than 1.3 years of experience. As the population, major crimes and overall calls for service have increased, as have the staffing levels of patrol officers, detectives, and sergeants. Additionally, the experience level of police officers is dramatically low, compounding the need for increased management and oversight of operations from the command level, which has increased 0% during this time.								2007	2012	2018	2019	2020	2021	2022	Lieutenants	2	2	2	2	2	2	2	Shift Sergeants	6	6	8	8	8	8	8	Detectives	4	4	4	5	5	5	5	Patrol Officers	28	31	34	35	35	35	37	Sworn Staff Total	42	45	50	52	52	52	54
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 41
Department:	Police	
Position Title:	New Lieutenant	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$178,946	\$178,946	\$	\$
Non Personnel Recurring Costs	\$3,010	\$3,010	\$	\$
Non Personnel One-Time Costs	\$5,200	\$5,200	\$	\$
Total Year One Costs	\$187,156	\$187,156	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Grade M	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$80	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Job Title: Lieutenant of Patrol
Department: Police
Division: Represented
Salary Grade: TBD

Reports To: Captain of Patrol
FLSA Status: Non-Exempt
EEO Code: 2 - Professionals
Employee Group: Protective
Last Revision: N/A

Created:

Position Summary:

This is a law enforcement middle management position involving the overall direction of patrol operations at the shift level on a 24-hour basis. Work involved operational-level decision making and requires the exercise of independent judgement and the interpretation and application of department policies, State laws, and municipal ordinances.

The Lieutenant of Patrol is a shift commander and responsible to direct and coordinate patrol division personnel to preserve public peace and order, prevent and detect crime, and improve the quality of life for the citizens of Fitchburg, through modern-day policing techniques and community-oriented policing strategies.

Thorough leadership techniques, exacts the proper performance from personnel of a lesser rank and enforces the policies, rules, regulations, and standard operating procedures of the Department in addition to Federal, State, and Local laws and ordinances.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Functions:

- Directly supervise and lead assigned patrol division sergeants and other subordinate patrol personnel. Assume responsibility for the discipline, conduct, and efficiency of all personnel of a lesser rank under their supervision during time of duty. In the absence of the Captain of Patrol, take command and exercise the authority and duties of the Captain of Patrol, subject to any limitations imposed by the Captain.
- Respond to the directives from executive staff, effectively communicate instructions, and interpret policies and procedures to subordinate personnel.
- Review investigative and supervisory reports of subordinate personnel, evaluate reports against required standards and policy, ensuring completeness and compliance.
- Conducts personnel evaluations of assigned subordinates, making written and oral reports denoting progress and need for training. Notes deficiencies in the performance of assigned personnel and makes recommendations for corrective action on an individual or departmental basis.
- Maintain knowledge of current patrol investigations. Review incidents under investigation, ensure that all methods of solvability are employed and assign follow-up accordingly.
- Maintain a thorough knowledge of Wisconsin criminal code and City of Fitchburg ordinances. Regularly test and mentor the personnel under their supervision in order to ascertain their knowledge of the rules and procedures of the Department and any applicable statutes and ordinances of case law affecting patrol operations and the best practices thereof.

- Communicate and collaborate with the Lieutenant of Detectives regarding arrested suspects and their association to other criminal offenses occurring in the city.
- Allocate appropriate resources through evaluation of daily and periodic crime data and intelligence to achieve the highest level of officer performance and assist in ensuring the consistency of the department goals and objectives as set by the Chief of Police.
- Implements and oversees ancillary Department programs and units as assigned, as well as community policing projects, providing feedback on their results to the Captain of Patrol.
- Responsible for oversight of departmental operations during critical or serious incidents by ensuring appropriate response of supervisory and officer resources; authorizes requests for specialized units or mutual aid from other departments consistent with policy.
- Manages and coordinates the activities of the patrol division on prescribed shifts; manages patrol schedule; authorizes payroll, overtime, leave and training requests; prepares work schedules within the department; establishes and evaluates goals and objectives.
- During hours of duty, conduct prescribed PIO duties to include social media posts.
- Assign, monitor, and review citizen complaints. Ensure complete and thorough investigation of all complaints and submit written reports of such investigations and inquiries to the Captain of Patrol.
- Perform such other duties that may be assigned by the Chief of Police and/or their respective commanding officer.
- Schedules officer training (in-service, lecture, specialty, range, etc.).
- Confers with other city departments, officials, and community groups to discuss community problems and concerns and build trust and legitimacy.
- Prepares and maintains required reports and statistics.
- Informs superiors of problems or issues. Receives input and proposes solutions.
- Maintains labor relations and enforces collective bargaining agreements.
- Receives, prepares, and communicates instructions and policies to subordinates as necessary.
- Represents the department at community group meetings or as otherwise assigned.
- Participate in Command Staff meetings as a member of the leadership team.
- Other related duties as assigned.

Supervisory Requirements:

- Assigned patrol division sergeants and other subordinate patrol personnel

Minimum Qualifications

Education and/or Experience Requirements:

- Currently hold the rank of Sergeant with the Fitchburg Police Department and not currently in a probationary status or have a minimum of two (2) years of service as a law enforcement supervisor in another law enforcement agency.
- Bachelor's Degree from an accredited College/University with major course work in criminal justice or related field is preferred.
- Other combination of training and/or experience can be demonstrated as a result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position may also be considered.

Licenses, Certifications, etc.

- Successful completion of basic two-week law enforcement supervisory school and/or leadership course.
- Must be a certified law enforcement officer with the State of Wisconsin and maintain such certification, including required training or statutory requirements.
- Possession of a valid driver's license and satisfactory driving record.

Necessary Knowledge Skills and Abilities:

- Knowledge of the principles of modern police supervision and operations, community policing philosophy, law enforcement best practices, and police administration.

- Knowledge of the police department policies and applicable Federal, State, and Local laws and ordinances.
- Knowledge of police supervision, organization, and administration.
- Knowledge of Fitchburg Police Department resources, authority, and responsibility of the department.
- Ability to plan, organize, and direct the work of subordinates and to advise, instruct and train personnel.
- Ability to make sound decisions and communicate effectively both orally and in writing.
- Ability to deal firmly, courteously, and fairly with subordinates, superiors, and the public, and to establish effective working relations with the public.
- Maintains the predictable and unencumbered ability to competently and credibly testify in court or any other quasi-judicial hearing.
- Ability to provide truthful, forthright, and complete information when voluntarily answering questions or providing information or when compelled to answer questions or providing information.
- Ability to maintain regular and predictable attendance and punctuality.
- Ability to make decisions in all types of situations, while exercising sound judgement and problem-solving, particularly during emergency conditions.
- Ability to establish and maintain an effective working relationships with elected and appointed officials, staff, other government agencies, service and community organizations, private businesses, and the general public.
- Ability to follow oral and written directions.
- Ability to perform basic math skills including functions like addition, subtraction, multiplication, and division in all units of measurement, using whole numbers, common fractions, and decimals.

Tools and Equipment Used:

- Computer and peripheral equipment.
- Computer software programs, including word processing, spreadsheet, publication, and presentation software, as well as records management software.
- Standard office equipment, including printer, phone, calculator, and copy machine.
- Must be able to utilize all assigned law enforcement equipment relevant to the position, including but not limited to, motor vehicle, radio, handgun, and other weapons as required. Handcuffs, first aid equipment, desktop and laptop computer, video camera, and recording equipment.

Supplemental Information:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear. The employee is occasionally required to use hands and finger to handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Specific vision abilities required of this job include close vision and ability to adjust focus.
- Essential and general functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting, walking, and operating a motor vehicle for prolonged periods of time; climbing with both legs and arms; loading and discharging firearms; lifting, pushing, and pulling 150 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In the normal course of work this position is typically exposed to an office setting.
- There are frequent time pressures placed on this position, including rushed jobs, urgent deadlines, and other similar time pressures.
- Frequently works in an environment with distractions, including telephone calls, visits from members of the public and other employees, and other disturbances.
- Involves incidental physical risks and/or some unpleasant working conditions. Some physical requirements such as endurance, strength, dexterity, are to be maintained for persons in this position.
- This position deals with confidential and sometimes unpleasant information gathering.
- Occasionally requires work after hours, evenings, or weekends.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the Chief of Police.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 42
Department:	Police	
Position Title:	Additional Police Officer	
Position Timing: The year the position is projected to start and any other timing items.	January 2028	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Fitchburg's population and residential development have steadily increased from year to year. Naturally, these two factors put an increased demand on the police department for calls for service and other tasks to meet the needs of the City. Through legislation, case law and technological advances, the burden on law enforcement to effectively and appropriately investigate and document incidents has also increased, which translates to more time necessary being dedicated to investigations and report writing than in the past. The police department is currently staffed well below the national and Midwest sworn position averages. Additionally, the department is currently experiencing a deficit in filled positions, exacerbating the workload, and forced overtime on officers merely to meet bare minimums of staffing on each shift. There are also occasional critical incidents (shootings, attempted homicides etc.) that require an immediate response from many off-duty officers to come to work, in part due to the shifts being routinely minimally staffed. Vacation time, light duty for occurrences like injuries and pregnancies, and FMLA events are yet another factor impacting the current staffing levels. Even if the department's current positions were filled, the comparatively low authorized staffing levels do not provide an adequate buffer for the factors mentioned above, making the reality of today even more difficult by not being fully staffed. Community engagement and dedicated community/neighborhood officers are now a luxury the department cannot afford, as staffing levels have become critical, and those positions have had to be forfeited for normal patrol duties. It takes approximately 2 years to hire and train an officer from the interview process through the end of probation and is dependent on the timing and availability of a recruit training academy. There is a need to increase the amount of police officer positions to meet the growing size of the City, as well as to allow some sort of breathing room for the myriad of events and obstacles that impact staffing.	

City of Fitchburg						Proposal #																																																	
2024 Operating Budget Personnel Budget Proposal						42																																																	
Department:	Police																																																						
Position Title:	Additional Police Officer																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The department instituted a hybrid shift schedule in an effort to “do more with less” from 2020-2022. This was a mesh of some officers working 6 days on, 3 days off (8 hour shifts), and some officers working 4 days on, 4 days off (10.5 hour shifts). This became a scheduling nightmare almost daily, as our own scheduling software could not keep up with the intricacies of this plan and shift coverages had to be calculated manually. This became a near daily chore in the final year of the hybrid plan. As the filled positions amongst patrol continued to drop, this experiment became unfeasible, and we returned to 6 days on, 3 days off at the beginning of this year. Beginning this summer, the department was forced to lower minimum staffing levels from 3a-7a to just 3 officers. This has created officer safety concerns and was a negative morale event for those working during that shift. Some officers have been forced off of their normal shift and into swing shift positions to help provide coverage and minimize routine forced overtime.																																																						
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City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 42
Department:	Police	
Position Title:	Additional Police Officer	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$121,767	\$121,767	\$	\$
Non Personnel Recurring Costs			\$2,530	\$2,530	\$	\$
Non Personnel One-Time Costs			\$3,100	\$3,100	\$	\$
Total Year One Costs			\$127,397	\$127,397	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Police Contract	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$1,400	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Police Officer
Reports To: Shift Sergeant
Union Representation: WPPA Patrol, WPPA Patrol Hire Rate
Written By: LS/TB/JO
Revised Date: 07/11/06

Position Summary:

Under the general direction of the shift sergeant, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

Essential Duties/Responsibilities:

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

Essential Functions:

- Observes, detects, and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Conducts investigations of incidents occurring on the shift.
- Determines appropriate action to be taken at each incident.
- Completes a written report of all activities during a shift.
- Completes State of Wisconsin forms when required for an incident.
- Completes departmental forms, logs, and summaries related to the processing of evidence.
- After reviewing reports, makes necessary referrals to Dane County Social Services, Juvenile Reception, the District Attorney's Office, and private organizations.

Other Functions:

- Reviews necessary reports and documentation of incidents.
- Provides testimony concerning each incident.
- Performs other such duties as assigned.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- Must possess a high school diploma or equivalency.
- Associate degree in police science, sociology or related field preferred.
- Must meet the minimum requirements as established by the Law Enforcement Standards Board.
- Previous experience dealing with the general public preferred.

Licenses, Certifications, etc.

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

Knowledge, Skills, and Abilities:

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgements.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.

Physical Demands:

Moderate Work: Exerting 76-100 lbs seldom. Exerting 31-75 lbs occasionally, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree, or requires sitting some of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 60% (includes time spent in patrol vehicle) of the time and outside work 40% of the time. Environmental conditions: occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; occasionally exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation.

Employee Signature

Date

Supervisor's Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 43
Department:	Police	
Position Title:	Additional Police Officer	
Position Timing: The year the position is projected to start and any other timing items.	January 2028	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Fitchburg's population and residential development have steadily increased from year to year. Naturally, these two factors put an increased demand on the police department for calls for service and other tasks to meet the needs of the City. Through legislation, case law and technological advances, the burden on law enforcement to effectively and appropriately investigate and document incidents has also increased, which translates to more time necessary being dedicated to investigations and report writing than in the past. The police department is currently staffed well below the national and Midwest sworn position averages. Additionally, the department is currently experiencing a deficit in filled positions, exacerbating the workload, and forced overtime on officers merely to meet bare minimums of staffing on each shift. There are also occasional critical incidents (shootings, attempted homicides etc.) that require an immediate response from many off-duty officers to come to work, in part due to the shifts being routinely minimally staffed. Vacation time, light duty for occurrences like injuries and pregnancies, and FMLA events are yet another factor impacting the current staffing levels. Even if the department's current positions were filled, the comparatively low authorized staffing levels do not provide an adequate buffer for the factors mentioned above, making the reality of today even more difficult by not being fully staffed. Community engagement and dedicated community/neighborhood officers are now a luxury the department cannot afford, as staffing levels have become critical, and those positions have had to be forfeited for normal patrol duties. It takes approximately 2 years to hire and train an officer from the interview process through the end of probation and is dependent on the timing and availability of a recruit training academy. There is a need to increase the amount of police officer positions to meet the growing size of the City, as well as to allow some sort of breathing room for the myriad of events and obstacles that impact staffing.	

