



# Administration Monthly Report

**For the Month of: January 2024**

## Meetings

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 monthly meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings  
Attended Committee of the Whole meeting  
Attended weekly Police Services Facility meetings  
Held Promega bimonthly meeting  
Met with Sub-Zero  
Attended DCCVA virtual meeting  
Attended Fitchburg Faith & City Leaders meeting  
Meetings with referendum internal workgroup  
Met with Mueller Communications  
Meeting regarding BRT Extension  
Attended weekly city communication update meeting  
Meeting with internal communications workgroup  
Attended Fitchburg Ethics training  
Attended Veterans Memorial Park Committee meeting

## Staff Projects

Worked with staff on various projects and policies including but not limited to: employee handbook updates, police services facility, pond barriers, work from home policy, bike committee priorities, OnBase contract review process and various other OnBase items, front desk remodel preconstruction, Highfield phase 2, rent-to-own program, in-house CDL program, city communication, summer hours, interim Fire Chief plan, HUB operations, CIP/Budget schedules, PD recruitment & retention, strategic plan, referendum, Metro Transit, and 2024 ARPA/TID Closure Investment Plan.

## **Events and Collaboration with Businesses & Residents**

Provided a monthly video update for residents via FACTv interview

Attended Encompass Health Rehabilitation Hospital public open house & ribbon cutting

Attended Fitchburg Biz After Hours at Four Winds Farm



# Assessing Monthly Department Report

For the Month of: **January 2024**

## Inspections Completed

- 80 scheduled inspections completed
- 6 exterior/drive by inspections completed
- 155 letters sent requesting inspections sent out throughout the month of January

## Files Processed

- 157 total files processed through January
- Several parcel splits and combinations completed
- Annual mobile home reviews and billing completed late January

## Major Projects in Progress

- Continued work on 2024 revaluation
- Sales validation, processing and reporting
- Conversion of some personal property assets to real estate
- Post-BOR assessment appeals in circuit court
- Income and expense surveys sent to commercial property owners
- Claim for Recovery of Unlawful Taxes for four properties

## Projects in the Next Month

- Continued field work and processing for 2024 assessment roll
- Parcel splits and combinations
- Income and expense survey analysis
- 2023 sales analysis

## Staffing & Accomplishments

- All staff have completed required annual assessor training presented by the Department of Revenue roughly a month ahead of the deadline.



# Building Inspection Monthly Department Report

For the Month of: **January 2024**

## All Permits Issued

93

## Commercial Projects

4 New Commercial  
16 Alteration/Repair/Addition/Other

## Other Permits

8 New Single Family  
1 New Two Family  
  
64 1 & 2 Family Alterations/Additions

## Total Construction Value (All Permits)

\$19,937,851



# Clerk Monthly Department Report

For the Month of: **January 2024**

## Elections

- Ordered Election supplies for the City's 6<sup>th</sup> polling location approved in the 2024 budget.
- Items included:
  - DS200 Tabulation Machines
  - Poll Booths
  - Outside and Inside Signage
  - Totes and miscellaneous Election supplies to stock the new polling location.
- Began working on schedules for the April election day, in-person absentee voting at City Hall and absentee voting in assisted living facilities.
- Sent reminders to candidates required to file campaign finance reports.

## Permits

- Issued 336 Pet Permits

## Licensing

- Approved 18 New Operator Licenses.

## Projects

- Continued work on possible referendum questions for the 2024 August election

## Other

- Processed seven Open Records Requests.

## Staff

- Clerk and Deputy Clerk attended WMCA District IV meeting.



# Economic Development Monthly Department Report

For the Month of: **January 2024**

## **Economic Development**

Uptown Fitchburg UW Capstone Project Presentation, TEA Grant Reporting Requirements – WISDOT, Complied two years of MadREP site selection requests, CEDA Agenda and Meeting Packet, TID 18 parcels, map and classification, Encompass Health Ribbon Cutting

## **Business/Developer Outreach**

37 business/developer outreach and/or contacts. Several involved follow up and additional outreach and communication

## **Community Development**

## **Housing**

H & A Advisors memo and documents review, Quarles document review, Avalon Apartments – TIF info

## **Meetings**

CEDA Chair Mark Hamilton, MadREP CEDS Open House, South Stoner Prairie Steering Committee, HUB signage, South Stoner & Greenfield Neighborhood meetings with consultant and landowners, Sustain Dane & Finance, Holiday Lighting, Hwy 14 – Interchange, Strategic Plan, ethics training, Met with Joanna Rouse to tour properties, Communication Workgroup

## **Marketing/Tourism**

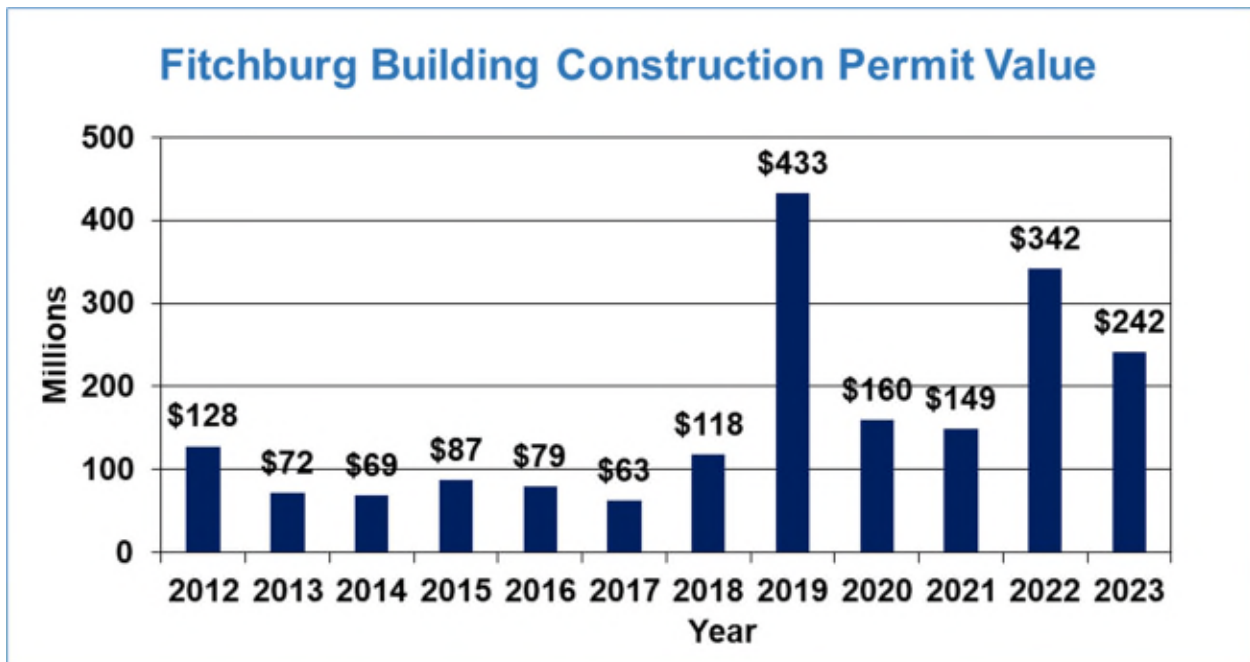
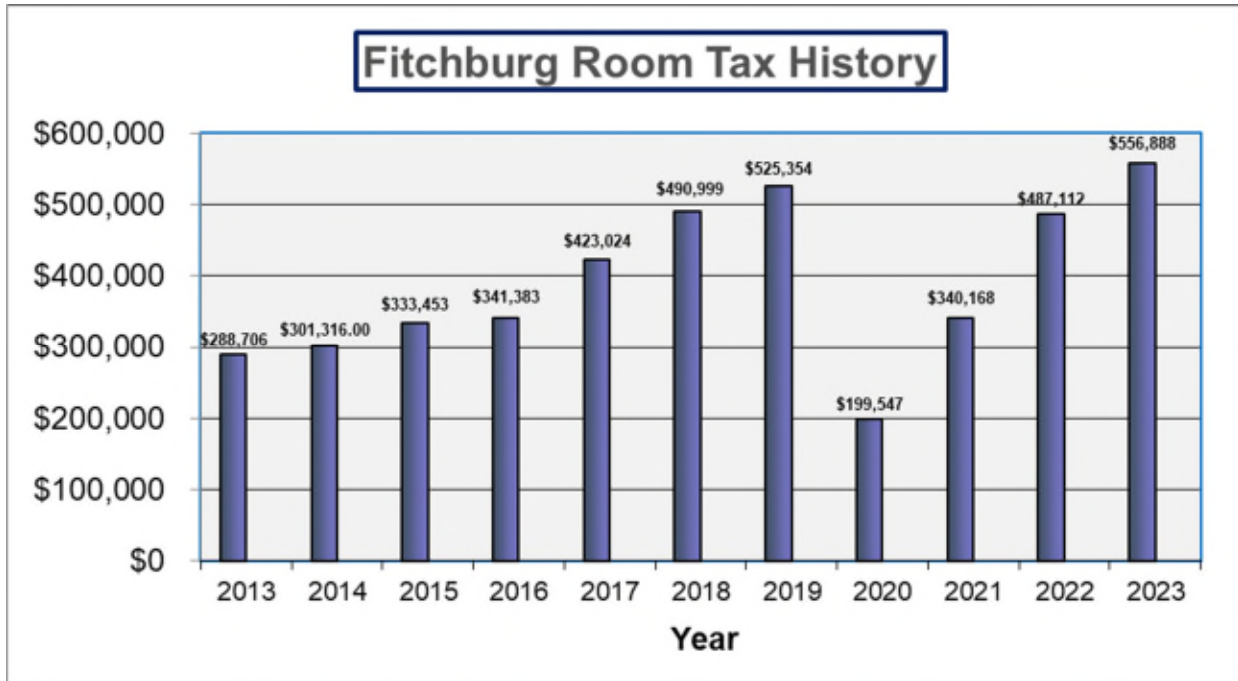
Attended Fitchburg Biz After Hours

## **Alder Contact/Projects**

Jerome Garrett from Alder Joe Maldonado, Encompass Health Talking Points for Mayor

## **Other**

USPS, assisted Adam in gathering data for consultant for referendum, assisted Public Works with business/owner names for Commerce Park road project, update job description for HR, year-end budget updates, Strategic Plan RFP review, Holmes Bobberschmidt special assessments





# FACTv Monthly Department Report

For the Month of: **January 2024**

## Current Productions

- 29 productions completed in January
- 26 meetings completed in January
- 18 (1 show per day) Talking Fitchburg updates in January
- 23 productions scheduled for February
- 30 Meetings scheduled for February

## Upcoming Productions

- Police Facilities Public Information Meetings
- Chase Bank Ribbon Cutting
- South Stoner Prairie Planning Interview & Promo Video
- Election Training Video
- Wonders of Physics
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments

## Long Term Productions

- FREMS "EMS in 60 Seconds" segments
- FACTv Marketing Plan 2024- FACTv Marketing Videos

## Department Projects

- Library large meeting room AV project- (February 2024)
- FACTv Marketing Project 2024
- City of Fitchburg Marketing Tools Marketing Plan (working with COM team)

## Department Focus

- City Department Communications Project

Fitch-Rona EMS Point-of-care Ultrasound Training for Cardiac Arrest.



Boys & Girls Club Pre-Apprenticeship Training Program Graduation 1-29-24.





# Finance Monthly Department Report

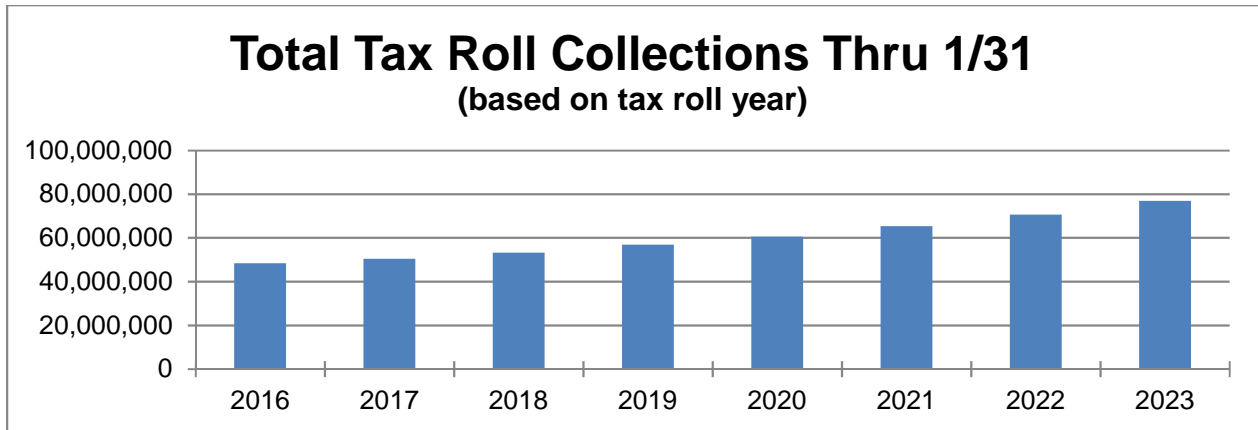
For the Month of: **January 2024**

## Routine Finance Cycles

- Tax collection went well overall. The new tax software created some nuances but the team quickly found ways to address any issues that arose. Tax settlement was completed without issue on 1/16/24. Some statistics below:

|                       | 2016 tax roll | 2017 tax roll | 2018 tax roll | 2019 tax roll | 2020 tax roll | 2021 tax roll | 2022 tax roll | 2023 tax roll |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Total Collections     | \$48,326,675  | \$50,440,828  | \$53,218,344  | \$56,822,552  | \$60,520,334  | \$65,316,235  | \$70,607,430  | \$76,856,802  |
| Refunds Issued        | 77            | 249           | 243           | 99            | 176           | 84            | 244           | 70            |
| # of Tax Bills Issued | 8,212         | 8,212         | 8,429         | 8,601         | 8,885         | 9,036         | 9,207         | 9,573         |
| % of Total Roll       |               |               |               |               |               |               |               |               |
| 12/31                 | 38.3%         | 40.4%         | 37.2%         | 40.3%         | 36.0%         | 28.4%         | 40.4%         | 26.5%         |
| 1/31                  | 30.2%         | 27.8%         | 33.3%         | 30.0%         | 33.1%         | 39.7%         | 29.0%         | 41.5%         |
| Total Collections     | 68.5%         | 68.2%         | 70.5%         | 70.3%         | 69.1%         | 68.1%         | 69.5%         | 68.0%         |
| By Payment Type       |               |               |               |               |               |               |               |               |
| Online                | 0.28%         | 0.44%         | 0.31%         | 0.84%         | 3.56%         | 2.91%         | 5.09%         | 4.43%         |
| Cash                  | 0.08%         | 0.08%         | 0.08%         | 0.09%         | 0.06%         | 0.11%         | 0.09%         | 0.12%         |
| Checks                | 99.64%        | 99.48%        | 99.61%        | 99.08%        | 96.38%        | 96.99%        | 94.81%        | 95.45%        |

- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- End of year processes have begun. W-2s and 1099s were issued. Payroll system has been rolled-over for the new year and COLA increases calculated, reviewed, and imported. Annual reconciliation and documentation will be a priority over the next couple months. Final audit fieldwork is scheduled for mid-March.
- Planning for the 2024 debt issuance including evaluating the amount and timing of the next issuance. Current timeline is to present the preliminary debt resolutions in April (direct referral) and sale of the debt in May.
- Several special payroll runs were completed including WPPA clothing allowance, IAFF clothing allowance, longevity payments, and Commission/etc. per diems.
- 2024 Adopted Budget document was posted to the City's website: <http://www.fitchburgwi.gov/DocumentCenter/View/26336/2024-Adopted-Budget---Fitchburg-WI>
- 2024-2033 Capital Improvements Plan (as revised by the 2024 budget) was updated and posted to the City's website: <http://www.fitchburgwi.gov/176/Capital-Improvement-Plan>
- Prepared the declaration of intent to reimburse certain costs with borrowed funds.



### Special Projects

- Various internal meetings and meetings with the outreach vendor were held about the City's funding gaps and potential August 2024 referendum. Executed a contract with financial advisors to assist in the funding gap discussion and draft a referendum question, if needed.
- Various meetings to discuss payroll questions and employee handbook updates.
- Calculated and paid the overtime impact on the police department retention bonuses.
- Mayor's Proposed ARPA/TID Investment Plan Update was released to the public. The adoption of the Investment Plan Update is scheduled for March.
- Participated in various discussions internally and with other participating municipalities about the Madison Metro Transit agreement updates.
- TID #15 termination and 100% audit is in progress with an anticipated issuance date of spring 2024.
- TID #4 termination audit is in progress with a due date for final report submission to the DOR of March 2024.
- Various TID development incentives and strategies were discussed and reviewed. Council action will be required prior to the execution of any TID amendments, TID creations, or Development Agreements.
- Updated payroll software to include the various benefit changes approved in the 2024 budget including the combined PTO bank and new parental leave benefit.
- Various union MOUs and personnel handbook changes were discussed with payroll, HR, and administration. Began preparing for upcoming union negotiations.
- Participated in communications workgroup meeting and offered comments on the first draft of the communications guide.
- Taped segment regarding the financial impacts of the proposed new police facility.
- Completed required set-up to accept payment for the COPS grant and attended training on the software.

## Staff

- Weekly, bi-weekly, and monthly team meetings were held.
- All staff participated in City-wide ethics training either in-person or by reviewing the taped meeting.

## Statistics

|                            | 2022   | 2023   | Current Month | YTD 2024 | Projected 2024 |
|----------------------------|--------|--------|---------------|----------|----------------|
| Special Assessment Letters | 625    | 496    | 34            | 34       | 500            |
| Payroll Payments           |        |        |               |          |                |
| Checks                     | 182    | 141    | 20            | 20       | 150            |
| ACH Payments               | 7,038  | 7,327  | 772           | 772      | 7,300          |
| Cash Receipts (non-tax)    |        |        |               |          |                |
| Utility Billing            | 28,522 | 30,435 | 4,711         | 4,711    | 31,000         |
| Library                    | 521    | 202    | 23            | 23       | 200            |
| General                    | 44,692 | 41,922 | 681           | 681      | 43,000         |
| Budget Amendments          |        |        |               |          |                |
| Administrative Approval    | 33     | 64     | 7             | 7        | 50             |
| Council Action             | 40     | 48     | 4             | 4        | 50             |

# Fitchburg Fire Department NEWSLETTER



## **FACILITATING GROWTH AND ORGANIZATIONAL CULTURE:**

In January, the Fitchburg Fire Department hosted a leadership and organizational culture seminar. Much of what we do in emergency services is dependent on the impression we have on internal and external stakeholders. Further, different generational approaches impact the methods in which work is accomplished.

Frank Viscuso, a nationally acclaimed speaker, author, and coach facilitated a multi-faceted approach to this training session. In 2023, he provided information and training that outlined his philosophies and lessons. All Fitchburg fire department personnel were provided one of Frank's books on organizational leadership/culture- this offered our members an opportunity to review course content and curriculum in advance of the seminar (maximizing learning potential through directed discussion).

Then, during the seminar, Frank was able to reinforce many of the proven concepts that are outlined in his published books. The first day of his seminar was open to everyone. Firefighters from around the State participated in the presentation. The second day of the seminar was only open to members of the Fitchburg Fire Department- as it confidentially concentrated on the culture and nuances of our organization. Together, we were able to identify our operational and interpersonal strengths - while identifying pitfalls and future opportunity.

All-in-all this was a tremendous way to gauge what is needed for personal, professional, and community growth.

### **Newsletter Editor:**

If you have questions or suggestions about content, please contact:

**Kim Miller**

**Admin. Services Manager**

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608-270-7042

### **Contact Us:**

fire@fitchburgwi.gov

**Fire Station #1:**  
608-270-7070

**Fire Station #2:**  
608-270-7050

**Fire Station #3:**  
608-270-7060

## **CHIEF'S MESSAGE**

As many are aware, I was recently offered (and have accepted) the Fire Chief's appointment for the Village of Menomonee Falls (Waukesha County, just west of Milwaukee). This offer provides me an opportunity to move close to the community where I grew-up and allows me to be closer for anticipated family needs.

This was one of THE most difficult decisions I ever made. In my time in Fitchburg, I established a community network that was needed (organizationally, professionally, and personally) and I made a home. I am very grateful to be associated with the Fitchburg Fire Department.

However, as with anything in life, change is inevitable, choices have to be made, and opportunities need to be capitalized.

Growth=Change and progression challenges the status-quo. These concepts are symbolized in Fitchburg's growth (and its effect on emergency services).

As an emergency response organization, we can not expect that methods and models that existed during our incorporation will be pertinent today. As identified in previous newsletters, the Fitchburg Fire Department is constantly adapting to service demands and community risk. The City of Fitchburg must continue to staff this need appropriately and with the urgency required.

Although I am leaving FFD, I remain committed to advocating for the following operational needs:

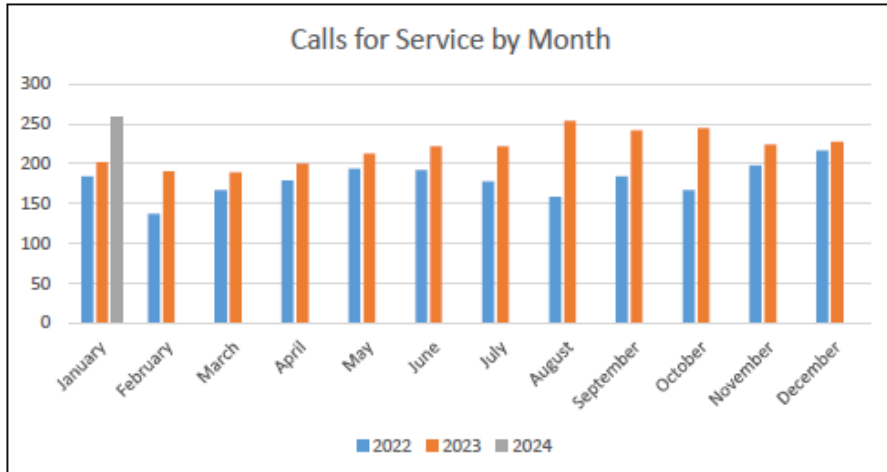
- Hiring more Career Staff
- Part-time incentives
- Company Officer promotions
- Shift-based Command Staff
- Fire/EMS delivery model
- Regional team development



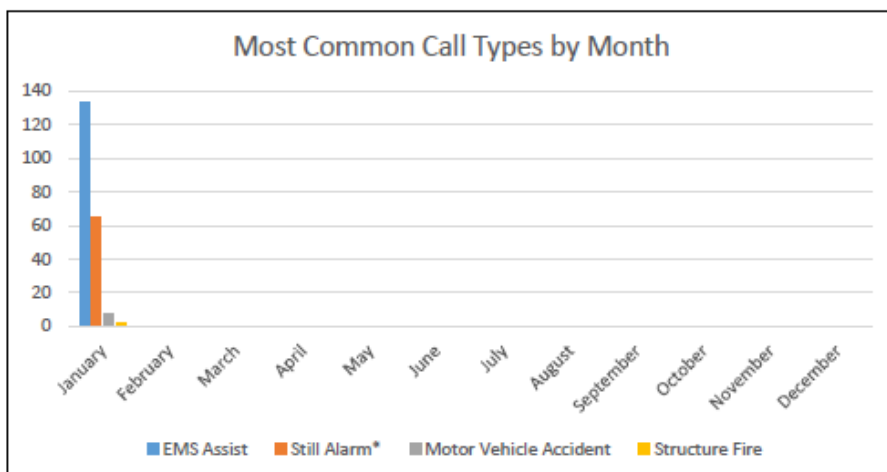
# OPERATIONS



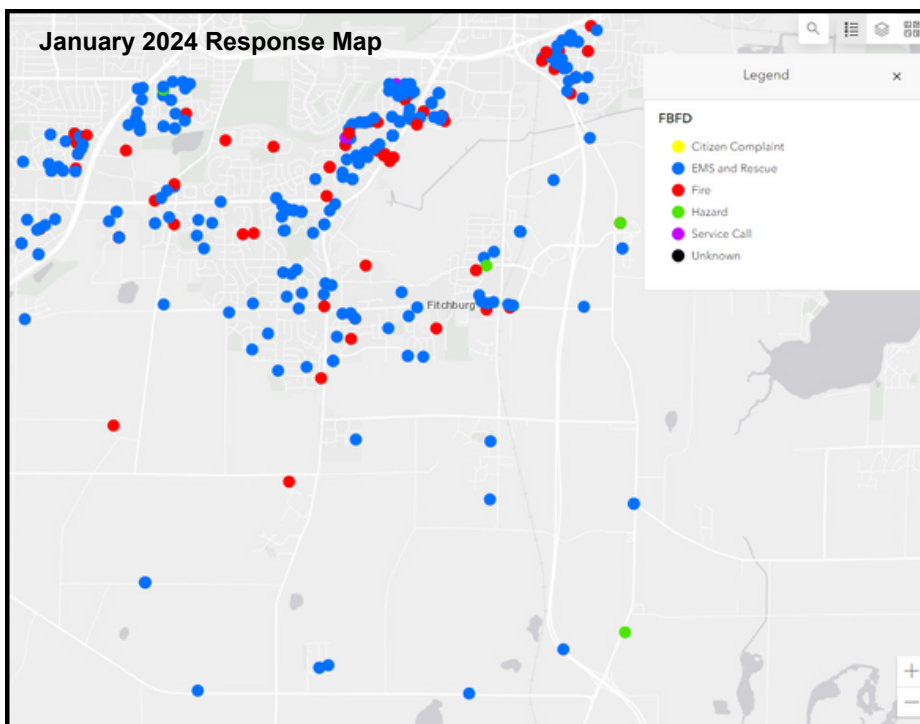
| Calls for Service by Month |      |      |      |        |
|----------------------------|------|------|------|--------|
| Month                      | 2022 | 2023 | 2024 | Change |
| January                    | 184  | 202  | 259  | 28%    |
| February                   | 137  | 190  |      | -100%  |
| March                      | 167  | 189  |      | -100%  |
| April                      | 179  | 200  |      | -100%  |
| May                        | 194  | 213  |      | -100%  |
| June                       | 192  | 222  |      | -100%  |
| July                       | 178  | 222  |      | -100%  |
| August                     | 158  | 254  |      | -100%  |
| September                  | 184  | 242  |      | -100%  |
| October                    | 167  | 245  |      | -100%  |
| November                   | 198  | 224  |      | -100%  |
| December                   | 217  | 228  |      | -100%  |
| Total                      | 2155 | 2631 | 259  | 127%   |
| Projection                 |      |      |      |        |



| Most Common Call Types by Month |            |              |                        |                |
|---------------------------------|------------|--------------|------------------------|----------------|
| Month                           | EMS Assist | Still Alarm* | Motor Vehicle Accident | Structure Fire |
| January                         | 133        | 65           | 8                      | 2              |
| February                        |            |              |                        |                |
| March                           |            |              |                        |                |
| April                           |            |              |                        |                |
| May                             |            |              |                        |                |
| June                            |            |              |                        |                |
| July                            |            |              |                        |                |
| August                          |            |              |                        |                |
| September                       |            |              |                        |                |
| October                         |            |              |                        |                |
| November                        |            |              |                        |                |
| December                        |            |              |                        |                |



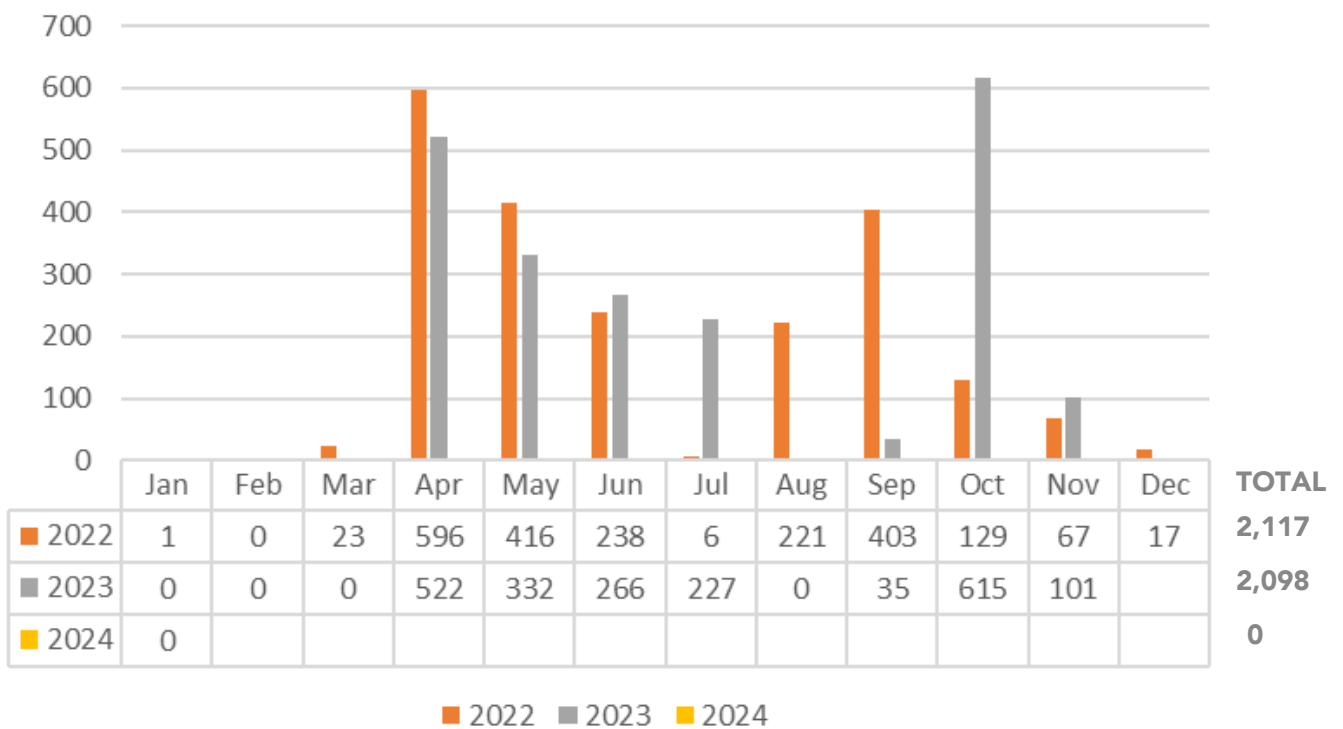
\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations



# PREVENTION AND INSPECTION



**INSPECTIONS COMPLETED BY MONTH:**



**0**  
INSPECTIONS

**0**  
CORRECTED  
VIOLATIONS

**120**  
RE-INSPECTIONS

# PREVENTION AND INSPECTION

## HOW TO OPERATE A FIRE EXTINGUISHER:

It is important to know how to operate a fire extinguisher. By using the acronym P.A.S.S., you can easily remember how to use your fire extinguisher in the event of a fire.

