



2024

OPERATING BUDGET

CITY OF FITCHBURG
FITCHBURG, WISCONSIN

COUNCIL PROPOSED AMENDMENTS

10/20/2023

R-187-23

 THE CITY OF
Fitchburg
Celebrating 40 years

**City of Fitchburg
Summary of Council Amendments
2024 Budget**

#	Sponsor	Description	Original Amount	GENERAL FUND		TRANSIT	CAPITAL PROJECTS			OTHER	
				Impact on Expend (ERP)	Levy Impact	Levy/ERP Impact	Levy/ERP Impact	Other Revenue	Debt Proceeds	Community Wellbeing	TID Closure
<u>Council Amendments</u> (see amendment forms for detail by account number)											
1	Gerhardt	Change Funding Source for Some HNI Grant Funding	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ -	\$ -	\$ -	\$ -	\$ (15,000)	\$ -
2	Gerhardt	Reduce Fire Department Overtime	\$ (30,932)	\$ (30,932)	\$ (30,932)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Herbst	Remove Funding for Free E-Bike Passes	\$ (2,500)	\$ (2,500)	\$ (2,500)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Herbst	Remove Increased Funding for HNI Grants (Freeze 2023 Levels)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Gerhardt	Utilize Levy Limit Capacity for Hub on One-Time Projects or Contingency Funding	\$ 125,000	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Gerhardt	Add Career Firefighter/Inspector	\$ 116,608	\$ 116,608	\$ 116,608	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Gerhardt	Add Funding for Changes to Transit System	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
8	Gerhardt	Increase Revenue Allocation to Community Wellbeing Fund	\$ 14,100	\$ -	\$ 14,100	\$ -	\$ -	\$ -	\$ -	\$ 14,100	\$ -
9	Gerhardt	Add Human Resources Intern	\$ 8,897	\$ 8,897	\$ 8,897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Allen	Increase Senior Center Public Information & Education Budget	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Jetzer	Increase Transportation and Transit Committee (TTC) Meetings	\$ 460	\$ 460	\$ 460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Herbst	Remove Teen Center Design Study (Phase 3)	\$ (40,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (40,000)
13	Wheeler	Increase Funding for Police Facility	\$ 6,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000,000	\$ -	\$ -
14	Herbst	Reduce Scope of Whalen Road Shoulder Paving	\$ 830,000	\$ -	\$ -	\$ -	\$ -	\$ 490,000	\$ -	\$ -	\$ 340,000
15	Allen	Reinstate Whalen Road Paved Shoulders/Bike Lanes	\$ 830,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 830,000	\$ -	\$ -
16	Herbst	Remove McGaw Park Volleyball Post Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Gerhardt	Reinstate Tower Hill Shelter Replacement	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000
18	Herbst	Add Maintenance Costs to Extend the Life of Kids Crossing Playground	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -
<u>Omnibus Detail</u>											
A	Adjust FitchRona EMS Budget Based on EMS Commission Action	\$ 23,028	\$ 23,028	\$ 23,028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B	Adjust General Transportation Aid (GTA)	\$ 125,000	\$ -	\$ (125,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C	Adjust Metro Transit Expense and State Aid	\$ 60,870	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AMENDMENTS			\$ 8,532,531	\$ 212,561	\$ 101,661	\$ 50,000	\$ -	\$ 615,000	\$ 6,830,000	\$ (900)	\$ 625,000

**City of Fitchburg
Summary of Council Amendments
2024 Budget**

#	Sponsor	Description	Original Amount	GENERAL FUND		TRANSIT	CAPITAL PROJECTS			OTHER		
				Impact on Expend (ERP)	Levy Impact	Levy/ERP Impact	Levy/ERP Impact	Other Revenue	Debt Proceeds	Community Wellbeing	TID Closure	
EXPENDITURE RESTRAINT INCENTIVE PROGRAM (ERIP) COMPLIANCE												
		CPI (increase from 9/1 - 8/31)		5.4%	final per DOR							Unique for the 2024 budget, the Expenditure Restraint Incentive Program (ERIP) is not a consideration. If a municipality was eligible with the 2023 budget, they will automatically be eligible with the 2024 budget. The base will then be reset, using the 2024 budget.
		Net new construction		3.699%	final per DOR							
		Allowed expenditures for expenditure restraint	\$ 34,348,281	Base reset with 2024 budget due to Act 12								
				<u>Amount</u>		<u>Over/(Under) Allowed Limit</u>						
		Mayor's proposed budget (w/o omnibus)		\$ 36,609,277	\$ (2,260,996)							
		Mayor's proposed budget (w/ omnibus)		\$ 36,632,305	\$ (2,284,024)							
		Budget with Council amendments (as proposed) - Note: includes duplicates		\$ 36,871,838	\$ (2,523,557)							
		Budget with Council amendments (as adopted 1)		\$ 36,871,838	\$ (2,523,557)							
		Budget with Council amendments (as adopted final)		\$ 36,871,838	\$ (2,523,557)							

PROPERTY TAX LEVY/RATE

Total assessed value	\$4,967,610,700	MFD estimate					
Total equalized value (TID in)	\$5,733,042,400	MFD estimate					
Total equalized value (TID out)	\$5,319,407,900	MFD estimate					
Average home value	\$381,900						
Last year's assessed value tax rate	\$6.7284						
Last year's average home city portion tax bill	\$2,547						
Total allowed levy per levy limit imposed by State (Mayor's Budget)	\$30,897,827						
Total allowed levy per levy limit imposed by State (Adjusted)	\$30,920,855	*Includes additional levy limit adjustment for Omnibus A					
	Property Tax Levy	City Share TID Increment	Estimated AV Tax Rate	City Share Taxes on Avg Home	Change from PY on Avg Home	Available Levy Limit	Adjusted Available Levy Limit
Mayor's proposed budget (w/o omnibus)	\$ 30,755,438	\$ 2,391,527	\$6.67	\$ 2,548	\$ 1	\$142,389	\$17,389
Mayor's proposed budget (w/ omnibus)	\$ 30,653,466	\$ 2,383,598	\$6.65	\$ 2,540	\$ (7)	\$267,389	\$142,389
Budget with Council amendments (as proposed) - Note: includes duplicates	\$ 30,907,099	\$ 2,403,321	\$6.71	\$ 2,561	\$ 14	\$13,756	-\$111,244

City of Fitchburg Proposed Common Council Amendment 2024 Budget

Title: Change Funding Source for Some HNI Grant Funding

Submitted By: Alder Gerhardt

CIP Project, if applicable: _____

Personnel Budget Proposal (PBP), if applicable: _____

Description of Proposed Amendment (What):

Change the funding source for \$15,000 of the Healthy Neighborhoods Initiative (HNI) Grant money to the Community Wellbeing Fund. This is paired with a second amendment related to the Community Wellbeing Fund.

Rationale for Amendment (Why):

The Community Wellbeing Fund was created in the 2021 Budget and is funded by 3.5% of the annual Court Penalties and Fines revenue stream. Inspired by the Hotel Tax/CEDA model, the driving concept of this fund is that investing revenue from fines and penalties back into the community is an acknowledgement that investment is the best way to address societal problems. As the city continues to provide more community support over the years, hopefully the fines and penalties revenue stream will begin to fall as a reflection of a healthier community.

Over the last few years, we have built up a significant amount of money in the fund. I would like to utilize this money to fund a part of the Healthy Neighborhoods Initiative grant program in 2024. In a separate amendment, I will increase the percentage going into the Community Wellbeing Fund.

Finance Director's Notes:

The Wellbeing Fund has a balance of \$16,883.28 as of October 14, 2023. The projected balance as of December 31, 2023 is \$3,962.

Account #	Account Name	Amount of Amendment	
224-5144-389	Wellbeing Fund – HNI Grants to Others	+	\$15,000
100-5144-389	General Fund – HNI Grants to Others	↓	\$15,000
	Subtotal Expenditure Change	n/a	\$-0-
100-4111-000	Property Taxes – General Fund	↓	\$15,000
	Subtotal Revenue Change	↓	\$15,000

City of Fitchburg Proposed Common Council Amendment 2024 Budget

Title: Reduce Fire Department Overtime

Submitted By: Alder Gerhardt

CIP Project, if applicable: _____

Personnel Budget Proposal (PBP), if applicable: _____

Description of Proposed Amendment (What):

Reduce the budgeted amount for overtime hours for the fire department by approximately \$25,000. This should only pass if we add the Career Firefighter/Inspector position.

Rationale for Amendment (Why):

If we add a full-time Career Firefighter/Inspector, less overtime will be required. This amendment reduces the budget for overtime in the Fire Department to reflect the anticipated reduced need for overtime in the department.

Finance Director's Notes:

The impact of hiring an additional firefighter on the overtime budget is unclear as the actual overtime incurred has exceeded the current budget. So while the additional Firefighter should reduce the overtime paid, it is not certain that it will translate to a decrease in the overtime budget. Instead, it may just allow the Department to stay within the existing overtime budget.

Decreased each firefighter's budgeted overtime from 215 hours to 170 hours to approximate the \$25,000 reduction proposed. The cost of benefits is included in the overall cost (FICA, WRS, life, WC).