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Department:	Police																																																						
Position Title:	Additional Police Officer																																																						
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The department instituted a hybrid shift schedule in an effort to “do more with less” from 2020-2022. This was a mesh of some officers working 6 days on, 3 days off (8 hour shifts), and some officers working 4 days on, 4 days off (10.5 hour shifts). This became a scheduling nightmare almost daily, as our own scheduling software could not keep up with the intricacies of this plan and shift coverages had to be calculated manually. This became a near daily chore in the final year of the hybrid plan. As the filled positions amongst patrol continued to drop, this experiment became unfeasible, and we returned to 6 days on, 3 days off at the beginning of this year. Beginning this summer, the department was forced to lower minimum staffing levels from 3a-7a to just 3 officers. This has created officer safety concerns and was a negative morale event for those working during that shift. Some officers have been forced off of their normal shift and into swing shift positions to help provide coverage and minimize routine forced overtime.																																																						
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Lieutenants</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> <tr> <td>Shift Sergeants</td> <td>6</td> <td>6</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> <tr> <td>Detectives</td> <td>4</td> <td>4</td> <td>4</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> </tr> <tr> <td>Patrol Officers</td> <td>28</td> <td>31</td> <td>34</td> <td>35</td> <td>35</td> <td>35</td> <td>37</td> </tr> <tr> <td>Sworn Staff Total</td> <td>42</td> <td>45</td> <td>50</td> <td>52</td> <td>52</td> <td>52</td> <td>54</td> </tr> </tbody> </table> The national average among departments is 2.1 sworn positions for every 1,000 residents. The Midwest average is 1.9 sworn per 1,000 residents. The city of Fitchburg is currently 1.6 sworn per 1,000 residents. Shift coverage and extension of shift overtime in 2023 has increased an average of 32% per month compared to 2022. Overtime hours for Investigations has also increased by 51%. Over the past 16 years, the department has added 0.56 Patrol Officers per year. With the City of Fitchburg growing at an approximate rate of 750 residents per year, 9 additional Patrol Officers will be needed over the next 5 years (in combination with other necessary leadership positions) to catch up to the Midwest average.								2007	2012	2018	2019	2020	2021	2022	Lieutenants	2	2	2	2	2	2	2	Shift Sergeants	6	6	8	8	8	8	8	Detectives	4	4	4	5	5	5	5	Patrol Officers	28	31	34	35	35	35	37	Sworn Staff Total	42	45	50	52	52	52	54
	2007	2012	2018	2019	2020	2021	2022																																																
Lieutenants	2	2	2	2	2	2	2																																																
Shift Sergeants	6	6	8	8	8	8	8																																																
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Sworn Staff Total	42	45	50	52	52	52	54																																																

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 43
Department:	Police	
Position Title:	Additional Police Officer	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$121,767	\$121,767	\$	\$
Non Personnel Recurring Costs			\$2,530	\$2,530	\$	\$
Non Personnel One-Time Costs			\$3,100	\$3,100	\$	\$
Total Year One Costs			\$127,397	\$127,397	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Police Contract	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	Public Safety	Workers Comp Class	Police		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	\$1,100 \$1,100/every 5 yrs	Clothing Allowance Year 1 Year 2+	\$750 \$750
Misc.	Office Equipment Year 1 Year 2+	\$100 \$100	Training	\$1,000 \$1,000	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$600	Drug Test/ Background	\$1,400	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Police Officer
Reports To: Shift Sergeant
Union Representation: WPPA Patrol, WPPA Patrol Hire Rate
Written By: LS/TB/JO
Revised Date: 07/11/06

Position Summary:

Under the general direction of the shift sergeant, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

Essential Duties/Responsibilities:

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

Essential Functions:

- Observes, detects, and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Conducts investigations of incidents occurring on the shift.
- Determines appropriate action to be taken at each incident.
- Completes a written report of all activities during a shift.
- Completes State of Wisconsin forms when required for an incident.
- Completes departmental forms, logs, and summaries related to the processing of evidence.
- After reviewing reports, makes necessary referrals to Dane County Social Services, Juvenile Reception, the District Attorney's Office, and private organizations.

Other Functions:

- Reviews necessary reports and documentation of incidents.
- Provides testimony concerning each incident.
- Performs other such duties as assigned.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- Must possess a high school diploma or equivalency.
- Associate degree in police science, sociology or related field preferred.
- Must meet the minimum requirements as established by the Law Enforcement Standards Board.
- Previous experience dealing with the general public preferred.

Licenses, Certifications, etc.

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

Knowledge, Skills, and Abilities:

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgements.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.

Physical Demands:

Moderate Work: Exerting 76-100 lbs seldom. Exerting 31-75 lbs occasionally, and/or 0-30 lbs frequently. Requires walking or standing to a significant degree, or requires sitting some of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 60% (includes time spent in patrol vehicle) of the time and outside work 40% of the time. Environmental conditions: occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; occasionally exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation.

Employee Signature

Date

Supervisor's Signature

Date

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 44																																																									
Department:	Police																																																															
Position Title:	Additional Telecommunicator (Dispatch)																																																															
Position Timing: The year the position is projected to start and any other timing items.	January 2028																																																															
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	See attached job description.																																																															
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	As of 2023, the dispatch center is staffed by four full-time telecommunicators and supplemented by 3-5 LTE on-call dispatchers. The current work schedule of the four full-time dispatchers creates 24 hours of unfilled shifts every weekend. LTE on-call telecommunicators are depended on to fill these hours and other vacancies which naturally occur during the week because of leave time and training. Some of our current LTE on-call telecommunicators may work more than 40 hours per week. While the current on-call staff has been tremendously helpful in helping with coverage, there may be a time where their availability is reduced. The addition of a full-time telecommunicator (for a total of five) would assist in the ability to provide more dispatch coverage by full-time employees, thus decreasing the reliance on LTE on-call personnel. This additional coverage will create more time for the lead telecommunicator to complete their management functions and can increase opportunities for telecommunicator to attend trainings. A sixth full-time communicator would further extend the benefits identified above and would bolster 24/7 coverage by full-time personnel. This additional coverage could increase overlap coverage during peak call for service times.																																																															
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	The primary alternative strategy is to continue the reliance on LTE on-call telecommunicators to cover all vacancies. This is a risky alternative to rely on as the availability of our LTE personnel can change at any time. We have also had extreme difficulties in recruiting and hiring additional LTE personnel due to the challenging nature of the position.																																																															
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>									2007	2012	2018	2019	2020	2021	2022																																																
	2007	2012	2018	2019	2020	2021	2022																																																									

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal		Proposal # 44
Department:	Police	
Position Title:	Additional Telecommunicator (Dispatch)	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: 1) Reclassify Two Police Captains 2) New Lieutenant 3) Remove Vacant Records Specialist and Add Executive Assistant 4) New Sergeant - Detective Bureau 5) New Property and Evidence Room Specialist 6) Additional Police Officer 7) Reclassify Lead Telecommunicator 8) Additional Police Officer 9) New Lieutenant 10) Additional Detective 11) Additional Police Officer 12) Additional Police Officer 13) Additional Telecommunicator (Dispatch) 14) Additional Telecommunicator (Dispatch) 15) Additional Police Officer 16) Additional Police Officer 17) Additional Police Officer 18) New Lieutenant 19) Additional Police Officer 20) Additional Police Officer 21) Additional Telecommunicator (Dispatch) *The Baker Tilly Staffing Study supports following the established Police Department Staffing Plan.	

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$91,189	\$91,189	\$	\$
Non Personnel Recurring Costs	\$1,180	\$1,180	\$	\$
Non Personnel One-Time Costs	\$210	\$210	\$	\$
Total Year One Costs	\$92,579	\$92,579	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	1,950	Overtime Hours		Other Hours	
Salary/ Wages	Estimated Wage/ Salary	Grade E	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	\$500 \$500	Dues	None
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

CITY OF FITCHBURG
Position Description

Position: Police Telecommunicator (Dispatcher)
Reports To: Communications Supervisor
Union Representation: WPPA – Dispatch, WPPA - Dispatch Hiring Rate
Written By: LS/JO
Revised Date: 07/11/06

Position Summary:

Under the general direction of the Communications Supervisor, answers emergency and non-emergency telephone calls, and dispatches officers as necessary. Types reports prepared during the shift and operates teletype equipment. 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.

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:

- From dictation, type reports of incidents occurring on the shift.
- Edits reports and insures proper spelling and grammar.
- Copies reports requiring special investigation or follow-up work. Gives to appropriate persons.
- Records vacation watch requests on typed card for vacation watch book.
- Receives and records the nature of incoming calls.
- Delivers messages to appropriate personnel.
- Dispatches officers as necessary.
- Logs all officer activity in the dispatch log. This includes time and type of call, location of each officer and time spent investigating the call.

Other Functions:

- Checks vehicle registration and driving records as requested.
- Enters information concerning stolen bicycles and other items.
- Sends messages as directed to other jurisdictions.
- Obtains printouts for officers as necessary.

Supervisory Requirements:

- None

Education and/or Experience Requirements:

- High School Diploma or equivalent is required. Additional courses in Police Science are helpful.
- One year of job experience involving public contact.
- Previous experience working in a municipal setting desirable

Licenses, Certifications, etc.

- None

Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills
- Knowledge of proper telephone techniques and skills
- Knowledge of radio, telephone, and teletype operation
- Ability to perform detailed work with great accuracy
- Ability to work independently with only occasional review of work performance
- Proficiency in word processing/typing
- Work with laws and regulations, sometimes written in legal terms

- Knowledge of municipal operations
- Ability to foster cooperation and teamwork among peers
- Ability to think logically, identify, and analyze problems, evaluate alternative solutions and make sound judgements, especially in stressful situations
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form
- Ability and experience in personally preparing effective written reports and correspondence
- Ability to establish and maintain effective working relationships with City elected and appointed officials, employees, and the general public

Physical Demands:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 95% of the time and outside work 05% of the time. Environmental conditions: seldom exposed to hazards or risk of bodily injury. Seldom exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; frequently exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation. Seldom exposed to hazards or risk of bodily injury.

Employee's Signature

Date

Supervisor's Signature

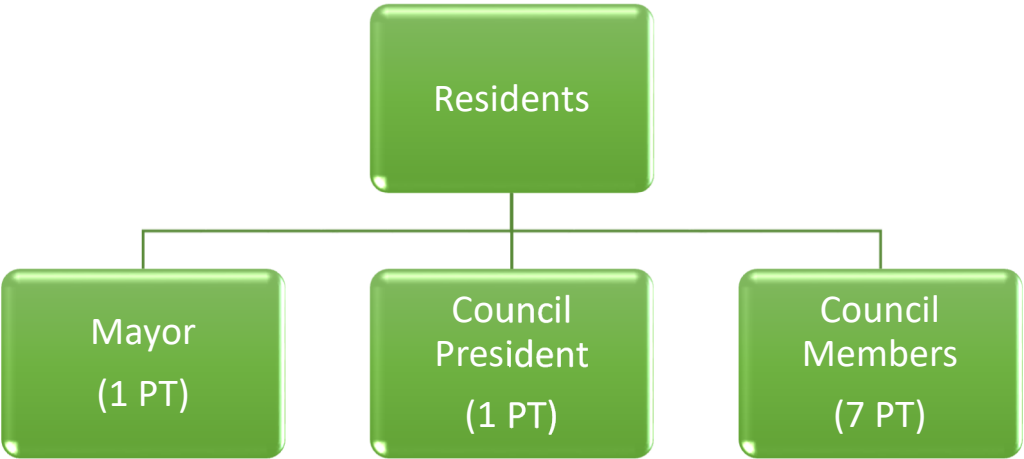
Date

Department: Forfeitures Fund (222-5210-)

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Department Mission:

Manage the daily operations of the City by providing oversight to all departments and serving as a conduit between residents, businesses, elected officials and staff.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Mayor	1.0	1.0	1.0	1.0	1.0
Council President	1.0	1.0	1.0	1.0	1.0
Council Members	7.0	7.0	7.0	7.0	7.0

Major Responsibilities & Services Provided:

- Serve as the conduit between the residents, property owners, and city staff.
- Direct City policy.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Resolutions Considered	228	233	238	252	260
Ordinances Considered	24	23	44	25	40
Council Meetings Held	24	28	23	25	25

Significant Accomplishments in 2023:

- Celebrated the City's 40th Anniversary

Notable Initiatives for 2024:

- Transition Healthy Neighborhoods Initiative (HNI) from a pilot program to a permanent initiative.
- Update the Comprehensive Plan.
- Evaluate diversity, equity, and inclusion (DEI) community workgroup.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$43,599	\$54,363	\$21,696	\$54,363	\$54,363	\$-
Contractual Services	-	-	-	-	-	-
Operating Expenses	15,593	19,560	16,883	19,985	25,205	5,645
Allocated Costs	8,045	9,240	4,620	9,240	9,520	280
Transfers to Other Funds	-	-	-	-	-	-
Total	\$67,237	\$83,163	\$43,199	\$83,588	\$89,088	\$5,925

Significant Budget Changes from 2023 to 2024:

- Increase in publications, subscriptions & dues account to include US Conference of Mayors (\$2,200) and Mayor's Innovation Project (\$1,500).
- Moved Dane Buy Local membership from Elected Official budget to CEDA (\$800).
- Increase training & travel for Mayor attendance at conferences (\$2,000).