P: Pull the safety pin from the handle.

A: Aim the extinguisher nozzle or hose at the base of the fire. (not directly at the flames)

S: Squeeze the handle slowly to discharge the agent.

S: Sweep from side to side, while maintaining a safe distance from the fire.

All Amerex extinguishers are furnished with a detailed "Owners Manual" containing valuable information.

The manual contains information on the installation, use and maintenance of the extinguisher.

The extinguisher nameplate (label) contains specific information on "HOW TO USE" the particular extinguisher. The label instructions vary slightly according to type and size. All potential operators should be totally familiar with the instructions on any extinguisher they might be required to use.

Remember:

- Hold Fire Extinguisher upright while pulling safety pin
- Start back 8-10 feet from fire
- Aim at base of fire
- Squeeze lever
- Sweep side to side



# JANUARY 2024

# STAFFING REPORT



## STAFFING AS OF FEBRUARY 8, 2024

|                        | Authorized Headcount | Current Number of Members | Light Duty / On Leave | TOTAL     | +/- Headcount |
|------------------------|----------------------|---------------------------|-----------------------|-----------|---------------|
| <b>Career Staff</b>    | <b>18</b>            |                           |                       | <b>19</b> |               |
| Chiefs                 | 4                    | 4                         | 0                     | 4         | 0             |
| Lieutenants            | 3                    | 3                         | 0                     | 3         | 0             |
| Firefighters           | 10                   | 11                        | 0                     | 11        | 1             |
| Support Staff          | 1                    | 1                         | 0                     | 1         | 0             |
| <b>Part-Time Staff</b> | <b>66</b>            |                           |                       | <b>42</b> |               |
| Chiefs                 | 2                    | 2                         | 0                     | 2         | 0             |
| Lieutenants            | 3                    | 0                         | 0                     | 0         | -3            |
| Firefighters           | 45                   | 25                        | 2                     | 27        | -18           |
| Intern Staff           | 6                    | 6                         | 0                     | 6         | 0             |
| Support Staff          | 10                   | 7                         | 0                     | 7         | -3            |
| <b>Total</b>           | <b>84</b>            | <b>59</b>                 | <b>2</b>              | <b>61</b> | <b>-23</b>    |

## FIRE DEPARTMENT STAFFING DEMOGRAPHICS

|                        | M/F           | Black    | Hispanic | Asian    | Two or More |
|------------------------|---------------|----------|----------|----------|-------------|
| <b>Career Staff</b>    |               |          |          |          |             |
| Chiefs                 | 4 / 0         | 0        | 0        | 0        | 0           |
| Lieutenants            | 3 / 0         | 0        | 0        | 0        | 0           |
| Firefighters           | 11 / 0        | 0        | 2        | 0        | 0           |
| Support Staff          | 0 / 1         | 0        | 1        | 0        | 0           |
| <b>Part-Time Staff</b> |               |          |          |          |             |
| Chiefs                 | 2 / 0         | 0        | 0        | 0        | 0           |
| Lieutenants            | 0 / 0         | 0        | 0        | 0        | 0           |
| Firefighters           | 22 / 4        | 0        | 0        | 0        | 1           |
| Intern Staff           | 5 / 1         | 1        | 0        | 0        | 0           |
| Support Staff          | 6 / 1         | 0        | 0        | 1        | 0           |
| <b>Total</b>           | <b>53 / 7</b> | <b>1</b> | <b>3</b> | <b>1</b> | <b>1</b>    |

### PERSONNEL NOTES

- Leave of Absence: Stewart, Meyers

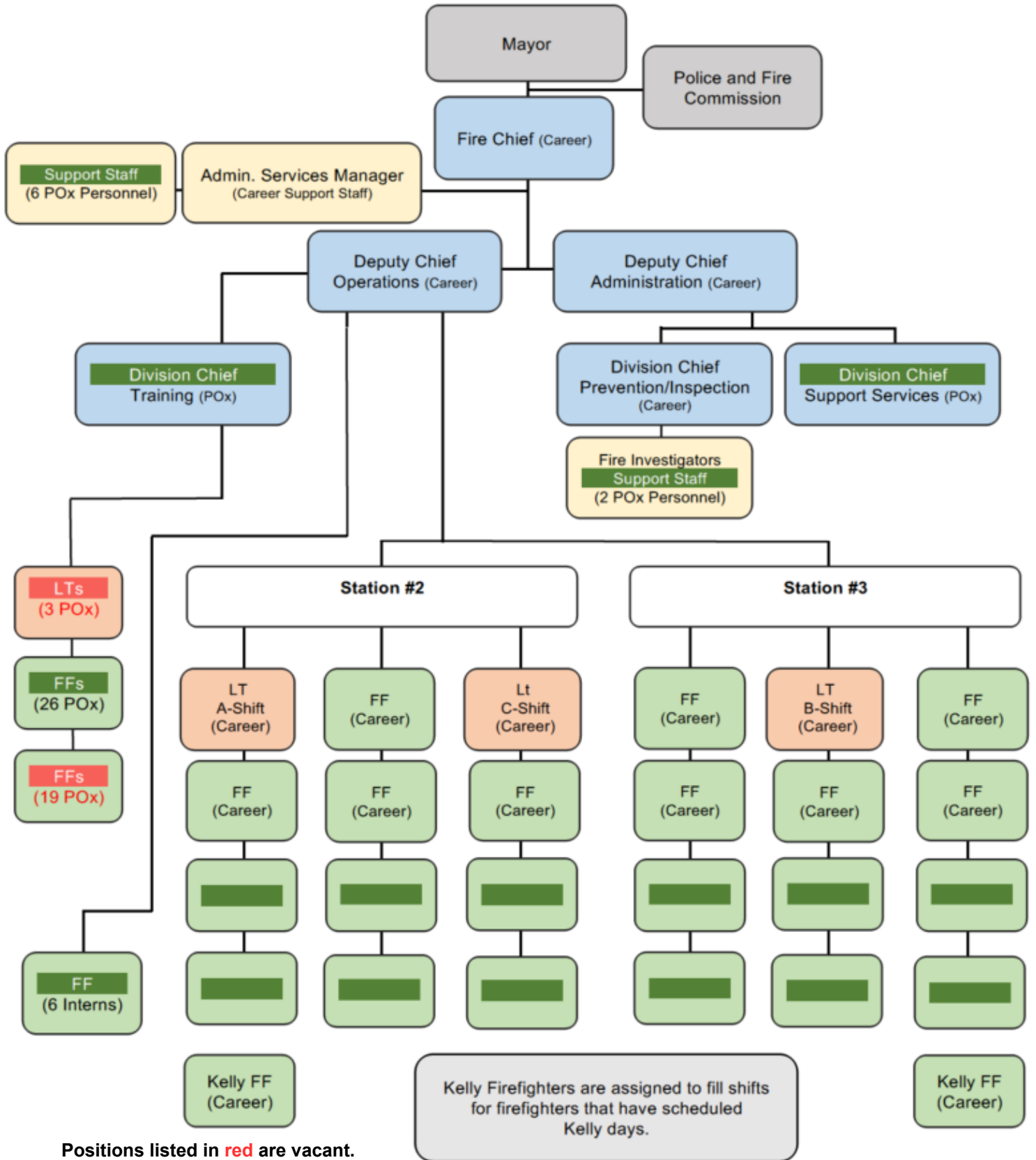
### RECRUITMENT

- No new recruitment

### PROMOTIONS

- No new promotions

# ORG CHART



Positions listed in red are vacant.

Kelly Firefighters are assigned to fill shifts for firefighters that have scheduled Kelly days.



# OVERTIME BREAKDOWN

**OPEN SHIFTS TAKEN VOLUNTARILY BY CAREER**

| Month | # of 10 hour shifts | # of 14 hour shifts | # of 24 hour shifts | Total # of shifts |
|-------|---------------------|---------------------|---------------------|-------------------|
| Jan   | 10                  | 2                   | 4                   | 16                |
| Feb   |                     |                     |                     |                   |
| Mar   |                     |                     |                     |                   |
| Apr   |                     |                     |                     |                   |
| May   |                     |                     |                     |                   |
| Jun   |                     |                     |                     |                   |
| Jul   |                     |                     |                     |                   |
| Aug   |                     |                     |                     |                   |
| Sep   |                     |                     |                     |                   |
| Oct   |                     |                     |                     |                   |
| Nov   |                     |                     |                     |                   |
| Dec   |                     |                     |                     |                   |

**PAID ON CALL FIREFIGHTER**

**OVERTIME**

| Month | Overtime Hours |
|-------|----------------|
| Jan   | 272.5          |
| Feb   |                |
| Mar   |                |
| Apr   |                |
| May   |                |
| Jun   |                |
| Jul   |                |
| Aug   |                |
| Sep   |                |
| Oct   |                |
| Nov   |                |
| Dec   |                |

**VOLUNTEER SHIFTS VS MANDATED SHIFTS FOR**

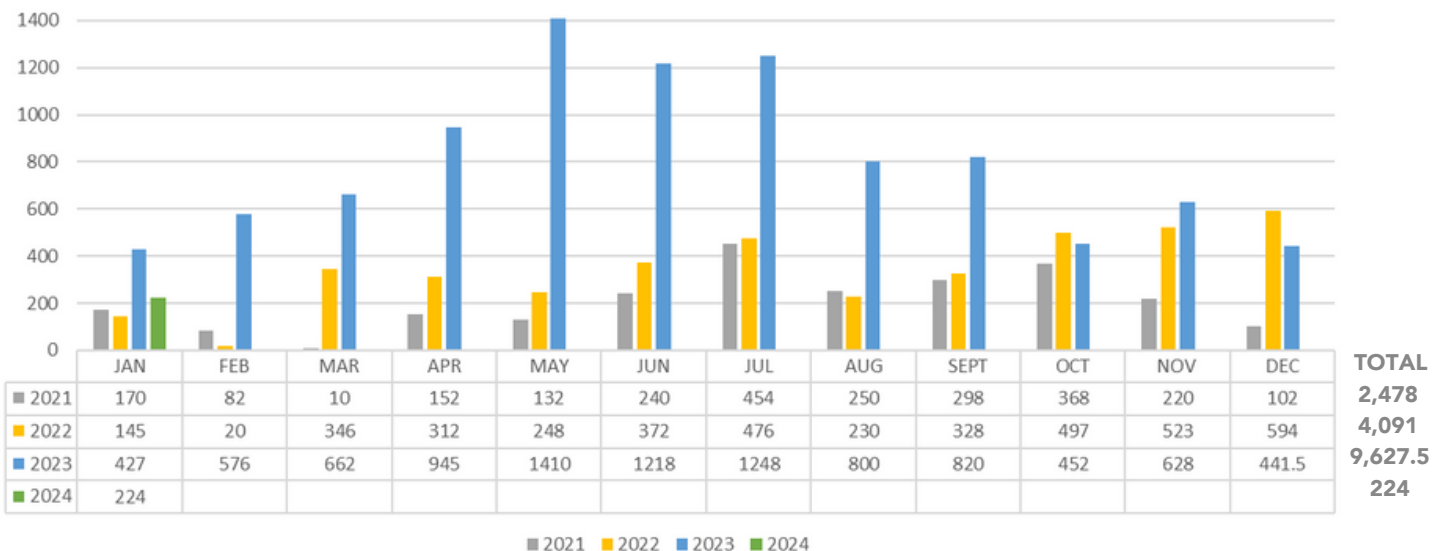
**CAREER**

| Month | # of Voluntary Shifts | # of Mandated Shifts | Total # of shifts |
|-------|-----------------------|----------------------|-------------------|
| Jan   | 16                    | 0                    | 16                |
| Feb   |                       |                      |                   |
| Mar   |                       |                      |                   |
| Apr   |                       |                      |                   |
| May   |                       |                      |                   |
| Jun   |                       |                      |                   |
| Jul   |                       |                      |                   |
| Aug   |                       |                      |                   |
| Sep   |                       |                      |                   |
| Oct   |                       |                      |                   |
| Nov   |                       |                      |                   |
| Dec   |                       |                      |                   |

**CAREER FIREFIGHTER OVERTIME (HOURS)**

| Month | Voluntary Hours | Mandated Hours | Total Hours |
|-------|-----------------|----------------|-------------|
| Jan   | 224             | 0              | 224         |
| Feb   |                 |                |             |
| Mar   |                 |                |             |
| Apr   |                 |                |             |
| May   |                 |                |             |
| Jun   |                 |                |             |
| Jul   |                 |                |             |
| Aug   |                 |                |             |
| Sep   |                 |                |             |
| Oct   |                 |                |             |
| Nov   |                 |                |             |
| Dec   |                 |                |             |

**OVERTIME, BY MONTH AND YEAR**



# FEBRUARY 2024 PERSONNEL



## BIRTHDAYS IN FEBRUARY:



**Wayne Aeschbach,  
February 1**



**Kaylin Bergum,  
February 3**



**Jeff Berman,  
February 9**



**Donald Sparby,  
February 11**



**Emily Schwarzenberger,  
February 15**



**Dana Collins,  
February 18**



**Cody Didier,  
February 25**



## **FRANK VISCUSO SEMINAR:**

On January 27th and 28th, we had the opportunity to host a seminar on Leadership and Team building taught by retired Fire Chief, Frank Viscuso. Chief Viscuso is a career firefighter from Kearny, New Jersey and is a nationally recognized instructor and speaker, and the author of 6 books including industry bestsellers Step Up and Lead and Step Up Your Teamwork. Over the past decade Chief Viscuso has spoken to audiences (in and out of the fire service) on many topics that include officer development, leadership, team building, and customer service.

We had about 70 fire service members join us from Fire Departments all over Wisconsin! Thank you to all who made the trip to Fitchburg and special thank you to Frank Viscuso for such an informative and motivating seminar.





# Human Resources Monthly Department Report

**For the Month of: January 2024**

## **Projects & Initiatives**

- We had our first usage of the City's new paid parental leave benefit!
- Amy and Sarah put together the new FMLA tracking spreadsheet to track hours for the new rolling lookback method of FMLA tracking for non-represented employees effective 3/1/24.
- Collective bargaining preparation, (HR and Finance met to review notes over the last three years on clarifications needed in the union contracts and numerous statistics pulled).
- NeoGov Attract Kick-Off, (we will spend the bulk of February on getting prepared for full rollout of the new recruiting software in March 2024).
- Olson sat on the hiring panel for Fitch-Rona's new Division Chief of Training position.
- Completed the mandatory OSHA log and report on workplace injuries from 2023.
- Completed a document that displays all telework schedules for City employees.
- Started work on the Diversity & Inclusion Employee Resource Group's 2024 work plan with the members at our monthly meeting.
- Coordinated all staff Ethics training with CVMIC.
- Coordinated onsite meetings for Wisconsin Deferred Compensation.
- Sarah Masa-Myers brought back the employee newsletter!

## **Permanent Hires and Promotions**

- Konrad Malinowski – Police Officer
- Mathew Spry – Police Officer

## **Current Permanent Recruitments**

- Police Officer – Continuous recruitment; interviews to be scheduled for late February/early March
- Police Telecommunicator – Accepting applications
- Police Records Specialist – Chief interviews
- Parks Maintenance Worker – Offer extended

## **Turnover**

- Joe Pulvermacher, Emergency Management Director & Fire Chief (last day 2/25/24)
- Nicole Newton, Police Dispatcher (last day 2/9/24)

## **Workers Compensation Claims**

- Police – 10
- Public Works - 1

## Human Resources 2023 Annual Report

The [Annual Report](#) is our year in review.

Did you see the employee newsletter that came out in January? Check out the [Fitch Dish!](#)



# Information Technology Monthly Department Report

For the Month of: **January 2023**

## Helpdesk Ticketing

A total of 232 tickets opened in January 2024. There are 19 that remain open.

## Projects

The IT team is working on:

- Selected new helpdesk.
  - Trial phase started.
- Server upgrade for squad car/body worn cameras Police Department.
  - Equipment received and is being installed.
- Camera replacements at McKee Farms Park
- Completion of VxRail implementations at both primary and secondary datacenter locations
- Moved many file shares to new servers.
- Moved to new BadgerNet circuit.
- Microsoft Intune and laptop deployments

## Other Items

- Multiple doors access schedule changes due to weather
- Agenda template changes
- Open records requests
- Testing of U: Drive access when remote
- Tracs Software updates for MPSIS member

## GIS Initiatives

- Generated city-wide mailing spreadsheet.
- Published the draft Official City Traffic Map
- Updated tree inventory data. Created field map and dashboard for use by Parks staff.
- Published the staff GIS hub site ([staffgis.fitchburgwi.gov](http://staffgis.fitchburgwi.gov))
- Updated ESRI licensing with new 3-year agreement
- Geodatabase process updates (Edit version, user group permissions, Domains, Contingent Values)
- Updated various utility layers (fiber, electric, streetlights, utility structures)
- Addressing for new plats/CSMs (Hartung, Terravessa)



## Monthly Department Report Legal

For the Month of: January 2024

### Development/Land Use Update

- complete title cleanup for the HUB parcel

### Other

- Ongoing existing tax assessment cases: coordinate/oversee litigation with tax assessment counsel
- Municipal pretrials in municipal and Circuit Court
- Metro partner agreement update completed; to be forwarded to Council in the coming weeks.



# Library Monthly Department Report

For the Month of: **January 2024**

## Checkouts/Renewals/Holds

Checkouts – 19,536

Renewals – 5,997

Holds Filled – 6,973

## Programming for Adults

Adult Programs – 5

Adult Program Attendees – 43

## Programming for Kids

Youth Programs – 26

Youth Program Attendees – 567

Youth Self Directed Programs – 1

Youth Self Directed Attendees – 154

Teen Programs – 2

Teen Program Attendees – 5

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## Outreach

Programs – 1

Program Attendees – 5

## Computer & Wireless Sessions

Computer Sessions – 394

Wireless Sessions – 22,019

## Meeting Room Reservations

Meeting Room Reservations – 68

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,979

Overdrive Audio Checkouts – 2,799

### Photos with descriptions:

On January 20th, local author, Amy Pease, read from and discussed her debut novel "Northwoods".



Courtesy of PHMDC, the library has been giving out numerous free COVID-19 tests to patrons.



An area teen created a chilling Darth Vader snowflake at the January Superhero Snowflake program.





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: **January 2024**

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry

### Urban Forestry

- Facilitated a Tree Advisory Committee meeting.
- Completed GIS training on Dashboards. Continuing to work on additional GIS training.
- Started manipulating the Dawley Conservancy tree inventory data.
- Attended CVMC Ethics Training.
- Attended CVMIC Emerging Leader training.
- Attended two webinars on the 2024 tree pest projections. One from Rainbow Tree Science and one from the UW Madison Plant Diagnostic Laboratory.
- Completed and submitted the City of Fitchburg Tree City of the World application to the Arbor Day Foundation.
- Put together a draft Arbor Day tree planting schedule. Wrote the 2024 Arbor Day Proclamation.
- Started working on spring tree planting for new developments and parks for 2024. Completed the tree pit portion on the planting plan. Wrote a specification and contract specifically for the tree pit portion of the tree-planting project.
- Continued on-line ARC GIS training on Dashboards. Set up a training plan for 2024.
- Submitted all P-card and payment requests for 2024.
- Responded to Planning Department's request from a resident to inspect a hazard tree. Tree in question is an ash trees on private property that does not meet the threshold of public nuisance.
- Marked trees for removal and generated work orders as appropriate.
- Responded to resident's requests for service.

### Naturalist

- Finished the spring 2024 Prescribed Fire specifications and contract. Solicited bids from all contractors listed on the Wisconsin Prescribed Fire Council's website. Collected and compiled bids.

## Recreation

- Instructional basketball programs on Sundays in January.
- Devil's Head ski trip scheduled for February 2.

- Sent out payment information for various annual large events.
- Manage Community Center room reservations.
- Youth Volleyball (5<sup>th</sup>-8<sup>th</sup> Grade) began in early January.
- Reschedule basketball games from January 13 cancellation.
- Created February youth basketball practice schedules.
- Registration opened for adult volleyball leagues.
- Various Youth Enrichment programs began - Fencing, Coding, Robotics, & Chess.
- Scheduled spring sessions of Martial Arts.
- Park shelter rentals began January 2.
- Recreation program revenue = \$10,455.00
- Community Center rental revenue = \$3,585.00
- Park Shelter/Athletic facility rental revenue = \$8,560.00
- January Recreation Programs: Youth Basketball, Fly-Tying, E-Sports, Musikgarten, Youth Dance, Force Fitness, Yoga, Zumba, Youth Volleyball, Fencing, Chess, Robotics.

### **Projects-Park Commission**

- Attended monthly Park & Recreation, Building, and Grounds meeting with City Administrator.
- Attended monthly Building and Grounds and PRF meeting with City Administrator.
- Met with members of Engberg Anderson Architects to discuss HUB project interior design and finishes along with exterior signage.
- Met with EOR to determine next steps for Stoner Prairie Park Plan.
- Held monthly update meeting with City Forester/Naturalist on related Urban Forestry items.
- Attended Gorman Wayside Veterans meeting.
- Had three locates/meetings with families at Oak Hall Cemetery.
- Received and reviewed professional services proposals for Pickleball court expansion and lights.
- Met with Sonic soccer representative to discuss expansion of uses at McKee Farms Park for soccer.
- Met with staff to determine next steps with Terravessa Ag Park.
- Received and reviewed professional services proposals for the renovation of Tower Hill Park shelter.



## Planning & Zoning Monthly Department Report

For the Month of: **January 2024**

### Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Conditional Use CU-2530-24](#) Request by Scott Endl, Agent for the City of Fitchburg, to Obtain a Conditional Use to Allow a Reduction of the 25 Foot Front Setback to 10 Foot for the Proposed Recreational Facility on Property Associated with 2220 Traceway Drive. Approved
- B. [ADR - The Hub](#) Request by Scott Endl, Agent for the City of Fitchburg, to Obtain Architectural Design Review Approval to Allow the Construction of the Proposed Recreational Facility Located on Property Associated with 2220 Traceway Drive. Approved
- C. [Pre-App - Spring Hill Suites](#) Request by Bob Sieger, Agent for SFMA Deals LLC, to obtain Pre-Application Review for the Spring Hill Suites Hotel Proposed to be Located on Property Located at the Corner of Limestone Lane and Nesbitt Road. No action.
- D. [Neighborhood Plans Update & Discussion](#) Neighborhood Plans Update & Discussion. Link [January Report Slides](#) to the slides used for this discussion.

## Applications Processed

| <i>Type</i>                                       | <i>2023 Totals</i> | <i>January</i> | <i>February</i> | <i>March</i> | <i>April</i> | <i>May</i> | <i>June</i> | <i>July</i> | <i>August</i> | <i>September</i> | <i>October</i> | <i>November</i> | <i>December</i> |
|---------------------------------------------------|--------------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|----------------|-----------------|-----------------|
| Architectural Design Review                       | 12                 | 1              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| Rezone / Conditional Use Permit                   | 21                 | 1              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| Certified Survey Map                              | 18                 | 0              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| Comprehensive Development Plan / Preliminary Plan | 4                  | 0              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| Final Plat                                        | 5                  | 0              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| Other                                             | 41                 | 1              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| Variance                                          | 0                  | 0              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| Telecommunications Facilities Permit              | 0                  | 0              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| SmartCode Article 3                               | 1                  | 0              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| SmartCode Article 5                               | 36                 | 3              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| Architectural Design Review Admin.                | 17                 | 1              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| Sign Permits                                      | 52                 | 7              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| Zoning Permits                                    | 195                | 9              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| Early Start Permits                               | 55                 | 5              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| Zoning Letters                                    | 14                 | 2              |                 |              |              |            |             |             |               |                  |                |                 |                 |
| <b>Totals</b>                                     | <b>471</b>         | <b>30</b>      |                 |              |              |            |             |             |               |                  |                |                 |                 |

## Neighborhood Plans

On January 4<sup>th</sup>, the planning team held the Greenfield Neighborhood Visioning. About thirty-four (34) people attended the meeting. The planning team led two small group activities: select preferred images and identify vision phrases or statements. Six small groups completed the activities. The groups generally expressed their interest in protecting the neighborhood's open space and rural character.

On January 18<sup>th</sup>, the planning team held the second steering committee meeting for the South Stoner Prairie Neighborhood Plan. Steve Steinhoff with the Capital Area Regional Planning Commission presented the 2050 Regional Development Framework and how it fits

with Fitchburg's neighborhood planning. Other topics covered included: population and housing growth / projections, housing supply and affordability, Fitchburg's Urban Development Growth Boundary, Future Urban Development Areas (FUDAs), and Fitchburg's farmland preservation tools.

The planning process for both neighborhood plans – Greenfield and South Stoner Prairie – is progressing to initial land use concepts. These initial concepts will be shared with the steering committee and the public in the coming weeks.

### **Healthy Neighborhoods Programs**

- Staff is closing out the 2023 Healthy Neighborhoods Grant Program with required documentation submittals. All grantees have submitted invoices and reports but New Bridge.
- Staff met with EQT to kick-off the Teen Center Feasibility Study.
- Staff is working with Dane County to finalize an intergovernmental agreement for the Teen Center Feasibility Study.
- The Healthy Neighborhoods Advisory Committee met to review the HN Grant Program application materials and evaluation standards. Staff amended the materials and standards as requested by the committee.
- The Healthy Neighbors Grant Program application materials were released. Applications are due on February 9, 2024.

### **Sustainability**

- Ted Redmond of Pale Blue Dot returned to Fitchburg to help lead a public information meeting, covering the background and progress so far for the City's Sustainability Plan. Only 8 attendees were at City Hall for the presentation, but FACTv recorded the presentation as well and it has received additional viewership since that January 30 meeting. Two further meetings just for department heads and other staff allowed City employees a chance to weigh in on the process and progress so far and to learn the next steps before completion is expected in late 2024.
- Fitchburg hosted an all-member meeting for the DNR Green Tier Legacy Communities, touring the East Fire Station and later met at the Public Library. Staff were able to talk about the City's past achievements and future goals related to energy efficiency, renewable energy, and sustainability in general. Attendance was about 15 for the morning tour and 25 at the Library-hosted meeting (another ~20 joining remotely), with positive feedback throughout.
- Progress continues on getting the City's four non-functional rooftop solar inverters replaced this year, to restore full functionality to the City's rooftop solar arrays.
- Preliminary data is becoming available for Fitchburg's 2023 energy usage and renewable energy generation. Initial estimates suggest a slight increase in overall energy usage and a slight decrease in renewable energy, both expected given the

incorporation of portions of the Town of Madison as well as the solar inverter issues that lasted throughout the year. A final report will likely be ready in June.