Account #	Account Name	Amount of Amendment	
100-5220-115	Fire Overtime	↓	\$24,696
100-5220-131	Fire FICA	↓	\$1,890
100-5220-132	Fire WRS	↓	\$3,537
100-5220-161	Fire Life Insurance	↓	\$33
100-5220-572	Fire Workers Compensation	↓	\$776
	Subtotal Expenditure Change	↓	\$30,932
100-4111-000	Property Taxes – General Fund	↓	\$30,932
	Subtotal Revenue Change	↓	\$30,932
710-4760-000	Insurance ISF – Charges to Other Funds Revenue	↓	\$776
710-5154-595	Insurance ISF – Worker's Compensation Expense	↓	\$776
	Subtotal Transfer to ISF Accounting	n/a	\$-0-

City of Fitchburg Proposed Common Council Amendment 2024 Budget

Title: Remove Funding for Free E-Bike Passes

Submitted By: Alder Herbst

CIP Project, if applicable: _____

Personnel Budget Proposal (PBP), if applicable: _____

Description of Proposed Amendment (What):

Removal of \$2,500 in Mayor’s Proposed Budget for E-bike free passes.

Rationale for Amendment (Why):

1. The Mayor has stated that this is an equity issue. I believe it is important to remind the Mayor that the city is not a charity agency. What about the equity for the 80-90% of residents who don’t ride bikes?
2. If residents want to try out an e-bike they can do it for free at a bike shop in the area or by checking out a pass at a Madison library.
3. Residents have repeatedly told me they want the city to focus on basic services
4. If other Alders or the Mayor feel strongly about this issue, perhaps they should donate the amount from their alder or mayoral salaries.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-290	Sustainability/HNI Other Contractual Services	↓	\$2,500
	Subtotal Expenditure Change	↓	\$2,500
100-4111-000	Property Taxes – General Fund	↓	\$2,500
	Subtotal Revenue Change	↓	\$2,500

City of Fitchburg Proposed Common Council Amendment 2024 Budget

Title: Remove Increased Funding for HNI Grants (Freeze 2023 Levels)

Submitted By: Alder Herbst

CIP Project, if applicable: _____

Personnel Budget Proposal (PBP), if applicable: _____

Description of Proposed Amendment (What):

Freeze the Healthy Neighborhood Initiative (HNI) funding at the 2023 level. Decrease 2024 funding from \$78,000 to \$63,000.

Rationale for Amendment (Why):

1. It was brought to my attention that one of the organizations given funding in the 2023 HNI operate in Madison and not Fitchburg
2. Local government is not a charity agency. It is not the function of local government to collect taxpayer dollars and then redistribute them to charitable organizations.
3. This is being promoted as an equity issue. The main issue our lower income residents have is affording rent and putting food on the table. Unnecessary city spending drives up housing costs for our most vulnerable residents The best thing the city can do to promote equity is to keep our spending down to keep our city more affordable.
4. It is the obligation of the residents with means to support needed local charities like United Way and food banks by donating directly to these charities and not relying on the city to collect tax dollars from all residents and then inefficiently redistributing.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-389	HNI Grants to Others	↓	\$15,000
	Subtotal Expenditure Change	↓	\$15,000
100-4111-000	Property Taxes – General Fund	↓	\$15,000
	Subtotal Revenue Change	↓	\$15,000

City of Fitchburg Proposed Common Council Amendment 2024 Budget

Title: Utilize Levy Limit Capacity for Hub on One-Time Projects or Contingency

Submitted By: Alder Gerhardt

CIP Project, if applicable: _____

Personnel Budget Proposal (PBP), if applicable: _____

Description of Proposed Amendment (What):

This amendment authorizes the use of the \$125,000 set aside for Hub operating expenses to be used in 2024 without interfering with the strategy to retain the capacity for the 2025 budget.

Rationale for Amendment (Why):

\$125,000 in levy capacity is set aside to prepare for HUB Park operating expenses in 2025 but will not be needed for this purpose in calendar year 2024. This capacity is available but should not be used for ongoing operating expenses. This amendment will allow for using this funding for one-time projects and/or allocating it for contingency funding in 2024. These one-time projects could be budget amendments that arise during the budget process.

Finance Director's Notes:

Included the account number for contingency funding below. That use may be revised by Council during the amendment-to-amendment process based on the desired use of the capacity.

If the capacity is not utilized for one-time purposes, this amendment would create a structural deficit for 2025.

Account #	Account Name	Amount of Amendment	
100-5190-900	Undesignated Contingency	+	\$125,000
	Subtotal Expenditure Change	+	\$125,000
100-4111-000	Property Taxes – General Fund	+	\$125,000
	Subtotal Revenue Change	+	\$125,000

City of Fitchburg Proposed Common Council Amendment 2024 Budget

Title: Add Career Firefighter/ Inspector

Submitted By: Alder Gerhardt

CIP Project, if applicable: _____

Personnel Budget Proposal (PBP), if applicable: 46

Description of Proposed Amendment (What):

Add a career firefighter position to start in 2024.

Rationale for Amendment (Why):

The Fitchburg Fire Department has faced high levels of overtime for many years, with the burden falling on the career firefighters. This is due in part to the difficulty of filling shift hours with paid-on-call or paid-on-premises (POX) firefighters, which our fire department model depends on to function properly; this is an industry-wide challenge. The need for more full-time career firefighters has been an identified department need for almost 30 years.

2023 was by far the worst year to date, with over 8,000 hours of overtime in the first three quarters of the year. While we were able to add a career firefighter in October 2023 that will continue into 2024, there will still be significant overtime required of career staff throughout 2024. Extraordinary levels of compulsory overtime hurts morale and burns out Fitchburg firefighting staff. At time and half pay, it is also an incredibly expensive budget item. Adding another career firefighter will reduce overtime even more (though it will not eliminate it) and may even save the city money over the course of the year.

Finance Director's Notes:

2,808 of the overtime hours are likely due to the change in workweek negotiated by the union, starting in 2023.
 Prior shift annual hours: 2,712 hours; New shift annual hours: 2,496 hours; Difference: 216 hours
 216 hours*13 firefighters=2,808 hours of OT in 2023; assuming firefighters work the same number of hours each year

There were also three full-time firefighter overlapping FMLA leaves in 2023 and two POx injuries that would have contributed to the high overtime in 2023. Full-time firefighters were on leave for approximately 4 months with an additional 4 months of light-duty assignments, combined, resulting in approximately 1,700 overtime hours. The two POx injuries were on restrictions for 11 months, combined.

The specific accounts impacted are identified on the personnel budget proposal summary.

Account #	Account Name	Amount of Amendment	
100-5220-xxx	Fire Personnel & Related Costs	+	\$116,608
	Subtotal Expenditure Change	+	\$116,608
100-4111-000	Property Taxes – General Fund	+	\$116,608
	Subtotal Revenue Change	+	\$116,608
710-4760-000	Insurance ISF – Charges to Other Funds Revenue	+	\$2,114
710-5154-595	Insurance ISF – Worker’s Compensation Expense	+	\$2,114
700-4760-000	Technology ISF – Charges to Other Funds Revenue	+	\$500
700-5145-355	Technology ISF – Equipment Expense	+	\$500
	Subtotal Transfer to ISF Accounting	n/a	\$0-

City of Fitchburg		Proposal #
2024 Operating Budget Personnel Budget 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.	<p>Essential Functions:</p> <ul style="list-style-type: none"> • 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.	<p>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.</p> <p>Other Functions:</p> <ul style="list-style-type: none"> • 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 #
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).

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
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

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 Proposed Common Council Amendment 2024 Budget

Title: Add Funding for Changes to Transit System

Submitted By: Alder Gerhardt

CIP Project, if applicable: _____

Personnel Budget Proposal (PBP), if applicable: _____

Description of Proposed Amendment (What):

The amendment allocates additional funding for transit in the amount of \$50,000. The use of this funding will be informed by the coming Intracity Transit Feasibility Study and/or input from Public Works staff.

Rationale for Amendment (Why):

A forthcoming Intracity Transit Feasibility Study will be completed in early 2024. This study will assess the need for transit in categories including 1) Transit shuttle to Civic Campus, 2) Bus route extensions, 3) Additional Park and Rides. Bus routes are updated by Madison Metro Transit on a regular basis and will be open for changes in Spring 2024.

This allocation will allow for a 2024 implementation of a recommendation from the study or a different change as determined by Public Works, including but not limited to changes to the bus lines. This is a good use of the funding available since \$125,000 of levy limit capacity is available because of an unanticipated increase in State Transportation Aid.

Finance Director's Notes:

Mass transit costs are not an eligible expenditure in the calculation of General Transportation Aid (GTA).

Included the account numbers below for a variety of transit expenditures but included the budget authority in Metro Transit Services. The account number may need to be changed by budget amendment if the recommended use of the funds is outside of Metro services. No grant funding is assumed.