2024 BUDGET EXPENDITURE DETAIL

Department: Mayor & Council (100-5110-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	
-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	
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$300 - Misc. Supplies and Special Mailings 2023 \$200 2024 \$300
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$11,100 - League of Wisconsin Municipalities \$5,000 - Dane County Cities and Villages \$-0 - Buy Dane Local (moved to CEDA) \$1,500 - Mayor's Innovation Project \$2,200 - US Conference of Mayors 2023 \$15,705 2024 \$19,800
-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. Detail of this account to be submitted with budget proposal.	\$1,500 Mayor and Council \$2,000 Mayor conference attendance 2023 \$1,500 2024 \$3,500
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	160 miles @ \$.66 2023 \$105 2024 \$105
-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.	\$400 - Business Lunches \$250 - Mayor Awards \$850 - Miscellaneous 2023 \$2,050 2024 \$ 1,500
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	

2024 BUDGET EXPENDITURE DETAIL

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

2024 PERSONNEL SUMMARY

Department: Council

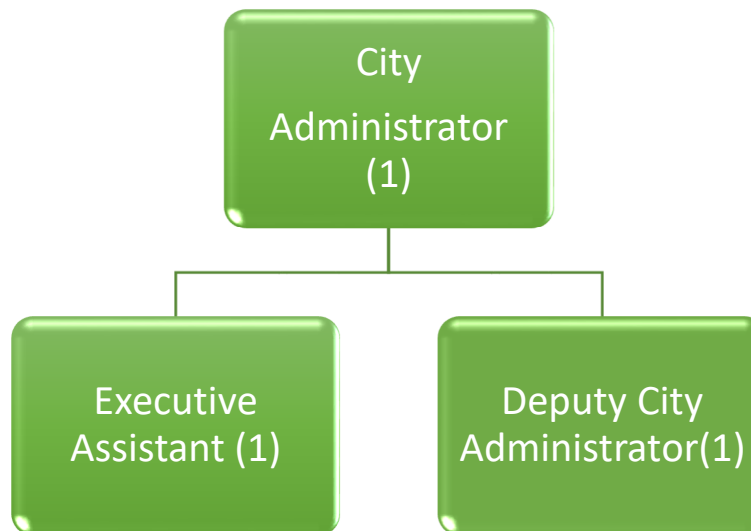
E = Existing position or employee

N = New position - Please indicate personnel budget proposal (PBP) number

E/ N(#)	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
E	Julia Arata-Fratta	Mayor		\$10,000/yr		
E	Jay Allen	Council President		\$5,500/yr		
E	Gabriella Gerhardt	Council		\$5,000/yr		
E	Bill Jetzer	Council		\$5,000/yr		
E	Jim Wheeler	Council		\$5,000/yr		
E	Randy Udell	Council		\$5,000/yr		
E	Joe Maldonado	Council		\$5,000/yr		
E	Dave Herbst	Council		\$5,000/yr		
E	Shannon Strassman	Council		\$5,000/yr		
	TOTAL ALL PAGES			\$50,500/yr		

Department Mission:

Manage the daily operations of the City by providing oversight to all departments and serving as a conduit between residents, businesses, elected officials and staff.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
City Administrator	1.0	1.0	1.0	1.0	1.0
Executive Assistant	1.0	1.0	1.0	1.0	1.0
Deputy City Administrator	-	-	-	1.0	1.0
Intern	.4	.4	.4	-	-

Major Responsibilities & Services Provided:

- Serve as the conduit between the elected officials and city staff.
- Work with the Mayor and Council towards implementing policy.
- Coordinate staff/department projects and planning efforts.
- Work with Economic Development staff in growing the tax base and providing additional job opportunities.
- Work with the Finance Director to successfully maintain a balanced budget.
- Maintain the quality work force we currently have in place.
- Represent the City at regional meetings and with other governmental units.
- Manage the daily operations of City government.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Total Number of Employees Authorized					
Permanent Employees (FTE)	182.65	180.4	190.4	198.4	201.8
On Call/LTE/Seasonal (hours)	80,335	77,931	78,832	66,516	70,370
Overtime (hours)	8,765	8,787	9,134	9,249	10,257
Total General Fund Expenditure Budget (in millions)	\$21.9	\$22.6	\$24.5	\$27.0	\$31.2
Property Tax Levy (based on budget year, in millions)					
Excluding TID	\$24.9	\$27.0	\$26.9	\$28.8	\$30.8
Including TID	\$28.7	\$31.3	\$31.3	\$32.5	\$33.1

Significant Accomplishments in 2023:

- Hired/oriented new department heads: Assessing, IT, Public Works
- Hired/oriented Deputy City Administrator
- Participated in the Baker Tilly city-wide staffing study

Notable Initiatives for 2024:

- Coordinate the development of a city-wide Strategic Plan
- Participate in negotiations with both unions.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$282,978	\$456,849	\$151,022	\$402,482	\$510,963	\$54,114
Contractual Services	119	120	119	120	120	-
Operating Expenses	12,550	19,440	2,304	16,740	21,450	2,010
Allocated Costs	16,655	22,147	11,077	22,152	20,925	(1,222)
Transfers to Other Funds	-	-	-	-	-	-
Total	\$312,302	\$498,556	\$164,522	\$441,494	\$553,458	\$54,902

Significant Budget Changes from 2023 to 2024:

- Increased holiday work premium based on policy adopted in 2023 (PBP#1).
- Increased on-call pay from a variety of policies (including \$20-\$35 / day or time off incentives) to 1.5 hours of pay at the employee's regular rate for each day of on-call (PBP#2).
- Increased overtime as a result of consolidating vacation, personal time, and holidays into a PTO bank with a net increase of 1 day of time off (PBP#3).
- Increased overtime to add a two week paid parental leave program (PBP#4).

2024 BUDGET EXPENDITURE DETAIL

Department: Administration (100-5115-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	
CONTRACTUAL SERVICES			
-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 not performed by City Staff . 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.	\$120 – Graphic design software subscription 2023 \$120 2024 \$120
-250	Recruitment & Testing – general	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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$100 - Postage \$200 - Misc. Office Supplies 2023 \$200 2024 \$300
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$225 - WCMA \$1,200 - ICMA \$75 - Publications \$500 – Deputy City Administrator 2023 \$2,000 2024 \$2,000
-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. Detail of this account to be submitted with budget proposal.	\$700 - WCMA – In State \$2,500 - ICMA Conf. \$400 - Ehlers Public Finance \$2,000 – Misc. Training, including Executive Assistant \$2,400 – Deputy City Administrator 2023 \$6,600 2024 \$8,000
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	2,420 miles @ \$.66 2023 \$1,090 2024 \$1,600

2024 BUDGET EXPENDITURE DETAIL

-335	Vehicle Expense	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.	\$50 – Business Cards \$250 – Business/Employee Lunches 2023 \$300 2024 \$300
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	\$9,200 – Community Outreach and Communication (Recycling, Utilities, and Recreation budgets also include similar funding) 2023 \$9,200 2024 \$9,200
-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	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	\$50 – Miscellaneous 2023 \$50 2024 \$50
-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	
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

Department: Administration

N = New position - Please indicate personnel budget proposal (PBP) number

	TOTAL ALL PAGES			6,240	0+5 =5 hrs Holiday Premium	

City of Fitchburg 2024 Operating Budget		Proposal # 1																																
Department:	Various																																	
Position Title:	Add Holiday Premium for Various Departments																																	
Position Timing: The year the position is projected to start and any other timing items.	Policy changed, MOU issued, and budget amendment approved in 2023. This new proposal adds the funding for 2024 FACTv – 8 hours (Memorial Day); Economic Development – 8 hours (Memorial Day); Finance – 24 hours (NYE); IT – 8 hours (various holidays for emergencies); Fire – 1,800 hours (various holidays for shift coverage); Parks – 156 hours (various holidays); Public Works – 300 hours (various holidays); Administration – 5 hours (Memorial Day)																																	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	Various but only paid to meet minimum operational requirements of the department.																																	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	To recognize when employees are required to work on a recognized holiday to meet the minimum operational requirements of the department, a half-time holiday work incentive was added for certain hours worked. The policy change was approved by Personnel Committee in May 2023 and was effective starting Memorial Day 2023 for non-represented employees. Memorandums of Understanding (MOU) were also approved by Council in 2023 for both unions. *Police and Fire budgets already included some holiday premium																																	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	n/a																																	
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>n/a</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			2007	2012	2018	2019	2020	2021	2022	n/a																							
	2007	2012	2018	2019	2020	2021	2022																											
n/a																																		

City of Fitchburg 2024 Operating Budget		Proposal # 1
Department:	Various	
Position Title:	Add Holiday Premium for Various Departments	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: New City-Wide Benefits: 1) Add Holiday Premium for Various Departments 2) Adjustment to On-Call Pay Policy 3) Adjustment to PTO Bank Consolidation and Increase 4) New Paid Parental Leave New Positions: 1) New Communications Director 2) New Community & Leisure Services Director and Related Department Reorganizations 3) Restore Administration Intern	

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$31,504	\$31,504		
Non Personnel Recurring Costs			\$-0-	\$-0-		
Non Personnel One-Time Costs			\$-0-	\$-0-		
Total Year One Costs			\$31,504	\$31,504		
Projected Cost Calculation Details						
Hours	Annual Hours	No Change	Overtime Hours	No Change	Other Hours	2,365
Salary/ Wages	Estimated Wage/ Salary	Various	Other Payments (i.e. stipends, tuition)	No Change	Payroll Fees (\$15/ month / person)	No Change
Benefits	Retirement	Various	Workers Comp Class	Various		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	No Change	Protective Gear/ PPE Year 1 Year 2+	No Change	Clothing Allowance Year 1 Year 2+	No Change
Misc.	Office Equipment Year 1 Year 2+	No Change	Training	No Change	Dues	No Change
Technology	Software Year 1 Year 2+	No Change	Desk Phone Year 1 Year 2+	No Change	Cell Phone Year 1 Year 2+	No Change

	Computer/ Laptop	No Change	iPad Year 1 Year 2+	No Change	Other Year 1 Year 2+	No Change
HR	Recruitment	No Change	Drug Test/ Background	No Change	Position Classification	No Change
Vehicles	Mileage (\$.63/mile)	No Change	Operating Cost City Vehicle	No Change	Capital Cost City Vehicle	No Change

City of Fitchburg 2024 Operating Budget		Proposal # 2
Department:	Public Works (Streets, Utility and Parks), Police, Technology, Buildings & Grounds	
Position Title:	Adjustment to On-Call Pay Policy	
Position Timing: The year the position is projected to start and any other timing items.	Effective in 2024, subject to policy approval by Personnel Committee.	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	When someone is on-call, they must remain within a 40-mile radius of Fitchburg and must be ready to report to work.	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Human Resources pulled benchmarks of area municipalities and their on-call pay. The City of Fitchburg is one of the lowest on our on-call pay policy. Public Works staff have asked for the City to assess and increase the on-call pay to show employees appreciation for being on-call. There is also a desire to have more consistent policies across non-represented work groups. Currently public works staff receive on-call pay of \$20 per day for Monday thru Friday and \$35 per day for Saturday and Sunday. Dispatch staff receive \$35 per day for each Saturday and Sunday on-call. Technology and Building and Grounds staff receive on-call incentives of time off. On-call pay for readiness is in addition to actual hours worked when called in, based on a separate existing policy. This proposal includes the cost to pay a non-exempt, non-represented, on-call employee the equivalent of 1.5 hours of straight time at their hourly pay, per day, for having to hold the phone and be available. The specific policy would need to be developed and approved by Personnel. Included in the cost of this new proposal is on-call pay for the following positions: 1) Water/Sewer Utility 2) Parks/Streets Maintenance 3) Technology 4) Building and Grounds 5) Police Dispatch (weekends only) 4 employees on call each day * 365 days / year * 1.5 hours pay / day = 2,190 hours / year 1 dispatch employee on call each weekend * 52 weeks / year * 2 days / weekend * 1.5 hours / day = 156 hours / year	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Retain current on call policies.	

City of Fitchburg 2024 Operating Budget							Proposal # 2	
Department:	Public Works (Streets, Utility and Parks), Police, Technology, Buildings & Grounds							
Position Title:	Adjustment to On-Call Pay Policy							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).		2007	2012	2018	2019	2020	2021	2022
	n/a							
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study							
	Position Requests Submitted by Department, in priority order: New City-Wide Benefits: 1) Add Holiday Premium for Various Departments 2) Adjustment to On-Call Pay Policy 3) Adjustment to PTO Bank Consolidation and Increase 4) New Paid Parental Leave New Positions: 1) New Communications Director 2) New Community & Leisure Services Director and Related Department Reorganizations 3) Restore Administration Intern							

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$56,278	\$47,850	\$	\$8,428
Non Personnel Recurring Costs	\$	\$	\$	\$
Non Personnel One-Time Costs	\$	\$	\$	\$
Total Year One Costs	\$56,278	\$47,850	\$	\$8,428

Projected Cost Calculation Details

Hours	Annual Hours	No change	Overtime Hours	No change	Other Hours	2,346
Salary/ Wages	Estimated Wage/ Salary	Various	Other Payments (i.e. stipends, tuition)	Remove on- call flat payment	Payroll Fees (\$15/ month / person)	No change
Benefits	Retirement	Various	Workers Comp Class	Various		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	No change	Protective Gear/ PPE Year 1 Year 2+	No change	Clothing Allowance Year 1 Year 2+	No change
Misc.	Office Equipment Year 1 Year 2+	No change	Training	No change	Dues	No change
Technology	Software Year 1 Year 2+	No change	Desk Phone Year 1 Year 2+	No change	Cell Phone Year 1 Year 2+	No change
	Computer/ Laptop	No change	iPad Year 1 Year 2+	No change	Other Year 1 Year 2+	No change
HR	Recruitment	No change	Drug Test/ Background	No change	Position Classification	No change
Vehicles	Mileage (\$.63/mile)	No change	Operating Cost City Vehicle	No change	Capital Cost City Vehicle	No change

City of Fitchburg 2024 Operating Budget		Proposal # 3
Department:	Various	
Position Title:	Adjustment to PTO Bank Consolidation and Increase	
Position Timing: The year the position is projected to start and any other timing items.	Effective in 2024, subject to policy approval by Personnel Committee.	
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	n/a	
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	In an effort to streamline the payroll process and the need for employees to track various types of leave time, this proposal consolidates all vacation, holiday, and personal time into a single paid time off (PTO) bucket for non-represented employees. Sick leave and comp time is not included and would remain separate. Currently, non-represented, non-library, full-time employees receive 20 hours of personal time and 10.5 holidays. For a standard full-time employee, that is the equivalent of 13 days of PTO in addition to vacation. This proposal consolidates vacation, holiday, and personal leave by adding 14 additional days to the current vacation schedule (a general net increase of 1 days) and a terminology change from vacation schedule to PTO schedule. As already included in the City's policies, the time would be pro-rated for permanent part-time employees. The prior holiday time would essentially become floating holidays. It's expected that most employees will continue to use the time on the days the City is closed for holidays, but that could vary depending on the holidays celebrated by the employee. Supervisors would retain the management right to set schedules, including when work on a holiday is permitted and/or required. A separate change could be considered about the current New Year's Eve half-holiday. Personnel Committee could consider if New Year's Eve is observed as a full holiday and/or change how it's observed if it falls on a weekend. This change could result in additional holiday premium for hours worked to meet minimal operational needs of the department.	
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Retain current vacation, holiday, personal time policies. Add one week of vacation to the existing schedule to better meet expectations of job candidates. Two weeks of vacation upon hire (ignoring other types of leave) does not meet current market expectations.	