- The planning team for the Sustainability Plan will hold its third meeting on 2/13/2024. Draft goals are expected to be completed, and the group will begin discussing strategies and action steps that can help accomplish those goals.
- Phil attended the 2024 Renewable Energy Summit, hosted at Monona Terrace by RENEW Wisconsin, gaining new insights on the current state of renewable energy industries and how to improve outreach on renewables and energy efficiency.

### **Agricultural & Rural Affairs**

The Agricultural and Rural Affairs Committee did not meet in January. Staff is working on potential changes to the farmland preservation zoning code.

### **Other**

- Development Team Meetings:
  - a. January 9 – Club Car Wash proposed on McKee Road
  - b. January 23 – Club Car Wash proposed on McKee and Forest Edge Elementary School driveway modifications
  - c. January 30 – Hartung Multifamily & Bowman Plaza
- Staff continues completion of the Park and Open Space Master Plan. It will be referred out in the first quarter of 2024.
- The Planning Department completed processing one of the Fall 2023 Minor Comprehensive Plan amendments, to be review by Council on February 13, 2024. The Spring 2024 Minor Comprehensive Plan amendment applications were due January 23, 2024. Staff has processed four applications and prepared a fifth amendment request for a new future land use category – Medium-High Density.
- Staff is supporting the Hub project and park naming with the Parks Department.

Greenfield Neighborhood Plan Visioning – January 4, 2024





# Public Works Monthly Department Report

For the Month of: **January 2024**

## Transportation/Transit

- Continued design work on the 2024 Street Resurfacing, Street Maintenance, and Sidewalk Replacement projects.
- Solicited proposals for the Intracity Transit Feasibility Study.
- Collaborated with GIS Staff on the Official Traffic Map.
- Attended Madison Area Metropolitan Planning Organization Technical Advisory Committee meeting.
  - Approved new urban area boundary including the South Stoner Prairie and Greenfield Neighborhood Plan Areas.
- Attended North-South Bus Rapid Transit (BRT) Design meetings.
  - Discussed new traffic signal at the intersection of High Ridge Trail/Fish Hatchery Road, as well as station locations.
- Tested and turned-on traffic signals at E Cheryl Pkwy./S. Syene Rd. intersection.
- Continued design work on the Fitchrona Rd. Reconstruction project.
- Finalized Dane County costs for the Fish Hatchery Rd. reconstruction project and submitted an amendment to the Intergovernmental Agreement for review and approval.

## Stormwater

- Continued progress on WinSLAMM modeling for city Total Maximum Daily Load (TMDL) water quality model.
- Received proposals for design and permitting of the Fitchrona Rd./Goose Lake Stormwater project.
- Continued progress on the Crescent Rd Stormwater Improvements design.
- Presented a summary of the proposed Fitchrona Rd./Goose Lake project to the Badger Mill Stakeholder Group.
- Secured Army Corps wetland permit for construction of the Area H (Sod Farm) regional basin.
- Completed assessment of the inlets, manholes, and culverts ahead of the 2024 Street Resurfacing project.
- Completed stormwater analysis of the Wingra Stone redevelopment area to determine allowable peak flows entering the City storm sewer system.
- Public outreach and education for Salt Awareness Week, which was January 22-26, 2024.
- Began compiling documents for the City's annual MS4 report.

- Met with Dane County staff to discuss stormwater management reviews and erosion control enforcement for 2023 and changes going into 2024.

## Utilities

- Drafted and released sewer televising Request for Proposals (RFP). Proposals are due on February 2, 2024.
- Continued design work on Well 12 and Tower D.
- Gathered model and flow information for uni-directional flushing program.
- Recommended approval of Well 4 & 10 maintenance contract to CTW Corporation. Worked on Department of Natural Resources (DNR) permits.
- Worked on the Crescent Rd. water main design.
- Began work for Fish Hatchery Rd. sanitary sewer lining project.
- Reviewed manholes, valves, and hydrants for the resurfacing project.
- Aqua Backflow continued cross connection and grease trap inspections.
- Continued replacement of 1.5 and 2 inch meters in existing facilities & in house cross connection inspections for these facilities as well as installation of radios in new construction.
- Began sewer cleaning.
- At Well 11, replaced bulk fill hydrant components that froze and updated it to a coded padlock access.
- Repaired an 8-inch water main break at 2685 Richardson St. on January 19, 2024.
- Started adding grease remover in the wet well at the Terravessa Lift Station to reduce the grease buildup.

## Parks

- Removed nine large ash trees within the right of way from Traceway Dr.
- Performed playground inspections and made repairs.
- Pruned Verona Rd. frontage road.
- Train pruned young trees on Sub Zero Pkwy.
- Pruned Central Park Place.
- Started clearance pruning the Jamestown area.
- Performed snow removal operations on 12 different occasions.
- Used snowblower to widen and remove snow from areas we were unable to plow.
- Performed trash run throughout the park system.
- Performed ice rink maintenance to attempt to open them.
- Advertised the Arrowhead Playground Replacement for bid.
- Maintenance Workers attended a pruning class with the City's Urban Forester/Naturalist.
- Interviewed 13 people for the Parks Maintenance Worker job opening.
- Awarded professional services for McKee Shelter Siding project.
- Drafted agreement and awarded engineering services for the McGaw Pickleball Expansion project.

- Advertised the Tower Hill Renovations Design RFP for a second time.

### **Building & Grounds**

- Continued site and building design for the Police Facility.
- Continued site and building design for Fitchburg HUB. Building maintenance attended HUB layout and finishes meeting as well as a HUB operations meeting.
- Held a preconstruction meeting for the Library Chiller Replacement on January 10, 2024. In addition, worked with Helm Service on resolving some piping issues for new chiller at Library.
- Held a preconstruction meeting for the City Hall Front Counter Renovations.
- Worked with Greener Valley to finalize Senior Center Patio project.
- 12 different snow and ice removals on City campus.
- Repaired two toilet flush valves at Police Department.
- Attended new Police Facility HVAC meeting.
- Repaired furnace at Fire Station No. 1.

### **Refuse & Recycling**

- Compiled cost information for city provided leaf management.
- Worked with Pellitteri on potential services changes to reduce overall cost. Specifically, evaluating eliminating “unlimited” recycling and reducing brush pickups.

### **Streets**

- 12 weather events consisting of snow, ice, and drifting.
- 30.3 inches of snow plowed.
- Performed 6 vehicles/equipment repairs.
- Approximately 850 Christmas trees picked up.
- Removed snow from bridge decks, intersections, and roads with parked cars.

### **Other**

- Managed and inspected Hartung Fields, Highfield Phase 2, Lacy Ridge Townhomes, and Terravessa (3<sup>rd</sup> Addition).
  - Worked through punchlist items that need to be complete prior to acceptance and submitted Highfield Phase 2 for approval.
  - Reviewed Highfield Phase 3 and Nine Springs (7<sup>th</sup> Add) plans.
  - Terravessa continued warranty punchlist work.
  - Completed planning reviews.
  - Updated the City of Fitchburg Standard Specifications for Public Works Construction.
  - Drafted and advertised the RFP for 2024 Engineering Services.
-

1.5 and 2 inch meter change outs.



Peeled hard packed snow from roadways.





# Senior Center Monthly Department Report

For the Month of: January 2024

## Programs

- Subscriptions to our programs newsflash list went from **1,328** in December 2023 to **1,346** by January 2024 end.
  - **New programs in January, some highlights include:**
    - Digital Declutter workshop
    - Tax Help start up process
    - End of Life planning
    - Moving short cuts & tips to reduce stress
    - iPhone educational series
  - **Program website metrics for the last 30 days, flash rates & newsletter count:**
  - 1922 unique visitors
  - Newsflash sent out to **1,319** subscribers. Opens: **1,020 (79%)**
  - Printing **1,000** hardcopy newsletters monthly. Distributed throughout all of Fitchburg.
  - **Snapshot of popular in-house programs:**
  - 45 pickleball players every Tuesday (registered). W/T/R open play pulls in approximately 10-15 each day.
  - Foot Care has 36 participants each month
  - Aerobics – approximately 20-25 participants every M/W/F
  - Cardio Drumming – 48 registered participants every M/F
  - Functional Fitness – approximately 25-30 participants every M/W/F
- These programs bring in over **700 participants** on a monthly basis.

## Meals

Home Delivered Meals: 1040

Congregate Meals: 437

Total: 1477

## Case Management

- 12 new client referrals
- Served 109 clients through Case Management services
- Served 19 clients through Medicaid Case Management services
- New group of Edgewood College Nursing students started meeting with clients at the Senior Center and in their homes

## Administrative

Met with staff from Boys & Girls Club to explore programming options at their location.

Advocated for LTE Nutrition Site Assistant Position.

Presented at Fitchburg Faith & City Leaders Meeting.

Meet with Julie Neibarger, Director of Bear Property Management (Novation Commons).

Meet with Sean O'Brien, Northpointe Development (Limerick Apartments)

Home Delivered Meal program featured on Spectrum News



Paul Pitas delivering food to a Meals on Wheels recipient. (Spectrum News 1/Savanna Tomei)

HUMAN INTEREST

### Meals on Wheels volunteers help feed seniors after snowstorms



BY SAVANNA TOMEI | WISCONSIN  
PUBLISHED 5:59 PM ET JAN. 17, 2024



# Administration Monthly Report

**For the Month of: February 2024**

## Meetings

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 monthly meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings  
Attended Committee of the Whole meeting  
Attended Personnel Committee meeting  
Attended weekly Police Services Facility meetings  
Met with UW Health  
Attended DCCVA virtual meeting  
Attended IDAC meeting  
Met with City of Verona Mayor and Administrator  
Meetings with referendum internal workgroup  
Met with Mueller Communications  
Participated in interviews for selection of strategic plan consultant  
Attended annual CVMIC work plan meeting  
Attended weekly city communication update meeting  
Met with Fitchburg Chamber regarding 2024 Holiday Lights Tour event planning  
Attended Veterans Memorial Park Committee meeting  
Attended 3CMA Webinar: Media Training Local Government Leaders  
Attended 3CMA Webinar: Canva Craftsmanship: Elevating Your Game  
Held at pop-up Valentine's Day flower fundraiser benefitting DAIS

## Staff Projects

Worked with staff on various projects and policies including but not limited to: emergency management ordinance, sustainability plan, police impact fee proposals, strategic plan, communications, Bowman Plaza TIF, Hartung park fees, office hours, open burn ordinance, PFC agenda, Fitchburg affordable housing, large community meetings, Verona shared

services, Wingra site, HUB, Metro Transit options and contract, police services facility, and 2024 ARPA/TID Closure Investment Plan.

### **Events and Collaboration with Businesses & Residents**

Provided a monthly video update for residents via FACTv interview  
Attended Chase Bank ribbon cutting  
Attended WEDC open house  
Attended Ehlers Conference



# Assessing Monthly Department Report

For the Month of: February 2024

## Inspections Completed Over the Past Month

- 49 scheduled inspections completed
- 159 exterior/drive by inspections completed
- 18 letters sent requesting inspections sent out throughout the month of February

## Projects Completed Over the Past Month

- 246 total files processed through February
- Several parcel splits and combinations completed.
- Completed review of potential conversion of personal property assets to real estate.
- Reported on all 2023 sales to the Department of Revenue by the preliminary deadline of February 2<sup>nd</sup>, 2023.
- Estimated assessment ratio based on 2023 sales is 79.25%. Revaluation will bring that up to near 100%.
- Held 1:1's with all staff
- Held weekly staff meetings

## Major Projects in Progress

- Continued work on 2024 revaluation
- Completing the remainder of 2023 field work
- Post-BOR assessment appeals in circuit court
- Income and expense surveys sent to commercial property owners
- Work on integrating commercial income valuation into Market Drive
- Claim for Recovery of Unlawful Taxes for four properties

## Projects in the Next Month

- Finalizing field inspections for 2023
- Completing file processing for 2023 inspections
- Completing all remaining 2023 parcel splits and combinations
- Income and expense survey analysis
- 2023 sales analysis by neighborhood and property class
- Planning 2024 assessment roll completion and appeal schedule

## Staffing & Accomplishments

- Attended Ehlers Public Finance Seminar



## Building Inspection Monthly Department Report

For the Month of: **February 2024**

### All Permits Issued

83

### Commercial Projects

Two new commercial  
Eighteen alteration/repair/addition/other

### Other Permits

Ten new single family  
Zero New Two Family

Fifty-three one & two family alterations/additions

### Total Construction Value (All Permits)

\$10,316,453



## Clerk Monthly Department Report

For the Month of: February 2024

### Elections

- Received and labeled Election supplies for the City's sixth polling location approved in the 2024 budget.
- Items included:
  - DS200 Tabulation Machines
  - Poll Booths
  - Outside and Inside Signage
  - Totes and miscellaneous Election supplies to stock the new polling location.
- Completed working on schedules for the April Election day, in-person absentee voting at City Hall and absentee voting in assisted living facilities.
- Attended Public Test of Election equipment and polling location set-up for the City of Sun Prairie Spring Primary.
- Worked with FACTv on Election Training Videos being posted to the Modus Elections Manager Program.

### Permits

- Issued 127 pet permits

### Licensing

- Approved 20 new operator licenses.
- Approved Rust Bee Lounge alcohol license
- Approved Second Hand Jeweler renewal application for EZ-Pawn

### Projects

- Continued work on possible referendum questions for the 2024 August Election
- Phase 1 of Demolition for front counter remodel began.
- Began work on auto attendant for City Hall

### Other

- Processed three open records request.



# Economic Development Monthly Department Report

For the Month of: **February 2024**

## **Economic Development**

Reviewed the sustainability plan, updated the economic development presentation.

## **Business/Developer Outreach**

23 business and/or developer contacts. Several required additional follow-up or outreach.

## **Housing**

HAC Committee meeting, Ehlers meeting re: affordable units in market rate project

## **Meetings**

Buxton training, WEDC open house, Chase Bank ribbon cutting, Greenfield Neighborhood staff meeting, Staybridge Suites, TID 18 with Ehlers, CEDA meeting, Uptown Capstone, Efficiency Navigator contract meeting, South Stoner Prairie/Greenfield staff meeting with consultant, TID 18 staff meeting, met with Phil regarding sustainability plan

## **Marketing/Tourism**

Drafted guidelines for the use of city logo

## **Professional Development**

Ehlers TIF Seminar

## **Alder Contact/Projects**

Paige Banks – resident interested in sustainability, Alder Udell – CEDA & HAC WHEDA financing programs memo, Jerome Garrett – Alder Joe Maldonado, Dane County Exec Joe Parisi Office

## **Other**

Budget carryovers and amendments, Greenfield interchange meeting



# FACTv Monthly Department Report

For the Month of: **February 2024**

## Current Productions

- 20 productions completed in February
- 28 meetings completed in February
- 20 (1 show per day) Talking Fitchburg updates in February
- 21 productions scheduled for March
- 27 meetings scheduled for March

## Upcoming Productions

- Possible Referendum Informational Videos
- Fitchburg Recreation Dance Recital
- Spring Prescribed Burns Coverage
- Fitness Equipment at McKee Farms Park- Ribbon Cutting
- Promega Spring Art Show
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos

## Department Projects

- Library large meeting room AV project- (completed in February 2024)
- FACTv Marketing Project 2024
- City of Fitchburg Marketing Tools Marketing Plan (working with COM team)
- VASD Savannah Oaks Middle School- SOMS News (After School Partnership)
- Fitchburg Senior Center AV Project- setup projector in dining room

## Department Focus

- City Department Communications Project

Talking Fitchburg- South Stoner Prairie Neighborhood plan discussion.



Chase Bank ribbon cutting-2-7-24.



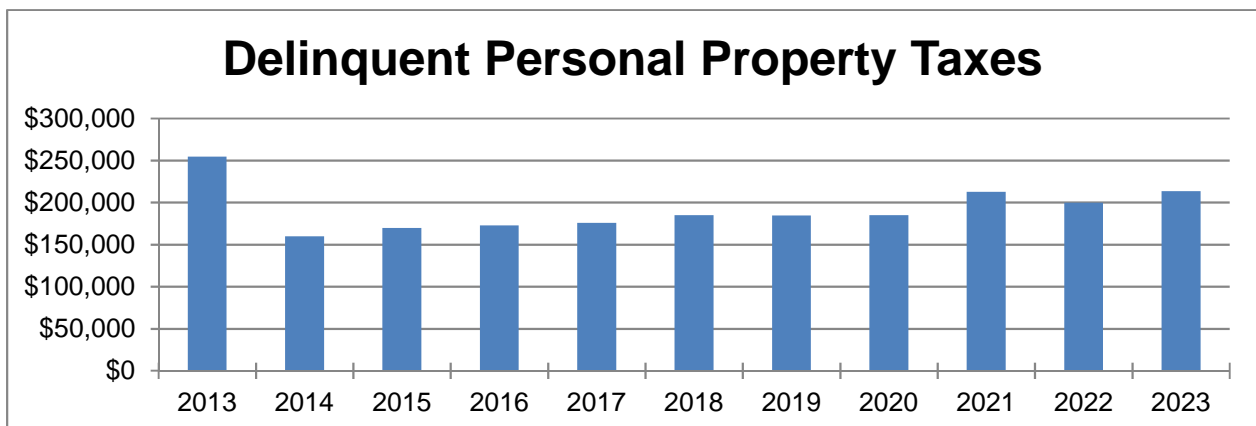


# Finance Monthly Department Report

For the Month of: **February 2024**

## Routine Finance Cycles

- Tax settlement was completed without issue on 2/20. DNR PILOT was distributed 2/15 without issue. Special assessments/special charges for other districts were distributed. Late notices were created and mailed for 116 businesses' delinquent personal property taxes. Due to the repeal of personal property taxes, this should be the last batch of delinquent personal property that will need to be tracked and collected by the City. All remaining tax refunds were issued and mailed. Mobile home lottery credit filing submitted.
- Debt payments were completed without issue.
- Annual reconciliation and documentation for 2023 will be a priority over the next couple months. Final audit fieldwork is scheduled for mid-March with Finance Committee presentation tentatively scheduled for the second meeting in May. Met with the Mayor to discuss the very preliminary financial results for 2023.
- The CIP adoption schedule was approved by the Council. Began CIP software and worksheet roll-overs.
- Late notices were mailed for 861 delinquent utility accounts.
- November and December 2023 Treasurer Reports prepared and shared with Finance Committee.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- Annual equitable sharing agreement and certification was filed with the Department of Treasury.



## Special Projects

- A public hearing on the water utility rate case was held. The final order has been issued and the new rates are effective April 1, 2024. After the PSC completed their analysis, the proposed overall rate increase is 7.92% with the average residential customer bill increasing from \$61.11 to \$67.24 per quarter (10%).
- Various internal meetings and meetings with the outreach vendor were held about the City's funding gaps and potential August 2024 referendum. Assisted in the logistics of printing and mailing the community survey.
- Met with Sustain Dane representative to discuss the financial logistics of the new efficiency navigator program.
- The Mayor's Proposed ARPA/TID Closure Investment Plan Update was presented to the Finance Committee. A public hearing was held on the Investment Plan. Council proposed amendments were submitted and will be compiled for discussion in early March.
- Participated in various discussions internally and with other participating municipalities about the Madison Metro Transit agreement updates.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues including the new maintenance of effort requirements, repeal of personal property tax, and future innovation fund guidelines.
- A draft write-off policy was discussed with the City Attorney and Judge. The proposed policy is expected to be presented to Finance Committee and Council in the coming months.
- Various TID development incentives and strategies were discussed and reviewed. Council action will be required prior to the execution of any TID amendments, TID creations, or Development Agreements. Participated in discussions and created a pre-approval for the creation of TID #18.
- TID #4 termination and 100% audit issued. PE-110 final accounting report was submitted to the DOR by the due date. Distribution of excess increment was made to overlying jurisdictions. City of Fitchburg share was \$5,702,612.
- The accounting software was upgraded to the new version. Various trainings were held to learn how to best utilize the software. Meaningful improvements were realized that will increase the department's overall efficiency.
- Discussed a 2024 debt issuance with the City's Financial Advisor and provided information to start the issuance process.

## Staff

- Weekly, bi-weekly, and monthly team meetings were held.
- Finance Director attended the annual public finance seminar hosted by Ehlers.
- Finance Director attended the annual conference planning board retreat for the Wisconsin Government Finance Officers Association (WGFOA).

**Statistics**

|                            | <b>2022</b> | <b>2023</b> | <b>Current Month</b> | <b>YTD 2024</b> | <b>Projected 2024</b> |
|----------------------------|-------------|-------------|----------------------|-----------------|-----------------------|
| Special Assessment Letters | 625         | 496         | 39                   | 73              | 500                   |
| Payroll Payments           |             |             |                      |                 |                       |
| Checks                     | 182         | 141         | 11                   | 31              | 150                   |
| ACH Payments               | 7,038       | 7,327       | 541                  | 1,313           | 7,300                 |
| Cash Receipts (non-tax)    |             |             |                      |                 |                       |
| Utility Billing            | 28,522      | 30,435      | 618                  | 5,329           | 31,000                |
| Library                    | 521         | 202         | 22                   | 45              | 200                   |
| General                    | 44,692      | 41,922      | 274                  | 955             | 43,000                |
| Budget Amendments          |             |             |                      |                 |                       |
| Administrative Approval    | 33          | 68          | 2                    | 9               | 50                    |
| Council Action             | 40          | 49          | 2                    | 6               | 50                    |
| Purchasing Transactions    |             |             |                      |                 |                       |
| Accounts Payable Checks    | 1,478       | 1,796       | 228                  | 405             | 2,000                 |
| P-Card Transactions        | 4,267       | 4,169       | 364                  | 688             | 4,200                 |
| Invoices Generated         |             |             |                      |                 |                       |
| General Customer Invoices  | 470         | 497         | 10                   | 42              | 500                   |
| Final Utility Bills        | 708         | 1,338       | 38                   | 66              | 1,300                 |



# FITCHBURG FIRE DEPARTMENT

# MONTHLY UPDATE

FEBRUARY 2024



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF FEBRUARY

## CALLS FOR SERVICE

EMERGENCY MEDICAL  
SERVICES ASSIST

**\* 118**

STILL ALARM

**64**

MOTOR VEHICLE  
ACCIDENTS

**7**

STRUCTURE FIRES

**3**

TOTAL CALLS THIS MONTH

**190**

TOTAL CALLS FOR THE YEAR

**392**

**2023**

TOTAL CALLS THIS MONTH

**228**

TOTAL CALLS FOR THE YEAR

**487**

**2024**

## STAFFING

CAREER  
STAFF

**18**

\*Approved staffing = 19

PAID-ON-CALL/PAID-ON-  
PREMISES STAFF

**27**

\*Approved staffing = 50

INTERN  
FIREFIGHTERS

**5**

\*Approved staffing = 6

SUPPORT  
STAFF

**7**

\*Approved staffing = 10

TOTAL MEMBERS **57**

## AT A GLANCE

INSPECTIONS

**0**

PUBLIC EDUCATION  
EVENTS

**5**

TRAINING HOURS

**521**



## STRUCTURE FIRE OVERVIEW

The Department responded to a total of 3 structure fires this past month.

### Compared to last month:

Structure Fire calls increased by 1.

| <i>DATE</i> | <i>LOCATION</i>      | <i>FIRE DESCRIPTION</i>                      |
|-------------|----------------------|----------------------------------------------|
| 2/6/2024    | 5956 Executive Drive | Commercial Building Fire - Fire in dryer     |
| 2/19/2024   | 1910 Greenway Cross  | Apartment Fire - Fire in closet              |
| 2/22/2024   | 4775 CTH B           | Commercial Building Fire - Fire in equipment |

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 5 public education events this past month.

- 2/1/2024 - Firehouse 3 Station Tour
- 2/7/2024 - Mariposa Learning Center engine visit
- 2/13/2024 - Briarpatch: Hey First Responders Enrichment Program (Fire-focused)
- 2/13/2024 - Firehouse 2 Station Tour (Boy scouts group)
- 2/20/2024 - Briarpatch: Hey First Responders Enrichment Program (EMS-focused)



# Human Resources Monthly Department Report

**For the Month of: February 2024**

## **Projects & Initiatives**

- NeoGov Attract weekly meetings and work meetings to build our landing pages with goal of full utilization of this new recruiting software in April.
- Data preparation for the 2023 Total Compensation Statements. Scheduled for early March rollout to City employees enrolled in Wisconsin Retirement.
- Personnel Committee approved:
  - Adding the classifications of Police Captain in pay grade N and Police Shift Lieutenant in pay grade L.
  - Reclassification of two Police Lieutenants to Police Captains and deleting the existing Police Lieutenant classification in pay grade M.
  - Adding the classification of Housing Initiatives & Programs Specialist in pay grade I.
  - Adding the classification of Community Development Specialist in pay grade I.
  - Update to the Uniforms, Equipment, and Clothing policy in the Employee Handbook to add a clothing allowance for Police Telecommunicators.
- Completed the ERG's 2024 work plan and invited guest Jake King, the City of Sun Prairie's Diversity and Communications Strategist to our February meeting.
- Amy started recruitment for the two brand new positions of Housing Programs Specialist and Community Development Specialist.
- Olson had continuing meetings with the Strategic Plan workgroup. A vendor was selected and further questions generated.
- Completed the City's annual bilingual testing
  - Congratulations to Ana Lopez and JP Contreras who were the only two to take the annual test and passed. Both are proficient in Spanish. You can view the full list of bilingual employees [here](#).

## **Permanent Hires and Promotions**

- Travis Perreault -Parks Maintenance Worker
- Brianna Johnson – Lateral Police Officer
- Garrett Chisholm – Police Officer
- Jayden LeQue – Police Officer
- Sabra Ablakovic -Police Records Specialist
- Brett Hammermeister was promoted to Police Detective
- Chief Chad Gossen is the new Acting Fire Chief
- Chief Rob Kunze is the new Acting Emergency Management Director

### Current Permanent Recruitments

- Police Officer – Command Staff interviews 3.5.24 including two laterals.
- Police Telecommunicator – Conditional offers accepted. In background steps.
- Community Development Specialist and Housing Initiatives & Program Specialist posted and accepting applications through March 24, 2024.

### Turnover of Permanent Employees

- None, the two Feb. terms were reported on the January monthly report.

### Workers Compensation Claims

- Fire – 2

The Sarah's added the City's new mission, vision and values to the City Hall display. The display includes group photos and quotes from employees from past Hearts of Fitch features.





# Information Technology Monthly Department Report

## For the Month of: February 2024

### Helpdesk Ticketing

A total of 191 tickets opened in February 2024. 23 remain open.

### Projects

The IT team is working on:

- Selected new helpdesk.
  - Configuration in progress.
- Clarity Update to Connect
- New Planning OpenGov forms
- File Shares moves:
  - GIS
  - Police
- Configured Windows Deduplication on file servers.
- Completion of surveillance Project McKee Farms Park
- Completed VxRail rack re-locations (City Hall)
- BadgerNet cutover

### Other Items

- Various agenda template changes
- Google analytics configuration for city website/sub pages
- TRACS upgrades
- eHelpdesk Upgrade
- Rhyme Print assessment

### GIS Initiatives

- Updated ESRI application and database licensing
- Finished Tree Inventory Project
- Created a GIS Training Plan for new Employees.
- Published Draft Official Traffic Map
- Configured Geodatabase with Domains, Contingent Fields, and Attribute Rules

### Statistics

Microsoft email usage (org wide)

| Sent   | Received | Read    |
|--------|----------|---------|
| 31,120 | 129,976  | 121,692 |



## Monthly Department Report Legal

For the Month of: February 2024

### Development/Land Use Update

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials in municipal and circuit court.
- Subcarrier Communication Inc. Tower Site Lease Agreement for FRATS communications equipment.
- Finalize financial write-off policy with municipal judge.



# Library Monthly Department Report

For the Month of: February 2024

## Checkouts/Renewals/Holds

Checkouts – 18,575

Renewals – 5,348

Holds filled – 6,155

## Programming for Adults

Adult Programs – 6

Adult Program Attendees – 43

## Programming for Kids

Youth Programs – 28

Youth Program Attendees – 731

Youth Self Directed Programs – 1

Youth Self Directed Attendees – 213

Teen Programs – 2

Teen Program Attendees – 7

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## Outreach

Programs – 3

Program Attendees – 22

## Computer & Wireless Sessions

Computer Sessions – 492

## Meeting Room Reservations

Meeting Room Reservations – 54

## Overdrive Checkouts

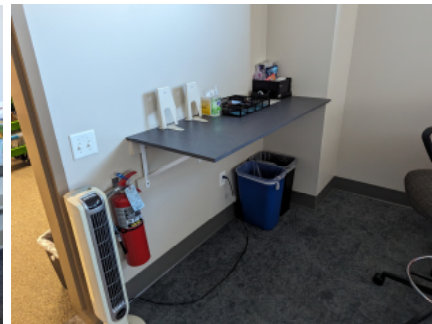
Overdrive eBook Checkouts – 2,522

Overdrive Audio Checkouts – 2,513

Our Toddler Art program is a great way to let young children be creative! Some of our smallest artists enjoyed creating beautiful Valentines!