Account #	Account Name	Amount of Amendment	
231-5352-200	Metro Transit Services	+	\$50,000
231-5352-210	Transit Professional Services	n/a	\$-0-
231-5352-290	Transit Other Contractual Services	n/a	\$-0-
231-5352-355	Transit Equipment	n/a	\$-0-
	Subtotal Expenditure Change	+	\$50,000
231-4111-000	Property Taxes – Transit Fund	+	\$50,000
231-4353-500	State Aid – Mass Transit	n/a	\$-0-
	Subtotal Revenue Change	+	\$50,000

City of Fitchburg Proposed Common Council Amendment 2024 Budget

Title: Increase Revenue Allocation to Community Wellbeing Fund

Submitted By: Alder Gerhardt

CIP Project, if applicable: _____

Personnel Budget Proposal (PBP), if applicable: _____

Description of Proposed Amendment (What):

Increase the percentage of the Court Penalties and Fines revenue stream that goes to the Community Wellbeing Fund from 3.5% to 12%. This is paired with a second amendment that allocates the current funds in the Community Wellbeing Fund to the HNI Grant Program, which completely offsets the tax levy impact of this amendment.

Rationale for Amendment (Why):

The Community Wellbeing Fund was created in the 2021 Budget and is funded by 3.5% of the annual Court Penalties and Fines revenue stream. Inspired by the Hotel Tax/CEDA model, the driving concept of this fund is that investing revenue from fines and penalties back into the community is an acknowledgement that investment is the best way to address societal problems. As the city continues to provide more community support over the years, hopefully the fines and penalties revenue stream will begin to fall as a reflection of a healthier community.

In a separate amendment, I allocate money in the Community Wellbeing Fund to the HNI Grant Program, which reduces the tax levy by \$15,000. Increasing the percentage to 12% will yield ~\$20,000 in revenue to the Community Wellbeing Fund in 2024.

Finance Director's Notes:

Total 2024 budgeted court penalties and fines revenue: $\$165,800 * 3.5\% = \$5,800$
 Total 2024 budgeted court penalties and fines revenue: $\$165,800 * 12\% = \$19,900$ (Difference = \$14,100)

The full amount of the collected fines and forfeitures is used to offset the property tax levy needed in the General Fund. If a percentage of this revenue stream is diverted to another fund, the same amount will need to be back-filled with additional property taxes. The amount transferred to the Community Wellbeing Special Revenue Fund will be based off of actual net cash collections (after remitting the required portion to the State and County) and would be transferred semi-annually.

Account #	Account Name	Amount of Amendment	
100-4111-000	Property Taxes – General Fund	+	\$14,100
100-4510-000	Law and Ordinance Violations – General Fund	↓	\$14,100
224-4510-000	Law and Ordinance Violations – Community Wellbeing	+	\$14,100
Subtotal Revenue Change		+	\$14,100

City of Fitchburg Proposed Common Council Amendment 2024 Budget

Title: Add Human Resources Intern

Submitted By: Alder Gerhardt

CIP Project, if applicable: _____

Personnel Budget Proposal (PBP), if applicable: 12

Description of Proposed Amendment (What):

Add a Human Resources (HR) Intern to start in summer 2024. Since this is a summer position with a discrete project, this can be considered a one-time expense for the 2024 budget.

Rationale for Amendment (Why):

HR requested an Intern for 2024, the only department with an intern request in the coming year. Hiring an intern is a relatively minimal expense that can have positive outcomes for city departments. An HR intern in 2024 will be tasked with carrying out a specific project that will help with long-term hiring and retention. The first possibility is organizing a Youth Job Shadowing Event, a one or two day event to invite young people in the community to learn more about government careers. The other possible project is a mentorship program, which is a formal program for City staff and would be a development tool for employees looking to grow in their careers or learn about other opportunities.

Finance Director's Notes:

The specific accounts impacted are identified on the personnel budget proposal summary.

Account #	Account Name	Amount of Amendment	
100-5143-xxx	HR Personnel & Related Costs	+	\$8,897
	Subtotal Expenditure Change	+	\$8,897
100-4111-000	Property Taxes – General Fund	+	\$8,897
	Subtotal Revenue Change	+	\$8,897
710-4760-000	Insurance ISF – Charges to Other Funds Revenue	+	\$8
710-5154-595	Insurance ISF – Worker’s Compensation Expense	+	\$8
	Subtotal Transfer to ISF Accounting	n/a	\$-0-

City of Fitchburg		Proposal #																																								
2024 Operating Budget Personnel Budget 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																
	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	\$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 Proposed Common Council Amendment 2024 Budget

Title: Increase Senior Center Public Information & Education Budget

Submitted By: Alder Allen

CIP Project, if applicable: _____

Personnel Budget Proposal (PBP), if applicable: _____

Description of Proposed Amendment (What):

This amendment would add an additional \$2,000 to account 100-5460-345 to cover the cost of printing an additional 350 newsletters each month bringing the total to 900.

Rationale for Amendment (Why):

Although the Senior Center sends out over 1,000 newsletters electronically each month, there continues to be a significant portion of the population that does not use computers or prefers a hard copy. The distribution of newsletters has also increased due to the addition of the senior apartment properties; Limerick, Novation Commons, Quarry Ridge and various apartments previously located within the Town of Madison.

The newsletter is a key component of the Senior Center’s outreach efforts and serves as a way to connect with older adults in the community to educate them about programs and services offered.

Also to note, the Senior Center brings in approximately \$3,000-\$3,500 in revenue from newsletter advertisers each year. This income helps offset the existing printing costs.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5460-345	Senior Center Public Information & Education	+	\$2,000
	Subtotal Expenditure Change	+	\$2,000
100-4111-000	Property Taxes – General Fund	+	\$2,000
	Subtotal Revenue Change	+	\$2,000

City of Fitchburg Proposed Common Council Amendment 2024 Budget

Title: Increase Transportation and Transit Committee (TTC) Meetings

Submitted By: Alder Jetzer

CIP Project, if applicable: _____

Personnel Budget Proposal (PBP), if applicable: _____

Description of Proposed Amendment (What):

Currently, Transportation and Transit Committee (TTC) meets 10 times per year. This amendment would increase that to 12 times per year.

Rationale for Amendment (Why):

TTC meets between the first and second council meetings of the month, which allows a convenient workflow: items can be referred to TTC at the first council meeting and return to council at the second meeting. However, twice per year that process is delayed by a full month.

Additional meeting time also allows for the commission to cover more agenda items and/or shorten the meetings a bit.

Finance Director's Notes:

Amendment includes additional per diem costs (\$185 / meeting) and direct cost of FACTv staff to tape and process the meeting (\$45 / meeting). Building costs (i.e. increased utilities) and other staff costs (i.e. Clerk, staff liaison) are not identified.

Account #	Account Name	Amount of Amendment	
100-5300-140	Per Diems – TTC	+	\$370
100-5570-120	FACTv LTE Wages	+	\$84
100-5570-131	FACTv FICA	+	\$6
	Subtotal Expenditure Change	+	\$460
100-4111-000	Property Taxes – General Fund	+	\$460
	Subtotal Revenue Change	+	\$460

City of Fitchburg Proposed Common Council Amendment 2024 Budget

Title: Remove Teen Center Design Study (Phase 3)

Submitted By: Alder Herbst

CIP Project, if applicable: 6275

Personnel Budget Proposal (PBP), if applicable:

Description of Proposed Amendment (What):

This amendment removes the \$40,000 of TID Closure funding for the Teen Center design study phase 3.

Rationale for Amendment (Why):

1. A more prudent plan for a teen center would be to rent an available space. There are a number of buildings where rental space would be available and likely at a reasonable cost. The Redeemer Church would seem highest on the list with the Latino Chamber of Commerce building also an option. This would allow an evaluation of concept.
2. A community center is needed more than a teen center. There is no shortage of part time jobs for teens in the area within walking distance.
3. The cost to build a facility in the area is far more than even our most spend happy residents are willing to pay.
4. No money or even potential donors have stepped forward to help fund a new building.
5. Within a short distance of this area is a Boys and Girls Club and the Trades Training Center which received funding and are changing lives. Do we really need another building?
6. The number of teens who would use this is relatively modest compared to the number of teens in District 1.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
230-5144-210	TID Closure HNI Professional Services	↓	\$40,000
	Subtotal Expenditure Change	↓	\$40,000
230-4930-230	Fund Balance Applied – TID Closure Excess Increment	↓	\$40,000
	Subtotal Revenue Change	↓	\$40,000

Capital Improvement Program (CIP)

2024 *thru* 2033

City of Fitchburg, WI

Project #	2141
Project Name	Police Facility/Addition - Revised

Type	Improvement	Department	Police Department
Useful Life		Contact	Police Chief
Category	General Equipment	Priority	2 Very Important

Description

In 2014, a Space Needs Analysis and Project Building Program study was completed on the City Hall Campus by Dimension - Madison Design Group. The report was presented with recommendations on February 9, 2015. On February 17, 2015, a presentation was made before the Committee of the Whole. The estimate provided is for a stand alone facility. Land acquisition costs are not included. A minimum of 4 acres will be needed. A new off-site police facility would mitigate the need for City Hall and the Community/Senior Center expansion via abandoned space remodeling. Furniture and fixtures are included in the requested amount.