City of Fitchburg 2024 Operating Budget							Proposal # 3	
Department:	Various							
Position Title:	Adjustment to PTO Bank Consolidation and Increase							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).		2007	2012	2018	2019	2020	2021	2022
	n/a							
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study							
	Position Requests Submitted by Department, in priority order: New City-Wide Benefits: 1) Add Holiday Premium for Various Departments 2) Adjustment to On-Call Pay Policy 3) Adjustment to PTO Bank Consolidation and Increase 4) New Paid Parental Leave New Positions: 1) New Communications Director 2) New Community & Leisure Services Director and Related Department Reorganizations 3) Restore Administration Intern							

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$39,299	\$38,059	\$	\$1,240
Non Personnel Recurring Costs			\$	\$	\$	\$
Non Personnel One-Time Costs			\$	\$	\$	\$
Total Year One Costs			\$39,299	\$38,059	\$	\$1,240
Projected Cost Calculation Details						
Hours	Annual Hours	No change	Overtime Hours	Increase for back-fill of add'l hours	Other Hours	Increase in Holiday Premium Hours
Salary/ Wages	Estimated Wage/ Salary	Various	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	Various	Workers Comp Class	Various		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	Same	Protective Gear/ PPE Year 1 Year 2+	Same	Clothing Allowance Year 1 Year 2+	Same
Misc.	Office Equipment Year 1 Year 2+	Same	Training	Same	Dues	Same
Technology	Software Year 1 Year 2+	Same	Desk Phone Year 1 Year 2+	Same	Cell Phone Year 1 Year 2+	Same
	Computer/ Laptop	Same	iPad Year 1 Year 2+	Same	Other Year 1 Year 2+	Same
HR	Recruitment	Same	Drug Test/ Background	Same	Position Classification	Same
Vehicles	Mileage (\$.63/mile)	Same	Operating Cost City Vehicle	Same	Capital Cost City Vehicle	Same

City of Fitchburg 2024 Operating Budget		Proposal # 4																																																																	
Department:	Various																																																																		
Position Title:	New Paid Parental Leave																																																																		
Position Timing: The year the position is projected to start and any other timing items.	Effective for permanent part-time and full-time employees starting in 2024, after approval of policy by Personnel Committee and/or negotiation into union contract.																																																																		
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	n/a																																																																		
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	Human Resources surveyed staff in 2019 and in 2023 and one of the top requests from employees is paid parental leave. As we look to retain and attract new employees, we need to continue to enhance our benefit package and offer benefits that are neighbors offer, (City of Madison, City of Sun Prairie, etc.). This new proposal would introduce a new benefit to all permanent part-time and full-time City employees – paid parental leave of two (2) weeks. Policy stipulations may require the employee to be eligible for FMLA to be eligible for Paid Parental Leave. The short-term cost of providing this benefit is additional overtime or contracted services needed to cover the time off if time off is in addition to what would otherwise have been taken. Also, the cost of regular pay if an employee would have otherwise chosen to use unpaid time off and/or short-term disability benefits. Longer-term potential cost of providing this benefit is payout of sick leave hours at retirement that would have otherwise been used. The cost included is based on five-year history of leaves and an assumed 75% backfill requirement with OT.																																																																		
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	n/a																																																																		
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Parental Leaves</td> <td>n/a</td> <td>n/a</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Police</td> <td></td> <td></td> <td>2</td> <td>4</td> <td>3</td> <td>5</td> <td>-</td> </tr> <tr> <td>Fire</td> <td></td> <td></td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Public Works</td> <td></td> <td></td> <td>-</td> <td>-</td> <td>-</td> <td>2</td> <td>1</td> </tr> <tr> <td>IT</td> <td></td> <td></td> <td>1</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Legal</td> <td></td> <td></td> <td>1</td> <td>-</td> <td>-</td> <td>-</td> <td>1</td> </tr> <tr> <td>Others</td> <td></td> <td></td> <td>2</td> <td>-</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>				2007	2012	2018	2019	2020	2021	2022	Parental Leaves	n/a	n/a						Police			2	4	3	5	-	Fire			-	-	-	-	-	Public Works			-	-	-	2	1	IT			1	-	-	-	-	Legal			1	-	-	-	1	Others			2	-	1	1	1
	2007	2012	2018	2019	2020	2021	2022																																																												
Parental Leaves	n/a	n/a																																																																	
Police			2	4	3	5	-																																																												
Fire			-	-	-	-	-																																																												
Public Works			-	-	-	2	1																																																												
IT			1	-	-	-	-																																																												
Legal			1	-	-	-	1																																																												
Others			2	-	1	1	1																																																												

City of Fitchburg 2024 Operating Budget		Proposal # 4
Department:	Various	
Position Title:	New Paid Parental Leave	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: New City-Wide Benefits: 1) Add Holiday Premium for Various Departments 2) Adjustment to On-Call Pay Policy 3) Adjustment to PTO Bank Consolidation and Increase 4) New Paid Parental Leave New Positions: 1) New Communications Director 2) New Community & Leisure Services Director and Related Department Reorganizations 3) Restore Administration Intern	

Projected Costs Summary

See separate report for line-by-line calculations of costs

	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$16,800	\$16,800	\$	\$
Non Personnel Recurring Costs	\$	\$	\$	\$
Non Personnel One-Time Costs	\$	\$	\$	\$
Total Year One Costs	\$16,800	\$16,800	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	Same	Overtime Hours	Various (back-fill)	Other Hours	Same
Salary/ Wages	Estimated Wage/ Salary	Various	Other Payments (i.e. stipends, tuition)	Same	Payroll Fees (\$15/ month / person)	Same
Benefits	Retirement	Various	Workers Comp Class	Various		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	None	Training	None	Dues	None
Technology	Software Year 1 Year 2+	None	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	None	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	None	Drug Test/ Background	None	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 5																																	
Department:	Communications (new Department)																																							
Position Title:	New Communications Director																																							
Position Timing: The year the position is projected to start and any other timing items.	Permanent position beginning 2024. Future department structuring, specific roles/responsibilities, and possible subsequent reclassifications will be evaluated at appropriate times.																																							
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	As listed in the Baker Tilly Staffing Study, the position would develop and implement a communications strategy for the City that builds and maintains a positive City brand, oversee the development and maintenance of the City website including methods to deliver message, ease of navigation, and clarity of information, ensure that all content is current and relevant, oversee the development production of the FACTv division, act as City spokesperson and respond to members of the media in a timely manner, compose and distribute press releases as needed, and assist City leadership, Common Council, and the Mayor in developing presentations, speeches, and other important City messages.																																							
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	As listed in the Baker Tilly Staffing Study "decentralized communications and a lack of guidance on publishing information (including social media use) is a risk to the City." Currently external communications are performed by a variety of employees across many departments. These positions often work together on presentations, social media, and City events but there may be some efficiencies and best practices that could be implemented with a dedicated leadership resource.																																							
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Communications activity could remain decentralized. A separate proposal (#73) is presented that would reclassify existing staff, rather than hiring an additional person, as another option to create a Communications Department.																																							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Comprehensive Communications Strategy</td> <td>None</td> <td>None</td> <td>None</td> <td>None</td> <td>None</td> <td>None</td> <td>None</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									2007	2012	2018	2019	2020	2021	2022	Comprehensive Communications Strategy	None	None	None	None	None	None	None																
	2007	2012	2018	2019	2020	2021	2022																																	
Comprehensive Communications Strategy	None	None	None	None	None	None	None																																	
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: High Position Requests Submitted by Department, in priority order: New City-Wide Benefits: 1) Add Holiday Premium for Various Departments 2) Adjustment to On-Call Pay Policy 3) Adjustment to PTO Bank Consolidation and Increase 4) New Paid Parental Leave New Positions: 1) New Communications Director 2) New Community & Leisure Services Director and Related Department Reorganizations 3) Restore Administration Information																																							

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$136,001	\$136,001	\$	\$
Non Personnel Recurring Costs			\$3,040	\$3,040	\$	\$
Non Personnel One-Time Costs			\$3,930	\$3,930	\$	\$
Total Year One Costs			\$142,971	\$142,971	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Estimated Grade L	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training Year 1 Year 2+	\$1,500 \$1,500	Dues Year 1 Year 2+	\$200 \$200
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	\$130	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 6	
Department:	Community & Leisure Services, or similar (new Department)							
Position Title:	New Community & Leisure Services Director and Related Department Reorganizations							
Position Timing: The year the position is projected to start and any other timing items.	Permanent position beginning 2024. Future department structuring, specific roles/responsibilities, and possible subsequent reclassifications will be evaluated at appropriate times.							
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	As listed in the Baker Tilly Staffing Study, the position would oversee recreational and senior services. "Functions of the current division of Recreation and Senior Center overlap by offering a range of social services, enrichment and recreational activities, and special events for youth, adults, and seniors. The two departments serve a common mission of connecting and engaging community members by offering nurturing environments, varied programs and experiences, and opportunities to live, play, and grow freely."							
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	The creation of a Community & Leisure Services Department (or similar title) was recommended in the Baker Tilly Staffing Study as a way to "better allocate shared resources while increasing community-based enrichment and recreational activities." The report also states that combining these services will "create a cohesive unit and utilize resources more efficiently." As a part of this new department, the Parks and Forestry functions and staff could also be moved into the Public Works Department to "create efficiencies in both the structure and the division and delivery of work".							
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	Retain existing organizational structure							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).		2007	2012	2018	2019	2020	2021	2022
	None							
Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: High Position Requests Submitted by Department, in priority order: New City-Wide Benefits: 1) Add Holiday Premium for Various Departments 2) Adjustment to On-Call Pay Policy 3) Adjustment to PTO Bank Consolidation and Increase 4) New Paid Parental Leave New Positions: 1) New Communications Director 2) New Community & Leisure Services Director and Related Department Reorganizations 3) Restore Administration Intern							

Projected Costs Summary						
See separate report for line-by-line calculations of costs						
			Total Cost	Funding Source		
				Tax Levy	Grants	Other
Personnel Costs			\$171,531	\$171,531	\$	\$
Non Personnel Recurring Costs			\$3,040	\$3,040	\$	\$
Non Personnel One-Time Costs			\$3,930	\$3,930	\$	\$
Total Year One Costs			\$178,501	\$178,501	\$	\$
Projected Cost Calculation Details						
Hours	Annual Hours	2,080	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	Estimated Grade N	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	General	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training Year 1 Year 2+	\$1,500 \$1,500	Dues Year 1 Year 2+	\$200 \$200
Technology	Software Year 1 Year 2+	\$500 \$500	Desk Phone Year 1 Year 2+	\$500	Cell Phone Year 1 Year 2+	\$900 \$480
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	\$300
Vehicles	Mileage (\$.63/mile)	\$130	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

City of Fitchburg 2024 Operating Budget Personnel Budget Proposal							Proposal # 7																																																	
Department:	Administration																																																							
Position Title:	Restore Administration Intern																																																							
Position Timing: The year the position is projected to start and any other timing items.	Limited term employee (LTE) for 700 hours beginning 2026 with a focus on summer employment.																																																							
Job Functions: The role this position will play in the department, including specific job duties. Alternatively, attach a job description.	The Administration Intern would assist the City Administrator with special projects. The position will likely be filled with a student of a Master's in Public Affairs (MPA) program, or equivalent.																																																							
Brief Justification: Narrative explanation on why the position is needed. Should complement (not duplicate) the statistics/metrics included below.	There are several projects identified where an intern could be helpful and is a way to accomplish projects for a relatively low cost. In addition, the opportunity available to the student is attractive because of the Department's commitment to providing a quality learning experience to the next generation of local government leaders.																																																							
Alternative Strategies: Methods your department has used to address growth thus far and any alternatives to hiring the additional position(s).	An Administration Intern was included in the 2018 – 2022 budgets and was shared among Administration, Economic Development, and Finance. The position was removed from the 2023 budget to fund a full-time Accountant position. Full-time staff can continue to address special projects as time allows.																																																							
Statistics/Metrics: Statistics on city growth or expected future output that can substantiate the need for a new hire(s).	<table border="1"> <thead> <tr> <th></th> <th>2007</th> <th>2012</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Intern Hours Used</td> <td>-</td> <td>-</td> <td>348*</td> <td>352*</td> <td>-</td> <td>-</td> <td>208*</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> *Previous interns preferred a part-time schedule and didn't use the full number of hours for a full summer internship									2007	2012	2018	2019	2020	2021	2022	Intern Hours Used	-	-	348*	352*	-	-	208*																																
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Priority: Priority of the position request(s), as determined by the Department Head	Priority listed in Staff Study: not included in staffing study Position Requests Submitted by Department, in priority order: New City-Wide Benefits: 1) Add Holiday Premium for Various Departments 2) Adjustment to On-Call Pay Policy 3) Adjustment to PTO Bank Consolidation and Increase 4) New Paid Parental Leave New Positions: 1) New Communications Director 2) New Community & Leisure Services Director and Related Department Reorganizations 3) Restore Administration Intern																																																							

Projected Costs Summary

See separate report for line-by-line calculations of costs

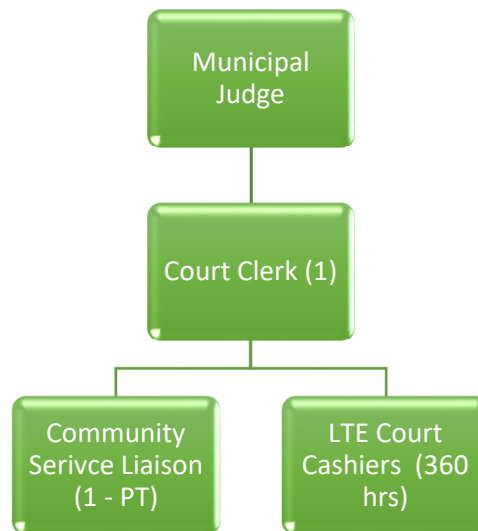
	Total Cost	Funding Source		
		Tax Levy	Grants	Other
Personnel Costs	\$14,833	\$14,833	\$	\$
Non Personnel Recurring Costs	\$430	\$430	\$	\$
Non Personnel One-Time Costs	\$2,710	\$2,710	\$	\$
Total Year One Costs	\$17,973	\$17,973	\$	\$

Projected Cost Calculation Details

Hours	Annual Hours	700	Overtime Hours	None	Other Hours	None
Salary/ Wages	Estimated Wage/ Salary	LTE Class D	Other Payments (i.e. stipends, tuition)	None	Payroll Fees (\$15/ month / person)	\$180
Benefits	Retirement	None	Workers Comp Class	Office/Mgmt		
Uniforms	Purchased Uniform/Boots Year 1 Year 2+	None	Protective Gear/ PPE Year 1 Year 2+	None	Clothing Allowance Year 1 Year 2+	None
Misc.	Office Equipment Year 1 Year 2+	\$50 \$50	Training	\$100 \$100	Dues	None
Technology	Software Year 1 Year 2+	\$100 \$100	Desk Phone Year 1 Year 2+	None	Cell Phone Year 1 Year 2+	None
	Computer/ Laptop	\$2,500	iPad Year 1 Year 2+	None	Other Year 1 Year 2+	None
HR	Recruitment	\$200	Drug Test/ Background	\$10	Position Classification	None
Vehicles	Mileage (\$.63/mile)	None	Operating Cost City Vehicle	None	Capital Cost City Vehicle	None

Department Mission:

Fitchburg Municipal Court has exclusive jurisdiction over actions involving violations of municipal ordinances under which the penalty is a forfeiture. The primary function of the Municipal Court is to administer justice and hold individuals accountable for their actions when found guilty of ordinance violations. The Court imposes fines and statutory fees, collects those fines and statutory fees, as well as imposes and collects restitution and other miscellaneous fees. The Court aggressively pursues those who fail to pay their fines.