Two new workstations were installed in the Sorter Room! All updates have been completed!



Picky received an overwhelming positive response for her Pet Pick on Facebook this month!





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: **February 2024**

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry

### Urban Forestry

- Completed the spring 2024 Street and Terrace tree-planting project. Put it out for bid on Quest and emailed the bidding documents to interested parties.
- Completed the spring 2024 Sidewalk Cutout Tree Pit tree-planting project. Put it out for bid on Quest and emailed the bidding documents to interested parties.
- Collected bids for both projects, compiled bid tab, checked references for winning bidder, awarded contract for both projects.
- Attended a webinar on the IRA grant opportunities available through DNR. Started putting a grant proposal together.
- Attended a meeting regarding the HUB re-boot.
- Facilitated a Tree Advisory Committee meeting.
- Continuing to work on additional GIS training.
- Continued manipulating the Dawley Conservancy tree inventory data.
- Attended Rainbow EcoScience webinar on managing drought in urban areas and latest EAB management tools.
- Attended a UW Arboretum training session on how Native Americans influenced the tall grass prairie.
- Attended CVMIC Emerging Leader training on Diversity, Equity, and Inclusion.
- Attended the WAA Annual Conference.
- Put together a draft Arbor Day tree planting schedule.
- Submitted all 2023 payment requests.
- Received an Alliant Energy One Million Trees Project grant.
- Marked trees for removal and generated work orders as appropriate.
- Responded to resident's requests for service.

### Naturalist

- Completed the Purchase Order for the spring 2024 Prescribed Fire project. Have been in touch with the selected contractor about conducting burns early particularly considering the current weather conditions.

### Volunteer Coordination

- Met with the volunteers who manage Harlan Hills Prairie about plans for 2024 growing season.
- Met with the Chicory Meadows / Dawley Conservancy volunteers about an Alliant Energy grant we received to plant more trees and shrubs in both parks.

## Recreation

Summer program preparation. Registration opens March 4.

- Hosted end of season 5<sup>th</sup>/6<sup>th</sup> grade girls' basketball tournament.
- Sent out athletic facility request information to users from 2023.
- Met with representative from Civic Rec to discuss Rec Management software.
- Youth Volleyball (5th-8th Grade) matches on Sundays.
- Summer seasonal jobs posted.
- Youth Dance rehearsal & recital @ Oregon PAC on March 1<sup>st</sup> & 2<sup>nd</sup>.
- Created schedules for various Adult Volleyball Leagues.
- Posted spring soccer and youth dance programs.
- Scheduled spring sessions of Martial Arts.
- Park Shelter & Community Center rentals.
- Payments for various program instructors.
- Rec program revenue = \$12,677.00
- CC rental revenue = \$3,987.00
- Shelter/athletic facility rental revenue = \$8,250.00

## Projects-Park Commission

- Attended monthly Park & Recreation, Building, and Grounds meeting with City Administrator.
- Attended monthly Building and Grounds and PRF meeting with City Administrator.
- Met with members of Engberg Anderson Architects to discuss HUB project interior design and finishes along with exterior signage.
- Met with EOR to determine next steps for Stoner Prairie Park Plan
- Held monthly update meeting with City Forester/Naturalist Anna Healy on related Urban Forestry items.
- Had three locates/meetings with families at Oak Hall Cemetery.
- Met with Oregon soccer representative to discuss their 2024 tournament which will be held at McKee Farms Park and Tower Hill in late September.
- Reviewed professional services proposals for the renovation of Tower Hill Park shelter.
- Attended BOPW, Finance Committee, and Common Council meeting to discuss median mowing and landscape 3-year proposals. These proposals were accepted by the Common Council.
- Attended Finance Committee and Common Council meeting to discuss change order for tree inventory work completed in Dawley Conservancy, McKee Farms Park, and McGaw Park.
- Met with Dawley Conservancy woodlot work group from Seminole Village HOA.
- Met with EOR to discuss the Southdale Park Plan alternatives.
- Met with Leather Associates to discuss the McKee Farms Park Kids Crossing evaluation they conducted.
- Received playground proposals for Arrowhead Park.



# Planning & Zoning Monthly Department Report

For the Month of: **February 2024**

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Ordinance 2024-O-03 & Plan Commission Resolution PCR-01-24](#) Adopting and Recommending the Spring 2024 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map, and Land Use Plan in the Nine Springs Neighborhood Plan, for Property located off E Cheryl Parkway, Specifically from MDR (Medium Density Residential) to HDR (High Density Residential) *Approved.*
- B. [Public Hearing and Consideration of Comprehensive Development Plan CDP-2532-24](#) Request by Fred DeVillers, Agent for IP Holdings LLC, to Amend the Swan Creek Comprehensive Development Plan to Allow the Construction of 60 High-Density Detached Units in the Swan Creek Development on Property Located at the Corner of E Cheryl Parkway and Crinkle Root Drive *Approved.*
- C. [Public Hearing and Consideration of Ordinance 2024-O-06 & Plan Commission Resolution PCR-04-24](#) Adopting and Recommending the Spring 2024 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map for Property Associated with 2735 Rimrock Road from Low Density Residential (LDR) to Medium Density Residential (MDR) *Approved.*
- D. [Public Hearing and Consideration of Ordinance 2024-O-04 & Plan Commission Resolution PCR-02-04](#) Adopting and Recommending the Spring 2024 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map for Property Located Off Oak Meadow Drive, Specifically from MDR (Medium Density Residential) to LDR (Low Density Residential) *Approved.*
- E. [Public Hearing and Consideration of Ordinance 2024-O-05 & Plan Commission Resolution PCR-03-24](#) Adopting and Recommending the Spring 2024 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map for a Portion of a Property Located at 5540 Lacy Road, Specifically from P&C (Park & Conservancy) to G/I (Government/Institutional) *Approved.*

- F. [Ordinance 2024-O-07 & Plan Commission Resolution PCR-05-24](#) Adopting the Spring 2024 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map and Text on Page 4-17 to Incorporate a New Medium-High Density Residential (MHDR) Land Use Category and Amend the Text of Page 4-17 of That Plan for the High Density Residential (HDR) Future Land Use Category [Postponed to the March 19<sup>th</sup> meeting.](#) [Staff needs to re-notice this item.](#)
- G. [Public Hearing and Consideration of Conditional Use CU-2533-24](#) Request by Torry van Slyke, Agent for Thomas Alt & Mandt Family Farms LLC & EDF Renewables, to Grant Conditional Use for a Solar Utility Use on Property Located on Whalen Road [Approved with Ag & Rural's additional condition as follows: 13. MGE, EDF Renewables and City Staff shall meet within the next month to discuss correcting the landscaping and maintenance deficiencies on the O'Brien Solar Farm and assure that the landscaping and maintenance of all solar farms owned by MGE are adequate going forward.](#)
- H. [ADR - Sunnyside Solar Farm](#) Request by Torry van Slyke, Agent for Thomas Alt & Mandt Family Farms LLC & EDF Renewables, to Grant Architectural Design Review for a Solar Farm on Proposed to be Located on Property Located on Whalen Road. [Approved. With an amendment to Condition #4 as follows: The primary access to the site for passenger and maintenance vehicles shall be the Mutchler entrance. Heavy truck traffic during construction shall take access to the site from Whalen between the hours of 9 am and 3 pm.](#)
- I. [Public Hearing and Consideration of Comprehensive Development Plan CDP-2531](#) Request by Raveen Shah, Agent for SFMA Deals LLC, to Amend the Orchard Pointe Comprehensive Development Plan to Allow the Construction of a 100-Room Hotel in the Orchard Pointe Development on Property Located at the Corner of Limestone Lane and Nesbitt Road [Approved. With the elimination of condition #13 because it is a duplicate. Plan Commission approved a total of 18 conditions.](#)
- J. [Final Plat FP-2534-24](#) Request by Michelle Burse, Agent for Fitchburg Lands LLC, to Approve a Final Plat for the 4th Addition to Terravessa to Allow the Subdivision of 135 Lot, including 128 Buildable Lots, in the Terravessa Neighborhood [Approved.](#)
- K. [Pre-App - Artist Lofts](#) Request by Ned Hoyt, Agent for Bowman Farms LLC, to Obtain Pre-Application Review for a Proposed Mixed-Use Development, Containing Multi-family and Commercial Facilities, Located off Index Road. [Approved.](#)

- L. [Resolution R-18-24](#) Releasing a Public Water Main Easement on Lot 3 of CSM 13261 Approved.

**Applications Processed**

| Type                                              | 2023 Totals | January   | February  | March | April | May | June | July | August | September | October | November | December |
|---------------------------------------------------|-------------|-----------|-----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| Architectural Design Review                       | 12          | 1         | 1         |       |       |     |      |      |        |           |         |          |          |
| Rezone / Conditional Use Permit                   | 21          | 1         | 1         |       |       |     |      |      |        |           |         |          |          |
| Certified Survey Map                              | 18          | 0         | 0         |       |       |     |      |      |        |           |         |          |          |
| Comprehensive Development Plan / Preliminary Plan | 4           | 0         | 2         |       |       |     |      |      |        |           |         |          |          |
| Final Plat                                        | 5           | 0         | 1         |       |       |     |      |      |        |           |         |          |          |
| Other                                             | 41          | 1         | 6         |       |       |     |      |      |        |           |         |          |          |
| Variance                                          | 0           | 0         | 0         |       |       |     |      |      |        |           |         |          |          |
| Telecommunications Facilities Permit              | 0           | 0         | 0         |       |       |     |      |      |        |           |         |          |          |
| SmartCode Article 3                               | 1           | 0         | 0         |       |       |     |      |      |        |           |         |          |          |
| SmartCode Article 5                               | 36          | 3         | 8         |       |       |     |      |      |        |           |         |          |          |
| Architectural Design Review Admin.                | 17          | 1         | 0         |       |       |     |      |      |        |           |         |          |          |
| Sign Permits                                      | 52          | 7         | 3         |       |       |     |      |      |        |           |         |          |          |
| Zoning Permits                                    | 195         | 9         | 20        |       |       |     |      |      |        |           |         |          |          |
| Early Start Permits                               | 55          | 5         | 8         |       |       |     |      |      |        |           |         |          |          |
| Zoning Letters                                    | 14          | 2         | 0         |       |       |     |      |      |        |           |         |          |          |
| <b>Totals</b>                                     | <b>471</b>  | <b>30</b> | <b>50</b> |       |       |     |      |      |        |           |         |          |          |

**Neighborhood Plans**

The planning team prepared ‘bubble-diagrams’ depicting future land use area for both neighborhood plans. Fitchburg staff reviewed the ‘bubble-diagrams’ on February 1<sup>st</sup>. The planning team continued to interview landowners in the study area.

On February 8<sup>th</sup>, the planning team held the Greenfield Steering Committee meeting #3. Speakers included Sean Higgins from the Capital Area Regional Planning Association and Professor Kurt Paulsen, University of Wisconsin-Madison. Professor Paulsen provided an excellent overview of the regional housing challenges.

### **Healthy Neighborhoods Programs**

- Staff closed out the 2023 Healthy Neighborhoods Grant Program with required documentation submittals.
- Staff met with EQT to continue planning the Teen Center Feasibility Study. The EQT team is currently preparing a list of stakeholder interviews.
- Staff is working with Dane County to finalize an intergovernmental agreement for the Teen Center Feasibility Study. As soon as Dane County's review is complete, staff will submit the agreement for Council approval.
- The Healthy Neighbors Grant Program applications were due on February 9, 2024. Staff received fifteen applications, one of which was not eligible. Staff prepared for the next HN Advisory Committee meeting in March. At that meeting, the committee will hear presentations from each of the eligible applicants.

### **Sustainability**

- Staff continued working with FGM on renewable energy, efficiency, and other sustainability-related features for Fitchburg's Police Services Facility. Team is beginning to work on grant and rebate opportunities for these features.
- Staff attended Renewable Energy Summit hosted by RENEW Wisconsin; sessions visited included communicating IRA to communities and other outreach topics.
- Staff held two meetings with staff to discuss Sustainability Plan, listen to questions or concerns, and set expectations for the remaining steps to completion.
- Staff met with representatives from Dane County and the WI DNR to discuss further engagement possibilities for the Sustainability Plan, particularly in the demographics under-represented in the now-completed survey. Will look to begin implementing some of those strategies in the coming months.
- Staff drafted the RFP for the Bike & Pedestrian Plan update.

### **Agricultural & Rural Affairs**

The Agricultural and Rural Affairs Committee met in February to review the proposed Sunnyside Solar Farm. The committee recommended approval. The committee discussed

potential changes to the farmland preservation zoning ordinance and the Committee, Commissions Staff Guide.

### **Other**

- No Development Team Meetings held in February.
- Staff planned for an Uptown Steering Committee meeting, but unfortunately had to cancel.
- Staff finalized the Park and Open Space Master Plan and assisted in referral for approval.
- The Planning Department is processing five Spring 2024 Minor Comprehensive Plan amendments, to be review by Council on April 9, 2024.
- Staff is supporting the Hub project and park naming with the Parks Department.



**MONTHLY UPDATE**  
February 2024

# MONTHLY UPDATE | FEBRUARY



## CALL FOR SERVICE OVERVIEW

The Department handled 919 citizen-generated calls for service.

Officers initiated 1,120 calls.

### Compared to last month:

Citizen-generated calls decreased by 157. Officer-initiated calls increased by 95.

### Compared to last February:

Citizen-generated calls decreased by 155. Officer-initiated calls decreased by 163.

## CRIME

### PROPERTY CRIME

- Two burglaries were reported this month.
- Four vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were no shootings or shots fired reported this month.
- Six firearms were seized as evidence this month and a stolen firearm was recovered.

### DOMESTIC VIOLENCE

- Officers investigated nine domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Aggravated Assault and Hit and Run | 2/3** | Officers were dispatched to a disturbance between two groups of people. Upon further investigation, it was determined that the groups entered into a verbal altercation in the middle of a street, which then turned into a physical fight. During the fight, an individual produced a knife and stabbed two other people. This individual then attempted to flee the area in a vehicle and the second group followed in another vehicle. As the vehicles were traveling around a cul-de-sac, the second vehicle intentionally rammed the first vehicle on the driver's side door. The second vehicle then fled the scene of the accident.

As a result of the investigation, a juvenile male was arrested for 2<sup>nd</sup> degree reckless endangering safety, hit and run causing injury, and criminal damage to property.

The person who stabbed the two individuals, another juvenile male, was charged with two counts of 2<sup>nd</sup> degree reckless endangering safety.

**Carry Concealed Weapon and Warrants Arrest | 2/7** | A Fitchburg officer conducted a traffic stop on a vehicle for an equipment violation. During the course of the traffic stop, it was discovered

## MONTHLY UPDATE | FEBRUARY



the operator of the vehicle had multiple active warrants. Officers also observed a handgun under the driver's seat. The operator was booked into the Dane County Jail on the active warrants and a charge of charge of carry concealed weapon.

**Felony Drug and Weapon Arrest | 2/17 |** A Fitchburg officer conducted a traffic stop on a vehicle due to a revoked driving status. Located during the traffic stop was a handgun with a drum magazine, a large amount of marijuana, THC vape cartridges, prescription pills, and nearly \$4,000 in cash. The operator of the vehicle was arrested and booked into the Dane County Jail on a probation hold along with charges for felon in possession of a firearm, carrying a concealed weapon, and possession of narcotic drugs and possession of drug paraphernalia.

**Felony Drug and Weapon Arrest | 2/22 |** Officers were dispatched to the report of a subject slumped over in a running vehicle. There was US currency, drug paraphernalia, and a loaded firearm in plain view in the vehicle. The operator of the vehicle was booked into the Dane County Jail on a probation violation hold and charges for felon in possession of a firearm, possession with intent-cocaine, possession with intent-Fentanyl, possession with intent-THC, and possession of drug paraphernalia were referred to the Dane County District Attorney's Office.

**Bank Robbery and Apprehension | 2/21 |** Officers were dispatched to the Associated Bank for a teller hold-up alarm notification. Upon arrival on scene, bank staff confirmed a bank robbery of their institution had taken place. Through investigative efforts, a suspect was identified and surveillance conducted. On 2/22, Fitchburg and other local law enforcement officers located the suspect and suspect vehicle. A vehicle pursuit ensued where the suspect was ultimately apprehended by officers in the city of Monona. A search of the suspect's vehicle yielded many illegal narcotics and paraphernalia. The suspect was booked into the Dane County Jail for violation of her extended supervision. At the time of her arrest, she was on extended supervision for a bank robbery in 2016. Additional charges of robbery of a financial institution, felony bail jumping, 2<sup>nd</sup> degree recklessly endangering safety, possession of drug paraphernalia, possession of narcotic drugs, and vehicle operator flee/elude officer were being referred to the Dane County District Attorney's Office.

While incarcerated at the Dane County Jail, the suspect was found deceased in their cell. This separate incident is being investigated by the Madison Police Department as a matter of standard procedure.

### NOTABLE CALLS FOR SERVICE

| Case Number | Date     | Location                | Alder District | Incident Description                                                          |
|-------------|----------|-------------------------|----------------|-------------------------------------------------------------------------------|
| 24-02186    | 2/1/2024 | 4500 Sentinel Pass      | 1              | Substantial Battery                                                           |
| 24-02243    | 2/2/2024 | Central Park Pl/Lacy Rd | 3              | Automobile Theft                                                              |
| 24-02278    | 2/3/2024 | 2000 Red Arrow Trail    | 1              | Second Degree Recklessly Endangering Safety, Child Abuse, Hit and Run: Injury |
| 24-02597    | 2/7/2024 | Rimrock Rd/Burdette Ct  | 3              | Carrying a Concealed Weapon                                                   |
| 24-02721    | 2/9/2024 | 5000 Old Middleton Rd   | *Madison       | Maintain a Drug Trafficking Place, Felon in Possession of a Firearm           |

# MONTHLY UPDATE | FEBRUARY



|                 |           |                           |   |                                                                                                                        |
|-----------------|-----------|---------------------------|---|------------------------------------------------------------------------------------------------------------------------|
| <b>24-03039</b> | 2/13/2024 | 2900 Index Rd             | 3 | Child Abuse, Domestic Battery                                                                                          |
| <b>24-03145</b> | 2/15/2024 | 2700 Novation Pkwy        | 3 | Burglary: Residential                                                                                                  |
| <b>24-03301</b> | 2/17/2024 | 600 Moorland Rd           | 3 | Felon in Possession of a Firearm, Carrying a Concealed Weapon, Possession of Narcotic Drugs                            |
| <b>24-03625</b> | 2/21/2024 | 6300 McKee Rd             | 1 | Possession of Methamphetamine                                                                                          |
| <b>24-03643</b> | 2/22/2024 | Eggiman Rd/Greenway Cross | 2 | Felon in Possession of a Firearm, Possession w/ Intent to Distribute Amphetamines, Fentanyl, Cocaine                   |
| <b>24-03647</b> | 2/22/2024 | 2800 Coho St              | 2 | Robbery of a Financial Institution, Second Degree Recklessly Endangering Safety, Eluding, Possession of Narcotic Drugs |
| <b>24-03690</b> | 2/23/2024 | 2800 Coho St              |   | Domestic Battery, Strangulation and Suffocation, Intimidation of a Victim                                              |
| <b>24-04095</b> | 2/28/2024 | *multiple locations       | * | Child Abuse, Substantial Battery                                                                                       |

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.



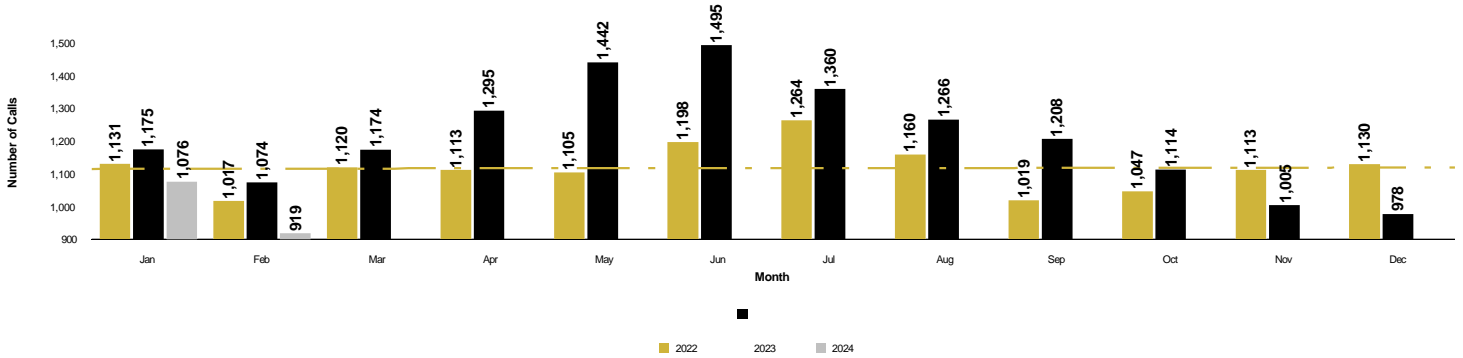
# City of Fitchburg Police Department

## Police Activity

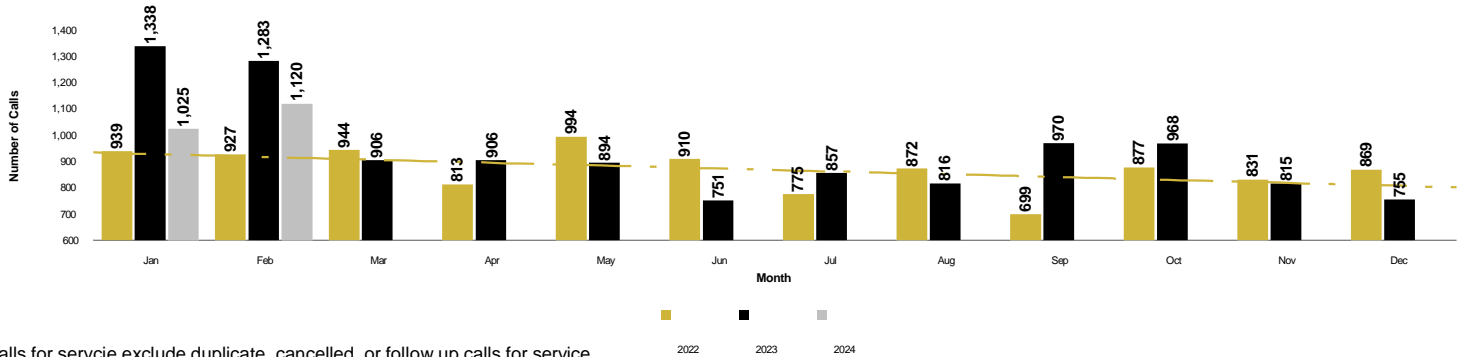
### February of 2024



## Citizen Generated Calls



## Officer Initiated Calls



Calls for service exclude duplicate, cancelled, or follow up calls for service

## Noteable Incidents

|                    | 2023 |     |     |     |     |     |     |     |     |     |     |     | 2024 |     |
|--------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|
|                    | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan  | Feb |
| Abduction/FI       | 0    | 0   | 1   | 0   | 1   | 2   | 2   | 0   | 1   | 0   | 2   | 1   | 2    | 0   |
| Murder             | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   |
| Homicide           | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   |
| Robbery            | 1    | 0   | 1   | 2   | 0   | 1   | 0   | 0   | 0   | 2   | 1   | 1   | 0    | 1   |
| Sexual Assault     | 1    | 3   | 0   | 3   | 2   | 1   | 2   | 1   | 1   | 1   | 2   | 0   | 3    | 0   |
| Aggravated Assault | 9    | 7   | 4   | 6   | 8   | 5   | 2   | 8   | 4   | 3   | 4   | 5   | 3    | 5   |
| Burglary           | 7    | 4   | 3   | 5   | 1   | 6   | 8   | 1   | 4   | 1   | 2   | 10  | 4    | 2   |
| Theft of Auto      | 4    | 1   | 14  | 7   | 7   | 4   | 3   | 7   | 3   | 3   | 4   | 3   | 3    | 4   |
| Theft from Auto    | 12   | 7   | 5   | 10  | 10  | 6   | 7   | 4   | 3   | 3   | 10  | 5   | 4    | 6   |

Noteable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

|               | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Theft of Auto | 5   | 1   | 16  | 8   | 7   | 5   | 7   | 7   | 3   | 4   | 4   | 4   | 3   | 4   |
| Shots Fired   | 0   | 2   | 2   | 2   | 4   | 3   | 0   | 2   | 0   | 1   | 2   | 0   | 0   | 0   |
| Domestic      | 15  | 12  | 18  | 15  | 15  | 16  | 14  | 13  | 17  | 8   | 14  | 17  | 19  | 9   |

These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

|           | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Accidents | 68  | 52  | 39  | 51  | 57  | 66  | 51  | 48  | 56  | 50  | 52  | 49  | 70  | 37  |

|                    | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Traffic Monitoring | 197 | 118 | 143 | 128 | 118 | 107 | 111 | 111 | 189 | 168 | 110 | 51  | 49  | 105 |
| Traffic Stop       | 258 | 251 | 212 | 182 | 185 | 149 | 216 | 205 | 246 | 283 | 238 | 196 | 283 | 502 |



# Public Works Monthly Department Report

For the Month of: **February 2024**

## Transportation/Transit

- Advertised the 2024 Street Resurfacing project.
- Continued work on the Street Maintenance and Sidewalk Replacement projects.
- Held 2024 Street Resurfacing Project Public Involvement Meeting on February 26, 2024. Eleven residents attended the meeting.
- Presented on street resurfacing and maintenance to Committee of the Whole on February 28, 2024.
- Attended two North/South Bus Rapid Transit (BRT) design meetings and helped prepare a draft of the Locally Preferred Alternative for presentation to Council and pertinent City Boards.
- Approved several large-scale AT&T fiber optic right of way permits and managed resident questions about them.
- Finalized an updated Transit Services Agreement with Madison Metro Transit for Council approval.
- Final 2024 Sidewalk Assessments were approved by Council on February 27, 2024.
- Attended an Agricultural Road Improvement Program Webinar for a new State grant funding opportunity.
- Performed the final Transportation Economic Assistance (TEA) Grant walkthrough for the Lacy Rd Reconstruction project.
- Attended the UW Platteville Career Fair in the interest of hiring summer engineering interns.
- Completed budget carryover and continued work on plant value.

## Stormwater

- Selected consultant and began project scope negotiations for the Fitchrona Road/Goose Lake Stormwater Improvements project.
- Began compiling data for the 2023 MS4 annual report (NR 216 WPDES Permit).
- Held meeting to review MS4 program plan, SWPPP (stormwater pollution prevention plan) and SPCC (spill prevention, control, and countermeasure plan) and updated documents for 2024.
- Participated in MAMSWaP (Madison Area Municipal Stormwater Partnership) quarterly meeting, Badger Mill Creek Stakeholder meeting, and Lake Waubesa Steering Committee meeting.
- Progressed Crescent Road Stormwater Improvements project. Met with Megan's Bay Condominium representatives.

- Progressed TMDL (Total Maximum Daily Load) water quality analysis. Began identifying potential new BMPs (Best Management Practices).
- Completed plant value for 2023 and completed budget carryover requests.
- Attended coordination meeting with City of Madison for their Nine Springs watershed study.
- Completed reviews of private BMP inspection reports.
- Completed intake and cursory reviews of six erosion control stormwater management permits.

## Utilities

- Received quotes for sanitary sewer televising.
- Continued design work on Well 12 and Tower D.
- Awarded contract to CTW Corporation for Well 4 and 10 maintenance services. Received approval from Department of Natural Resources (DNR) for this project.
- Worked on plant value and finalized budget carryovers.
- Worked on the Crescent Road water main design.
- Continued work on Fish Hatchery Road sanitary sewer lining project.
- Aqua Backflow continued cross connection and grease trap inspections.
- Submitted Annual Cross Connection report to DNR.
- Gathered fire flow information for ISO (Insurance Services Office).
- Continued replacement of 1.5-inch and 2-inch meters in existing facilities & in house cross connection inspections for these facilities as well as installation of radios in new construction.
- Continued sanitary sewer cleaning. One-third of the system is cleaned each year.
- Worked on valve exercising. One-fifth of the system valves are exercised each year.
- Tested 3-inch and larger meters.
- Completed the following water system repairs:
  - Repaired leaking water service to the DNR building.
  - Repaired three water valves that started leaking after they were exercised. The bolts holding the valves together were decayed.