2016-2020 CIP Amendment: Project postponed to a future CIP.

2017-2021 CIP Update: On April 21, 2014 the City Hall Expansion Oversight Committee accepted the Space needs report. Land acquisition costs still not included.

2017-2021 CIP Amendment: Delayed to 2022 or later. Keep some interim funding paid by property tax levy.

2018-2027 CIP Update: Title changed from Police Facility/City Hall Remodel to Public Safety Facility. The details of the project will be determined in the next few years. Reinstated the dollar amounts from the Mayor's proposed 2017-2021 CIP but delayed to construction in 2022/2023

2018 Budget Update: F100 Fund Balance (in lieu of ERP aid) used to fund 2018 cost.

2019-2028 CIP Update: The public safety facility are being moved up one year to facilitate occupancy in 2022 (site determination 2019, design 2020, construction 2021/2022). The police department has existing space needs in the evidence storage room, evidence lab, armory, squad room, and meeting spaces that all currently need to be addressed. An increase in police department staffing is anticipated in the next five years and is likely to be significant due to the growth in Fitchburg and the absorption of the Town of Madison. Additionally, funds have been budgeted in this account to address short-term needs in 2017 and 2018. Moving the project up may reduce these expenditures to address short-term needs due to the occupying a larger facility earlier.

2019-2028 CIP Council Amendment: Add \$300,000 for land acquisition in 2020 as a result of change from standalone facility to addition on new facility. Change project title from "Public Safety Facility" to "Police Station Addition". Split project into two phases: Phase I \$6.4 million in 2024 and Phase II \$10 million in 2030.

2020-2029 CIP Council Amendment: Delay planning, update costs for a single project, split construction costs over two years, and remove land acquisition. 75,000 sq ft facility for \$35,000,000. Also administratively changed title from "Police Station Addition" to "Police Facility" based on Council amendment approved.

2021-2030 CIP Council Amendment: Reduced facility size and returned to expansion of City Hall. Planning/design reduced from \$2,700,000 to \$1,875,000 and construction reduced from \$32,300,000 to \$23,125,000. Building size reduced from 75,000 sq ft to 50,000 sq ft for a total cost reduction from \$35 million to \$25 million.

Capital Improvement Program (CIP)

2024 *thru* 2033

City of Fitchburg, WI

2022-2031 CIP Update: Amounts and timing remain the same but project returned to a stand-alone facility and not an addition.

2024-2033 CIP Update: Increased cost from \$25 million to \$35 million with a facility size of 60,000 - 75,000 sq. ft. The new facility should focus on police service delivery in the City of Fitchburg. The final cost may increase based on final design (with input from the ad hoc committee) and actual construction bids.

Also added replacement fund for future building systems replacements starting in 2027 (after one year warranty period) at 0.5% of the building cost.

Note: Assumes costs for telephone system, security system, door access, etc. will be included in this project as an item within the overall facility budget.

Previously authorized funding:
 2017: Planning/Design/Engineering short-term remodel (\$25,000 levy)
 2018: Maintenance of Existing Facility short-term remodel (\$100,000 F100 FB in lieu ERP)
 2022: Planning/Design/Engineering for new facility (\$1,875,000 debt)
 2023: Half of construction cost for new facility (\$11,562,500 debt)

12/31/22 fund balance: \$62,460

Justification

As described in the Space Needs Analysis and Project Building Program study.

Expenditures	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Construction of New Facilities/Additions	21,562,500										21,562,500
Replacement Fund				175,000	180,250	185,658	191,227	196,964	202,873	208,959	1,340,931
Total	21,562,500			175,000	180,250	185,658	191,227	196,964	202,873	208,959	22,903,431

Funding Sources	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Borrowing (non-util, GO debt)	21,562,500										21,562,500
Capital Property Tax Levy				175,000	180,250	185,658	191,227	196,964	202,873	208,959	1,340,931
Total	21,562,500			175,000	180,250	185,658	191,227	196,964	202,873	208,959	22,903,431

Budget Impact/Other

Space Needs Study: Sewer and Water: \$200--\$300/mo. Natural gas: \$.50/sq ft /year at 78,874 sq ft (new police bldg.)=\$39,437. Electric: \$1.25/sq ft/year =\$98,593

2024-2033 CIP Update: See attached supporting document.

Budget Items	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Staff Cost			200,000	210,000	220,500	231,525	243,101	255,256	268,019	281,420	1,909,821
Maintenance			47,700	49,131	50,605	52,123	53,687	55,297	56,956	58,665	424,164
Other (Insurance, Utilities)			218,310	224,859	231,605	238,553	245,709	253,081	260,673	268,494	1,941,284

Capital Improvement Program (CIP)

2024 *thru* 2033

City of Fitchburg, WI

Total	466,010	483,990	502,710	522,201	542,497	563,634	585,648	608,579	4,275,269
-------	---------	---------	---------	---------	---------	---------	---------	---------	-----------

**City of Fitchburg
Operating Costs of Capital Projects
2024-2033 CIP**

	Year 1 2026	Future Increases %
<u>Replacement Costs</u>		
Capital Cost	\$ 35,000,000	
% for Building Systems Replacement	0.50%	
Building Systems Replacement Cost	<u>\$ 175,000</u>	3%
<u>Staffing Needs</u>		
Custodian - 2,080 hours	\$ 100,000	
Custodian - 2,080 hours	\$ 100,000	
Subtotal	<u>\$ 200,000</u>	5%
<u>Utilities</u>		
Water/Sewer/Stormwater	\$ 6,710	
Electric/Natural Gas	\$ 155,000	
Internet/Cable	\$ 7,500	
Telephone	\$ 9,100	
Gasoline/Diesel		
Subtotal	<u>\$ 178,310</u>	3%
<u>Maintenance</u>		
Pest Control	\$ 1,200	
Elevator/Fire Alarm/Generator/Other Inspections	\$ 17,500	
Security System Repairs	\$ 1,000	
HVAC Repairs	\$ 10,000	
Custodial/Other Supplies	\$ 8,000	
Miscellaneous/Unexpected Repairs	\$ 10,000	
Subtotal	<u>\$ 47,700</u>	3%
<u>Other</u>		
Insurance	\$ 25,000	
Small Equipment Replacement	\$ 15,000	
Professional Services		
Subtotal	<u>\$ 40,000</u>	3%
<u>Offsetting Revenues</u>		
User Fees		
Charges to Other Funds		
Grant Funding		
Subtotal	<u>\$ -</u>	3%

Note: If nothing gets delayed could be in the building at the end of 2025. More likely not until early 2026. It is too early to predict the date at this point.

Capital Improvement Program (CIP)

2023 *thru* 2032

City of Fitchburg, WI

Project #	3511
Project Name	Bike Lane Additions - New/Revised

Type	Improvement	Department	Public Works - Streets
Useful Life	30 Years	Contact	PW Director/City Engineer
Category	Road Improvements	Priority	3 Important

Description

This project includes adding bike lanes on Whalen Road from Fitchrona Road to Fish Hatchery Road.
 2023-2032 Council CIP Amendment: Accelerated project from 2024 to 2023.

Justification

Whalen Road currently has bike lanes within this stretch. This project would complete the bike lanes in the missing areas from Fitchrona Road to Fish Hatchery Road. Whalen Road is considered to be a primary bike route according to the City of Fitchburg Bicycle and Pedestrian Plan 2017.

Expenditures	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Planning/Design/Eng	50,000										50,000
Construction of New Facilities/Additions	780,000										780,000
Total	830,000										830,000

Funding Sources	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
ARPA/FRF	830,000										830,000
Total	830,000										830,000

Budget Impact/Other



City of Fitchburg
Public Works Department
5520 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608) 270-4260
www.fitchburgwi.gov

MEMORANDUM

To: Common Council
From: Ross Kahler, Senior Transportation Engineer
cc: Tim Voelker, Director of Public Works/City Engineer; Tracy Foss, Assistant Director of Public Works
Date: October 18, 2023
Subject: Budget Amendment #14 Reduce Scope of Whalen Road Shoulder Paving

The purpose of this budget amendment is to reduce the scope of the proposed Whalen Road paved shoulders. Currently on Whalen Road between Fish Hatchery Road and Fitchrona Road, there are several stretches of discontinuous paved shoulders that serve as bike lanes. When these shoulders end, bicyclists are forced to merge into 40 to 50 mph traffic. The current \$830,000 budget item would make the paved shoulders continuous from Fish Hatchery Road to Fitchrona Road on both the north and south sides of Whalen Road. This involves approximately 11,125 linear feet (2.1 miles) of new paved shoulders, regrading ditches for proper 4:1 slopes off the roadway, and several tree impacts. The paved shoulder quantity accounts for the north and south shoulders separately, so for every one foot of Whalen Road, there are two feet of paved shoulder. Please see the Figure 1 at the end of this memo for additional detail. The original project cost estimate is shown in Table 1.