Authorized Positions (FTE):

	2020	2021	2022	2023	2024
Municipal Judge	n/a	n/a	n/a	n/a	n/a
Court Clerk	1.0	1.0	1.0	1.0	1.0
Community Service Liaison	.5	.5	.5	.5	.5
LTE Court Assistant	-	-	-	-	-
LTE Court Cashiers	.2	.2	.2	.2	.2

Major Responsibilities & Services Provided:

- Fitchburg Municipal Court deals exclusively with non-criminal cases involving city ordinance violations in the form of traffic citations, Municipal Code violations, and parking tickets.
- Provides a neutral forum for hearing these cases.
- Provides First Offender Program for Juvenile Court Offenders.
- Imposes fines and statutory fees.
- Collect, receipt, record, and balance payments.
- Process adjudicated cases, Record/Submit Dispositions to Department of Transportation.

Department Statistics:

	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Number of Citations Processed	914	780	939	1,500	1,600
Number of Pretrial Conferences	35	38	33	34	33
Number of Trial/Hearings	2	9	8	4	4
Number of Parking Citations Processed	757	819	1,528	2,300	2,000
Juvenile Arraignments	33	18	20	40	42
Successful graduates of Juvenile First Offender Program	8	6	2	10	15
Community Service completed for juveniles and adult citations	692	286	290	350	400
Court penalties and fines revenue					
General Fund	\$149,847	\$189,733	\$139,885	\$175,000	\$160,000
Wellbeing Fund (new in 2021)	\$-0-	\$7,009	\$5,184	\$6,340	\$5,800
Total	\$149,847	\$196,742	\$145,069	\$181,340	\$165,800

Significant Accomplishments in 2023:

- Hired community service liaison position to fill vacancy.
- Approximately 1,500 parking tickets processed.

Notable Initiatives for 2024:

- Translate various court forms into Spanish to better serve customer.

Financial Summary:

	2022 Actual	2023 Adopted Budget	6/30/23 Year-to- Date	2023 Estimate	2024 Adopted Budget	Budget Change '23 – '24
Personnel Costs	\$144,319	\$167,482	\$80,380	\$167,687	\$176,232	\$8,750
Contractual Services	1,032	2,400	900	2,200	2,460	60
Operating Expenses	6,102	11,865	3,261	10,185	11,970	105
Allocated Costs	15,090	17,340	8,779	17,450	18,360	1,020
Transfers to Other Funds	-	-	-	-	-	-
Total	\$166,543	\$199,087	\$93,320	\$197,522	\$209,022	\$9,935

Significant Budget Changes from 2023 to 2024:

- None

2024 BUDGET EXPENDITURE DETAIL

Department: Court (100-5120-)

Acct #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
-140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; estimated _____ meetings	
CONTRACTUAL SERVICES			
-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 not performed by City Staff . 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.	\$400 - Toner Laser Printer \$60 – monthly credit card acceptance fees 2023 \$400 2024 \$460
-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 Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	\$2,000 - Interpreter/ Sub Judge 2023 \$2,000 2024 \$2,000
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	\$2,200 - Postage \$1,200 - Office Supplies (Court envelopes, business cards, folders, etc.) 2023 \$3,400 2024 \$3,400
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$100 - WI Judges Association \$90 - Court Clerk Association 2023 \$270 2024 \$190
-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.	

2024 BUDGET EXPENDITURE DETAIL

-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>	\$1,200 - Judge Mandatory Education & Seminar \$560 - Clerk of Court Seminar \$525 - Miscellaneous Employee Training 2023 \$2,285 2024 \$2,285
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	\$285 - 430 miles @ \$.66/mile 2023 \$285 2024 \$285
-335	Vehicle Expense	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.	\$1,600 - Municipal & Parking Tickets \$1,500 - TIME System Fee \$400 - Drug Testing Program (new line item, cover cost of drug testing for defendants who meet the 150% federal poverty level guideline) \$210 – credit card acceptance machine \$100 - Municipal Judge public official bond 2023 \$3,625 2024 \$3,810
-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	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	
-390	Other:	DOT Fee to Suspend & Refuse registration for Unpaid tickets. Fee is \$2.50/ Ticket	\$2,000 - TV & RP DOT Program 2023 \$2,000 2024 \$2,000
-505	Leases and Rentals	Leases and rentals of facilities and equipment	

Department: Municipal Court

N = New position - Please indicate personnel budget proposal (PBP) number

	TOTAL ALL PAGES			3,820	360	

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Ref.	Notes		
ADMINISTRATION DEPARTMENT							
Adult Entertainment Licenses				Chapter 62			
New or Renewal License	Annual	\$500.00	\$500.00				
<i>Late fee after July 1</i>		\$200.00	\$200.00				
Animal Licenses				Chapter 56			
Cat License	Annual	\$7.00	\$8.00	56-26 through 56-29			
<i>Neutered or Spayed</i>	Annual	\$5.00	\$6.00				
Dog License	Annual	pass thru + \$6.25 (\$18.75 + \$6.25 = \$25.00)	pass thru + \$7.25 (\$18.75 + \$7.25 = \$26.00)	56-25, 56-27 to 56-30	R-213-19		
<i>Neutered or Spayed</i>	Annual	pass thru + \$6.25 (\$13.75 + \$6.25 = \$20.00)	pass thru + \$7.25 (\$13.75 + \$7.25 = \$21.00)		R-213-19		
<i>Late fee after March 31</i>	Each	\$5.00	\$5.00				
<i>Counter Service Fee</i>		\$5.00	\$5.00				
Multiple Dog License	Annual	pass thru + \$16.75 (\$43.25 + \$16.75 = \$60.00)	pass thru + \$17.75 (\$43.25 + \$17.75 = \$61.00)	56-30	R-213-19		
Assessment Searches	Each	\$40.00	\$40.00				
Bartender's License <i>(see liquor license)</i>							
Basketball Hoop Permits	Yearly	\$30.00	\$30.00				
Business Licenses - Permanent Merchants							
Business List	As requested	\$25.00	\$25.00		This has never been listed in the past		
Cigarette License	Annual	\$100.00	\$100.00	Chapter 58			
Fireworks License <i>(for small temporary stands)</i>	Each Season	\$30/season	\$30/season	44-759 to 44-764			
Hotel/Motel License				Chapter 10			
<i>Hotel/Motel Room License</i>	Initial	\$50.00	\$50.00	10-274			
<i>Short-Term Rental License</i>	Annual	\$100.00	\$100.00	10-284(f)	R-14-20		
<i>(Renewal or Issuance of suspended or revoked License)</i>	As needed	\$50.00	\$50.00	10-277			
<i>(Quarterly Tax Return late filing fee)</i>	Quarterly (if late)	\$25.00	\$25.00	10-255			
<i>(Room tax not paid within 30 days)</i>	A forfeiture of 25% of the room tax due for the previous year, or \$5,000, whichever is less, of the tax imposed, is due and owing if room tax is not paid within 30 days after due date of return. In addition to this forfeiture, unpaid taxes bear interest at 1% per month from the due date of the return until the first day of the month following the month in which tax is paid or deposited with the City (Ord. 2.17(13))						
Hotel/Motel Room Tax Rate							
<u>Payments to Other Entities:</u>							
<i>Fitchburg Chamber of Commerce</i>							
<i>City of Fitchburg Administration</i>							
<i>CEDA - General</i>							
Massage License							
<i>Massage Establishment License</i>	Initial Application Fee	\$250.00	\$250.00	Chapter 62			
<i>Massage Technician or Manager License</i>	Each	\$50.00	\$50.00				
Mobile Home License				Chapter 32			
<i>Mobile Home Court Annual License</i>	Annual for each 50 lots or fraction thereof	\$250.00	\$250.00				
<i>Initial Application Fee for New Mobile Home Park</i>	Initial Application Fee	\$500.00	\$500.00				
<i>Transfer Fee of Park License to Another Owner</i>	Whenever Sold	\$250.00	\$250.00				
<i>Temporary Mobile Home Permit(Seasonal, Emergency, etc.)</i>	As Needed	\$25.00	\$25.00				

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Ref.	Notes		
ADMINISTRATION DEPARTMENT							
Monthly Parking Fees	See Ordinance for Collection Procedures						
Second Hand Dealer/Pawn Brokers							
Second-Hand Article Dealer	Annual	\$100.00	\$100.00				
Second-Hand Jewelry Dealer	Annual	\$500.00	\$500.00				
Flea Market License Fee	Annual	\$250.00	\$250.00				
Special Event Second-Hand Dealer Flea Market License	No More Than 3 Consecutive Days	\$75.00	\$75.00				
Pawnbroker License	Annual	\$500.00	\$500.00				
Sales on Public Streets				Chapter 67			
Street Vendor License, yearly	Annual	\$150.00	\$150.00				
Street Vendor License, monthly	Monthly	\$50.00	\$50.00				
Invoices							
Admin Fee for All Billable Wages	Each	-	15%				
Liquor License				Chapter 60			
Retail "Class A" Liquor	Annual	\$500.00	\$500.00	60-27 through 60-40			
Retail "Class B" Liquor	Annual	\$500.00	\$500.00	60-27 through 60-40			
Retail "Class B" Liquor Reserve	Initial Application Fee/Annual	\$10,000 initial fee and \$500/yearly	\$10,000 initial fee and \$500/yearly	60-27 through 60-40	Pays \$10,000 for each New Owner of License. plus \$500 per Year		
Reserve "Class B" Economic Grant	No Longer Refundable	No Longer Refundable in accordance to State Statute	No Longer Refundable in accordance to State Statute	60-27 through 60-40			
Class "C" Wine	Annual	\$100.00	\$100.00	60-27 through 60-40			
Class "A" Beer	Annual	\$250.00	\$250.00	60-27 through 60-40			
Class "B" Beer	Annual	\$100.00	\$100.00	60-27 through 60-40			
Pro-Rating for Above Licenses	All the above license fees EXCEPT FOR THE INTITAL \$10,000 ISSUANCE FEE FOR "CLASS B" RESERVE LIQUOR shall be prorated according to the number of months or fraction thereof for which the license is issued.						
Special (Picnic) Class "B"	Per Event	\$10.00	\$10.00 per consecutive event + \$7.00 Background Check Fee for each individual listed / \$10.00 per event if non-consecutive dates + \$7.00 Background Check Fee for each individual listed	60-72		Fees in line with Sun Prd	
Temporary Class "B"	Any 6 Month Period	\$50.00	\$50.00	60-72			

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Ref.	Notes		
ADMINISTRATION DEPARTMENT							
Liquor License (continued)							
Temporary "Class A" or "Class B"	Any 6 Month Period	\$250.00	\$250.00	60-599			
Provisional Retail (person has not completed beverage class)	60 Days	\$15.00	\$15.00	60-600			
Wholesalers	Annual	\$25.00	\$25.00				
Change of Agent	Each	\$10.00	\$10.00	60-250, 60-251			
Late Filing Fee for Applications Received After April 15th	Each	\$250.00	\$250.00	60-40(11)			
Renewal Liquor License Publication Fee	Yearly	\$75.00	\$75.00	60-69, 60-605, 606			
Publication Cost for Late Filing Fee After April 15th	Each	\$100.00	\$100.00	60-73			
New Liquor License Publication Fee	Each	\$75.00	\$75.00				
Operator's Licenses (Bartenders)	Bi-Annual	\$70.00	\$70.00	60-27	renewable in odd# years		
Provisional Operator's License	As Needed to Allow to Take Class	\$10.00	\$15.00	60-563 and 60-600			
Provisional Operator's License Renewal (additional 60 days)	As Needed to Allow to Take Class	\$15.00	\$15.00				
Temporary Operator's License	As needed	\$10.00	\$10.00 per consecutive event + \$7.00 Background Check Fee / \$10.00 per event if non-consecutive dates + \$7.00 Background Check Fee	60-599	for picnics, special events, etc.	Fees in line with Sun Pr	
Transfer of Retail License to Another Premise (by Same Owner)	As needed	\$10 and \$100 for "new" publication fee, if for site not previously licensed	\$10 and \$100 for "new" publication fee, if for site not previously licensed	60-98 through 60-99			
Non-Sufficient Funds Check Handling Charge	Per Check						
Public Records Search							
Cost to Locate Record	As needed	Actual cost if exceeds \$50	Actual cost if exceeds \$50	12-24 through 12-26			
Cost to Mail Records/Copies	As needed	Actual Cost	Actual Cost	12-24 through 12-26			
Prepayment of Fees	As needed	Prepayment required if more than \$5.	Prepayment required if more than \$5.	12-24 through 12-26			
Copies	Per Page	\$0.15	\$0.15				
Labels	Per Sheet	n/a	n/a				
Pre-Formatted GIS Maps							
Comprehensive Plan	Plan on CD	\$10.00	\$10.00				
Laser Jet Printer 8 1/2 x 11 (black & white)	Per Page	\$0.30	\$0.30				
Laser Jet Printer 8 1/2 x 11 (color)	Per Page	\$1.00	\$1.00				
Laser Jet Printer 11 x 17 (black & white)	Per Page	\$0.50	\$0.50				
Laser Jet Printer 11 x 17 (color)	Per Page	\$2.00	\$2.00				
Plotter 18 x 18	Per Page	\$10.00	\$10.00				
Plotter 36 x 36	Per Page	\$30.00	\$30.00				
Plotter 36 x 43	Per Page	\$35.00	\$35.00				
<i>All Pre-Formatted Plotter Maps are in Color</i>							
Special Projects Billed on Time and Material	Per Project	1 hour labor minimum	1 hour labor minimum \$35/hr plus				
Scan Fee if Not Electronically Submitted Documents		\$50.00	\$50.00				
Recording Fees (Register of Deeds fees as of May 2010)	Per Document	\$30.00	\$30.00				
Sound Permits	Per Event	\$60.00	\$60.00	74-121 through 74-131	filing required 30 days in advance		
Special Council Meeting for License, Permit or Other Action	Per Time	\$350.00	\$350.00				
Street Use Permit	Less Than 3 Blocks	\$30.00	\$30.00	Chapter 27	filing required 30 days in advance		
Special Events - Large Scale Street Use Events (includes Sound Permit)	More Than 3 Blocks	\$150.00	\$160.00	Chapter 27	filing required 60 days in advance	Fees in line with Sun Pr	