## Parks

- Held kickoff meeting for the design of the pickleball court expansion project.
- Reviewed the Tower Hill Renovation project design proposals. Selected Angus Young for these services and drafted the contract agreement.
- The new Parks maintenance worker started on February 29, 2024.
- Pruned trees in Jamestown and Southdale areas, Brandson and Greenfield neighborhoods, and along Post Road.
- Removed large oak tree on Byrne Road with the help of Hooper.
- Removed large oak tree from Dawley Bike hub.
- Removed large dead oak tree from parkland behind 2275 Syene Road.
- Removed boxelder trees along property line of 4816 Goodland Park Road.

- Made repairs to Kid's Crossing play structure.
- Performed trash run throughout the parks.
- Made repairs to picnic tables.
- Snow and ice control for two events.
- Cleaned and opened McKee Farms Park and Huegel Jamestown Park restrooms.
- Forestry mowed brush and removed dead trees at Hillside Heights for playground relocation.
- Assembled and installed new picnic tables at the inclusive playground and pickleball courts.
- Installed new slide sections on Seminole Glen Park slide.
- Opened proposals for Arrowhead playground replacement.
- Gathered soil samples at Terravessa Agricultural Park and Area H future pond.

### **Building & Grounds**

- Continued work on Police Station Facility. Council approved \$35M for this project. Current design is estimated at approximately \$50M. Worked on how to proceed.
- Continued site and building design for Fitchburg HUB.
- Worked on coordination for Library chiller installation.
- Notice to proceed was issued for City Hall front counter project. Bauer removed cabinets, took measurements, and submitted shop drawings. Worked on signage quotes and an amendment with Engberg for submittal reviews.
- Submitted budget carryovers.
- Changed out eight toilet flush valves at Community Center and Library.
- Completed installation of new counters in the Library sorter room.
- Received quotes for LED retrofit in the Community Center Fitchburg room.
- Installed ceiling mount projector in the Senior Center dining room.
- Repaired treadmill in the City Hall exercise room.
- Replaced faucet at Fire Station 1.
- Started cleaning and sweeping exterior areas around City Hall.

### **Refuse & Recycling**

- Coordinated minor collection route change with Pellitteri. Several properties will switch from Thursday to Monday collection. Worked with GIS to update maps.

### **Streets**

- Completed ethics training.
- Installed the fold down special events no parking signs around McKee Farms Park.
- Replaced two sheets of glass on the Fish Hatchery Rd/Post Rd bus shelter.
- Trimmed trees on Purcell Road and Fitchburg Road.
- Picked up Christmas trees that had been buried under snow.
- Created an area adjacent to the salt shed to dump the street sweeper collection.

- Performed vehicle maintenance on one vehicle/equipment and made fourteen vehicle/equipment repairs.
- Started street sweeping with one street sweeper as the other was at the dealer getting warranty work performed.
- Snow and ice control for two events.
- Patched potholes and repaired pavement from water main breaks.

## Other

- Managed and inspected Hartung Fields, Highfield Phase 2, Lacy Ridge Townhomes, and Terravessa (3<sup>rd</sup> Addition).
  - Reviewed Highfield Phase 3 and Terravessa (4<sup>th</sup> Addition) plans.
  - Accepted improvements for Highfield Reserve Phase 2.
  - Terravessa continued warranty punch list work.
  - Completed planning reviews.
  - Received ten proposals for the 2024 Engineering Services.
1. Isolated a water main break on Fish Hatchery Road after it was determined the break was either under or very close to the Nine Springs Creek culvert pipes. Replacement pipe will need to be directional drilled and bid out. Worked on plans for bid.
  2. Tree pruning along Lacy Road, from Fish Hatchery Road to Syene Road.
  3. Repaired streetlights.

1



2



3





## Senior Center Monthly Department Report

For the Month of: **February 2024**

### Programs

- Subscriptions to our programs newsflash list went from **1,346** in January 2024 to **1,363** by February 2024 end.
- **Program Highlights include:**
  - Celebration of Black History Month – over 100 in attendance
  - Mindfulness Class
  - Downsizing in Later Life
  - New Police Facility Q&A w/ Chief Morales
  - Friends Travel show for upcoming 2024 trips
  - Understanding & Responding to Dementia-Related Behaviors
  - Spanish Social Group added 2 new members



*Alberto & Silvia Boyajian, Group Facilitators*

### Meals

Congregate Meals: 669  
Home Delivered Meals: 1069  
Total Meals: 1738

### **Case Management**

- 12 new client referrals
- 19 Medicaid clients
- 80 Case Management clients

Client Trends – Increase in clients being targeted by scams. Client leases being non-renewed.

Continuing to work with Edgewood Nursing students on a weekly basis.

### **Other/Admin**

- SWOT Analysis of Department conducted with all staff participation.
- Met with new management at Novation Senior Commons.
- Met with Executive Director of the Badger Rock Community Center.



# Administration Monthly Report

**For the Month of: March 2024**

## Meetings

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 monthly meeting  
Attended various developer meetings  
Attended Promega bi-monthly meeting  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings  
Attended Committee of the Whole meeting  
Attended Personnel Committee meeting  
Attended weekly Police Services Facility meetings  
Quarterly meeting with Metro Partners  
Attended DCCVA meeting  
Met with Sub Zero  
Meetings with referendum internal workgroup  
Met with Mueller Communications  
Met with auditors  
Attended weekly city communication update meeting  
Attended Veterans Memorial Park Committee meeting  
Attended Canva Design 3CMA Webinar

## Staff Projects

Worked with staff on various projects and policies including but not limited to: refuse contract, Wingra site, Senior Center electric vehicle charging station, affordable housing, strategic plan, referendum survey, Chicory tennis courts, bus rapid transit, special assessment policy, investment plan budget amendment, Country View Mobile home park, potential McKee car wash, Fitchburg Teen Center, PSN issue, 2024 Debt Issuance – PD facility, and paid parental leave.

## Events and Collaboration with Businesses & Residents

Provided a monthly video update for residents via FACTv interview  
Attended Police Department badge pinning ceremony

On the Talking Fitchburg set providing a monthly update for residents.





# Assessing Monthly Department Report

For the Month of: **March 2024**

## Inspections Completed Over the Past Month

- 24 scheduled inspections completed
- 103 exterior/drive by inspections completed

## Projects Completed Over the Past Month

- 129 total files processed through March
- All parcel splits and combinations completed
- Completed review of all personal property buildings on leased land
- Worked with City Clerk to create a planned schedule for Open Book and Board of Review.
- Worked through several Claims for Recovery of Unlawful Taxes
- Held 1:1's with all staff
- Held weekly staff meetings
- Began work on more in-depth revaluation projects

## Major Projects in Progress

- Continued work on 2024 revaluation
- Completing the remainder of 2023 field work
- Post-BOR assessment appeals in Circuit Court
- Work on integrating commercial income valuation into Market Drive
- Property Tax Exemption requests
- Planning and preparing for Open Book and Board of Review

## Projects in the Next Month

- Finalizing field inspections for 2023
- Completing file processing for 2023 inspections
- Income and expense survey analysis
- 2023 sales analysis by neighborhood and property class
- In depth review of property data in several neighborhoods

## Staffing & Accomplishments

- One staff member took a training provided by the International Association of Assessing Officers that focused on the income approach to property valuation.



# Building Inspection Monthly Department Report

For the Month of: **March 2024**

## All Permits Issued

95

## Commercial Projects

0 New Commercial

8 Alteration/Repair/Addition/Other

## Other Permits

13 New Single Family

4 New Two Family

70 1 & 2 Family Alterations/Additions

## Total Construction Value (All Permits)

\$8,851,751



## Clerk Monthly Department Report

For the Month of: **March 2024**

### Elections

- Processed 1,500 absentee ballot requests via mail when ballots were delivered from the County on March 11. Processed an average of 20 more per day until the Friday before the election (March 30<sup>th</sup>).
- Conducted absentee voting in five (5) assisted living facilities. Going out two days for each facility.
- Set-up and conducted In-person absentee voting in the Fitchburg Room from March 18<sup>th</sup> through March 29<sup>th</sup> (no weekends).
- Audited 2,500 Absentee Ballots at end of In-person absentee voting and assembled election equipment and materials to be dropped off at 6 polling locations for the April 2nd Election.

### Permits

- Issued 180 pet permits

### Licensing

- Approved 9 new operator licenses.

### Projects

- Continued work on possible referendum questions for the 2024 August election.

### Other

- Processed 12 open records requests.



# Economic Development Monthly Department Report

For the Month of: **March 2024**

## **Economic Development**

Review TID # 18 Project Plan, shared project plan with property owners, met with Altus on minority business development, discussion with Ehlers on process for Inventure Capital and Sub-Zero Group TIF requests, processed TID #18 property owner notification letters, prepared JRB Agenda, completed Plan Commission and Council referrals, draft TID request resolutions, reviewed park and open space plan, agenda & minutes for CEDA.

## **Business/Developer Outreach**

21 developer meetings/contacts in which several required follow-up or providing additional information.

## **Community Development**

South Stoner Prairie Open Housing & Steering Committee

## **Housing**

Conference call with Ehlers regarding affordable within market rate, update from Ehlers regarding affordable within market rate within an existing TID, Inventure Capital – affordable within market rate, Smart Growth Greater Madison apartment information, Commonwealth Madison, meeting with Habitat for Humanity, drafted letter of support for Mayor for City of Madison grant.

## **Meetings**

Greenfield Plan meeting, development team meetings, several meeting with Ehlers re: Housing & TID, contacted property owners in proposed TID # 18, strategic plan meetings, WisDOT re: potential future interchange US Highway 14 for Greenfield Neighborhood, met with Dane County and MadREP hosting Sustainability event with Dane County/MadREP, met with City of Madison staff re: Efficiency Navigator Community Change Grant, met with Parks re: ribbon cutting for fitness equipment donation, met with FCVVB & Mark Hamilton to discuss bike events, toured West Edge Project with Planning, met with Promega, met with Dan Guerra, CEDA meeting, met with Wisconsin Latino.

## **Marketing/Tourism**

COPA, - Discussion with FCVBB, COPA – CUP re: Blind Tiger event, attended Biz After Hours at Atomic Koi.

## **Alder Contact/Projects**

Marc Jones Council candidate meeting, Alder Joe Maldonado – Julian Walter, Nicole Vafadari Council candidate meeting, met with Jay Allen

**Other**

Dane County/MadREP – planning for federal funding in Fitchburg, Zazzle sales tax reimbursement memo, served as Acting City Administrator week of March 25<sup>th</sup>.



# FACTv Monthly Department Report

For the Month of: **March 2024**

## Current Productions

- 21 productions completed in March
- 25 meetings completed in March
- 25 (1 show per day) Talking Fitchburg updates in March
- 32 productions scheduled for April
- 29 meetings scheduled for April

## Upcoming Productions

- Severe Weather Awareness Week
- Pancake Breakfast Preview
- CI Pediatric Ribbon Cutting
- 2024 Spring Tree Planting
- Spring Shred & E-Recycling Event
- FHS Spring Annual Meeting
- FSC Instructor Promo Video
- MadREP/Dane County Energy Efficiency & Sustainability Federal Funding Event
- Several Arbor Day Events
- The Courtyard at Fitchburg Ribbon Cutting
- Concerts at McKee Promo
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects
- Fitchburg Fire Department Video Projects

## Department Projects

- City of Fitchburg Marketing Tools Marketing Plan (working with COM team)
- VASD Savannah Oaks Middle School- SOMS News (completed for this school year)
- Fitchburg Senior Center AV Project- setup projector in dining room (Completed March)
- Fitchburg Room AV Update Project- coming soon

## Department Focus

- FACTv Marketing Project 2024

Promega Spring Art Showcase, March 2024.



Fitchburg Chamber Focus Luncheon March 2024.



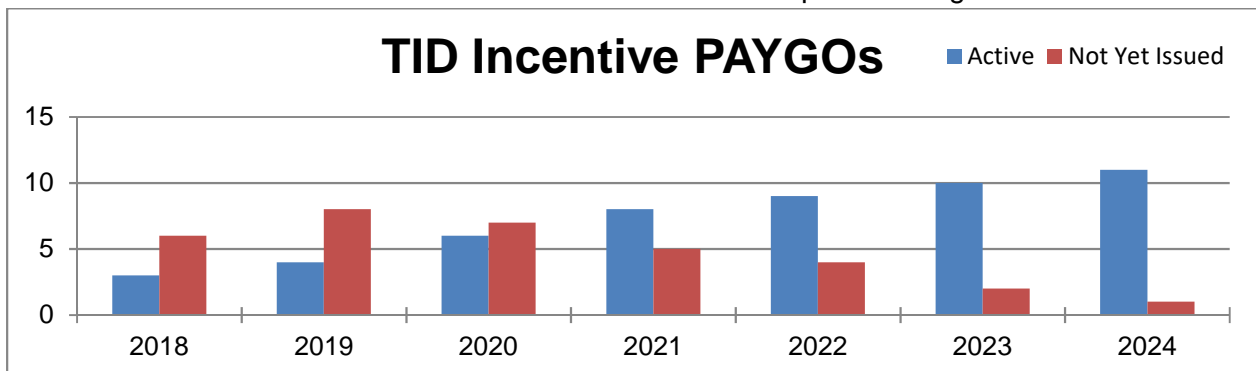


# Finance Monthly Department Report

For the Month of: **March 2024**

## Routine Finance Cycles

- Debt payments were completed without issue. TID PAYGO incentives were paid without issue, though five of the seven payments had to be reduced to match the available increment per the bond documents. These reductions were mostly the result of decreasing tax rates and lower than anticipated property values. A letter was included with each payment to notify developers that future reductions in 2025 and beyond may be required as a result of the personal property tax repeal.
- Annual reconciliation and documentation for 2023 completed in preparation for final audit fieldwork completed mid-March. Positive feedback on accuracy and responsiveness received from the auditors. Final Annual Comprehensive Finance Report (ACFR) will be prepared and presented to Finance Committee in May. Met with the Mayor to share the post-audit financial statements and answer questions.
- Capital Improvement Plan (CIP) worksheets were distributed to Departments. Held several meetings with various Departments to discuss CIP process and requests. Compilation of requests and discussions with the Mayor to occur in April and May. Mayor's Proposed CIP to be released in June. Provided initial information for the 2024 update to the Financial Management Plan (FMP).
- Total of 7,491 quarterly utility bills generated with 5,292 being mailed and 2,199 being emailed due to customer opting-out of paper bills.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- Reviewed carryover requests from Departments and prepared a recommendation for Council of those that met the established guidelines.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- Amended 2023 Statement of Taxes to remove certain special charges.



## Special Projects

- Various internal meetings and meetings with the outreach vendor were held about the City's funding gaps and potential August 2024 referendum. Responded to taxpayer questions about the funding gaps and needs assessment report.
- One Council proposed amendment to the 2024 Update to the ARPA/TID Closure Investment Plan was compiled and distributed. At a regularly scheduled Council meeting, a public hearing was held on the proposed amendments, Council acted on the amendment, and the overall Investment Plan was adopted. The final Investment Plan was generated and posted to the website:  
<http://www.fitchburgwi.gov/DocumentCenter/View/26535/Adopted-ARPATID-Closure-Investment-Plan-2024>
- Various TID development incentives and strategies were discussed and reviewed. Council action will be required prior to the execution of any TID amendments, TID creations, or Development Agreements. Reviewed the project plan for the creation of TID #18. Participated in discussions about incentivizing affordable units within market rate apartment buildings. Discussed possible assignment of a TID incentive with the bank of a Developer.
- Finalized the projects that will be included in the 2024 debt issuance which includes fire engines and a portion of the new police facility. Shared information with the financial advisor to continue the issuance process.
- Participated in discussions about the original plan to re-use police squads as fleet vehicles and limitations identified.
- Prepared budget amendment for staff proposed use of remaining ARPA funds including phase 2 of road resurfacing in healthy neighborhood initiative areas, electric fleet vehicles, police impact fee study, outreach assistance, water fountains, AV equipment, and administrative costs.
- Submitted information for direct payment of federal aid for two electric vehicle purchases in the Public Works department.
- Completed moving all POX fire staff and full time dispatchers to electronic timekeeping.

## Staff

- Weekly, bi-weekly, and monthly team meetings held.
- Accountant acted as staff liaison with the Finance Committee during the Finance Director's absence.

**Statistics**

|                                | <b>2022</b> | <b>2023</b> | <b>Current Month</b> | <b>YTD 2024</b> | <b>Projected 2024</b> |
|--------------------------------|-------------|-------------|----------------------|-----------------|-----------------------|
| Special Assessment Letters     | 625         | 496         | 47                   | 120             | 500                   |
| Payroll Payments               |             |             |                      |                 |                       |
| Checks                         | 182         | 141         | 12                   | 43              | 150                   |
| ACH Payments                   | 7,038       | 7,327       | 533                  | 1846            | 7,300                 |
| Cash Receipts (non-tax)        |             |             |                      |                 |                       |
| Utility Billing                | 28,522      | 30,435      | 516                  | 5,845           | 31,000                |
| Library                        | 521         | 202         | 28                   | 73              | 200                   |
| General                        | 44,692      | 41,922      | 355                  | 1,423           | *6,000                |
| OpenGov                        | -           | -           | 100                  | 197             | 1,000                 |
| Budget Amendments              |             |             |                      |                 |                       |
| Administrative Approval        | 33          | 68          | 2                    | 11              | 50                    |
| Council Action                 | 40          | 49          | 7                    | 13              | 50                    |
| Purchasing Transactions        |             |             |                      |                 |                       |
| Accounts Payable Checks        | 1,478       | 1,796       | 159                  | 564             | 2,000                 |
| P-Card Transactions            | 4,267       | 4,169       | 407                  | 1,095           | 4,200                 |
| Invoices Generated             |             |             |                      |                 |                       |
| General Customer Invoices      | 470         | 497         | 16                   | 58              | 500                   |
| Quarterly/Annual Utility Bills | 28,612      | 30,126      | 7,491                | 7,491           | 30,000                |
| Final Utility Bills            | 708         | 1,338       | 50                   | 116             | 1,300                 |

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



# FITCHBURG FIRE DEPARTMENT



# MONTHLY UPDATE



MARCH 2024



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF MARCH

## CALLS FOR SERVICE

EMERGENCY MEDICAL  
SERVICES ASSIST

\* 131

STILL ALARM

55

MOTOR VEHICLE  
ACCIDENTS

12

STRUCTURE FIRES

3

TOTAL CALLS THIS MONTH

189

TOTAL CALLS FOR THE YEAR

581

2023

TOTAL CALLS THIS MONTH

220

TOTAL CALLS FOR THE YEAR

707

2024

AVERAGE RESPONSE TIME FOR THE MONTH:

5 mins 57 secs

## STAFFING

CAREER  
STAFF

18

\*Approved staffing = 19

PAID-ON-CALL/PAID-ON-  
PREMISES STAFF

27

\*Approved staffing = 50

INTERN  
FIREFIGHTERS

5

\*Approved staffing = 6

SUPPORT  
STAFF

7

\*Approved staffing = 10

TOTAL MEMBERS **57**

## AT A GLANCE

INSPECTIONS

15

PUBLIC EDUCATION  
EVENTS

2

TRAINING HOURS

661



## STRUCTURE FIRE OVERVIEW

The Department responded to a total of 3 structure fires this past month.

### Compared to last month:

Structure Fire calls were the same amount as last year.

| <i>DATE</i> | <i>LOCATION</i>                   | <i>FIRE DESCRIPTION</i>                   |
|-------------|-----------------------------------|-------------------------------------------|
| 3/1/2024    | 1928 Wendt Rd Fitchburg           | House Fire - Fire in garage               |
| 3/3/2024    | 135 Jill Ct - Village of Oregon   | Commercial Building Fire                  |
| 3/28/2024   | 501 Commerce Pky - City of Verona | Commercial Building Fire - Fire in Garage |

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 2 public education events this past month.

- 3/8/2024 - Firehouse 2 Station Tour
- 3/14/2024 - Firehouse 3 Station Tour (18-21 Transitions Program Student from Memorial High School – learning about the fire service)

## PERSONNEL NOTES

- Leave of Absence: Stewart, Meyers

## RECRUITMENT

- **Future Battalion Chief**
- **POX firefighter recruitment process:**
  - No new updates.
- **Resident Intern recruitment process:**
  - Offers have been accepted by Clara Davel, Brock Buskager & Joeseeph Fogeltanz.
- **Support Staff recruitment process:**
  - Brian Hageman and Bruce Droster (past members) have started with the department.



# Human Resources Monthly Department Report

**For the Month of: March 2024**

## **Projects & Initiatives**

- Completed the NeoGov Attract recruitment enhancement. This involved numerous meetings and hours of building and meeting with our representative to create a website that shares our work culture. Kudos to Amy Tracy for her great work on this. View the new site [here](#).
- The 2023 Total Compensation Statements were completed and rolled out to City staff. The Total Compensation Statements take several hours to complete and requires an audit of each personalized statement to ensure accuracy.
- The City received a \$1000 grant that HR applied for to invest in new equipment for the employee fitness center. A rowing machine and other smaller items were purchased and will be available soon for usage.

## **Permanent Hires and Promotions**

- No permanent hires or promotions but we had 12 new seasonal hires in March.

## **Current Permanent Recruitments**

- Police Officer – Command staff interviews – 3 conditional offers to extend including one lateral. If they accept, we'll be down to 3 vacancies for Police Officer.
- Police Telecommunicator – in background check process.
- Community Development Specialist – interviews on April 17<sup>th</sup>.
- Housing Specialist – interviews on April 26<sup>th</sup>.
- Career Firefighter – accepting applications through May 12<sup>th</sup>.

## **Turnover of Permanent Employees**

- Ryan Bigalk – Police Officer

## **Workers Compensation Claims**

- Police – 3
- Public Works (Parks) - 1

Check out the latest [Fitch Dish](#)! Thank you to Sarah Masa-Myers for her great work on this quarterly employee newsletter!

Human Resources organized a couple of events in March:

**International Women's Day Photo – March 8<sup>th</sup> and Pie Day! March 14<sup>th</sup>**

**Thank you to all who participated!**





# Information Technology Monthly Department Report

For the Month of: **March 2024**

## Projects

The IT team is working on:

- New Helpdesk – ServiceDesk GoLive
- Computer replacements continue
- File Shares moves:
  - City
- Wireless access points replacements in progress
- Telestaff migration database migration
- Digital Signage Library (w/ FACTv)

## Other Items

- Various agenda items and the Referral sheets changes
- Various website changes
- TRACS upgrades continue
- IT\_NOREPLY email for IT communications

## GIS Initiatives

- Finalized TID 18 Maps
- Drone updates. Remote ID compliance.
- Migrated and trained Public Works and Parks staff on ArcGIS Pro
- Election and storm sewer layer updates

## Statistics

Microsoft email usage (org wide)

| Sent   | Received | Read    |
|--------|----------|---------|
| 30,803 | 122,490  | 116,748 |



# Monthly Department Report Legal

For the Month of: **March 2024**

## **Development/Land Use Update**

- TID 18 project plan

## **Other**

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials in municipal and circuit court.
- Tower Lease negotiation for Fire Department emergency communication equipment
- Bicycle Committee ordinance update



# Library Monthly Department Report

**For the Month of: March 2024**

## **Checkouts/Renewals/Holds**

Checkouts – 20,155

Renewals – 5,614

Holds Filled – 6,488

## **Programming for Adults**

Adult Programs – 8

Adult Program Attendees – 41

## **Programming for Kids**

Youth Programs – 33

Youth Program Attendees – 962

Youth Self Directed Programs – 2

Youth Self Directed Attendees – 438

Teen Programs – 2

Teen Program Attendees – 5

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## **Outreach**

Programs – 2

Program Attendees – 31

## **Computer & Wireless Sessions**

Computer Sessions – 539

Wireless Sessions – 26,115

## Meeting Room Reservations

Meeting Room Reservations – 68

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,907

Overdrive Audio Checkouts – 2,889

### Photos with descriptions:

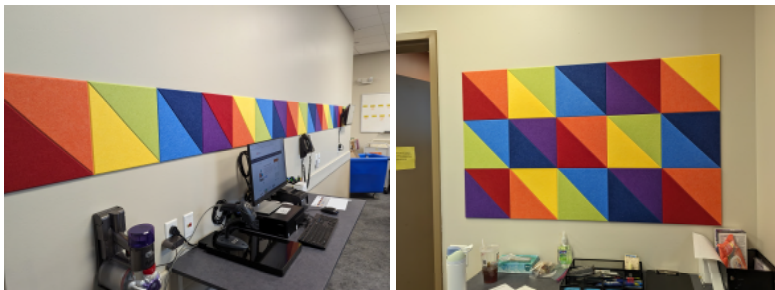
Local author Margaret Jankowski spoke about her new book, *Common Threads*, and Madison based non-profit, *The Sewing Machine Project*.



Many excited scientists showed up for our March Solar Eclipse event.



Colorful bulletin boards were installed in the sorter room.





# Planning & Zoning Monthly Department Report

For the Month of: **March 2024**

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Ordinance 2024-O-07 & Plan Commission Resolution PCR-05-24](#) Adopting the Spring 2024 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map and Text on Page 4-17 to Incorporate a New Medium-High Density Residential (MHDR) Land Use Category and Amend the Text of Page 4-17 of That Plan for the High Density Residential (HDR) Future Land Use Category **Approved** with the condition that parcels currently designated as High Density Residential continue to have the right to build at over 9 units per acre and higher as allowed in the current Comp Plan.
- B. [Public Hearing and Consideration of Conditional Use CU-2535-24](#) Request by Raveen Shah, Agent for SFMA Deals LLC, to Obtain a Conditional Use Permit to Allow the Construction of a 100-room Hotel Located at the Corner of Limestone Lane and Nesbitt Road **Approved**.
- C. [ADR - Springhill Suites](#) Request by Raveen Shah, Agent for SFMA Deals LLC, to obtain architectural design review for a proposed 100-room hotel to be located at the corner of Limestone Lane and Nesbitt Road **Approved**.
- D. [Final Plat FP-2536-24](#) Request by Brian Toczyski, Agent for Mike Heller, to Obtain Final Plat Approval to Subdivide 1 Outlot into 2 Building Lots for Property Associated with 6036 McKee Road **Approved**.
- E. [ADR - Sub Zero Conference Center](#) Request by Andrew Laufenberg, Agent for Sub Zero Group Inc., to obtain architectural design review for a proposed corporate conference center to be located on property associated with 2835 Buds Drive. **Approved**.
- F. [ADR - Zimbrick Porsche](#) Request by Stefan Cornils, Agent for Zimbrick Inc. & TMJ II LLP, to obtain architectural design review for a proposed expansion to the existing Zimbrick facility located at 2300 Rimrock Road. **Approved**.



|                                    |            |           |           |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|------------------------------------|------------|-----------|-----------|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| SmartCode Article 3                | 1          | 0         | 0         | 0         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SmartCode Article 5                | 36         | 3         | 8         | 13        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Architectural Design Review Admin. | 17         | 1         | 0         | 1         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sign Permits                       | 52         | 7         | 3         | 1         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Zoning Permits                     | 195        | 9         | 20        | 21        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Early Start Permits                | 55         | 5         | 8         | 13        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Zoning Letters                     | 14         | 2         | 0         | 3         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Totals</b>                      | <b>471</b> | <b>30</b> | <b>50</b> | <b>61</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Neighborhood Plans**

The Planning team held the Greenfield Neighborhood Plan Steering Committee Meeting #3 on March 7<sup>th</sup>. On March 27<sup>th</sup>, the two general land use plan options (bubbles) for South Stoner Prairie Neighborhood Plan were reviewed at a public open house. Approximately, twenty persons provided comments to the planning team. The planning team held the South Stoner Prairie Steering Committee Meeting #3 was held on March 28<sup>th</sup>. The steering committee reviewed the survey results and comments from the public open house.

**Healthy Neighborhoods Programs**

- The EQT team is conducting stakeholder interviews as part of the Teen Center Feasibility Study.
- Staff is working with Dane County to finalize an intergovernmental agreement for the Teen Center Feasibility Study.
- The Healthy Neighborhoods Advisory Committee held a meeting in March. Each Healthy Neighbors Grant Program applicant provided a brief presentation to the committee. The Committee completed online evaluations of each application. A total of 70 evaluations were complete. Staff reviewed the evaluations and prepared a staff funding recommendation. Staff also submitted the 2024 Healthy Neighborhoods Grant Program resolution to council for referral.
- Staff submitted a request for Congressionally Directed Funding to U.S. Senator Baldwin’s office for teen center funding.