Table 1: Cost Estimate

Design Engineering	\$ 50,000
Construction	\$ 780,000
Total	\$ 830,000

This budget amendment would reduce the scope of the project to only include Whalen Road from approximately 800 feet east of Fitchrona Road to Fitchburg Road. This section of Whalen Road has several hills where cars choose to move into the oncoming lane to pass bicyclists riding in the driving lane, creating dangerous blind, head-on conditions for vehicles, where a driver may have to choose between hitting an oncoming car and hitting a bicyclist. This would require approximately

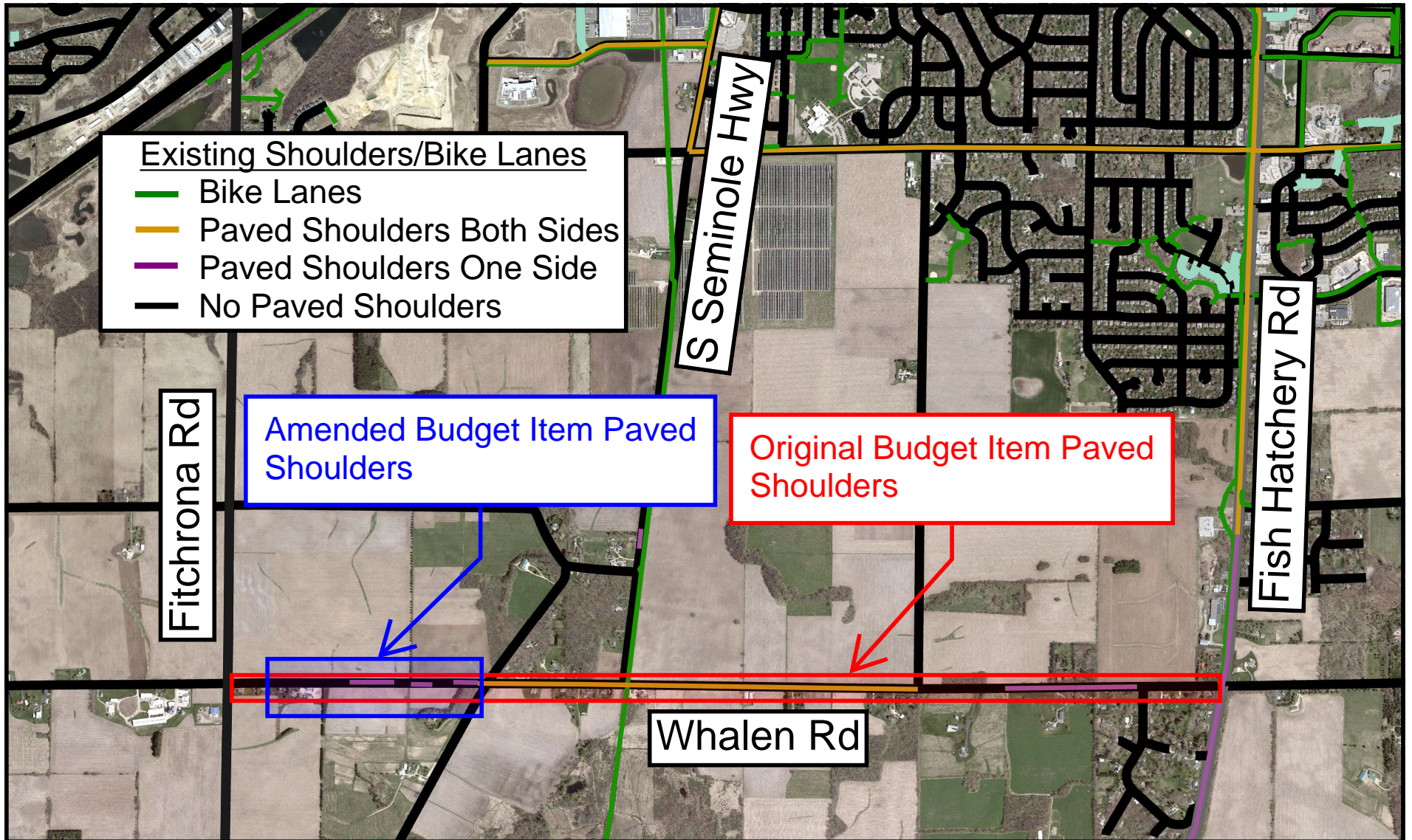
4,475 linear feet (0.9 miles) of new paved shoulders. The project cost when taking into account the reduced scope is shown in Table 2.

Table 2: Amended Cost Estimate

Design Engineering	\$ 20,000
Construction	\$ 320,000
Total	\$ 340,000

This budget amendment would reduce the cost compared to the original item by 60%. It would also eliminate the need for cars to move into the oncoming lane to pass bicyclists on blind hills. This amendment would not address all the locations that bicyclists need to merge into high-speed traffic and would not help bicyclists going from central Fitchburg to the Badger State Trail, who would not travel on this section of Whalen Road. The new multi-use path and bike lanes on Lacy Rd between Fitchrona Road and South Seminole Highway will open in November 2023. This will provide an alternative east-west route for bikers. Whalen Road is included in the 2017 Bicycle and Pedestrian Plan as a Primary Bike Route, which indicates that this route is intended to be of the highest priority for improvements, maintenance, and safety, and should have bike lanes or bike path added when it is reconstructed. Whalen Road is not currently included in the City's five-year plan for resurfacing or reconstruction.

Figure 1: Whalen Road Paved Shoulders



City of Fitchburg Proposed Common Council Amendment 2024 Budget

Title: Reinstate Whalen Road Paved Shoulders/Bike Lanes

Submitted By: Alder Allen

CIP Project, if applicable: #3511 – Bike Lane Additions

Personnel Budget Proposal (PBP), if applicable:

Description of Proposed Amendment (What):

This amendment reinstates \$830,000 to add paved shoulders/bike lanes on Whalen Road in the event that resolution R-177-23 is approved on 10/24/23. Considering the limited funds expected to be available in the TID Closure fund, this amendment funds the project by borrowing.

Rationale for Amendment (Why):

Adding paved shoulders/bike lanes on Whalen Road is a safety issue and should be a priority of the City.

Resolution R-177-23 is in the Council approval process with action scheduled for 10/24/23, after the Council proposed amendments to the Mayor’s Proposed 2024 budget are due. If that budget amendment resolution is approved, it will redirect the authorized TID closure funding for the Whalen Road paved shoulder/bike lane project to two other park projects. This proposed amendment would then reinstate the Whalen Road project in 2024, using borrowed funds.

If Resolution R-177-23 fails, this proposed amendment will be withdrawn.

Finance Director's Notes:

Account numbers for the use of TID closure funds and/or grant funds are included below, in the event the funding source is changed from borrowing through the amendment process.

Account #	Account Name	Amount of Amendment	
400-5733-511	Bike Lane Additions	+	\$830,000
	Subtotal Expenditure Change	+	\$830,000
400-4903-511	Debt Proceeds – Bike Lane Additions	+	\$830,000
230-4930-230	Fund Balance Applied – TID Closure Excess Increment	+	\$-0-
400-4353-511	Grant Revenue	+	\$-0-
	Subtotal Revenue Change	+	\$830,000
400-4953-511	Transfer from TID Closure Excess Increment Fund	+	\$-0-
230-5920-400	Transfer to Capital Projects Fund	+	\$-0-
	Subtotal Transfer Accounting	n/a	\$-0-

Capital Improvement Program (CIP)

2023 *thru* 2032

City of Fitchburg, WI

Project #	3511
Project Name	Bike Lane Additions - New/Revised

Type	Improvement	Department	Public Works - Streets
Useful Life	30 Years	Contact	PW Director/City Engineer
Category	Road Improvements	Priority	3 Important

Description

This project includes adding bike lanes on Whalen Road from Fitchrona Road to Fish Hatchery Road.
 2023-2032 Council CIP Amendment: Accelerated project from 2024 to 2023.

Justification

Whalen Road currently has bike lanes within this stretch. This project would complete the bike lanes in the missing areas from Fitchrona Road to Fish Hatchery Road. Whalen Road is considered to be a primary bike route according to the City of Fitchburg Bicycle and Pedestrian Plan 2017.

Expenditures	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Planning/Design/Eng	50,000										50,000
Construction of New Facilities/Additions	780,000										780,000
Total	830,000										830,000

Funding Sources	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
ARPA/FRF	830,000										830,000
Total	830,000										830,000

Budget Impact/Other

Capital Improvement Program (CIP)

2024 *thru* 2033

City of Fitchburg, WI

Project #	6259
Project Name	Park System Improvements - Revised

Type	Improvement	Department	Parks, Recreation, and Fores
Useful Life	10-20 years	Contact	Parks Director
Category	Equipment Replace/ Resurface P	Priority	3 Important

Description

This project accounts for capital projects (>\$10,000) within existing parks. All other projects that are less than \$10,000 individually were moved to operating budget in 2017. The 2018 allocation of \$55,000/year was calculated as follows:
Playground Equipment: \$30,000 / year - replace 1 per year
Ball Fields: \$25,000 / year to support facilities as needed.

2018-2027 CIP Update: Added \$1,000 per year to account for inflation.

2019-2028 CIP Council Amendment: Added \$24,000 for water fountain at Belmar Hills Park.