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Ref.	Notes		
ADMINISTRATION DEPARTMENT							
Large Scale Festival Events (Includes Sound Permit)		\$150.00	\$160.00	54-26	filing required 60 days in advance	Fees in line with Sun Pra	
Subscription Requests							
Full Council Packet	Per Request	\$250/yr	\$250/yr				
City Council Agendas Only	Per Request	\$20/yr	\$20/yr				
All Committees/Commission Agendas (Includes City Council but not Plan Commission)	Per Request	\$100/yr	\$100/yr				
Plan Commission (Agendas & Minutes)	Per Request	\$50/yr	\$50/yr				
Specific Committee/Commission (Not Plan Commission)	Per Request	\$30/yr	\$30/yr				
NOTE: All packets and agendas are now available through the City Webpage							

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Ref.	Notes
Court					
Cost for Transcript on Appeal	As Required	\$10.00	\$10.00	18-178 through 18-184	
For Fines and Forfeiture Amounts Refer to Chapter 70					

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Reference	Notes		
Planning & Development							
Parkland Improvement Fees							
Fee in lieu of Land Dedication (not including TND)	Per Dwelling Unit	\$4,330.00	\$4,330.00	24-2(d)(2)(e)			
TND T2 and T3 Ordinance Fee in lieu of Land Dedication	Per Dwelling Unit	\$4,330.00	\$4,330.00	24-2(d)(2)(e)			
TND T4 Ordinance Fee in lieu of land dedication	Per Acre	\$65,000.00	\$65,000.00	24-2(d)(2)(e)			
TND T5 Ordinance Fee in lieu of land dedication	Per Acre	\$65,000.00	\$65,000.00	24-15(d)(5), 22-647(2)			
Park Improvement Single Family Residential	Per Dwelling Unit	\$670.00	\$670.00	24-15(d)(5), 22-647(2)			
Park Improvement Two-Family Residential	Per Dwelling Unit	\$335.00	\$335.00	24-15(d)(5), 22-647(2)			
Park Improvement Multi-Family Residential	Per Dwelling Unit	\$160.00	\$160.00	24-15(d)(5), 22-647(2)			
Fee in lieu of Street Frontage for Parkland	As Required	\$-0- (eliminated)	\$-0- (eliminated)	24-15(e), 22-647(3)	removed via R-186-18		
Planning Commission							
Certified Survey Fees	Upon Application	\$590 + \$160/parcel	\$590 + \$160/parcel	24-15(c)(1)			
Comprehensive Development Plan	Upon Application	\$315 + \$95/parcel	\$315 + \$95/parcel	24-15(b)			
Comprehensive Development Plan Amendment	Upon Application	\$465	\$465				
Subdivider to pay all consulting and legal fees incurred by the City as stated in Ordinance 24-15(c)(2)							
Preliminary Plat, and Contract Fee	Upon Application	\$575 + \$180/parcel	\$575 + \$180/parcel	24-15(b)(1)			
Final Plat	Upon Application	\$575 + \$120/parcel	\$575 + \$120/parcel	24-15(b)(1)			
Subdivider to pay all engineering, inspection, consulting & legal fees as stated in Ordinance 24-15(b)(2)							
Payment Guarantee of Fees	Upon Application	\$545 + \$165/parcel	\$545 + \$165/parcel	24-15(b)(3)			
Zoning Fees (Publication &/or Public Hearing Costs)	As Requested						
Board of Appeals	As Requested	\$585.00	\$600.00		Fees in line with Middleton & Sun Prairie		
Conditional Use Permits	As Requested	\$480.00	\$500.00	22-640(b)(2)	Fees in line with Middleton & Sun Prairie		
PDD-GIP	As Requested	\$900.00	\$1,500.00		Fees in line with Middleton & Sun Prairie		
PDD-SIP	As Requested	\$875.00	\$900.00		Fees in line with Middleton & Sun Prairie		
Re-Zoning Request	As Requested	\$620.00	\$620.00				
Re-Zoning/Conditional Use	As Requested	\$770.00	\$780.00		Fees in line with Middleton & Sun Prairie		
Telecommunications Facilities Permit	As Required	\$465.00	\$465.00	64-48(d)			
Sign Permit							
Temporary	As Required	\$41.00	\$41.00	26-34			
All signs except temporary and exempt signs	As Required	\$1.95/sq ft or faction thereof with a minimum of \$82	\$1.95/sq ft or faction thereof with a minimum of \$82	26-34			
Zoning Fee	See Building Inspection Schedule						
Zoning Verification Letters (New in 2014)	Per Request	\$35.00	\$35.00				

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Ref.	Notes
Building Inspection				CHAPTER 35	
Group I - Residential buildings in which families or household live, rooming houses, residential garages and storage sheds (this group does not include hotels, motels or institutional buildings)					
Group II - General Professional Offices, barber shops, beauty parlors, bowling alleys, dry-cleaning establishments, clinics, natatoriums, shelters, hotels and motels					
Group III - Taverns, restaurants, cafeterias, retail establishments, commercial garages and service stations.					
Group IV - Churches, assembly halls, theaters, exhibition buildings, educational institutions, hospitals, nursing homes, places of detention, gymansiums, arenas, laboratories, lodge halls, funeral homes, libraries, skating rinks, dance halls and armories.					
Group V - Warehouses, freight terminals, storage buildings, refrigeration storage, factories, machine shops, electric sub-stations, sewage treatment plants, heating plants, steam & electric generating plants, transformer vaults and other buildings not classified in Groups I - IV.					
Group VI - Agricultural Buildings					
General Notes:					
1. Areas included for fee calculation purposes shall include all floor levels, basement, attached garages, porches and all spaces enclosed and under roof. The Building Inspection Department will be responsible for calculating the square footage of all buildings.					
2. All fees are rounded to the nearest dollar					
3. All building and HVAC fees are based on either the Wisconsin Building Code Table 2.31-1 or this Fee Schedule, whichever is greater.					
New Construction and Additions					
Zoning Permits	Per Application	One & Two Family Dwellings \$32 plus \$0.90 per sq. ft. All other construction - \$345 plus \$2.12 per \$1,000 of construction cost	One & Two Family Dwellings \$50 plus \$0.90 per sq. ft. All other construction - \$345 plus \$2.25 per \$1,000 of construction cost		Will raise fees to be similar to existing County Fees. Will raise fees to be similar to existing County Fees.
Building Permits	Per Application				
Group I		\$.090 per sq. ft.	\$.090 per sq. ft.		
Group II		\$.090 per sq. ft.	\$.090 per sq. ft.		
Group III		\$.100 per sq. ft.	\$.100 per sq. ft.		
Group IV		\$.120 per sq. ft.	\$.120 per sq. ft.		
Group V		\$.080 per sq. ft. - first 10,000 sq. ft. \$.070 per sq. ft. - over 10,000 sq. ft.	\$.080 per sq. ft. - first 10,000 sq. ft. \$.070 per sq. ft. - over 10,000 sq. ft.		
Group VI		\$.05 per sq. ft.	\$.05 per sq. ft.		
Minimum Fee		Residential \$100 Commercial \$150	Residential \$100 Commercial \$150		
Electrical Permits	Per Application				
Group I		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group II		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group III		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group IV		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group V		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group VI		\$.030 per sq. ft.	\$.030 per sq. ft.		
Minimum Fee		Residential \$100 Commercial \$150	Residential \$100 Commercial \$150		

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Ref.	Notes
Building Inspection				CHAPTER 35	
Plumbing Permits	Per Application				
Group I		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group II		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group III		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group IV		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group V		\$.050 per sq. ft. - first 10,000 sq. ft.	\$.060 per sq. ft. - first 10,000 sq. ft.		
		\$.040 per sq. ft. - over 10,000 sq. ft.	\$.040 per sq. ft. - over 10,000 sq. ft.		
Group VI		\$.030 per sq. ft.	\$.030 per sq. ft.		
Minimum Fee		Residential \$100	Residential \$100		
		Commercial \$100	Commercial \$100		
Heating/Ventilating/Air Conditioning Permits	Per Application				
Group I		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group II		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group III		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group IV		\$.050 per sq. ft.	\$.060 per sq. ft.		
Group V		\$.050 per sq. ft. - first 10,000 sq. ft.	\$.060 per sq. ft. - first 10,000 sq. ft.		
		\$.040 per sq. ft. - over 10,000 sq. ft.	\$.040 per sq. ft. - over 10,000 sq. ft.		
Group VI		\$.030 per sq. ft.	\$.030 per sq. ft.		
Minimum Fee		Residential \$100	Residential \$100		
		Commercial \$150	Commercial \$150		
Alteration and Repairs to Existing Buildings	Per Application				
Zoning Permits		\$52 plus \$1.05 per \$1,000 of construction cost	\$52 plus \$1.05 per \$1,000 of construction cost		Will raise fees to be similar with existing County fees
Building Permits		1.0% of building construction cost	1.0% of building construction cost		
Minimum Fee		Residential \$100	Residential \$100		
		Commercial \$150	Commercial \$150		
Electrical Permits		1.8% of electrical construction cost	1.8% of electrical construction cost		
Minimum Fee		Residential \$75	Residential \$75		
		Commercial \$100	Commercial \$100		
Plumbing Permits		1.5% of plumbing construction cost	1.5% of plumbing construction cost		
Minimum Fee		Residential \$75	Residential \$75		
		Commercial \$100	Commercial \$100		

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Ref.	Notes
Building Inspection				CHAPTER 35	
Heating/Ventilating/Air Conditioning Permits		1.5% of heating/ventilating/air conditioning construction costs	1.5% of heating/ventilating/air conditioning construction costs		
Minimum Fee		Residential \$75 Commercial \$100	Residential \$75 Commercial \$100		
General Notes:					
1. Zoning Permit fees are paid to the City of Fitchburg					
2. Construction cost includes labor and materials					
3. The Building Inspector shall be responsible for estimating construction costs utilizing information provided by permit applicants.					
4. All permit fees are rounded to the nearest dollar.					
Solar Photo-Voltaic Projects					
Permit Fee	Per Application	Based on alterations/repair fee schedule	Based on alterations/repair fee schedule		
Minimum Fee		\$150 construction/\$100 electric/\$100 review fee	\$150 construction/\$100 electric/\$100 review fee		
Maximum Fee		\$500 per permit	\$500 per permit		
Review Fees	Per Hour	na	na		
Minimum Fee		na	na		
Maximum Fee		na	na		
Electric Permits	Per Opening (additive)	na	na		
	first 20	na	na		
	add'l 21-40	na	na		
	add'l 41-100	na	na		
	over 100	na	na		
Minimum Fee		na	na		
Miscellaneous Fees and Requirements					
Swimming Pools	Building Permit Only				
Above Ground		\$150 per permit	\$200 per permit		
In Ground		\$300 per permit	\$400 per permit		
Moving of Buildings/Structures		1/2 of rates charged for new construction	1/2 of rates charged for new construction		
Minimum Fee		\$200 per structure	\$200 per structure		
Demolition		\$100 per residential building, \$200 per commercial building	\$100 per residential building, \$200 per commercial building		
Permit to Start Construction		\$100 per residential permit \$200 per commercial permit	\$100 per residential permit \$200 per commercial permit		
Occupancy		\$50 per Residential Unit \$100 per Commercial Unit	\$75 per Residential Unit \$100 per Commercial Unit		
Deck Permit		\$250= \$200 Building Inspection \$50 Zoning	\$250= \$200 Building Inspection \$50 Zoning		
Construction Water Service Charge		\$45 per one & two family dwellings, all others based on size of water service [see current utility schedule] and duration of use	\$45 per one & two family dwellings, all others based on size of water service [see current utility schedule] and duration of use		