## **Sustainability**

- Staff began exploring the possibility of Fitchburg joining Wisconsin's Local Government Climate Coalition (WI LGCC), a partnership of Wisconsin government representatives working on overcoming barriers to decarbonization and advancing climate change solution solutions locally.
- Staff released RFP for Bicycle & Pedestrian Plan Update. Through 4/10, there are 10 plan holders on Quest.
- Staff assisted Finance in completing Direct Elective Pay submissions for federal rebates on EV Lightning purchases.
- Staff began work on additional Phase II expansion for Fitchburg BCycle network.
- Staff continued work on Sustainability Plan, completing first round of draft action selection.
- Staff guided Low-Mow May renewal resolution through Council.

## **Agricultural & Rural Affairs**

The Agricultural and Rural Affairs Committee did not meet in March.

## **Other**

- Development Team Meetings in March:
  - a. O'Brien Solar Farm Landscaping
  - b. Bowman Plaza
  - c. Shea/Wingra Redevelopment
- Staff finalized the Park and Open Space Master Plan and continued to assist in referral for approval. Staff is working on addressing comments received.
- The Planning Department is processing five Spring 2024 Minor Comprehensive Plan amendments, to be review by Council on April 9, 2024.
- Staff is supporting the Hub project and park naming with the Parks Department.



**MONTHLY UPDATE**

**March 2024**

# MONTHLY UPDATE | MARCH



## CALL FOR SERVICE OVERVIEW

The Department handled 1,040 citizen-generated calls for service.

Officers initiated 1,122 calls.

### Compared to last month:

Citizen-generated calls increased by 121. Officer-initiated calls increased by 2.

### Compared to last March:

Citizen-generated calls decreased by 134. Officer-initiated calls increased by 216.

## CRIME

### PROPERTY CRIME

- Three burglaries were reported this month.
- Five vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were no shootings or shots fired reported this month.
- One firearm was seized as evidence this month.
- No robberies involving a gun were reported this month.

### DOMESTIC VIOLENCE

- Officers investigated seven domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Burglary and Disorderly Conduct | 3/4** | Officers were dispatched to a burglary and subsequent disturbance between people. Upon arrival, it was determined that an ex-employee of a business had broken into the business and started to damage property in the building. Another employee of the business was inside the building and witnessed the break-in and property being damaged. The employee then called the owner of the business and followed the suspect to the suspect's residence where a confrontation occurred. During the confrontation, the suspect head butted a person and attempted to punch another. After this occurred, one of the victims then struck the suspect with their hand. The suspect was transported to a local hospital and charges for burglary, criminal damage to property, and disorderly conduct were referred to the Dane County District Attorney's Office. The Department of Corrections also placed a hold on the subject as they were on probation.

**Domestic Disturbance and Throw/Discharge Bodily Fluids at Officer | 3/5** | Officers were dispatched to the report of a disturbance. After investigation, it was found a female subject had struck a male several times with an object. The female was placed under arrest where she then

# MONTHLY UPDATE | MARCH



kicked and expelled bodily fluids at an officer. The female was booked into the Dane County Jail for charges of throw/expel bodily substance at officer (felony), resisting or obstructing an officer, disorderly conduct, and bail jumping.

**Disorderly Conduct while Armed/Operating while Intoxicated | 3/10** | Officers were dispatched to a disturbance between ex-girlfriends. Investigation into the matter determined a female traveled to an ex-girlfriend's residence in Fitchburg. While there, the female attacked the other with a file used for equine purposes and then left the residence. While officers were on scene interviewing the victim, they observed the suspect circling the victim's house in her vehicle. An officer conducted a traffic stop on the suspect vehicle, which led to an OWI investigation. The suspect was then transported to the Dane County Jail and booked in on a charge of disorderly conduct while armed. She was subsequently cited for operating while intoxicated and operating with a prohibited alcohol concentration (1<sup>st</sup> offense).

**Drug Investigation | 3/17** | A sergeant on routine patrol located a suspicious vehicle parked behind a building on Pheasant Ridge Trail for an extended amount of time. Upon contacting with the vehicle, there were illegal narcotics in plain view inside the vehicle. While speaking with the occupants, the driver got out of the vehicle and fled on foot. The driver was apprehended after a short foot chase. An evidentiary search of the vehicle yielded fentanyl laced cocaine and THC. The driver of the vehicle was arrested and booked into the Dane County Jail on charges of resisting/obstructing an officer, possess with intent – cocaine, possess with intent – fentanyl, and possession of THC. The total amount of the cocaine/fentanyl mixture seized was over 290 grams with an estimated street value of \$30,000.

## NOTABLE CALLS FOR SERVICE

| Case Number | Date      | Location                  | Alder District | Incident Description                                                                      |
|-------------|-----------|---------------------------|----------------|-------------------------------------------------------------------------------------------|
| 24-04484    | 3/4/2024  | 2500 Ski Ln               | 3              | Burglary, Theft                                                                           |
| 24-04513    | 3/4/2024  | 2100 CTH MM               | 4              | Burglary, Criminal Damage to Property                                                     |
| 24-04593    | 3/5/2024  | 2700 Pheasant Ridge Trl   | 3              | Resisting/Obstructing Officer, Throwing/Discharging Bodily Fluids at Public Safety Worker |
| 24-04955    | 3/10/2024 | 1100 Whispering Pines Way | 2              | Disorderly Conduct While Armed, Operating Under the Influence                             |
| 24-05348    | 3/16/2024 | 5600 Norfolk Dr           | 1              | Eluding, Hit and Run, Carrying a Concealed Weapon, Possession of a Schedule II Drug       |
| 24-05424    | 3/17/2024 | 2600 Pheasant Ridge Trl   | 3              | Possession with Intent to Distribute Cocaine/Fentanyl, Resisting/Obstructing Officers     |

# MONTHLY UPDATE | MARCH



|                 |           |                      |   |                                                                   |
|-----------------|-----------|----------------------|---|-------------------------------------------------------------------|
| <b>24-05496</b> | 3/18/2024 | 2100 High Ridge Trl  | 2 | Threats to Law Enforcement Officer, Resisting/Obstructing Officer |
| <b>24-05907</b> | 3/24/2024 | 2600 Hazelwood Ct    | 3 | Burglary: Residential, Theft                                      |
| <b>24-05993</b> | 3/26/2024 | 2600 Hazelwood Ct    | 3 | Resisting/Obstructing Officer                                     |
| <b>24-06116</b> | 3/27/2024 | 5100 Anton Dr        | 1 | 2nd Degree Sexual Assault, Strangulation/Suffocation              |
| <b>24-06211</b> | 3/29/2024 | 3600 Breckenridge Ct | 3 | Battery, Intimidation of a Victim                                 |

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

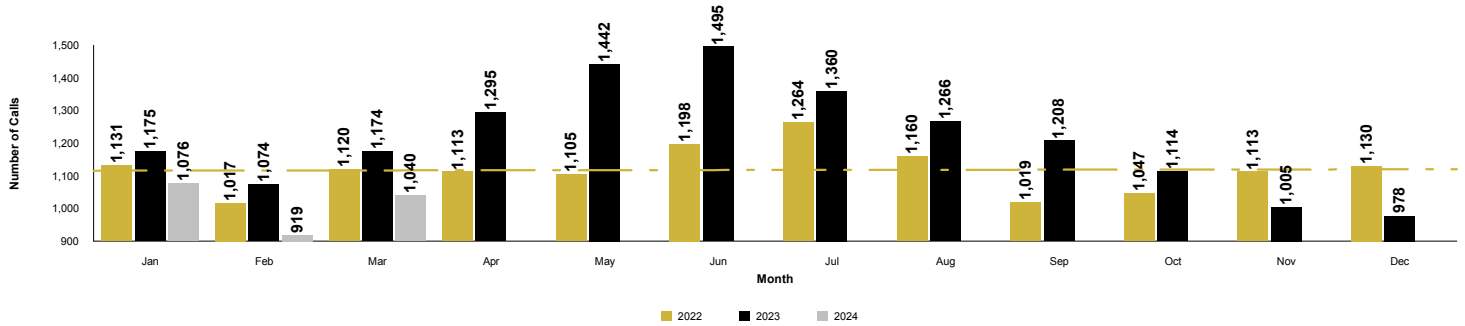


# City of Fitchburg Police Department

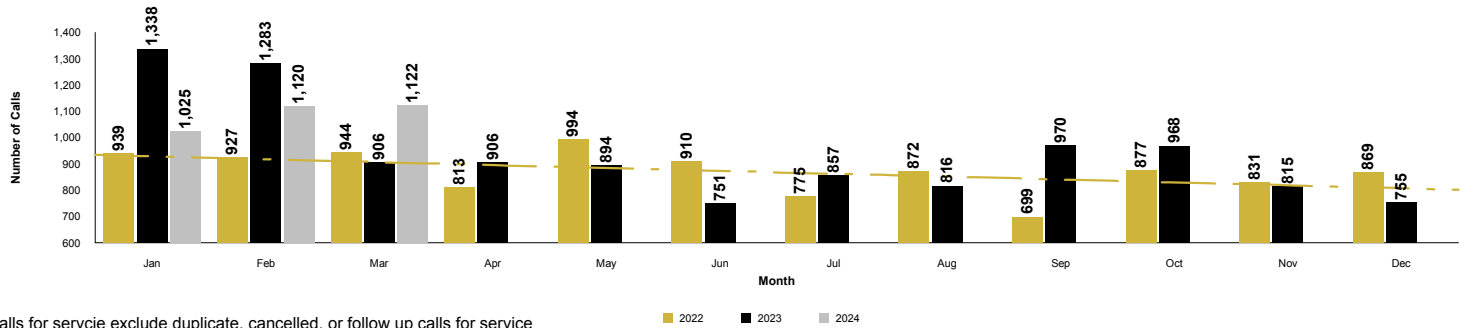
Police Activity  
March of 2024



## Citizen Generated Calls



## Officer Initiated Calls



Calls for service exclude duplicate, cancelled, or follow up calls for service

## Noteable Incidents

|                    | 2023 |     |     |     |     |     |     |     |     |     |     |     | 2024 |     |     |
|--------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|
|                    | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar |
| Abduction/FI       | 0    | 0   | 1   | 0   | 1   | 2   | 2   | 0   | 0   | 0   | 2   | 1   | 2    | 0   | 0   |
| Murder             | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   | 0   |
| Homicide           | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   | 0   |
| Robbery            | 1    | 0   | 1   | 2   | 0   | 1   | 0   | 0   | 0   | 2   | 1   | 1   | 0    | 1   | 0   |
| Sexual Assault     | 1    | 3   | 0   | 3   | 2   | 1   | 2   | 1   | 1   | 1   | 1   | 0   | 3    | 0   | 1   |
| Aggravated Assault | 9    | 7   | 4   | 6   | 7   | 4   | 2   | 7   | 4   | 3   | 4   | 5   | 3    | 5   | 1   |
| Burglary           | 7    | 4   | 3   | 5   | 1   | 6   | 8   | 1   | 4   | 1   | 2   | 10  | 5    | 3   | 3   |
| Theft of Auto      | 4    | 1   | 14  | 7   | 7   | 4   | 3   | 7   | 3   | 3   | 4   | 3   | 3    | 4   | 5   |
| Theft from Auto    | 12   | 7   | 5   | 10  | 10  | 6   | 7   | 4   | 3   | 3   | 10  | 5   | 4    | 3   | 2   |

Noteable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

|               | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Theft of Auto | 5   | 1   | 16  | 8   | 7   | 5   | 7   | 7   | 3   | 4   | 4   | 4   | 3   | 4   | 5   |
| Shots Fired   | 0   | 2   | 2   | 2   | 3   | 3   | 0   | 2   | 0   | 1   | 2   | 0   | 0   | 0   | 0   |
| Domestic      | 15  | 12  | 18  | 15  | 14  | 15  | 14  | 12  | 15  | 8   | 13  | 17  | 19  | 9   | 7   |

These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

|           | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Accidents | 68  | 52  | 39  | 51  | 57  | 66  | 51  | 48  | 56  | 50  | 52  | 49  | 70  | 41  | 54  |

|                    | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Traffic Monitoring | 197 | 118 | 143 | 128 | 118 | 107 | 111 | 111 | 189 | 168 | 110 | 51  | 49  | 105 | 130 |
| Traffic Stop       | 258 | 251 | 212 | 182 | 185 | 149 | 216 | 205 | 246 | 283 | 238 | 196 | 283 | 502 | 501 |

City of Fitchburg Police Department

Chief Alfonso Morales

5520 Lacy Rd

Phone: 608-270-4343



# Parks, Rec. & Forestry Monthly Department Report

For the Month of: **March 2024**

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry

### Urban Forestry

- Collected and complied bids for the Spring 2024 Street and Terrace tree planting project. Put together the bid tab and sent it out to all bidders and interested parties. Selected a vendor, put together a signed contract for legal review. Put together the Finance paperwork and started the Resolution/Referral process to get this project started. Communicated all aspects of the process with the vendor.
- Collected and complied bids for the Spring 2024 Sidewalk Cut-out Tree Pit tree planting project. Put together the bid tab and sent it out to all bidders and interested parties. Selected a vendor, put together a signed contract for legal review. Put together the Finance paperwork and started the pre-approval/referral process to get this project started. Communicated all aspects of the process with the vendor.
- Received both a Tree City of the World and a Growth Award for the City of Fitchburg forestry program from the National Arbor Day Foundation. Wrote draft press releases for both of these awards.
- Inspected tree grates. Some need additional grinding work before we can plant the trees. Communicated this with Public Works.
- Compiled the list of warranty replacement trees from the 2023 spring tree planting project. Communicated this with the 2023 tree planting vendor.
- Inspected the 2024 ash trees that will be treated for emerald ash borer. Marked trees for removal as necessary. Looked at EAB Response Plan. It needs an update.
- Finished an application for an Inflation Reduction Act grant and the necessary resolution. This is federal funding available through DNR. Started putting the referral process to get the grant application signed and submitted to DNR.
- Attended a CVMIC Emerging Leader training course on External Communication
- Attended a CVMIC course on playground safety – specifically about trees and playgrounds.
- Facilitated a Tree Advisory Committee meeting.
- Reviewed 19 applicants for the Parks and Forestry Assistant position. Selected 9 applicants for interviews. Conducted interviews and selected a candidate. Communicated on-boarding process with candidate.
- Attended a UW Pest Diagnostic Laboratory webinar on what forest pests to expect in 2024.
- Attended a UW Arboretum training session on native invertebrates and amphibians in the Arboretum.
- Attended CVMIC Emerging Leader training on Diversity, Equity, and Inclusion.
- Attended the WAA Annual Conference.

- Finalized the Arbor Day tree-planting schedule. Selected tree-planting spaces and ordered nursery stock. Put together a flyer for the events.
- Communicated with several community groups looking for spring service projects.
- Organized volunteer tree planting events in service of the Alliant Energy One Million Trees Project grant.
- Marked trees for removal and generated work orders as appropriate.
- Responded to residents' requests for service. Particularly about warranty replacement trees, declining ash trees, and spring tree planting.

#### **Naturalist**

- Attempted to facilitate the burning of City of Fitchburg natural areas. The weather has been a challenge.
- Communicated natural area management requests to vendors and volunteers.

#### **Volunteer Coordination**

- Put together a "Volunteer Tree Planting Event Policy" for administrative review.
- Continued to work with the Chicory Meadows/Dawley Conservancy volunteers about an Alliant Energy grant we received to plant more trees and shrubs in both parks. In the process of selecting planting spaces and ordering nursery stock.

#### **Recreation**

Summer program preparation. Registration opens March 4.

- Working through numerous athletic facility requests for ball diamonds, soccer fields, etc.
- Interview applicants for Summer Rec. seasonal positions.
- Spring programs starting including; soccer, youth dance, martial arts, basketball camps, pickleball, yoga and Zumba.
- Met with representative from Civic Rec to discuss Rec Management software.
- Adult Volleyball Leagues started in early March.
- Postseason evaluation meetings for youth volleyball leagues and travel basketball.
- Park Shelter & Community Center rentals.
- Payments for various program instructors.
- Rec. program revenue = \$51,011.00
- CC rental revenue = \$6,803.00
- Shelter/athletic facility rental revenue = \$13,947.50

#### **Projects-Park Commission**

- Attended monthly Park & Recreation, Building, and Grounds meeting with City Administrator.
- Attended monthly Building and Grounds and PRF meeting with City Administrator.
- Met with members of Engberg Anderson Architects to discuss HUB project interior design and finishes along with exterior signage.
- Met with EOR to determine next steps for Stoner Prairie Park Plan
- Held monthly update meeting with City Forester/Naturalist on related Urban Forestry items.
- Met with our Pickleball advocates to discuss the plans for additional courts at McGaw Park.
- Assisted with Summer Forestry Intern interviews.
- Met with Dawley Conservancy woodlot work group from Seminole Village HOA.

- Presented Park & Open Space Plan Update to several committees including: RCC, TTC, Commission on Aging Well, TAC, Plan Commission, COW, and CEDA. Still looking to present to Housing Advisory Committee on Monday, April 8.
- Had two locates/meetings with families at Oak Hall Cemetery.
- Attended Finance Committee and Common Council meeting to discuss Tower Hill Professional Services Proposal and Hillside Heights Playground relocation.
- Attended BOPW, Finance Committee, and Common Council meeting to discuss median mowing and landscape 3-year proposals. These proposals were accepted by the Common Council.
- Attended Finance Committee and Common Council meeting to discuss change order for tree inventory work completed in Dawley Conservancy, McKee Farms Park, and McGaw Park.



# Public Works Monthly Department Report

For the Month of: **March 2024**

## Transportation/Transit

- Syene Road (Phase I): Completed signal programming modifications at the Lacy Rd./ Syene Rd. intersection. As of March 21, 2024, the signals are now operational.
- Syene Road (Phase II): Reviewed 90% plans and specifications.
- Syene Road (Phase III): Reviewed 90% plans.
- Completed plant value for 2023.
- Fitchrona Road: Approval of change order for engineering design services and continued progress towards 90% design plans and cost estimate.
- Bus Rapid Transit (BRT): Completed pedestrian and bicycle counts on Fish Hatchery Rd. and reviewed traffic modelling for intersection modifications on the Fish Hatchery Rd. corridor.
- Attended Chapel Valley Rd. listening session for traffic concerns.
- Approval of Transit Service Agreement between Madison and Fitchburg.
- 2024 Street Resurfacing: Opened bids on March 8, 2024.
- 2024 Street Maintenance: Continued work on plans and specifications.
- 2024 Sidewalk Replacement: Continued work on maps and specifications.
- Osmundsen Rd. Traffic Calming: Selected volunteers and organized first meeting.
- Reviewed and approved several Hartung Fields right of way (ROW) Permits.
- Inspected AT&T and TDS large-scale fiber optic ROW Permits.
- Reviewed and approved 10 other ROW Permits for driveways, electrical services, and communications services.

## Stormwater

- Completed reviews for Syene Rd., The Hub, Highfield Phase 3, and Terravessa 4<sup>th</sup> addition.
- Completed the Municipal Separate Storm Sewer System (MS4) annual report and submitted to the Wisconsin Department of Natural Resources (DNR).
- Completed plant value for 2023.
- Completed the Capital Improvement Project (CIP) worksheets for the 2025-2034 CIP.
- Attended coordination meeting for the Rock River Coalition annual conference, which will be held in Fitchburg in November.
- Presented a funding proposal to the Yahara Watershed Improvement Network (WINS) executive committee for the proposed Yarmouth Greenway Stabilization project.

- Participated in the Badger Mill Creek Stakeholder group and updated participants on the Goose Lake/Fitchrona Road project.
- Completed planning/coordination for the spring waterway cleanup event and spring shred/electronics recycling event.
- Contracted with Heartland Ecological to perform a wetland delineation required for the Flooding North of Dunn's Marsh (Crescent Rd.) Stormwater project.
- Heartland Ecological completed prescribed burns across four stormwater facilities.
- Worked with raSmith to prepare responses to DNR regarding Chapter 31 Dam Permit for the Area H (Sod Farm) pond.
- Selected and modeled five potential future stormwater management practices as part of the Total Maximum Daily Load (TMDL) water quality study.
- Completed additional stormwater modeling of the Anton Dr. redevelopment area to determine appropriate peak flows.
- Reviewed submittals for the Greenway Cross/Eggiman Stormwater project and attended coordination meeting with Park Bank and Madison Metro.

## Utilities

- Well 4 & 10 Maintenance Services: Finalized contract with CTW Corporation and began well maintenance work at Well 10.
- Well 12: Completed site survey report, reviewed drilling plans/specifications and submitted approval requests to the DNR.
- Tower D: Reviewed plans and specifications. Put together grant application.
- Sewer Televising: Submitted Green Bay Pipe & TV, LLC's 3-year televising proposal for approval.
- Fish Hatchery & Crescent Road WM Replacements: Worked on water main design. Project to be bid in April.
- Cross Connection & Grease Trap Inspections: Aqua Backflow continued inspections.
- Plant Value: Completed plant value for 2023 and updated all sewer interceptor and lift station charge reports. Finalized costs and sent out invoice to VH Highfield for installation of 15" sub-interceptor on S. Syene, just north of Lacy Road.
- ISO (Insurance Services Office): Performed requested additional fire flow tests.
- Meter Installations: continued replacement of 1.5-inch and 2-inch meters in existing facilities & in house cross connection inspections for these facilities as well as installation of radios in new construction.
- Sanitary Sewer Cleaning: Continued cleaning. One-third of the system is cleaned each year.
- Lift Station No. 1: Completed annual pump services and inspection. No issues were found. Wet well was cleaned during this inspection, removing buildup of grease.
- Valve Exercising: Continued turning valves. One-fifth of the system valves are exercised each year.
- Water System Repairs:
  - Replaced hydrant on McKee Rd. that was hit by a car.
  - Replaced corroded bolts on valves installed in the 1990's.

## Parks

- Tower Hill Park Shelter Renovations: Awarded project to Angus Young and executed contracts.
- Stoner Prairie Park: Reviewed plans.
- McGaw Pickleball Improvements: Design work continued.
- McKee Tennis Courts: Construction started up again with forming of concrete curbs.
- Attended Hub meetings and reviewed 90% hub plans.
- Gathered and turned in soil samples from Terravessa and Clayton sod farm.
- Started grass restoration on new McKee Farms Park asphalt parking lot and paths.
- Restored new basketball courts at McKee Farms and Byrne Park.
- Emptied and washed all park garbage and recycling cans.
- Removed old playground at Hillside Heights.
- Removed large split tree from Greenfield Park.
- Plowed one snow event of 5".
- Cleaned/swept green bike trail in Uptown area.
- Mulched park identification signs throughout the city.
- Staked various crooked trees.
- Removed bushes creating sight line issues on Lacy Rd., both east and west of the Hwy 14 bridge. Areas were then subsequently restored.
- Started mulching City Hall.
- Removed large ash tree from Traceway Dr.
- Performed equipment and mower maintenance.
- Marked out McKee soccer fields with GPS.
- Trimmed tree suckers in various locations throughout the city.
- Assisted Streets with removal of large silver maple trees on Fitchburg Rd.

## Building & Grounds

- Police Station Facility: continued discussions on next steps.
- Fitchburg HUB: received 90% plans and began review process.
- Library Chiller: Worked on coordination for chiller installation.
- Front Counter Remodel: Reviewed cabinet shop drawings and continued to work on signage quotes.
- Completed LED lighting retrofit in Fitchburg Room at Community Center.
- Marked story walk locations at McKee Farms Park with Parks Department.
- Plowed one snow event of 5".
- Heat pump repair completed at Fire Station No. 2.
- Repaired ice damaged gutters at City Hall.
- Replaced batteries in door security system at City Hall, Library, and Community Center.
- Paint touch up at Community Center.

## Refuse & Recycling

- Began preparing application to allow beneficial reuse of street sweepings.
- Reviewed EPA procurement guidance for waste hauler contracts.

## Streets

- Swept up 79 ton of debris with street sweepers.
- Trimmed trees on rural roads.
- Took delivery of 290-tons of seasonal salt.
- Installed blocks at recycle center to better contain yard waste.
- Shoveled 4.5-tons of cold patch into potholes.
- Performed vehicle maintenance on 2 vehicle/equipment and made 16 vehicle/equipment repairs.
- Collected quotes for yard waste grinding in 2024.
- Removed four hazard trees on Fitchburg Road with help from the Parks Department.
- Sign repairs throughout the city.
- Made a work area in the vehicle storage area.
- Plowed one snow event of 5".

## Other

- Developments:
    - Hartung Fields: Continued management and inspection of project.
    - Highfield (IA, IB, 2): Reviewed bond amounts. Reviewed and sent out updated punchlists for IA & IB.
    - Highfield (Phase 3): Reviewed plans.
    - Lacy Ridge: Completed punchlist review.
    - Terravessa: Continued warranty punchlist work.
    - Terravessa (4<sup>th</sup> Addition): Reviewed plans and drafted/submitted Subdivision Improvements Agreement (SIA) for approval.
    - Terravessa (Lots 36 & 37): Completed occupancy punchlist inspection. Sent list to Building Inspection.
    - Boys & Girls Club and The Edge: Completed follow-up occupancy punchlist inspections. Sent lists to Building Inspection.
    - Completed planning reviews.
-

Completed spring flushing of the west zone.



Took delivery of the new Kawasaki Mule.



Retention pond repair at Renaissance on the Park Pond.





## Senior Center Monthly Department Report

For the Month of: **March 2024**

### Programs

- Subscriptions to our programs newsflash list went from **1,363** in February 2024 to **1,388** by March 2024 end.
- **Program Highlights include:**
  - St. Patrick's Day Celebration Party
  - Falls Prevention-SSM Health
  - More Than A Food Pantry – Badger Prairie Needs Network
  - Safe Online Shopping – Consumer Protection
  - Age And Live Fruitfully – group lead by Fitchburg Resident, Roger Damrow
  - Gnome Making Class with Lisa Sanford
  - AARP Tax Help – last month

### Meals

Congregate Meals: 697

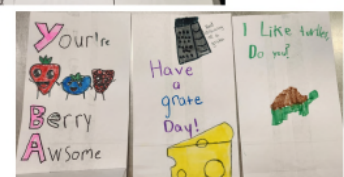
Home Delivered Meals: 949

Total: 1646

\*Noteworthy: Jennifer Rosen-Heinz, who is the Communications Specialist for the Wisconsin Department of Public Instruction for her article about the Decorated Meal bag project! To read what the DPI said go here: <https://dpi.wi.gov/news/dpi-connected/student-artists-bring-sunshine-homebound-seniors>

Also, our very own FACTv did a special story about the Decorated Meal program: To watch this go here: <https://www.facebook.com/FACTvFitchburg/videos/429340169599104>

Our home delivered meal clients LOVE the bags! This is one of our meal clients who loves the bags so much that she keeps her favorite decorated bags and hangs them on her wall.



## Case Management

- 7 new Case Management referrals
- Served 86 clients through Case Management services
- Served 14 clients through Medicaid Case Management services
- Conducted office hours at all Senior buildings
- Edgewood nursing students continue visits with clients in their homes

## Admin/Other

- Hired LTE Nutrition Site Assistant, Kris Tower
- Worked on completing Wisconsin Association of Senior Centers state accreditation.
- Met with Director from Centro Hispano who toured Senior Center.
- Met with New Bridge Executive Director and Spanish Cultural Diversity Coordinator
- Met with city's transportation engineer to discuss City's transportation initiatives.
- Met with volunteer leading the Senior Center's Inclusion Toolkit project.
- Toured Encompass Health Rehabilitation Hospital with staff.
- Attended monthly meetings – Commission on Aging Well, Fitchburg Senior Center Friends, Area Aging on Aging Directors, Area Agency on Aging Legislative Committee, Talking Fitchburg, and Department Head.