2019 Budget: Removed water fountain at Belmar Hills Park \$24,000.

2023-2032 CIP Update: Added various additional projects and changed timing on certain projects to accommodate additions. Moved McGaw miscellaneous updates from CIP #6211 to this project, including volleyball posts in 2024. Moved McKee miscellaneous updates from CIP #6212 to this project. Also added \$15,000 in ARPA funds to add bike parking stalls to major parks.

2023-2032 Council CIP Amendment: Directed staff to remove the ball field fence from Huegel-Jamestown Park and return sale proceeds to the CIP project.

Various changes to future planned projects are made each year as staff evaluates needs and priorities. See below for list of current expectations. If the total replacement funding amounts do not change, the changes are not noted specifically in the description except for the current year.

*Note: Nine Springs Golf Course (#6261) has their own CIP project (McGaw and McKee consolidated to other projects). Tennis courts (#6263), large shelter renovations (#6264), new large shelters (#6267), and new park development (#6266) also have their own CIP projects. Bike paths within the parks are included in project #3486.

Upcoming projects and estimated timing, all funded by levy unless otherwise listed:

- 2024: Quarry Ridge Paint Outdoor Shelter \$10,000
- 2024: Seminole Glen Replace Basketball Court \$12,000
- 2024: Huegel/Jamestown path lighting adjacent to shelter and ball diamond \$15,000 (increased from \$10,000 to \$15,000)
- 2024: New volleyball posts \$10,000 levy
- 2024: Bike Parking Stalls in Major Parks \$15,000 (removed - accelerated by R-80-23)
- 2024: Arrowhead Playground Update \$40,000
- 2024: Byrne Park Gazebo Paint \$10,000

Capital Improvement Program (CIP)

2024 *thru* 2033

City of Fitchburg, WI

- 2024: Hillside Heights Basketball Hoop Replace \$12,000
- 2025: Chicory Meadow Gazebo Paint \$10,000
- 2025: Chicory Meadow Playground Replacement \$50,000
- 2025: Rimrock Playground Update \$40,000
- 2026: Schappe Playground Retrofit \$40,000
- 2026: Clayton Basketball Court Update \$13,000
- 2027: Greenfield Park Playground Replacement \$60,000
- 2028: Fitchburg Springs Playground Replacement \$60,000

Previously funded projects that are not yet completed but still planned:

- 2022: Hatchery Hill Regrading \$20,000
- 2022: Huegel/Jamestown Water Fountain \$25,000 (ARPA R-99-22)
- 2023: Southdale Park Identification Sign \$5,000
- 2023: Southdale Park Basketball Court \$35,000
- 2023: Clayton Playground Update \$40,000
- 2023: McKee Farms Basketball court on southern end \$30,000
- 2023: Belmar Park Water Fountain \$17,000 ARPA (2023 budget amendment R-80-23)
- 2023: Bike Parking Stalls in Major Parks \$15,000 TID closure (2023 budget amendment R-80-23)

12/31/22 fund balance: \$83,764

Justification

As the City of Fitchburg Parks system ages many items need to be updated and replaced.

Expenditures	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Construction of New Facilities/Additions	0										0
Replacement Fund	61,000	62,000	63,000	64,000	65,000	66,000	67,000	68,000	69,000	70,000	655,000
Total	61,000	62,000	63,000	64,000	65,000	66,000	67,000	68,000	69,000	70,000	655,000

Funding Sources	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Capital Property Tax Levy	61,000	62,000	63,000	64,000	65,000	66,000	67,000	68,000	69,000	70,000	655,000
ARPA/FRF	0										0
Total	61,000	62,000	63,000	64,000	65,000	66,000	67,000	68,000	69,000	70,000	655,000

Budget Impact/Other

2023-2032 Council CIP Amendment: Added staff costs to remove the ball field fence from Huegel-Jamestown Park

City of Fitchburg Proposed Common Council Amendment 2024 Budget

Title: Reinstate Tower Hill Shelter Replacement

Submitted By: Alder Gerhardt

CIP Project, if applicable: #6264 – Large Park Shelters

Personnel Budget Proposal (PBP), if applicable:

Description of Proposed Amendment (What):

Reinstate Tower Hill Shelter replacement to the 2024 budget, as laid out in the adopted CIP.

Rationale for Amendment (Why):

The Tower Hill Shelter is in disrepair and is overdue for replacement. This was originally slated for 2020 but has been delayed due to budget constraints. The shelter was identified as a 2024 project in the most recent CIP, using ARPA/TID Closure funding. It was removed in anticipation of the approval of Resolution R-177-23 which would allocate the funds this year. Since it is unknown at the time of this amendment submittal if that resolution will pass, I am submitting this amendment to add it back to the budget in the event the resolution fails.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
400-5766-264	Existing Large Park Shelters	+	\$325,000
	Subtotal Expenditure Change	+	\$325,000
230-4930-230	Fund Balance Applied – TID Closure Excess Increment	+	\$325,000
	Subtotal Revenue Change	+	\$325,000
400-4956-264	Transfer from TID Closure Excess Increment Fund	+	\$325,000
230-5920-400	Transfer to Capital Projects Fund	+	\$325,000
	Subtotal Transfer to ISF Accounting	n/a	\$-0-

Capital Improvement Program (CIP)

2024 *thru* 2033

City of Fitchburg, WI

Project #	6264
Project Name	Large Park Shelters - Revised

Type	Improvement	Department	Parks, Recreation, and Fores
Useful Life	30 Years	Contact	Parks Director
Category	Parks &Greenway Improvements	Priority	3 Important

Description

This CIP project is intended to fund replacement of our large park shelters with bathrooms that were previously included in CIP project #6259. The City has 6 such shelters that are on a 30 year replacement cycle, meaning one would be replaced every 5 years. However, projects will be budgeted as replacement is needed (Note: beginning with 2019-2028 CIP changed to a replacement fund concept).

The shelters at McGaw and McKee, however, would be included in their separate park project numbers (beginning with 2023-2032 CIP changed to all shelters in this CIP project). A separate CIP #6267 is for additions of brand new shelters.

2017-2021 CIP Update: Cost updated on Tower Hill shelter (2020) based on recent McGaw shelter construction costs (from \$210,000 to \$250,000)

2018-2027 CIP Update: Changed funding source of Tower Hill shelter renovation to levy from borrowing and delayed from 2020 to 2022/2023.

2019-2028 CIP Update: Changed approach from budgeting for renovations/replacements when needed to a replacement style funding. There are six existing shelters with a useful life of 30 years. That equates to one shelter every 5 years to be replaced. At \$250,000 for the next shelter, the annual calculation is \$50,000 / year. The amount is then inflated in future years to account for future price increases.

2020-2029 CIP Update: Delay replacement fund of \$50,000 / year for Tower Hill in 2020-2023 to 2024-2027

2023-2032 CIP Update: Added Tower Hill shelter replacement funded by TID closure excess increment \$250,000. Also added \$50,000 in TID closure excess increment to fund upgrades of park shelters to solar shelters in 2024. Transferred shelter renovations and replacements for McGaw and McKee Farms Parks to this CIP project (from CIP #6211 & #6212, respectively, along with the remaining fund balance within #6212), including the shelter siding replacement at McKee Farms Park funded by project fund balance.

2023 Budget Update: Delayed Tower Hill replacement (\$250,000) from 2023 to 2024 due to funding constraints.

2024-2033 CIP Update: Increased cost of Tower Hill shelter replacement from \$250,000 to \$325,000 (funded by TID closure) due to price increases. Increased McKee Farms Park shelter siding from \$75,000 to \$125,000 (funded by levy).

Upcoming projects and estimated timing:

- 2024: Tower Hill shelter renovation funded by TID closure \$325,000 (increased from \$250,000 to \$325,000)
- 2024: Upgrade park shelters to solar shelters funded by TID closure \$50,000
- 2024: Replace siding on main McKee Farms shelter \$125,000 with \$75,000 funded by fund balance transferred from reallocated CIP #6212 and fund balance within this project and \$50,000 from levy (increased from \$75,000 to \$125,000)

Capital Improvement Program (CIP)

2024 *thru* 2033

City of Fitchburg, WI

12/31/22 fund balance: \$50,688 (accumulating resources for future replacements)

Justification

General repairs and updates to shelters are needed to so they can continue to serve our residents for many years to come. Security cameras are suggested to be added to all large parks to address vandalism concerns.

Expenditures	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Construction of New Facilities/Additions	50,000										50,000
Maint of Existing Facilities (non-hwy, non-util)	450,000										450,000
Replacement Fund	51,000	52,000	53,000	54,000	55,000	56,000	57,000	58,000	59,000	60,000	555,000
Total	551,000	52,000	53,000	54,000	55,000	56,000	57,000	58,000	59,000	60,000	1,055,000

Funding Sources	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Capital Property Tax Levy	101,000	52,000	53,000	54,000	55,000	56,000	57,000	58,000	59,000	60,000	605,000
Project Fund Balance Applied	75,000										75,000
TID Closure Excess Increment	375,000										375,000
Total	551,000	52,000	53,000	54,000	55,000	56,000	57,000	58,000	59,000	60,000	1,055,000

Budget Impact/Other



Scott Endl – Director
Parks, Recreation & Forestry
5520 Lacy Road, Fitchburg, WI 53711
Scott.endl@fitchburgwi.gov
608-270-4288

Memo

To: Misty Dodge – Finance Director

Ref: Budget Amendment #17 – Reinstatement Tower Hill Shelter Replacement

Date: October 18, 2023

Please find additional information regarding budget amendment #17 “Reinstatement Tower Hill Shelter Replacement” below.