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Ref.	Notes
Building Inspection				CHAPTER 35	
Variance Application/Wisconsin Uniform Dwelling Code	Per Application	\$100.00	\$100.00		
Wisconsin Uniform Building Permit Seal	Per Seal	\$75.00	\$75.00		
Delinquent Permit Penalty	Assessed when the required permit is NOT obtained prior to commencing work	A penalty equal to the amount of the permit fee at the time of application	A penalty equal to the amount of the permit fee at the time of application		
Additional and Miscellaneous Inspections		\$75 per inspection, \$100 for inspection of work done without a permit	\$75 per inspection, \$100 for inspection of work done without a permit		
Fire Protection Building Construction Impact Fee	Fee is determined and collected at the time a Building Permit is issued				
Single Family Residential (per dwelling unit)		\$622 per dwelling unit	\$622 per dwelling unit	44-146	
Multi-Family Residential (per dwelling unit)		\$466 per dwelling unit	\$466 per dwelling unit	44-146	
Studio & One Bedroom Apartment		\$311.00	\$311.00	44-146	
Commercial/Institutional (per sq. ft.)		\$0.228 per sq. ft.	\$0.228 per sq. ft.	44-146	
Industrial/Business Park Use (per sq. ft.)		\$0.143 per sq. ft.	\$0.143 per sq. ft.	44-146	
Residential Plan Review	Per Review				
Single Family		\$200.00	\$300.00		
Two Family		\$400.00	\$500.00		
Commercial Plan Review	Per Review				
New Structures 0-2000 square feet		*See Appendix A	*See Appendix A		
New Structures 2001-5000 square feet		*See Appendix A	*See Appendix A		
Remodels 0-2000 square feet		*See Appendix A	*See Appendix A		
Remodels 2001-5000 square feet		*See Appendix A	*See Appendix A		
Remodels 5001-10,000 square feet		*See Appendix A	*See Appendix A		
Fire Alarm & Fire Suppression Plan Review	Per Review				
Fire Alarm System Plans		*See Appendix A	*See Appendix A	35-77(6)	
Fire Suppression System Plans		*See Appendix A	*See Appendix A	35-77(6)	
*Fee amounts set by statute (Table 302.31-2) and vary based on area. A portion is required to be remitted to the State (table 302.31-3)					
Commercial Plumbing Plan Review	Per Review	*See Appendix B	*See Appendix B	35-77(5)	
Erosion Control Permit		\$100 residential, \$200 per commercial	\$200 residential, \$400 per commercial	30-32	
General Notes:					
1. A construction water service charge shall be collected for all new buildings connected to the municipal water system					
2. A Wisconsin Uniform Building Permit Seal is required for all new single family and two family dwellings					
3. All electrical work shall be done by a State of Wisconsin [DILHR] certified master or journeyman electrician or by an electrician holding a valid City of Madison license. [Exception, a homeowner who owns and occupies his/her own dwelling may do their own work.]					
Construction Exempt from Building Permit Requirements					
1. Repairs necessary for building maintenance and upkeep which do not exceed a cost of \$2,000					
2. Residential accessory buildings and storage sheds not used to house motor vehicles and less than sixty four [64] sq. ft in floor area					
3. Attached and detached uncovered wood decks with floor surfaces less than 24 inches above adjacent grade level.					
4. Satellite dishes and antennas intended for private residential use.					
5. Buildings and structures not within the scope of the building code.					
6. Note - The construction referred to in this section shall comply with all building, zoning and applicable codes regardless of building permit requirements.					

**City of Fitchburg
Building Inspection Appendix A
2023**

COMMERCIAL PLAN REVIEW FEE SCHEDULE – BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION				
1. New construction, additions, alterations and parking lots fees are computed per this table.				
2. New construction and additions are calculated based on total gross floor area of the structure.				
3. A separate plan review fee is charged for each type of plan review.				
Area (Square Feet)	Building Plans	HVAC Plans	Fire Alarm System Plans	Fire Suppression System Plans
Less than 2,500	\$250	\$150	\$30	\$30
2,500 - 5,000	\$300	\$200	\$60	\$60
5,001 - 10,000	\$500	\$300	\$100	\$100
10,001 - 20,000	\$700	\$400	\$150	\$150
20,001 - 30,000	\$1,100	\$500	\$200	\$200
30,001 - 40,000	\$1,400	\$800	\$350	\$350
40,001 - 50,000	\$1,900	\$1,100	\$500	\$500
50,001 - 75,000	\$2,600	\$1,400	\$700	\$700
75,001 - 100,000	\$3,300	\$2,000	\$1,000	\$1,000
100,001 - 200,000	\$5,400	\$2,600	\$1,200	\$1,200
200,001 - 300,000	\$9,500	\$6,100	\$3,000	\$3,000
300,001 - 400,000	\$14,000	\$8,800	\$4,400	\$4,400
400,001 - 500,000	\$16,700	\$10,800	\$5,600	\$5,600
Over 500,000	\$18,000	\$12,100	\$6,400	\$6,400
Note:	1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.			
	2. Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors in accordance with City Ordinance 35-31.			
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.			
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$100.00 plan entry fee per each plan set.			
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.			
Early Start	The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150.00. The square footage shall be computed as the first floor of the building or structure.			
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.			
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.			
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.			
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.			

**City of Fitchburg
Building Inspection Appendix B
2023**

COMMERCIAL PLAN REVIEW FEE SCHEDULE – PLUMBING			
1. New construction, alterations and remodeling fees are computed per the following table.			
2. New construction fee is calculated based on square footage of the area constructed.			
3. Alterations and remodeling fee is based on the number of plumbing fixtures.			
Area (Square Feet) (New Construction & Additions)	Plumbing Plan Review Fee	Number of Fixtures (Alteration, Remodeling, and	Plumbing Plan Review Fee
Less than 3,000	\$300	<15	\$200
3,001 - 4,000	\$400	16-25	\$300
4,001 - 5,000	\$550	26-35	\$450
5,001 – 6,000	\$650	36-50	\$550
6,001 – 7,500	\$700	51-75	\$800
7,501 – 10,000	\$850	76-100	\$900
10,001 – 15,000	\$900	101-125	\$1,050
15,001 – 20,000	\$950	126-150	\$1,150
20,001 – 30,000	\$1,100	>151	\$1,150
30,001 – 40,000	\$1,250	Plus \$160 for each additional 25 fixtures (rounded up) beyond 150 Fixtures	
40,001 – 50,000	\$1,550		
50,001 – 75,000	\$2,100		
Over 75,000	\$2,500		
Plus \$0.0072 per each additional sq. ft. over 75,000 sq. ft.			
Note:	1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.		
	2. Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors in accordance with City Ordinance 35-31.		
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.		
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.		
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees and base fees applied to a project.		
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.		

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Ref.	Notes
Police					
Accident Reports	Per Page		\$0.15		We can only charge \$0.15 per page. We don't need to distinguish between reports.
Accident Report - Reportable MV 4000	Each	\$2.00	DELETE		
Accident Report - Non-Reportable	Per Page	\$0.15	DELETE		
Bike Licenses (One time license)	Each	\$5.00	\$5.00		
Body Camera, Squad Video, Dispatch Audio					Reworded this and increased the 128gb Flash Drives
DVD or Flash Drive 8gb - 64gb	Each	\$15.00	\$15.00		
Flash Drive 128gb	Each	\$20.00	\$25.00		
Fitchburg Records Check					
Resident		\$10.00	\$10.00		
Non-Resident		\$20.00	\$20.00		
Dispatch Audio Recordings	Each	\$15.00	DELETE		Delete because it was added above with the Body Cam and Squad Video
Duplicating Costs	Per Page	\$0.15	\$0.15		
Fingerprinting					
Resident	Per Card	\$10.00	\$10.00		
Non-Resident	Per Card	\$15.00	\$15.00		
Notary Public Fees	Per Page	\$0.15	\$0.15		
Photographs					
CD	Each	\$15.00	\$15.00		
Printed	Per Page	\$3.00	DELETE		No longer print photos
From Negative		\$10 handling plus actual developi	DELETE		No longer print from negatives
Postage		Actual Cost	Actual Cost		
Evidence Facility Storage Fee	Per Day	\$30	\$30		

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Reference	Notes
Fire Department					
Fire Impact Fees - See Building Inspection Fees		\$73,400	\$73,400	44-146	
Fireworks Display		\$180.00	\$180.00	44-729	
Fireworks License <i>(for small temporary stands)</i>	Each Season	\$30/season	\$5,000/season	44-759 to 44-764	
Storage or Use of Explosive or Blasting Agents		\$600.00	\$600.00	44-691 through 44-698	
Plan check and inspection of multiple dwelling, commercial, manufacturing or public assembly units		1/10th of 1% of total estimated construction costs as determined by Building Inspector	1/10th of 1% of total estimated construction costs as determined by Building Inspector	44-120 through 44-121	

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	New Ordinance Ref.	Notes
Public Works					
STREET DEPARTMENT					
Driveway or Access Permit - *Per Application	New	\$80.00	\$80.00	27-302	Permit #: DW-15-xxx
	Alteration	\$35.00	\$35.00		
	Appeal Fee	At the time of filing		27-306	
Erosion Control and Stormwater Management Permits (plat projects)	Per Application	Erosion Control Permit Base Fee =>\$200, Stormwater Permit Base Fee =>\$400, Erosion Control Permit Amendment Fee => \$100, Stormwater Permit Amendment Fee => \$200, plus \$0.005/sq. of disturbed area, \$0.010/sq of impervious area, and \$0.005/sq of redevelopment. Fees are doubled if work commences before permit issuance.	Erosion Control Permit Base Fee =>\$200, Stormwater Permit Base Fee =>\$400, Erosion Control Permit Amendment Fee => \$100, Stormwater Permit Amendment Fee => \$200, plus \$0.005/sq. of disturbed area, \$0.010/sq of impervious area, and \$0.005/sq of redevelopment. Fees are doubled if work commences before permit issuance.	30-33	2019 revised by R-137-19
Erosion Control and Stormwater Management Permits (non-plat projects)	Per Application	Erosion Control Permit Base Fee=>\$275, Stormwater Permit Base Fee =>\$375, Erosion Control & Stormwater Permit Fee=>\$450, Erosion Control Permit Amendment Fee => \$100, Stormwater Permit Amendment Fee => \$100, Erosion Control & Stormwater Permit Amendment Fee=>\$100, plus actual costs incurred by the City for services relating to the administration of the ECSWM Ordinance. Fees are doubled if work commences before permit issuance.	Erosion Control Permit Base Fee=>\$275, Stormwater Permit Base Fee =>\$375, Erosion Control & Stormwater Permit Fee=>\$450, Erosion Control Permit Amendment Fee => \$100, Stormwater Permit Amendment Fee => \$100, Erosion Control & Stormwater Permit Amendment Fee=>\$100, plus actual costs incurred by the City for services relating to the administration of the ECSWM Ordinance. Fees are doubled if work commences before permit issuance.	30-33	2019 revised by R-137-19
Right-of-Way - Registration	*Per Application		\$100.00	27-173 27-175	Form #: REG-15-xxx
Right-of-Way - Excavation					

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	New Ordinance Ref.	Notes
Public Works					
Review	*Per Application	\$80.00	\$100.00	27-206	Permit #: RE-15-xxx
Degradation of Natural Surface	per sq. yd.	Varies; \$200 minimum	\$200.00	27-207	See Exhibit A
Degradation of Asphalt/Concrete	per sq. yd.		\$500.00		
Borings	per boring	\$50.00	\$50.00		
Pavement Core	each	\$50.00	\$100.00		
Open Cut Pavement	per sq. yd.	\$225.00	\$250.00		
Trenching in excess of 1,000 ft	1,000 LF	\$115.00	\$150.00		
Construction of Vault or Structure	each	\$115.00	\$150.00		
Right-of-Way - Obstruction					
Review	*Per Application	\$80.00	\$80.00	27-207	Permit #: RO-15-xxx
Stormwater Utility					
	See Appendix B, Chapter 35	Per Month		27-255	Chapter40 - Article V
City Wide Rate	*Per Quarter	\$15.69	\$15.69		Urban rate increase proposed,
Urban Service Area Base Rate	*Per Quarter	\$3.23	\$3.23		effective 4/1/23, to offset
Urban Service Area Intensity Rate	*Per Quarter	\$6.90	\$6.90		elimination of curb and gutter special
Urban Rainwater Harvesting Credit	*Per Application (\$/55 gallon volume)	(\$6.00)	(\$6.00)		assessments to benefited properties
Rural Rainwater Harvesting Credit	*Per Application (\$/55 gallon volume)	(\$5.00)	(\$5.00)		
Urban 1-2 Unit Residential Biofiltration Credit	*Per Quarter (Ongoing)	(\$4.00)	(\$4.00)		
Rural 1-2 Unit Residential Biofiltration Credit	*Per Quarter (Ongoing)	(\$2.00)	(\$2.00)		
Urban Fitchburg Creek Supporter Pledge Credit	*Per Quarter (Ongoing)	(\$2.00)	(\$2.00)		
Rural Fitchburg Creek Supporter Pledge Credit	*Per Quarter (Ongoing)	(\$1.00)	(\$1.00)		
Multi-family or Nonresidential Water Quality Credit	*Per Quarter (Ongoing)	-25%	-25%		
Multi-family or Nonresidential Water Quantity Credit	*Per Quarter (Ongoing)	-25%	-25%		
Sewer Rates					
				Chapter40 - Article III	
Flat Rate (No Meter)	*Per Quarter (Ongoing)	\$64.70	TBD		Annual increase is based on
5/8" & 3/4" Meter	*Per Quarter (Ongoing)	\$43.00	TBD		MMSD Rates that are approved in
1" Meter	*Per Quarter (Ongoing)	\$56.30	TBD		November - Approx 4% increase
1 1/2" Meter	*Per Quarter (Ongoing)	\$89.30	TBD		
2" Meter	*Per Quarter (Ongoing)	\$129.40	TBD		
3" Meter	*Per Quarter (Ongoing)	\$222.50	TBD		
4" Meter	*Per Quarter (Ongoing)	\$353.80	TBD		
6" Meter	*Per Quarter (Ongoing)	\$685.10	TBD		
Volume Charge	* per 1,000 gallons	\$3.15	TBD		
Holding Tank Permit	Upon Application		\$200		
Water Rates					
				Chapter40 - Article II	
5/8" & 3/4" Meter	*Per Quarter (Ongoing)	\$15.91	TBD		CRC filed with PSC on 7/27/23
1" Meter	*Per Quarter (Ongoing)	\$28.64	TBD		Waiting on approval
1 1/2" Meter	*Per Quarter (Ongoing)	\$47.74	TBD		
2" Meter	*Per Quarter (Ongoing)	\$76.38	TBD		
3" Meter	*Per Quarter (Ongoing)	\$127.31	TBD		
4" Meter	*Per Quarter (Ongoing)	\$200.51	TBD		
6" Meter	*Per Quarter (Ongoing)	\$362.83	TBD		
Volume Charge Residential					