# Administration Monthly Report

**For the Month of: April 2024**

## Meetings

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 monthly meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings  
Attended and Presented at Committee of the Whole meeting  
Attended Council Organizational meeting  
Attended Personnel Committee meeting  
Attended weekly Police Services Facility meetings  
Attended DCCVA meeting  
Attended meeting with Verona Mayor & Administrator  
Attended Joint Review Board Organizational meeting  
Meetings with referendum workgroup  
Meetings with strategic plan workgroup  
Meetings with Mueller Communications and School Perceptions  
Met with Oregon Village and School District staff  
CIP Presentation Meetings with Department Heads and Mayor  
Meetings with Allyson Brunette Consulting  
Attended weekly city communication update meeting  
Participated in interviews for Human Resources intern  
Coordinated 2024 Memorial Day workgroup meeting and began planning annual event  
Processed new and re-appointed Commission and Committee members

## Staff Projects

Worked with staff on various projects and policies including but not limited to: Osmundsen Road traffic calming, debt issuance planning, 2025 refuse & recycling contract, CARES grant, Bowman Plaza redevelopment, Pembroke Drive, MadPower/night club on Anton Drive, Foseid property, EMS budget, Country View mobile home park, April COW

presentation, DocuSign, Rent-to-Own housing proposal, referendum, HUB, Fitchburg Teen Center, Reliant contract, Police Facility, Kyle Stiegert Greenway, Emergency Management, and Battalion Chief.

### **Events and Collaboration with Businesses & Residents**

Provided a monthly video update for residents via FACTv interview

Attended CI Pediatric Therapy Center Ribbon Cutting

Attended Greater Madison Chamber Ice Breaker Event at Kohl Center

Attended Best Practices for Securing Grant Funding webinar

Attended MadREP/Dane County Energy Efficiency & Sustainability Federal Funding event



# Assessing Monthly Department Report

**For the Month of: April 2024**

## **Inspections Completed Over the Past Month**

- 11 scheduled inspections completed
- 1 exterior/drive by inspection completed

## **Projects Completed Over the Past Month**

- 352 total files processed through April
- Worked with City Clerk to create a planned schedule for Open Book and Board of Review.
- Resolved unlawful tax claim with VFW
- Held 1:1's with all staff
- Held weekly staff meetings
- Several revaluation projects completed
- Completed all field work for 2024 assessment roll

## **Major Projects in Progress**

- Continued work on 2024 revaluation
- Post-BOR assessment appeals in Circuit Court
- Commercial market analysis
- Residential market analysis
- 2023 and 2022 sales analysis
- Planning and prep for Open Book and Board of Review

## **Projects in the Next Month**

- Completion of 2024 preliminary assessment roll
- Send out notices of changed assessment
- Begin Open Book



# Building Inspection Monthly Department Report

For the Month of: April 2024

## All Permits Issued

145

## Commercial Projects

0 new commercial

29 alteration/repair/addition/other

## Other Permits

17 new single family

1 new two family

98 1 & 2 family alterations/additions

## Total Construction Value (All Permits)

\$15,247,665



# Clerk Monthly Department Report

For the Month of: April 2024

## Elections

- In-person absentee voting for the April Election took place March 19<sup>th</sup> through March 29<sup>th</sup>. Staff assisted 677 residents with in-person absentee voting.
- Administered the April 2, 2024, Spring Election.
- Citywide turnout was 35%
- Total participation was 6,106
- 2,170 voted absentee

### City of Fitchburg - 4/2/2024 Spring Election & Presidential Preference Primary Official Results

| City Totals                                        | Wards 1-5<br>District 1 | Wards 6-10, 22<br>District 2 | Wards 11,13,14<br>District 3 | Wards 12,23-25<br>District 3 | Wards 15-18,20,21<br>District 4 | Ward 19<br>District 4 | Totals |
|----------------------------------------------------|-------------------------|------------------------------|------------------------------|------------------------------|---------------------------------|-----------------------|--------|
| Number of Voters including Absentee Voters         | 994                     | 1689                         | 1044                         | 491                          | 1260                            | 628                   | 6,106  |
| Number of Absentee Voters                          | 357                     | 613                          | 363                          | 158                          | 501                             | 178                   | 2,170  |
| Number of Registrations at the Polls               | 30                      | 50                           | 42                           | 58                           | 11                              | 15                    | 206    |
| Outstanding Provisional Ballots                    | 0                       | 0                            | 0                            | 0                            | 0                               | 0                     | 0      |
| Total Registered by Ward/District                  | 3347                    | 4295                         | 3080                         | 1732                         | 3223                            | 1567                  | 17,244 |
| <b>Turnouts</b>                                    |                         |                              |                              |                              |                                 |                       |        |
| Percentage Turnout District #1                     | 30%                     |                              |                              |                              |                                 |                       |        |
| Percentage Turnout District #2                     | 35%                     |                              |                              |                              |                                 |                       |        |
| Percentage Turnout District #3 Wards 11, 13, 14    | 34%                     |                              |                              |                              |                                 |                       |        |
| Percentage Turnout District #3 Wards 12, 23-25     | 28%                     |                              |                              |                              |                                 |                       |        |
| Percentage Turnout District #4 Wards 15-18, 20, 21 | 39%                     |                              |                              |                              |                                 |                       |        |
| Percentage Turnout District #4 Ward 19             | 40%                     |                              |                              |                              |                                 |                       |        |
| Percentage Turnout City                            | 35%                     |                              |                              |                              |                                 |                       |        |

## Permits

- Issued 107 pet permits

## Licensing

- Made updates to Alcohol License Application in OpenGov due to changes made by the State.
- Reached out and began processing alcohol license applications
- Approved seven new operator licenses
- Approved 11 sound permit applications
- Approved Puppy-Up and Festa Italia events

## Projects

- Continued work on possible referendum questions for the 2024 August Election.

## **Board of Review**

- Began work on training dates and times for BOR members
- Began work on dates and time for Open Book and first meeting of the Board of Review

## **Other**

- Processed five open records requests
- Onboarding of newly elected and re-elected Common Council members
- Onboarding of new and re-appointed Commission and Committee members



# Economic Development Monthly Department Report

For the Month of: **April 2024**

## **Economic Development**

Completed MABA survey, Buxton weekly training, prepared Buxton reports for Uptown, Community and Economic Development meeting, agenda and minutes, JRB minutes, prepared presentation for FCVBB Economic Development Focus Luncheon

## **Business/Developer Outreach**

35 business/ developer contacts. Several required additional follow up or provided additional information.

## **Community Development**

Sustainability event with Dane County/MadREP, South Stoner Prairie Open House & Steering Committee meeting, agenda and minutes, contacted Congressman Pocan's office on USPS issues, contacted Customer Service Representative at USPS regarding USPS issues.

## **Housing**

Met with Administration & Ehlers on affordable within market analysis, Efficiency Navigator contract and pre-approval, met with Commonwealth Development, Housing position – review applications, interview questions, interviews 4/26/24.

## **Prospects/RFP**

Prepared Opportunity Zone project request

## **Meetings**

Weekly staff meetings, MSA & Development Community to review SSPN & Greenfield Neighborhood Plans, met with Quad Capital, Sub-Zero/Bowman TID requests with Ehlers, Review Area H Pond, Strategic Plan, JRB, Potter Crackers tour, Greater Madison Chamber of Commerce Icebreaker, CI Therapies ribbon cutting, attended Middleton's Efficiency Navigator press conference, met with REMI to discuss regional economic development issues, Memorial Day Observance planning meeting, Middleton Zoning Update meeting, The Courtyard at Fitchburg ribbon cutting, met with Planning regarding the CEDA meeting, met with Tom Landgraf regarding UW housing class presentations, met with Parks and FACTV regarding the fitness equipment ribbon cutting.

## **Marketing/Tourism**

COPA, - Discussion with FCVBB, COPA – CUP re: Blind Tiger event

## **Other**

YMCA outreach, teen center feasibility interview, City Strategic Plan Workgroup



Patrick Anderson, EMS Chief

101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## May-2024

| EMS Calls for Service |              |              |             |                           |
|-----------------------|--------------|--------------|-------------|---------------------------|
| Month                 | 2022         | 2023         | 2024        | Change from Previous Year |
| January               | 341          | 432          | 412         | -5%                       |
| February              | 285          | 359          | 386         | 8%                        |
| March                 | 346          | 411          | 384         | -7%                       |
| April                 | 328          | 376          | 382         | 2%                        |
| May                   | 381          | 391          |             |                           |
| June                  | 370          | 403          |             |                           |
| July                  | 349          | 359          |             |                           |
| August                | 372          | 440          |             |                           |
| September             | 369          | 445          |             |                           |
| October               | 342          | 414          |             |                           |
| November              | 387          | 405          |             |                           |
| December              | 427          | 423          |             |                           |
| <b>Total</b>          | <b>4,267</b> | <b>4,858</b> | <b>1564</b> | <b>-0.5%</b>              |

| Runs by Municipality  |        |        |              |                               |
|-----------------------|--------|--------|--------------|-------------------------------|
| Municipality          | Mar-24 | Apr-23 | Year to Date | Percent of Total Runs to Date |
| City of Fitchburg     | 266    | 262    | 1077         | 69%                           |
| City of Verona        | 92     | 85     | 387          | 25%                           |
| Town of Verona        | 4      | 13     | 28           | 2%                            |
| City of Madison       | 4      | 4      | 21           | 1%                            |
| Belleville (District) | 4      | 1      | 12           | 1%                            |
| Mount Horeb (Dist)    | 5      | 5      | 17           | 1%                            |
| Other                 | 2      | 6      | 22           | 1%                            |

| Fractile Times for Previous Month |                             |                              |
|-----------------------------------|-----------------------------|------------------------------|
|                                   | Service Median (in minutes) | 90th Percentile (in minutes) |
| Notified to Enroute               | 1.45                        | 2.65                         |
| En Route to Arrived on Scene      | 4.82                        | 8.57                         |
| Notified to Arrived on Scene      | 6.60                        | 9.85                         |
| On scene to Transporting          | 13.95                       | 25.18                        |
| Transporting to Destination       | 15.93                       | 24.65                        |
| At Destination to Unit in Service | 12.83                       | 20.03                        |

| 2024 Estimated Call Volume 4833 |        |          |
|---------------------------------|--------|----------|
| Special Reporting               | Apr-24 | Apr-23   |
| Naloxone Administration         | 5      | 2        |
| Car 15/17 Responses             | 5      | 4        |
| Out of Resources                | 2024   | 2023     |
| All trucks on calls - April     | 16     | 10       |
| Mutual Aid Required - YTD       | 14     | 42 Total |

|                                              |       |
|----------------------------------------------|-------|
| Average calls per day - Previous Year (2023) | 13.31 |
| Average calls per day - Year to date         | 12.93 |

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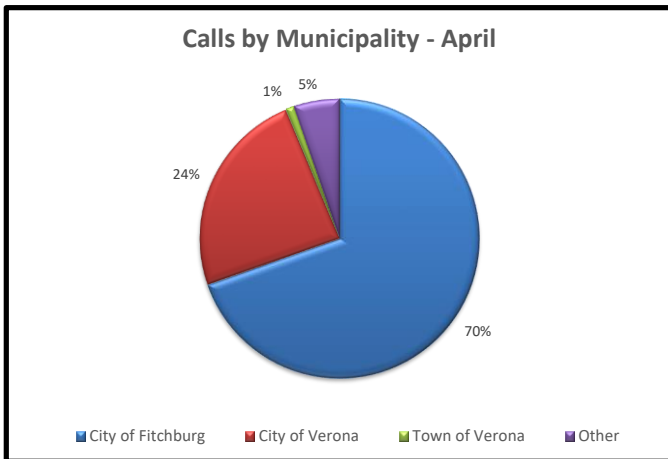
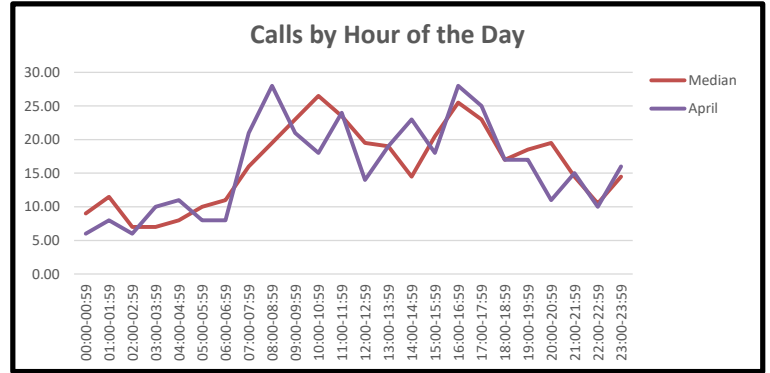
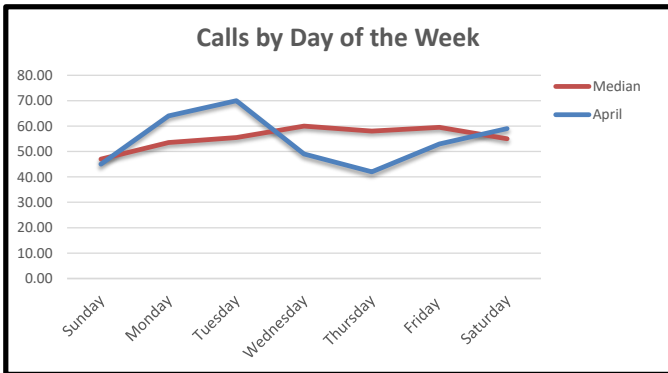
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### Statistics



| Top 70% Dispatch Reasons for Calls for Service - April |               |                      |                |
|--------------------------------------------------------|---------------|----------------------|----------------|
| Previous Month                                         | Current Month | Complaint            | Percentage     |
| 1                                                      | 1             | Sick Person          | 15.71 %        |
| 2                                                      | 2             | Falls                | 14.92 %        |
| 6                                                      | 3             | Unconscious/Fainting | 10.21 %        |
| 7                                                      | 4             | Breathing Problems   | 8.12 %         |
| 4                                                      | 5             | Chest Pain           | 6.81 %         |
| 5                                                      | 6             | Unknown Problem      | 5.76 %         |
| 8                                                      | 7             | Hemorrhage           | 4.97 %         |
| 3                                                      | 8             | Traffic Incident     | 3.93 %         |
|                                                        |               |                      | <b>70.43 %</b> |

| Calls by Station - April |       |            |
|--------------------------|-------|------------|
| Station                  | Count | Percentage |
| Verona                   | 112   | 29%        |
| FB Sta 2                 | 148   | 39%        |
| FB Sta 3                 | 121   | 32%        |

## Financial Report

### A/R Aging (as of April 30th, 2024)

|                  | 0-30             | 31-60            | 61-90            | 91-120          | 121-150         | 151-180         | 180+             | Total              |
|------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|--------------------|
| 3Rivers          | \$5,648          | \$28,997         | \$46,655         | \$7,576         | \$20,753        | \$21,751        | \$498,258        | \$629,638          |
| EMS MC           | \$847,540        | \$749,706        | \$61,755         | \$40,270        | \$1,790         |                 |                  | \$1,701,060        |
| <b>Total</b>     | <b>\$853,188</b> | <b>\$778,703</b> | <b>\$108,410</b> | <b>\$47,846</b> | <b>\$22,542</b> | <b>\$21,751</b> | <b>\$498,258</b> | <b>\$2,330,698</b> |
| <b>Current %</b> | <b>36.6%</b>     | <b>33.4%</b>     | <b>4.7%</b>      | <b>2.1%</b>     | <b>1.0%</b>     | <b>0.9%</b>     | <b>21.4%</b>     | <b>100.0%</b>      |
| <b>Goals</b>     | 40.0%            | 20.0%            | 10.0%            | 7.0%            | 5.0%            | 3.0%            | 15.0%            | 100.0%             |

### Cash on Hand

|                    | 4/30/2024              | Previous Month         | Previous Year          | Change from Prev Month | Change from Prev Year |
|--------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|
| Checking/Market    | \$ 1,004,807.66        | \$ 1,074,017.26        | \$ 980,559.33          | \$ (69,209.60)         | \$ 24,248.33          |
| Savings            | \$ 27,391.02           | \$ 17,501.47           | \$ 61,533.76           | \$ 9,889.55            | \$ (34,142.74)        |
| Oak Bank - CD 8518 | \$ 150,931.43          | \$ 150,931.43          | \$ 150,931.43          | \$ -                   | \$ -                  |
| Oak Bank - CD 0852 | \$ 100,000.00          | \$ 100,000.00          | \$ 100,000.00          | \$ -                   | \$ -                  |
| Oak Bank - CD 1824 | \$ 200,000.00          | \$ 200,000.00          |                        | \$ -                   | \$ 200,000.00         |
| WISC Funds         | \$ 259,201.93          | \$ 258,134.68          | \$ 247,970.13          | \$ 1,067.25            | \$ 11,231.80          |
| <b>Total Cash</b>  | <b>\$ 1,742,332.04</b> | <b>\$ 1,800,584.84</b> | <b>\$ 1,540,994.65</b> | <b>\$ (58,252.80)</b>  | <b>\$ 201,337.39</b>  |

### Assigned Fund Balances - Oak Bank

|                             | 4/30/2024          | Previous Month | Previous Year       | Change from Prev Month | Change from Prev Year |
|-----------------------------|--------------------|----------------|---------------------|------------------------|-----------------------|
| FAP Funds (Restricted)      | \$ 9,367.13        | \$ -           | \$ 10,875.88        | \$ 9,367.13            | \$ (1,508.75)         |
| 2024 EPIC Grant             | \$ -               | \$ -           | \$ 30,000.00        | \$ -                   | \$ -                  |
| <b>Total Assigned Funds</b> | <b>\$ 9,367.13</b> | <b>\$ -</b>    | <b>\$ 40,875.88</b> | <b>\$ 9,367.13</b>     | <b>\$ (31,508.75)</b> |

### Assigned Fund Balances - WISC - HRA and Labor Contract Funds

|                             | 4/30/2024            | Previous Month       | Previous Year        | Change from Prev Month | Change from Prev Year |
|-----------------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| Money Market                | \$ 640.77            | \$ 638.07            | \$ 608.28            | \$ 2.70                | \$ 32.49              |
| Investment Acct             | \$ 258,561.16        | \$ 257,496.61        | \$ 247,361.85        | \$ 1,064.55            | \$ 11,199.31          |
| <b>Total Assigned Funds</b> | <b>\$ 259,201.93</b> | <b>\$ 258,134.68</b> | <b>\$ 247,970.13</b> | <b>\$ 1,067.25</b>     | <b>\$ 11,231.80</b>   |

### April Donations

### May Milestones

Sara Imhoff - 22 Years  
 Chanse Kaczmariski - 29 Years  
 Ryan Dockry - 17 Years  
 Andrew Jensen - 11 Years  
 Zach Kasdorf - 6 years

### Comparables - Calls for Service

| Service         | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | Percent Change<br>2022-2023 |
|-----------------|------|------|------|------|------|------|------|-----------------------------|
| Fitch-Rona EMS  | 3077 | 3245 | 3443 | 3505 | 4184 | 4267 | 4858 | 13.9%                       |
| Middleton EMS   | 1816 | 1825 | 1969 | 1898 | 2254 | 2543 | 2715 | 6.8%                        |
| Sun Prairie EMS | 2828 | 2839 | 3165 | 3213 | 3368 | 3692 | 4424 | 19.8%                       |

### Other Updates

Replacement ambulance delivery (2023) now expected to be delayed until **November (Previously October)**  
 One employee out on maternity leave through May  
 New video airway devices rolled out May 1. Airway maintenance will be videoed and part of a larger study with the UW Health System  
 Completed point-of-care ultrasound training and units placed on the ambulances.

### SHOUT OUTS

Nice job to Thomasz, Gary and Sara from 1901,inc. for great CPR - First Aid classes



# FACTv Monthly Department Report

For the Month of: April 2024

## Current Productions

- 44 productions completed in April
- 30 meetings completed in April
- 20 (1 show per day) Talking Fitchburg updates in April
- 29 productions scheduled for May
- 28 meetings scheduled for May

## Upcoming Productions

- Madison Region Economic Development & Diversity Summit
- Fitchburg Chamber Focus Luncheon
- Quick Save Ribbon Cutting
- RCC Pollinator Palooza
- TF Get to know your alders
- TF Kids Building WI
- TF Construction Updates
- Fitchburg Memorial Day Ceremony
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects
- Fitchburg Fire Department Video Projects

## Department Projects

- Reviewing AI technology and workflows
- Full review of Talking Fitchburg Headlines
- City of Fitchburg Marketing Tools Marketing Plan (working with COM team)
- Fitchburg Room AV Update Project- coming soon

## Department Focus

- FACTv Marketing Project 2024

City of Fitchburg Arbor Day Celebration, April 2024.



CI Pediatric Therapy Ribbon Cutting April 2024.



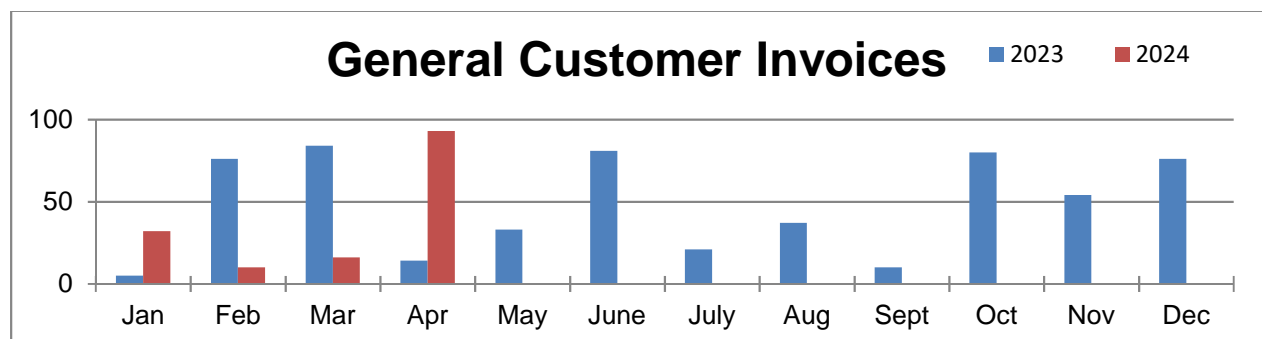


# Finance Monthly Department Report

For the Month of: April 2024

## Routine Finance Cycles

- Debt payments were completed without issue.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- Treasurer's Reports for January, February, and March 2024 were submitted to the Finance Committee. An updated, post-audit fieldwork December 2023 Treasurer's Report was also submitted.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- Capital Improvement Plan (CIP) requests were compiled and submitted to the Mayor. Several meetings were held with Department Heads, the City Administrator, and the Mayor to learn about the requests. Continued discussions with the Mayor will occur in May to identify priorities. The Mayor's Proposal is scheduled to be released in June.
- Utility billing collections for the first quarter bills included 3,529 PSN payments, 1,328 manually entered payments, and 1,038 ACH payments. The volume has steadily increased due to an increase in the number of customers.
- The Water Utility's Public Service Commission (PSC) Annual Report was filed for 2023.
- The workers compensation audit and US Census Bureau annual survey were completed.
- The annual Expenditure Restraint Incentive Program (ERIP) filing was submitted to the State. The City is eligible for a payment in 2025, based on the 2024 budget, due to a unique one-year hold harmless provision.
- The annual room tax filing SL-304 was submitted to the State and is available on the State's website: <https://ww2.revenue.wi.gov/VaultPublic/publish/rt/report.html>
- Distributions were made to the overlying jurisdictions for the Lottery Credit aid the City received directly from the State for residential properties. Distribution was also made to the Oregon School District for their portion of the mobile home Lottery Credit aid.



## Special Projects

- Various internal meetings and meetings with the outreach vendor were held about the City's funding gaps and potential November 2024 referendum.
- Met with the Mayor to discuss the overall debt issuance/tracking processes.
- Various TID development incentives and strategies were discussed and reviewed. Discussed TID incentive logistics with various developers. Council action will be required prior to the execution of any TID amendments, TID creations, or Development Agreements. Attended Joint Review Board (JRB) organizational meeting in anticipation of the creation of TID #18. Completed the questionnaires for the 2023 TID annual report creation.
- Met with various consultants and other departments to discuss a variety of affordable housing initiatives and programs.
- Met with various departments to discuss purchasing policy questions and provide direction.
- Worked with the Police Department to submit an asset forfeiture request and prepared various grant-related reports.
- Completed the questionnaire for the 2024 debt issuance preliminary offering statement creation. Preliminary resolutions were submitted and approved by Council.
- The expenditures and obligations of the City's American Rescue Plan Act (ARPA) funds were reconciled. The SLFRF Compliance Report – Project and Expenditures Report as of March 31, 2024 was completed and filed. The City received a total aid of \$3,222,954.14 and \$2,585,414.86 of the funding had been obligated or spent as of the report date. The City is in the process of obligating the remaining funding by the end of the year, in accordance with the Adopted Investment Plan, Budget, and CIP.
- A contract for an Alternative Compliance Examination Engagement (ACEE) was signed with the external auditors. The ARPA-focused project will likely be completed in fall and is in lieu of a single audit.
- A new Revenue Collection and Write-Off Policy was presented to Finance Committee and Council. Now that the policy is approved, staff can work on preparing the list of accounts eligible for write-off, some of which are up to 20 years old. That report is expected to be presented to Finance Committee this summer.
- All staff completed the survey for the strategic plan process. Finance Director had a one-on-one phone call with the consultant.
- The new water utility rates approved by the PSC were implemented as of 4/1/24.

## Staff

- Weekly, bi-weekly, and monthly team meetings were held.
- Finance Director and Accountant attended the Spring WGFOA conference with the theme "Human Resources/Compensation/Benefits".
- Finance Director was interviewed by a local Boy Scout in pursuit of a local government badge.

**Statistics**

|                                | <b>2022</b> | <b>2023</b> | <b>Current Month</b> | <b>YTD 2024</b> | <b>Projected 2024</b> |
|--------------------------------|-------------|-------------|----------------------|-----------------|-----------------------|
| Special Assessment Letters     | 625         | 496         | 57                   | 177             | 500                   |
| Payroll Payments               |             |             |                      |                 |                       |
| Checks                         | 182         | 141         | 15                   | 58              | 150                   |
| ACH Payments                   | 7,038       | 7,327       | 611                  | 2,457           | 7,300                 |
| Cash Receipts (non-tax)        |             |             |                      |                 |                       |
| Utility Billing                | 28,522      | 30,435      | 5,895                | 11,740          | 31,000                |
| Library                        | 521         | 202         | 18                   | 91              | 200                   |
| General                        | 44,692      | 41,922      | 545                  | 1,968           | *6,000                |
| OpenGov                        | -           | -           | 125                  | 322             | 1,000                 |
| Budget Amendments              |             |             |                      |                 |                       |
| Administrative Approval        | 33          | 68          | 3                    | 14              | 50                    |
| Council Action                 | 40          | 49          | 6                    | 19              | 50                    |
| Purchasing Transactions        |             |             |                      |                 |                       |
| Accounts Payable Checks        | 1,478       | 1,796       | 116                  | 680             | 2,000                 |
| P-Card Transactions            | 4,267       | 4,169       | 342                  | 1,437           | 4,200                 |
| Invoices Generated             |             |             |                      |                 |                       |
| General Customer Invoices      | 470         | 497         | 93                   | 151             | 500                   |
| Quarterly/Annual Utility Bills | 28,612      | 30,126      | -                    | 7,491           | 30,000                |
| Final Utility Bills            | 708         | 1,338       | 57                   | 173             | 1,300                 |

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>>

**MONTHLY UPDATE** >>>>

APRIL 2024



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF APRIL

## CALLS FOR SERVICE

EMERGENCY MEDICAL  
SERVICES ASSIST

\* 131

STILL ALARM

67

MOTOR VEHICLE  
ACCIDENTS

9

STRUCTURE FIRES

1

TOTAL CALLS THIS MONTH

200

TOTAL CALLS FOR THE YEAR

781

2023

TOTAL CALLS THIS MONTH

247

TOTAL CALLS FOR THE YEAR

954

2024

AVERAGE RESPONSE TIME FOR THE MONTH:

5 mins 41 secs

## STAFFING

CAREER  
STAFF

18

\*Approved staffing = 19

PAID-ON-CALL/PAID-ON-  
PREMISES STAFF

24

\*Approved staffing = 50

INTERN  
FIREFIGHTERS

4

\*Approved staffing = 6

SUPPORT  
STAFF

9

\*Approved staffing = 10

TOTAL MEMBERS **55**

## AT A GLANCE

INSPECTIONS

382

PUBLIC EDUCATION  
EVENTS

1

TRAINING HOURS

513



## STRUCTURE FIRE OVERVIEW

The Department responded to a total of 3 structure fires this past month.

**Compared to last month:**

Structure Fire calls were 2 less than last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

4/24/2024

5905 Smith Ridge Road - Mutual Aid McFarland

House Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 1 public education event this past month.