I have also included pictures that I took this week of the same.

This shelter was constructed by the Town of Fitchburg in 1974 at a cost of \$34,543.

This location is very popular for use/rental for a full range of activities and family gatherings.

Tower Hill shelter was reserved for 47 events during our 2023 rental season. This park shelter also provides facilities for customers and users of the ballfield and soccer field located in Tower Hill Park.

The ballfield and soccer fields were reserved 57 times – this does not include all the times that it was used for a pickup practice and/or game.

I hope this information is helpful.

Please let me know if you have any questions.

Thank you.



Front of Shelter



Back of shelter



Women's bathroom



Men's bathroom



Front lobby

Capital Improvement Program (CIP)

2024 *thru* 2033

City of Fitchburg, WI

Project #	6277
Project Name	Kids Crossing Playground

Type	Equipment	Department	Parks, Recreation, and Fores
Useful Life	25 years	Contact	Parks Director
Category	Parks &Greenway Improvements	Priority	3 Important

Description

Kids Crossing playground is located at McKee Farms Park and was constructed in 2001. The replacement of this structure could be a joint effort between the Community and the City and funded through donations and grants.

Project moved from CIP #6212 McKee Farms Park. Replaced borrowing with TID #6 closure excess increment.

Justification

This playground is widely used by the community and is a draw for visitors from other areas. The structure was built in 2001 and has an expected 25 year useful life.

Expenditures	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Maint of Existing Facilities (non-hwy, non-util)			750,000								750,000
Total			750,000								750,000

Funding Sources	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Grants/Donations (non-util)			375,000								375,000
TID Closure Excess Increment			375,000								375,000
Total			750,000								750,000

Budget Impact/Other



Scott Endl – Director
Parks, Recreation & Forestry
5520 Lacy Road, Fitchburg, WI 53711
Scott.endl@fitchburgwi.gov
608-270-4288

Memo

To: Misty Dodge – Finance Director

Ref: Budget Amendment #18 – Add Maintenance Costs to Extend the Life of Kids Crossing Playground

Date: October 18, 2023

Please find additional information regarding budget amendment #18 “Add Maintenance Costs to Extend the Life of Kids Crossing Playground”.

I have also included the “Playground Assessment Report” summary performed by Leathers Playgrounds in 2018. This summary is 89 pages in length. I can provide the entire assessment if needed.

Kids Crossing playground in McKee Farms Park is an attraction that is well known and visited by many residents of Fitchburg along with surrounding communities.

Kids Crossing was installed in 2001, with the help of Leathers Dream Playgrounds and many volunteers.

Fitchburg Parks has performed maintenance for this structure over the years including several rounds of sealing along with painting of portions of this playground that needed paint, replacing rotten lumber, and repairing broken parts and pieces.

Per said Playground Assessment Report, this playground should be expected to last 20 years, due to being constructed with treated lumber.

I can report that over the past several years Park staff have noticed decaying of this wood structure which has prevented reinstallation of pieces of the structure due to there being no hard wood to do such repairs.

Parks staff has also reported the biggest issue is fastener corrosion throughout the entire playground. This issue is not able to be seen as it’s happening within the wood. The fasteners in places have corroded to nothing. This is a known issue with early treated wood structures, and about impossible to fix without entirely disassembling the whole structure.

I hope this information is helpful.

Thank you.



4/13/15

Kids' Crossing
Fitchburg, WI

L&A Playground Assessment & Report:

Playground Assessment & Report:

Conducted by a Leathers & Associates staff member who is a Certified Playground Safety Inspector (CPSI). The information this report provides will be very beneficial to your decision making ability.

This type of report will assist you in making decisions about the playground and help answer questions like:

<ul style="list-style-type: none">• Are there safety concerns• How can we reduce maintenance needs• What's a replacement cost with today's materials (all Recycled plastics)	<ul style="list-style-type: none">• Can the playground be renovated• How much would it cost to renovate• Should the playground be removed and replaced
--	--

Purpose:

- Provide an onsite visit and physical inspection of the playground by a (L&A) CPSI
- Evaluate the safety condition relating to the ASTM F1487 standards
- Evaluate accessibility level related to today's ADA requirements
- Evaluate overall condition of the structure an equipment
- Evaluate the safety surfacing condition
- Issue a summary report of our findings including:
 - General observations & recommendation
 - Safety
 - ADA
 - Listing of some specific equipment
 - Associated cost
 - Next steps recommendation

Cost of assessment:

Cost of the assessment and report is \$1,500. This includes all travel expenses, time on site and the follow up report.

Sincerely,

Marc Leathers
Owner

*This service must be requested/approved by the owner of the playground.

98 PAGE
Report



Playgrounds by
LEATHERS
Dream. Build. Play!

Playground Assessment Report Fitchburg WI

Inspection Date

06-11-18

Inspector

Dave Johnson

Playground Name

Kid's Crossing

Date playground was built

09-30-2001

Report Date

07-13-18

Report submitted by

Dave Johnson

OVERVIEW

General overview statement

The playground was built in 2001 and is in good to medium condition. The posts and framing are in good condition. Much of the pressure treated wood is still in good shape, but should be pressure washed and sealed with a solid body stain.

There are a few minor maintenance issues and some safety non-compliances. This is not a full playground audit but a subjective assessment of your playgrounds condition and our professional recommendations.

General observations

This assessment is based on a site visit meeting at the request of the client. The playground is 16.5 years old. The playground should be expected to last around 20 years with proper maintenance. The original materials used in the playground were pressure treated wood posts and framing. The original wood was treated with CCA.

It is apparent from its condition that this playground is a well-used attraction in the area. There is a strong emotional connection with the community and the playground.

CONSTRUCTION OPTIONS

The majority of our projects are constructed through community volunteers. This process is L&A's heart and soul. The community built method not only saves money but empowers communities with limitless potential and benefits. At the same time, we understand that the community built model is not always an option or the best choice. In those situations, we also can work with contractors, city workers, volunteers and a variety of combinations. In many cases L&A can also be the contractor for the project. Our goal is to find the right solution for your community and situations.

CONCLUSION

The playground has been well cared for over the years. There are a few minor maintenance and safety compliance issues. These areas can be repaired back to their original condition, or in some cases there are newer options that offer more maintenance friendly materials. When re-building or replacing, recycled plastic and low maintenance materials will be utilized as much as possible.

The current design does not meet the ADA standards. Following the recommendations above will help reduce overall maintenance needs, bring the playground back into safety compliance and ensure the structure last as it was intended to. The finished work will comply with the current version of ASTM F1487 and CPSC Pub.325.

An estimate for the proposed scope of work above including L&A fees (design, project management and construction consultation) and all materials is estimated at around \$85,000-110,000. This cost estimate is based on utilizing our community built model. It's anticipated that the work can be completed in four to five (4-5) days.

As a reminder this is just an estimate until we define the final scope of work and get actual quotes for the materials.

Due the structures age and condition, we have provided an estimated cost to replace the playground with a new design utilizing all of today's latest materials (no wood). Today's playgrounds are expected to last minimally 30 years with minimal maintenance needs. A custom designed community built replacement estimate is around \$275,000-300,000 for a playground with similar square footage as your existing playground, including shredded rubber as the ground cover. This cost estimate is based on utilizing our community built model. It's anticipated that the work can be completed in five (5) days.

Removal or demo of the existing playground is not included in any of these estimates.

If neither of the two options above are within an obtainable budget a smaller scope based on a reduced budget could be developed.

NEXT STEPS

- Work with L&A to develop a final scope of work based on your budget and our recommendations.
- Determine materials choices.

(88)

- Work with L&A to review your fundraising plan. We will provide you component sales as well as fence picket sales to help with raising funds and generating excitement for the project.
- Determine if the project will be a community built project, a local contractor build with L&A supervision, a turn-key L&A contractor build, or a combination of these.
- Review when you would want the work completed by and develop a timeline from there.

Please contact us if you have any questions. We truly appreciate the opportunity to work with your community again.

***For liability reasons, any changes made to the playground must be approved by or completed under the direction of L&A staff.**

Levy Impact +\$23,028

Omnibus Amendment #: A

City of Fitchburg Omnibus Amendment 2024 Budget

Title: Adjust FitchRona EMS Budget Based on EMS Commission Action

Submitted By: Finance Director Dodge

CIP Project, if applicable: _____

New Staffing proposal, if applicable: _____

Description of Proposed Amendment (What):

Increase Fitchburg's share of the 2024 budget for FitchRona from \$1,137,933 to \$1,160,961

Rationale for Amendment (Why):

The EMS Commission revised the 2024 FitchRona budget at their meeting on October 19, 2023 to add \$41,000 of reserve funding and maximize the use of the levy limit adjustment. This increase is allocated to all three participating municipalities based on the formula established in the Intergovernmental Agreement.