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	New Ordinance Ref.	Notes
Public Works					
First 8,000 gallons	* per 1,000 gallons	\$2.10	TBD		
Next 8,000 gallons	* per 1,000 gallons	\$2.42	TBD		
Next 34,000 gallons	* per 1,000 gallons	\$2.95	TBD		
Over 50,000 gallons	* per 1,000 gallons	\$3.84	TBD		
Irrigation	* per 1,000 gallons	\$3.67	TBD		
Multi family & Non Residential					
First 400,000 gallons	* per 1,000 gallons	\$2.22	TBD		
Over 400,000 gallons	* per 1,000 gallons	\$1.63	TBD		
Water Impact Fee*	Single Family Residential	\$908.00	\$926.00		
	Duplex	\$1,816.00	\$1,851.00		
	Condo	\$599.00	\$611.00		
Water Connection Fee	1" Meter and Smaller	\$0.00	\$100.00		
Small Wireless Facilities				Chapter 64 - Article III	
Initial Application Fee	*per application, up to 5 small wireless facilities	\$1,000.00	\$1,000.00		R-210-22
Initial Application Fee - additional facilities	*per additional facility beyond 5 included in base fee	\$200.00	\$200.00		
Initial Application Fee - New Pole	*per new pole (not a collocation)	\$1,000.00	\$1,000.00		
Annual Fee	*per small wireless facility	\$500.00	\$500.00		

Department and Item Description	Duration/ Unit	2023 Approved	2024 Proposed
Parks, Recreation & Cemetery			
CEMETERY GRAVE LOT - See Cemetery Rules & Regulations			
Purchase of Burial Rights: (includes perpetual care and maintenance)			
One Grave Lot (8' x 10' - includes two grave sites)			
Fitchburg Resident		\$1,180.00	\$1,500.00
Non-Resident		\$1,350.00	\$1,700.00
One Grave Site (4' x 10')			
Fitchburg Resident		\$590.00	\$750.00
Non-Resident		\$675.00	\$850.00
One Cremain Site (4' x 5')			
Fitchburg Resident		\$300.00	\$350.00
Non-Resident		\$350.00	\$400.00
PRICE OF EXCAVATION		Work directly with funeral home	Work directly with funeral home
COMMUNITY CENTER FEES - See Policies & Procedures			
Non-profit higher education institutions that are collaborating with the Senior Center or Recreation Department are exempt from the fee policy.		R-199-19	R-199-19
Fitchburg Resident Small Room (Weekday)	4-hour time block		\$40
Fitchburg Resident Small Room (Weekday)	8-hour time block		\$70
Fitchburg Resident Medium Room (Weekday)	4-hour time block		\$60
Fitchburg Resident Medium Room (Weekday)	8-hour time block		\$110
Fitchburg Resident Large Room (Weekday)	4-hour time block		\$130
Fitchburg Resident Large Room (Weekday)	8-hour time block		\$245
Fitchburg Resident Small Room (Weekend)	4-hour time block		\$50
Fitchburg Resident Small Room (Weekend)	8-hour time block		\$90
Fitchburg Resident Medium Room (Weekend)	4-hour time block		\$100
Fitchburg Resident Medium Room (Weekend)	8-hour time block		\$185
Fitchburg Resident Large Room (Weekend)	4-hour time block		\$300
Fitchburg Resident Large Room (Weekend)	8-hour time block		\$480
Non-Resident Small Room (Weekday)	4-hour time block		\$60
Non-Resident Small Room (Weekday)	8-hour time block		\$100
Non-Resident Medium Room (Weekday)	4-hour time block		\$80
Non-Resident Medium Room (Weekday)	8-hour time block		\$135
Non-Resident Large Room (Weekday)	4-hour time block		\$200
Non-Resident Large Room (Weekday)	8-hour time block		\$385
Non-Resident Small Room (Weekend)	4-hour time block		\$70
Non-Resident Small Room (Weekend)	8-hour time block		\$120
Non-Resident Medium Room (Weekend)	4-hour time block		\$125
Non-Resident Medium Room (Weekend)	8-hour time block		\$225
Non-Resident Large Room (Weekend)	4-hour time block		\$400
Non-Resident Large Room (Weekend)	8-hour time block		\$600
Security			Market Rate. Currently \$50 per hour with a 4-hour minimum.
Room Deposit		Equal to the fee of the room rental.	Equal to the fee of the room rental.
Cancellation Policy			
More than 2 weeks notice		Return all but 10% of deposit	Withhold 10% of all fees.
Less than 2 weeks notice		10% of all fees will be withheld	Withhold 20% of all fees.
PARK SHELTER RESERVATION FEES			
Greenfield, McKee Kids Crossing, Southdale, Swan Creek, Tower Hill, Quarry Ridge			
Fitchburg Resident (Mon-Fri)		\$50	\$50
Fitchburg Resident (Sat, Sun)		\$60	\$60
Non-Resident (Mon-Fri)		\$60	\$60
Non-Resident (Sat, Sun)		\$75	\$75
McKee Main Outdoor			
Fitchburg Resident (Mon-Fri)		\$100	\$100
Fitchburg Resident (Sat, Sun)		\$125	\$125
Non-Resident (Mon-Fri)		\$140	\$140
Non-Resident (Sat, Sun)		\$165	\$165
Large Event (Mon-Fri)		\$250	\$250
Large Event (Sat,Sun)		\$275	\$300
McKee Main w/Indoor (includes a refundable \$100 key/damage deposit)			
Fitchburg Resident (Mon-Fri)	Page 696	\$300	\$300

Department and Item Description	Duration/ Unit	2023 Approved	2024 Proposed
Parks, Recreation & Cemetery			
Fitchburg Resident (Sat, Sun)		\$350	\$350
Non-Resident (Mon-Fri)		\$380	\$380
Non-Resident (Sat, Sun)		\$430	\$430
Large Event (Mon-Fri)		\$450	\$450
Large Event (Sat,Sun)		\$500	\$550
McGaw Park			
Fitchburg Resident (Mon-Fri)		\$75	\$75
Fitchburg Resident (Sat, Sun)		\$100	\$100
Non-Resident (Mon-Fri)		\$90	\$90
Non-Resident (Sat, Sun)		\$115	\$115
Large Event (Mon-Fri)		\$175	\$175
Large Event (Sat,Sun)		\$200	\$225
Huegel-Jamestown (includes a refundable \$100 key/damage deposit)			
Fitchburg Resident (Mon-Fri)		\$200	\$200
Fitchburg Resident (Sat, Sun)		\$225	\$225
Non-Resident (Mon-Fri)		\$240	\$240
Non-Resident (Sat, Sun)		\$265	\$265
Large Event (Mon-Fri)		\$275	\$275
Large Event (Sat,Sun)		\$300	\$325
Splash Pad Shade Structure		\$30	
Fitchburg Resident	2-hour time block		\$20
Non-Resident	2-hour time block		\$30
Nine Springs Golf Course			
Meeting room	Per Hour	\$30/hr - 80/20 program	\$30
Meeting room & Clubhouse	Per hour	\$50/hr - 80/20 program	\$50
Rental fee for parks (not fields) with no shelter (restrooms)	Per Day	\$25/day	\$25
Community Garden Plot		\$10 residents under \$30,000 household income / \$25 residents over \$30,000 household income	\$25
DIAMOND/FIELD/COURT FEES			
Ball Diamonds - Lights			
Fitchburg Resident		\$10	\$15
Non-Resident		\$20	\$25
Ball Diamond - Field Prep			
Fitchburg Resident (Mon-Fri)		\$40	\$40
Fitchburg Resident (Sat, Sun)		\$60	\$60
Non-Resident (Mon-Fri)		\$100	\$100
Non-Resident (Sat, Sun)		\$120	\$120
Ball Diamond - Practice (90-min time block)			
Fitchburg Resident	90-minute time block	\$5	\$10
Non-Resident	90-minute time block	\$15	\$20
Soccer Fields (McKee fields lined. All other fields not lined)			
Fitchburg Resident	2-hour time block	\$5	\$10
Non-Resident	2-hour time block	\$15	\$20
Tennis Court			
Fitchburg Resident	2-hour time block	\$5	\$10
Non-Resident	2-hour time block	\$15	\$20
Tennis Court Lights			
Fitchburg Resident		\$10	\$15
Non-Resident		\$20	\$25
Pickleball Court			
Fitchburg Resident	2-hour time block	\$5	\$10
Non-Resident	2-hour time block	\$15	\$20
Volleyball Court Sand/Grass	Page 697		

Department and Item Description	Duration/ Unit	2023 Approved	2024 Proposed
Parks, Recreation & Cemetery			
Fitchburg Resident	2-hour time block	\$5	\$10
Non-Resident	2-hour time block	\$15	\$20
Ultimate Frisbee, Lacrosse, Cricket (Lining not available)			
Fitchburg Resident	2-hour time block	\$5	\$10
Non-Resident	2-hour time block	\$40	\$20

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Ref.	Notes
FACTv					
DVD Sales	Media File Req	\$20.00	\$20.00		Change to Media File Request
Non Profit Production Services	per hour	\$100.00	\$150.00		
Production Services	per hour	130.00 + Tx	\$200.00		
10 Sec. Commercial Spot		\$180.00	\$180.00		
30 Sec. Commercial Spot		\$360.00	\$360.00		
1:00 Min. Commercial Spot		\$648.00	\$648.00		
Program Sponsorship		\$300.00	\$300.00		
2 Min Business Tour- Commercial Spot		\$500.00	\$500.00		
Talking Fitchburg 30 Spots		\$800.00	\$800.00		
Talking Fitchburg 1 Min. Spot		\$1,400.00	\$1,400.00		
Sports Sponsorship		\$1,500.00	\$1,500.00		
1 Year Membership- Business		\$50.00	\$100.00		
1 Year Membership- City Resident		\$20.00	\$50.00		
1 Year Membership- Non City Resident		\$30.00	\$60.00		
1 Year Membership- Student		\$15.00	\$30.00		
Kids Class		\$20.00	\$25.00		
Adult Class		\$20.00	\$25.00		
Senior Center Class		\$10.00	\$20.00		
Fitchburg Chamber BB9 Sponsorship		\$50.00	\$0.00		Remove

Department and Item Description	Duration/Unit	2023 Approved	2024 Proposed	Ordinance Reference	Notes
Library					
OVERDUE FINES					
Adult Materials	per day	No Charge	No Charge		
Juvenile Materials	per day	No Charge	No Charge		
Overdue fines/fees	More than \$20	Library Card becomes Blocked	Library Card becomes Blocked		
Seniors	per day	No Charge	No Charge		
MEETING ROOM USE					
Resident Use		No Charge	No Charge		
Non-Resident Use	per hour	No Charge	No Charge		
After Hours Use (Resident & Non-Resident)	per hour	No Charge	No Charge		
Damage to Meeting Room furniture/technology	As needed		Replacement Cost		
Cleaning required after meeting room use	As needed		\$40 per hour		
COPIES					
Black & White	per side	10 cents	10 cents		
Color	per side	50 cents	50 cents		
MISCELLANEOUS ITEMS					
Earbuds	each	\$1.00	\$1.00		
Lost Items	per item	Replacement Cost = List Price	Replacement Cost = List Price		
Tote bags	each	\$5.00	\$5.00		
Flash drives	each	\$5.00	\$5.00		



**CITY OF FITCHBURG
SCHEDULE FOR ADOPTION
ADOPTED R-114-23
2024 BUDGET**

<u>Budget Adoption Schedule</u> Referred at Council Meeting Approved by Council (10-42(a) requires adoption by end of June)	Tuesday Tuesday	May 23 June 13
<u>Budget Worksheets/First Draft</u> Worksheets Distributed to Departments New Staffing Proposals and Staffing Worksheets Due to Finance Director Library Board Approves Library Director Budget to be Submitted (3 rd Wed) Budget Proposals from Department Heads Due to Finance Director CIP Adopted Initial Compilation of Requests Completed	Friday Tuesday Wednesday Tuesday Tuesday Friday	June 16 July 18 July 19 July 25 July 25 August 11
<u>Review Process</u> Department Head Presentations to City Administrator/Finance Director Department Head Presentations to Mayor Mayor Decisions on Priorities to Finance Director (when health insurance rates released)	Monday Tuesday Friday	August 14 August 15 September 15
<u>Library Exemption Resolution (Library Director)</u> Referred at Council Meeting Approved by Library Board (3 rd Wednesday) Approved by Council	Tuesday Wednesday Tuesday	September 12 September 20 September 26
<u>Proposed Budget Document Review</u> Committee of the Whole Discussion of Budget Priorities Budget Summary & Notice Sent to Official Newspaper Publication of Budget Summary; Notice of Public Hearing (15 days prior) Proposed Budget Posted to City's Website Budget Summary & Notice Sent to Neighborhood Associations Referred at Council Meeting Finance Committee Presentations Day 1 (6 pm) Finance Committee Presentations Day 2 (6 pm) PUBLIC HEARING – Common Council Meeting	Wednesday Tuesday Friday Friday Monday Tuesday Tuesday Wednesday Tuesday	July 26 September 19 September 22 September 22 September 25 September 26 October 3 October 4 October 10
<u>Council Proposed Amendments/Final Budget Adoption</u> Amendments Due to Finance Director (electronic format by 4:30 pm) Fitchrona EMS Annual Meeting and Budget Adoption (3 rd Thursday) Summary Report and Amendment Details Posted to City's Website Committee of the Whole Discussion of Budget and Amendments (6 pm) PUBLIC HEARING – Common Council Meeting Discussion and Action on Amendments, Adoption of Budget	Friday Thursday Friday Wednesday Tuesday Tuesday	October 13 October 19 October 20 October 25 November 14 November 14
<u>Miscellaneous Dates – Information Provided by Others</u> DOR Releases Preliminary Equalized Value, TID Values, New Construction ETF Releases Health Insurance Rates DOR Releases ERP Budget Limit Notices	Prelim Approximately Final	August 1 September 15 November 1

Differences in the 2024 Operating Budget schedule from prior year include:

- 1) Delay in approval of budget schedule

**City of Fitchburg
Proposed Common Council Amendment
2024 Budget**

Title: Reinstate/Add/Increase/Remove/Reduce/Delay/Accelerate

Submitted By: Alder <Last Name – ONLY ONE>

CIP Project, if applicable: _____

Personnel Budget Proposal (PBP), if applicable: _____

Description of Proposed Amendment (What):

Rationale for Amendment (Why):

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
		↓	\$
		+	\$
	Subtotal Expenditure Change	n/a	\$
100-4111-000	Property Taxes – General Fund	↓	\$
		+	\$
	Subtotal Revenue Change	n/a	\$
7xx-4760-000	xxx ISF – Charges to Other Funds Revenue	+	\$
xxx	xxx ISF – xxx Expense	+	\$
	Subtotal Transfer to ISF Accounting	n/a	\$-0-