Finance Director's Notes:

The full amount of this increase will be included in the levy limit adjustment in Section D, Line I therefore this increase in property taxes does not jeopardize the City's ability to meet levy limits or approve other proposed amendments.

Account #	Account Name	Amount of Amendment	
100-5290-270	FitchRona EMS Contribution	+	\$23,028
	Subtotal Expenditure Change	+	\$23,028
100-4111-000	Property Taxes – General Fund	+	\$23,028
	Subtotal Revenue Change	+	\$23,028



To: Council and Mayor
From: Misty Dodge, Finance Director
Date: September 27, 2023
Subject: Levy Limit Adjustment for Joint EMS Districts

Local property tax levy limits are required under State Statute 66.0602 and have been a constraint on the City's budget for several years. In general, levy limits restrict a municipality's property tax levy increase to the percentage of net new construction experienced in the prior year. However, there are several additional adjustments allowed to the levy limit calculation that are commonly used including the debt service adjustment and TID closure adjustment. There is another adjustment available for joint Fire and/or EMS districts that the City first qualified for with the 2023 budget. Because inflation remains high, and due to the strategy used with the 2023 budget, the City could be eligible for this adjustment again with the 2024 budget.

How to Qualify for the Adjustment

The adjustment criteria are outlined in Statute 66.0602(3)(h) and state that the increase in charges assessed to a municipality for a joint fire department or a joint emergency medical service district may be added to the levy limit if the following three criteria are met:

- 1) The total charges assessed by the joint EMS district cannot increase more than CPI + 2%. The CPI used for this calculation has been certified as 5.4% making the allowed increase 7.4%. This percentage is much higher than normal due to the significant inflation currently experienced. The original budget submitted by Fitchrona increases the total charges to all three municipalities by 5.22%.
- 2) The increase in the specific amount levied to pay for such charges would cause the municipality to exceed the limit that is otherwise applicable. Fitchburg's increase in the original budget submitted by Fitchrona increased \$106,711 or 10.35%. Without this adjustment, the Mayor's Proposed 2024 Budget would be in excess of the levy limits.
- 3) All municipalities served by the joint district must adopt a resolution in favor of exceeding the limit. The City of Fitchburg is very interested in a levy limit adjustment that will provide current and future funding flexibility. In order for us to qualify, the City of Verona and Town of Verona must also pass a supporting resolution. However, it is important to note that the other municipalities are not required to actually take the adjustment on their levy limit worksheet, even if they pass the resolution. So there is hope that the other municipalities will continue to be good partners and approve a resolution so we can take the adjustment, even if there is not a strong desire for their municipality to take the adjustment.

This adjustment is base building. Meaning that the adjustment is permanent and will not need to be removed from prior years, even if future budgets decrease or don't continue to qualify for the adjustment.

Opportunity for a Higher Adjustment by Increasing the District's Budget

The original budget submitted by Fitchrona included a 5.22% total increase, which is well under the maximum increase allowed of 7.4%. Because the levy limit adjustment is base building, there is an incentive to increase the District budget to utilize the full amount possible under the adjustment. One strategy, if there is interest by all the municipalities, is to increase the budget and continue to build the fund balance, similar to the strategy used with the 2023 budget. Then the following year, the amount can be retained, reduced, and/or redirected to other Fitchrona expenses.

The fund balance policy for Fitchrona under the Intergovernmental Agreement is to maintain unassigned fund balance between 15% and 25% of the total annual operating expenditures. As of the end of 2022, the unassigned fund balance was \$756,062, which calculates to 21.8% held. While this amount is within policy, it is reasonable to further support the fund balance up to the policy ceiling, in order to meet levy limit objectives.

The amount currently included in the overall Fitchrona budget for all municipalities combined is \$-0-. An increase to \$41,000 would maximize the levy limit adjustment and account for an additional 1.2% of expenditures in unassigned fund balance, based on 2022 information. This change would increase the municipality contributions as follows:

	Original Budget Increase From 2023	Potential Revised Budget Increase From 2023	Change
City of Fitchburg	\$106,711 / 10.35%	\$129,739 / 12.58%	\$23,028
City of Verona	↓\$10,243 / ↓1.28%	\$5,776 / .72%	\$16,019
Town of Verona	\$4,112 / 4.45%	\$6,065 / 6.56%	\$1,953
Total	\$100,580 / 5.22%	\$141,580 / 7.35%	\$41,000

For Fitchburg, this increase is estimated to increase the assessed value mill rate by \$.0050, which is estimated to be \$1.91 on the average home and \$0.58 on the average multi-family residential unit.

The best process to make the change to the District's budget is to first notice the possible adjustment on the annual meeting agenda. This decision will need to be made by 10/19/22. At that meeting, the motion to adjust the budget could be made and would need to be approved unanimously by the members present. If changed by the District, an omnibus amendment would be presented to our Council to make the change to our 2024 budget.

An alternate process, could be to have all three municipalities adjust the Fitchrona budget through their local budget process, but that approach is not as transparent. It could be an option, however, if timing or voting at the annual meeting becomes an issue.

Template Resolution

WHEREAS under state law (sec. 66.0602(1)(ak), Wis Stats.), “Joint emergency medical services district” means a joint emergency medical services district organized by any combination of two or more cities, villages, or towns under sec. 66.0301(2); and

WHEREAS municipality name is a member of a joint emergency medical services district (Fitchrona EMS); and

WHEREAS the joint emergency medical services district's **total** charges assessed for the current year compared to the prior year, increased insert percentage which is less than or equal to the percentage change in the Consumer Price Index (CPI) from September 1, 2022 through August 31, 2023 plus 2%; and

WHEREAS all municipalities covered by the joint emergency medical services district must adopt a resolution supporting the increase in order to qualify for the adjustment to levy limits; and

THEREFORE BE IT RESOLVED by the municipality governing Board that the increase in assessed charges results in municipality name exceeding its levy limit, allowing an adjustment in Section D, Line I on the 2023 levy limit worksheet and the name of municipality Governing Body supports this increase.

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		\$3,949,574	
Service Income Estimate	\$1,856,617	54.2%	\$1,699,600	46.3%	\$1,840,058	47.7%
Interest and Contracted Events	\$2,170		\$42,200		\$42,500	
Net Operating Cost	\$1,566,240	45.8%	\$1,925,436	52.5%	\$2,067,016	52.3%

2023 Apportionments to Municipalities

	City of Fitchburg	City of Verona	Town of Verona	Total
2023 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 2024 Municipal Costs	\$ 1,160,960.70 Line 6	\$ 807,610.22 Line 7	\$ 98,444.73 Line 8	\$ 2,067,015.65 Line 9

2024 Budget Apportionment Comparisons

2022 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	\$ 1,031,222.00	\$ 801,834.00	\$ 92,380.00	\$ 1,925,436.00
\$ Change from last year	129,739	5,776	6,065	141,580
% Change from last year	12.58%	0.72%	6.56%	7.35%

1		2023 Budget	2024 Operating Budget	Difference 2023 Budget vs. 2024 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	\$ 1,160,961	\$ 129,739	12.58%
7	City of Verona*	\$ 801,834	\$ 807,610	\$ 5,776	0.72%
8	Town of Verona*	\$ 92,380	\$ 98,445	\$ 6,065	6.56%
9	Municipalities Sub-Total	\$ 1,925,436	\$ 2,067,016	\$ 141,580	7.35%
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	\$ 3,949,574	\$ 282,338	7.7%
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	\$ 41,000	\$ (17,000)	
64	Misc. Expense Sub-Total	\$ 564,845	\$ 581,018	\$ 16,173	2.9%
65	TOTAL EXPENSES	\$ 3,667,236	\$ 3,949,574	\$ 282,338	7.7%

Levy Impact ↓\$125,000

Omnibus Amendment #: B

City of Fitchburg Omnibus Amendment 2024 Budget

Title: Adjust General Transportation Aid (GTA)

Submitted By: Finance Director Dodge

CIP Project, if applicable: _____

New Staffing proposal, if applicable: _____

Description of Proposed Amendment (What):

Increase the General Transportation Aid (GTA) revenue budget by \$125,000 and decrease the property tax levy needed to support the 2024 budget by the same amount.

Rationale for Amendment (Why):

Each year, the City receives General Transportation Aid (GTA) from the State that goes into the General Fund and supports the City's overall budget. The formula used to calculate our aid includes our history of certain transportation-related expenditures. Each year I estimate what I think our GTA aid will be the following year and am usually pretty close. However this year, after the Mayor's Proposed Budget was released, I received a GTA *preliminary* estimate from the State that is quite higher than I projected. The increase is due to the absorption of the Town of Madison and their transportation-related expenditures over the past six years.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-4111-000	Property Taxes – General Fund	↓	\$125,000
100-4353-000	State Highway Aids	+	\$125,000
	Subtotal Revenue Change	n/a	\$-0-