- 4/18/2024 - Community Reading Event at Forest Edge Elementary

## PERSONNEL NOTES

- Leave of Absence: Stewart
- Resignation received from Gander, Ott, Sitte and Meyers

## RECRUITMENT

- **Future Battalion Chief**
- **POX firefighter recruitment process:**
  - No new updates
- **Full time firefighter recruitment process:**
  - Applications due on May 12th



# Human Resources Monthly Department Report

**For the Month of: April 2024**

## **Projects & Initiatives**

- Started preparation for Police and Fire contract negotiations. This included gathering neighboring municipality compensation, collaborating with Finance on items that have come up over the years that needs clarification in the contracts, and scheduling the first meetings.
- Work with the Police and Fire unions on an MOU for Paid Parental Leave targeted for introduction at the May 28<sup>th</sup> Council meeting.
- Creation of a new ad-hoc Community Equity Committee assigned by the Mayor. The HR Director will be staff contact. Work to date includes creation of welcome letters, resolution, scheduling, and tentative first meeting agenda. The first meeting will be held on Thursday, June 20<sup>th</sup>.
- Held the City's first Safety Team meeting since pre-COVID. This will be a quarterly team. Agendas and minutes can be found [here](#).
- Held interviews for the HR Intern and hired Sarahi Garcia. Sarahi is a Fitchburg resident and bilingual in Spanish. She has experience with middle school and high school students and will be a wonderful addition to the HR team this summer to lead our youth outreach event!
- Olson met with the HR Director at the City of Middleton to share resources from our Police Chief recruitment. They will be recruiting for a Police Chief soon.
- Personnel Committee Meeting held on April 24<sup>th</sup> and the following was approved:
  - Adding the classification of Fire Battalion Chief in pay grade M as a new non-exempt classification;
  - Adding the classification of Principal Engineer in pay grade M as a new exempt classification;
  - Amending the Paid Parental Leave policy to define the two-week period and to include all represented employees;
  - Administrative approval of natural progressions which include the below classifications. Movement of the below is pending City Administrator approval in consultation with the Department Head and Human Resources Director and the movement must be budgeted and the employee must meet the qualifications:
    - Code Enforcement Inspector I-III
    - Engineering Technician I-III
    - Project Engineer to Senior Project Engineer

### **Permanent Hires and Promotions**

- Nikolas “Ryan” Greene – Lateral Police Officer from Madison Police Department
- Grace Belson – Police Officer
- Kimberly Silva -Full-Time Police Telecommunicator
- Jordon Kunya promoted to Police Sergeant

### **Current Permanent Recruitments**

- Municipal Clerk Assistant – Accepting applications through May 27<sup>th</sup>
- Police Officer – Interviews Monday, May 20<sup>th</sup> and down to four (4) vacancies
- Housing Initiatives & Programs Specialist – Conditional offer accepted and in background steps
- Community Development Specialist – Reposting the week of May 20<sup>th</sup> after using the Equitable Hiring Tool on Friday, May 17<sup>th</sup>
- Career Firefighter – Closed with 39 applications. Interviews late May.

### **Turnover of Permanent Employees**

- Karla Tooley – Receptionist (last day was May 8)

### **Workers Compensation Claims**

- Public Works (Streets) - 1

FACTv met with Human Resources on two occasions. Watch the videos:

[Police Recruitment](#)

[Human Resources New Website Walkthrough!](#)



# Information Technology Monthly Department Report

For the Month of: **April 2024**

## Projects

The IT team is working on:

- New Arbitrator Server (Squad/BWC upgrade and migration)
- Computer replacements continue
- Wireless access points replacements in progress
- Virtual Infrastructure Updates - completed
- Firewall security updates - completed
- TiPPs migration – completed
- Arbitrator Server Software upgrade (for new squads) - completed

## Other Items

- Election Setup and Teardown
- Alcohol Form changes
- New squad car setups
- Server maintenance
- New user setups

## GIS Initiatives

- Assessing Tax Parcel Analysis Solution – In Progress
- Water main breaks layer - completed
- Migrated our last user off ArcMap! Upgraded Geodatabase from 10.9.1 to 11.2
- Updated Election Admin Layers
- GIS Presentation for City
- Storm sewer mass updates completed

## Statistics

Microsoft email usage (org wide)

| Sent   | Received | Read    |
|--------|----------|---------|
| 30,360 | 123,814  | 120,157 |

ServiceDesk

223 Helpdesk tickets were processed. 22 remain open.



# Monthly Department Report

## Legal

**For the Month of: April 2024**

### **Development/Land Use Update**

- TID 18 project plan
- Advise Planning/Zoning on zoning ordinance updates for BH district

### **Other**

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials in municipal and circuit court.
- Bicycle Committee ordinance update
- TTC ordinance update
- Open Burning ordinance update
- Council Orientation
- Assist Administration and Finance with Municipal Utility billing issues



# Library Monthly Department Report

For the Month of: April 2024

## Checkouts/Renewals/Holds

Checkouts – 19,023

Renewals – 5,788

Holds Filled – 6,326

## Programming for Adults

Adult Programs – 6

Adult Program Attendees – 28

## Programming for Kids

Youth Programs – 32

Youth Program Attendees – 768

Youth Self Directed Programs – 2

Youth Self Directed Attendees – 384

Teen Programs – 2

Teen Program Attendees – 2

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## Outreach

Programs – 2

Program Attendees – 48

## Computer & Wireless Sessions

Computer Sessions – 562

Wireless Sessions – 28,873

## Meeting Room Reservations

Meeting Room Reservations – 75

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,739

Overdrive Audio Checkouts – 2,797

### Photos with descriptions:

Kids who participated in our CRAFT-ernoon program show off their feathered friends.



New books processed and ready to go- just waiting for their release date to fill patrons holds!



Installation of the new Library chiller is nearing completion. We were happy to see the old one drive away!





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: April 2024

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry

### Urban Forestry

- Collected and complied bids for the Spring 2024 Street and Terrace tree planting project. Put together the bid tab and sent it out to all bidders and interested parties. Selected a vendor, put together a signed contract for legal review. Put together the Finance paperwork and started the Resolution/Referral process to get this project started. Communicated all aspects of the process with the vendor.
- Collected and complied bids for the Spring 2024 Sidewalk Cut-out Tree Pit tree planting project. Put together the bid tab and sent it out to all bidders and interested parties. Selected a vendor, put together a signed contract for legal review. Put together the Finance paperwork and started the pre-approval/referral process to get this project started. Communicated all aspects of the process with the vendor.
- Received both a Tree City of the World and a Growth Award for the City of Fitchburg forestry program from the National Arbor Day Foundation. Wrote press releases for both of these awards.
- Inspected tree grates. Some need additional grinding work before we can plant the trees. Communicated this with Public Works.
- Compiled the list of warranty replacement trees from the 2023 spring tree-planting project. Communicated this with the 2023 tree-planting vendor.
- Inspected the 2024 ash trees that will be treated for emerald ash borer. Marked trees for removal as necessary. Looked at EAB Response Plan. It needs an update.
- Finished an application for an Inflation Reduction Act grant and the necessary resolution. This is federal funding available through DNR. Started putting the referral process to get the grant application signed and submitted to DNR.
- Attended a CVMIC Emerging Leader training course on External Communication
- Attended a CVMIC course on playground safety – specifically about trees and playgrounds.
- Facilitated a Tree Advisory Committee meeting.
- Reviewed 19 applicants for the Parks and Forestry Assistant position. Selected nine applicants for interviews. Conducted interviews and selected a candidate. Communicated on-boarding process with candidate.
- Attended a UW Pest Diagnostic Laboratory webinar on what forest pests to expect in 2024.
- Attended a UW Arboretum training session on native invertebrates and amphibians in the Arboretum.
- Attended CVMIC Emerging Leader training on Diversity, Equity, and Inclusion.
- Attended the WAA Annual Conference.

- Finalized the Arbor Day tree-planting schedule. Selected tree-planting spaces and ordered nursery stock. Put together a flyer for the events.
- Communicated with several community groups looking for spring service projects.
- Organized volunteer tree planting events in service of the Alliant Energy One Million Trees Project grant.
- Marked trees for removal and generated work orders as appropriate.
- Responded to resident requests for service. Particularly about warranty replacement trees, declining ash trees, and spring tree planting.

### **Naturalist**

- Attempted to facilitate the burning of City of Fitchburg natural areas. The weather has been a challenge.
- Communicated natural area management requests to vendors and volunteers.

### **Volunteer Coordination**

- Put together a "Volunteer Tree Planting Event Policy" for administrative review.
- Continued to work with the Chicory Meadows/Dawley Conservancy volunteers about an Alliant Energy grant we received to plant more trees and shrubs in both parks. In the process of selecting planting spaces and ordering nursery stock.

## **Recreation**

Summer program preparation.

- Working through numerous athletic facility requests for ball diamonds, soccer fields, etc.
- Summer program registration opened March 4.
- Interview applicants for Summer Rec seasonal positions.
- Spring programs starting including; soccer, youth dance, martial arts, basketball camps, pickleball, yoga and Zumba.
- Met with representative from Civic Rec to discuss Rec Management software.
- Adult Volleyball Leagues started in early March.
- Postseason evaluation meetings for youth volleyball leagues and travel basketball.
- Park Shelter & Community Center rentals.
- Payments for various program instructors.
- Rec program revenue = \$10,546.00
- CC rental revenue = \$1,315.00
- Shelter/athletic facility rental revenue = \$16,470.00

## **Projects-Park Commission**

- Attended monthly Park & Recreation, Building, and Grounds meeting with City Administrator.
- Attended monthly Building and Grounds and PRF meeting with City Administrator.
- Met with members of Engberg Anderson Architects to discuss HUB project interior design and finishes along with exterior signage.
- Met with EOR to determine next steps for Stoner Prairie Park Plan
- Held monthly update meeting with City Forester/Naturalist on related Urban Forestry items.
- Met with our Pickleball advocates to discuss the plans for additional courts at McGaw Park.

- Assisted with Summer Forestry Intern interviews.
- Met with Dawley Conservancy woodlot work group from Seminole Village HOA.
- Presented Park & Open Space Plan Update to several committees including: RCC, TTC, Commission on Aging Well, TAC, Plan Commission, COW, and CEDA. Still looking to present to Housing Advisory Committee on Monday, April 8.
- Had two locates/meetings with families at Oak Hall Cemetery.
- Attended Finance Committee and Common Council meeting to discuss Tower Hill Professional Services Proposal and Hillside Heights Playground relocation.



# Planning & Zoning Monthly Department Report

For the Month of: April 2024

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Resolution R-72-24 & Plan Commission Resolution PCR-06-24](#) Resolution Creating Tax Incremental District No. 18, Approving Its Project Plan and Establishing Its Boundaries City of Fitchburg, Wisconsin  
Plan Commission Resolution PCR-06-24 Resolution Establishing the Boundaries Of and Approving the Project Plan for Tax Incremental District No. 18 *Approved.*
- B. [Public Hearing and Consideration of Conditional Use CU-2539-24](#) Request by Oscar Jaramillo, Agent for MadPower Training Center LLC, to Obtain an Amusement and Recreations Services, Drinking Places, and Restaurant Conditional Use to Operate an Event Space As Well As a Potential Future Restaurant Located on Property Associated with 5264 Anton Drive *Postponed to the May 21<sup>st</sup> Plan Commission meeting.*
- C. [Public Hearing and Consideration of Rezone RZ-2540-24](#) Request by Robert Zdanowski, Agent for Bowman Farms Inc. & Harvest Bible Chapel Madison Inc., to Rezone Properties from B-G (General Business) to PDD-GIP (Planned Development District - General Implementation Plan) to Allow for a Mixed Use Multi-Family and Commercial Development on Property Associated with 2932 Fish Hatchery Road *Approved with amendment to condition number 3.b.ii. to read as follows: **Maximum Stories & Building Height: 3 Stories or 55 feet.** This is to allow the church architectural features such as a steeple.*
- D. [Certified Survey Map CS-2482-22](#) Request by Johnathan Lilley, Agent for 2876 Index LLC, to Create 1 Building Lot Out of 1 Existing Lot for a Multi-Family Residential Development on Property Associated with 2876 Index Road *Approved.*
- E. [Public Hearing and Consideration of Rezone RZ-2542-24](#) Request by Craig Frank, Agent for Hartung Brothers Inc, to Rezone Properties from PDD-GIP (Planned Development District - General Implementation Plan) to PDD-SIP (Planned Development District - Specific Implementation Plan) to Allow for a Townhome Development in the Hartung Fields Neighborhood on Property Associated with 2622 Blaney Road *Approved.*



|                                                 |            |           |           |           |           |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------------------------------------------|------------|-----------|-----------|-----------|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Comprehensive Development Plan Preliminary Plan | 4          | 0         | 2         | 0         | 0         |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final Plat                                      | 5          | 0         | 1         | 1         | 0         |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other                                           | 41         | 1         | 6         | 4         | 2         |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Variance                                        | 0          | 0         | 0         | 0         | 0         |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Telecommunications Facilities Permit            | 0          | 0         | 0         | 0         | 0         |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SmartCode Article 3                             | 1          | 0         | 0         | 0         | 0         |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SmartCode Article 5                             | 36         | 3         | 8         | 13        | 5         |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Architectural Design Review Admin.              | 17         | 1         | 0         | 1         | 0         |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sign Permits                                    | 52         | 7         | 3         | 1         | 5         |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Zoning Permits                                  | 195        | 9         | 20        | 21        | 18        |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Early Start Permits                             | 55         | 5         | 8         | 13        | 4         |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Zoning Letters                                  | 14         | 2         | 0         | 3         | 0         |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Totals</b>                                   | <b>471</b> | <b>30</b> | <b>50</b> | <b>61</b> | <b>42</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |

### Neighborhood Plans

The Planning team held a Greenfield Neighborhood Plan Neighborhood Meeting on April 22, 2024. The public reviewed two more refined land use plans. Members of the steering committee requested a working session. Staff is planning to provide an update of the neighborhood plans at the May Committee of the Whole.

### Healthy Neighborhoods Programs

- The EQT team continued conducting stakeholder interviews and planning for a June Open House as part of the Teen Center Feasibility Study.
- Staff continues working with Dane County to finalize an intergovernmental agreement for the Teen Center Feasibility Study.
- The Healthy Neighborhoods Advisory Committee held a meeting in April to review the application for the 2024 Urban Forestry Inflation Reduction Action Grant.
- Staff finalized the 2024 Health Neighborhoods Grants by collecting the acknowledgement forms and W9s of each organization.
- Staff held interviews for the Community Development Specialist. Unfortunately, the candidate to whom the position was offered did not accept. Staff will reopen the position.

## Sustainability

- The Sustainability Plan is nearing completion of the second stage, with the final online meeting scheduled for Tuesday 5/14, and the final in-person meeting Tuesday, 6/11. Staff are in the process of reviewing draft goals and actions recommended by that planning team, and a draft report will be created in June and July for review.
- Low-Mow May is up and running, with over 60 participants so far this year, including 35 from last year who registered again for 2024. It's probable that some of the additional 42 from last year are decreasing their mowing again in 2024 without having re-registered, thus likely that the total number of participating single-family properties has increased from last year's 77, though of course we can only count those who sign up.
- Staff is moving forward on replacing the non-functional inverters on the Library and Public Works buildings, with Arch Electric in the process of ordering new inverters they will install once the products have been delivered. There is no timeline yet on inverter delivery, but hopefully in the next month we will have that determined.
- Staff attended the 2024 Growing Sustainable Communities Conference in Dubuque, IA last month, sitting in on some great sessions involving engagement, renewable energy, and fleet transformation. Staff also went to McFarland's net zero energy public safety building last week for a Green Tier South-Central region connections event, sharing information on Fitchburg's hybrid-and-electric vehicle fund as part of a morning panel on green fleet strategies.
- Countywide efforts to expand SolSmart-designated governments last year have paid off, with both Sun Prairie and Dane County achieving some of the first Platinum level designations in the country this spring and McFarland joining Madison at the Gold level as well. Fitchburg was designated a Bronze SolSmart community in 2019, and staff are discussing the steps needed to get to at least Gold, which could conceivably happen by sometime in 2025 with just a couple changes in zoning and online applications.

## Agricultural & Rural Affairs

The Agricultural and Rural Affairs Committee reviewed and approved Certified Survey Map CS-2537-24 request by Marc Jones. The committee also discussed potential updates to the Exclusive Agricultural Zoning Ordinance.

## Other

- Development Team Meetings in April:
  - a. Forest Edge Elementary School Driveway
  - b. Chick-fil-A, Wingra site
  - c. Cesta in Terravessa
  - d. Holmes-Boberschmidt fees and development process in Nine Springs
  - e. Fahey Fields Lot 107
  - f. Bowman Plaza

- Staff continues to work on addressing the Parks and Open Space Mater Plan comments received.
- Council approved four minor comprehensive plan amendments on April 9, 2024.

Greenfield Neighborhood Land Use Concept Feedback Meeting – April 22, 2024

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# MONTHLY UPDATE

## April 2024



## CALL FOR SERVICE OVERVIEW

The Department handled 1,118 citizen-generated calls for service.

Officers initiated 932 calls.

### Compared to last month:

Citizen-generated calls increased by 78. Officer-initiated calls decreased by 190.

### Compared to last April:

Citizen-generated calls decreased by 177. Officer-initiated calls increased by 26.

## CRIME

### PROPERTY CRIME

- Two burglaries were reported this month.
- Two vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were three shootings or shots fired reported this month.
- Four firearms were seized as evidence this month.
- No robberies involving a gun were reported this month.

### DOMESTIC VIOLENCE

- Officers investigated twenty-one domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Aggravated Assault | 4/4** | Officers were dispatched to the report of a domestic disturbance between boyfriend and girlfriend. Officers determined a male had pinned a female down on the ground, choked her, and battered her resulting in multiple injuries. After investigation and interviews with the involved parties, a 20-year-old male was arrested for the charges of Domestic Battery, Disorderly Conduct, False Imprisonment, Intimidation of a Victim (felony), and Strangulation (felony).

**Swatting | 4/9** | Officers were dispatched to the report of an armed robbery that occurred in a business parking lot. Initial information relayed to officers was that a female holding an infant was robbed at knifepoint, battered, and that the suspect had fled the scene. Multiple resources including patrol officers, K9 officers from multiple agencies, drone operators, and members of the Fitchburg Police Special Response Team responded to the area in an attempt to locate the suspect. The victim reported being punched and kicked by the suspect, who then forcefully took her purse from her.

## MONTHLY UPDATE | APRIL



The following day, detectives and patrol officers conducted follow-up by canvassing the area of the crime for any potential video surveillance. Officers located video surveillance of a vehicle arriving to the area a short time before the incident occurred. The video surveillance then showed a subject running from the incident location and entering the vehicle, which then fled the area immediately after the incident occurred. From there, a detective was able to locate the vehicle on a traffic camera and was able to gather a license plate from the traffic camera. Detectives responded to the address of registered owner of the vehicle and conducted surveillance. A short time later, a subject approached the vehicle and detectives made contact with the subject where an interview was conducted.

The subject admitted to detectives that the armed robbery did not take place as initially reported. The subject provided information that the robbery was a made up plan by the victim and that he was the driver for another subject, who pretended to assault the victim. The victim paid both the driver and the assailant cash for their participation in the made up scheme. The victim believed that if she were the victim of a crime in the United States, she would be able to obtain a Visa to stay in the US.

As a result of the thorough investigation by all involved, which included over 200 hours of total work in just under two days, three subjects were arrested and booked into the Dane County Jail on charges of Swatting for their voluntary participation in a fake robbery.

**Possession of Narcotic Drugs & Resisting/Obstructing Officer | 4/10** | While on routine patrol, an officer conducted a traffic stop on a vehicle for expired vehicle registration and the registered owner of the vehicle having a revoked driving status. While the officer was in contact with the driver of the vehicle, the officer observed a small yellow pill in the center console. The officer questioned the driver about said pill at which point the driver threw the pill out the vehicle window where passing vehicles ran it over, thus destroying evidence. At this point, the officer withdrew their department-issued taser and pointed it at the driver of the vehicle until backup arrived on scene to safely take the driver into custody. After the driver was detained, a search of the vehicle yielded multiple bags containing marijuana and materials used for drug packaging. Research into the yellow pill revealed it was a Schedule 4 drug and a controlled substance. The driver was also found to be on felony probation and a probation hold was placed. As a result of the traffic stop, the driver was booked into the Dane County Jail and charged with Possession of THC, Resist/Obstruct Officer, and Possession of Narcotic Drugs.

**Recklessly Endangering Safety, False Imprisonment & Possession of Cocaine | 4/14** | A patrol sergeant on routine patrol was flagged down by a frantic female, who had visible injuries, wanting to report a violent domestic disturbance. The female reported they were physically assaulted by their male partner. The assault included being poked and stabbed with a knife and being struck in the face with a closed fist. The male also used the knife to force the victim into a bathroom where he then forced her to submerge herself in a bathtub filled with water. When the victim stated she did not want to do this, the male again poked her with the knife, causing injury. The male then attempted to inject a syringe of suspected narcotics into the female's vein, but was unsuccessful. After the bathtub incident, the male then used the knife to cut her undergarments off her body. Officers were unable to locate the male for questioning at the time of initial contact with the female.

## MONTHLY UPDATE | APRIL



Approximately two weeks later, the male was apprehended at the Dane County Courthouse by Dane County deputies during a court appearance for a separate incident. A Fitchburg officer responded to the Dane County Courthouse to attempt to interview the male where he was then booked into the Dane County Jail on charges of False Imprisonment, Second Degree Recklessly Endangering Safety, Misdemeanor Bail Jumping, two counts of Battery, two counts of Disorderly Conduct, and three counts of Felony Bail Jumping.

### **Recklessly Endangering Safety, Eluding and Carrying a Concealed Weapon | 4/16 |**

Fitchburg officers were conducting an operation to apprehend a suspect wanted in reference to multiple recent shots fired investigations. Having probable cause for the suspect's arrest, officers were conducting surveillance to locate the suspect and suspect's vehicle. A Fitchburg officer and sergeant then located the vehicle as it left an apartment complex parking garage. A traffic stop was attempted on the vehicle, who fled from officers and a traffic pursuit ensued. The pursuit left the City of Fitchburg limits and Dane County deputies and Mt. Horeb officers continued to pursue the vehicle from Dane County into neighboring Iowa County. Eventually, the vehicle came to a stop and a high-risk stop was conducted where the driver of the vehicle was taken into custody.

After the driver was taken into custody, a search of the vehicle was conducted and a loaded handgun, shell casings, and a large amount of marijuana was located. The loaded handgun was found under the driver's seat and was within reach of the driver.

A search warrant of the suspect's residence was also conducted by detectives. Located during the execution of the search warrant was a privately made firearm, ammunition for multiple firearms, and firearm accessories.

The suspect was transported to the Dane County Jail and booked in on the charges of Vehicle Eluding a Police Officer, Second Degree Recklessly Endangering Safety, Carrying a Concealed Weapon, Possession of THC, and Misdemeanor Bail Jumping.

**Child Abuse | 4/17 |** The Fitchburg Police Department received a report from a school counselor that a juvenile reported to them they were being abused at home. The juvenile reported a family member struck him with a belt, causing bruises to form on his body. After contact was made with the juvenile and an interview completed, it was determined the family member would be arrested for their actions. The offender, a 55-year-old male, was arrested and booked into the Dane County Jail on one count of Physical Abuse of a Child (felony).

**Sexual Assault of a Child | 4/28 |** The Fitchburg Police Department received a walk-in complaint of a juvenile female reporting being sexually assaulted by a family member. The victim reported a family member was performing nonconsensual sexual intercourse with her. Fitchburg Detectives assigned to the case established probable cause for the arrest of the male subject, who was apprehended and booked into the Dane County Jail on one count of Repeated Sexual Assault of Same Child – 1<sup>st</sup> Degree (felony).

# MONTHLY UPDATE | APRIL



## NOTABLE CALLS FOR SERVICE

| Case Number | Date      | Location                        | Alder District | Incident Description                                                                                     |
|-------------|-----------|---------------------------------|----------------|----------------------------------------------------------------------------------------------------------|
| 24-06464    | 4/2/2024  | 4800 Tat Soi Rd                 | 3              | Burglary, Theft                                                                                          |
| 24-06642    | 4/4/2024  | 2800 Oregon Rd                  | 3              | Battery: Domestic, Strangulation/Suffocation                                                             |
| 24-06675    | 4/5/2024  | Post Rd/Coho St                 | 2              | Reckless Driving: Endangering Safety, Eluding, Resisting/Obstructing Officer                             |
| 24-06939    | 4/9/2024  | 5400 Caddis Bnd                 | 2              | Swatting                                                                                                 |
| 24-06961    | 4/9/2024  | 2100 Red Arrow Trl              | 1              | Shots Fired, False Imprisonment                                                                          |
| 24-07005    | 4/11/2024 | USH 12 EB/Rimrock Rd            | *              | Possession of Narcotic Drugs, Resisting/Obstructing Officer                                              |
| 24-07097    | 4/11/2024 | 2700 Pheasant Ridge Trl         | 3              | Resisting/Obstructing Officer, Possession of Drug Paraphernalia                                          |
| 24-07290    | 4/14/2024 | Fish Hatchery Rd/Caddis Bnd     | 2              | 2nd Degree Recklessly Endangering Safety while Armed, Battery, False Imprisonment, Possession of Cocaine |
| 24-07340    | 4/14/2024 | 5100 Anton Dr                   | 1              | Intimidation of a Victim: Domestic                                                                       |
| 24-07344    | 4/15/2024 | Fish Hatchery Rd/Greenway Cross | 2              | Resisting/Obstructing Officer, Operating Under the Influence                                             |
| 24-07351    | 4/15/2024 | 6200 Limestone Ln               | 4              | Stalking, Endangering Safety By Use of a Dangerous Weapon                                                |
| 24-07365    | 4/15/2024 | Smithfield Dr/Norfolk Dr        | 1              | Possession of Methamphetamines, Possession of Heroin                                                     |
| 24-07425    | 4/16/2024 | Red Arrow Trl/Verona Rd         | 1              | 2nd Degree Recklessly Endangering Safety, Eluding, Carrying a Concealed Weapon                           |
| 24-07439    | 4/16/2024 | 6200 Limestone Ln               | 4              | Battery: Domestic, Strangulation, Intimidation of a Victim, False Imprisonment                           |
| 24-07492    | 4/16/2024 | 4800 Brassica Rd                | 3              | Child Abuse                                                                                              |
| 24-07745    | 4/20/2024 | 2300 Traceway Dr                | 2              | Resisting/Obstructing Officer, Carrying Facsimile Firearm                                                |
| 24-07780    | 4/21/2024 | 2500 High Ridge Trl             | 3              | Substantial Battery                                                                                      |
| 24-08078    | 4/25/2024 | 100 W Doty St                   | *              | Resisting/Obstructing Officers, Possession of Cocaine                                                    |
| 24-08179    | 4/26/2024 | 2900 Cahill Main                | 2              | Stalking, Intimidation of a Victim, Criminal Damage to Property                                          |
| 24-08229    | 4/27/2024 | 5200 Williamsburg Way           | 1              | Swatting, Resisting/Obstructing Officer                                                                  |
| 24-08282    | 4/28/2024 | 2100 Apache Dr                  | 1              | 1st Degree Sexual Assault of a Child                                                                     |

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

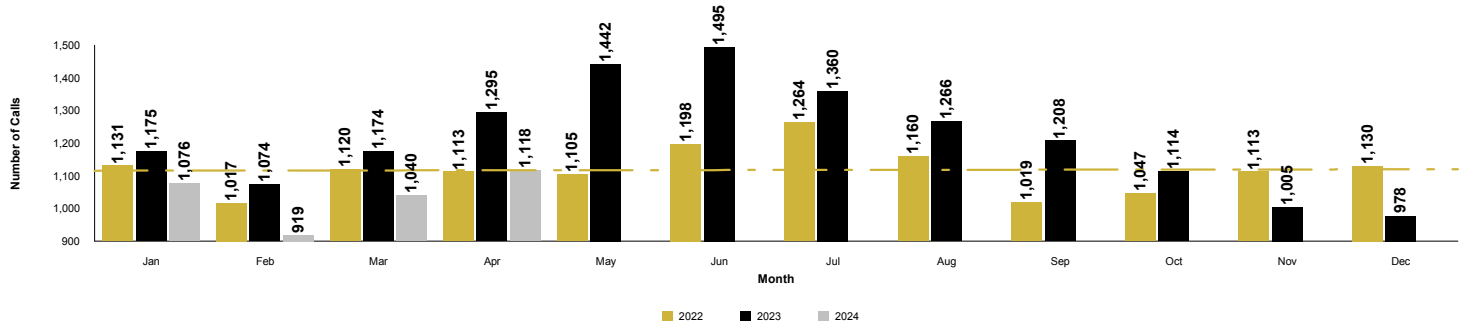


# City of Fitchburg Police Department

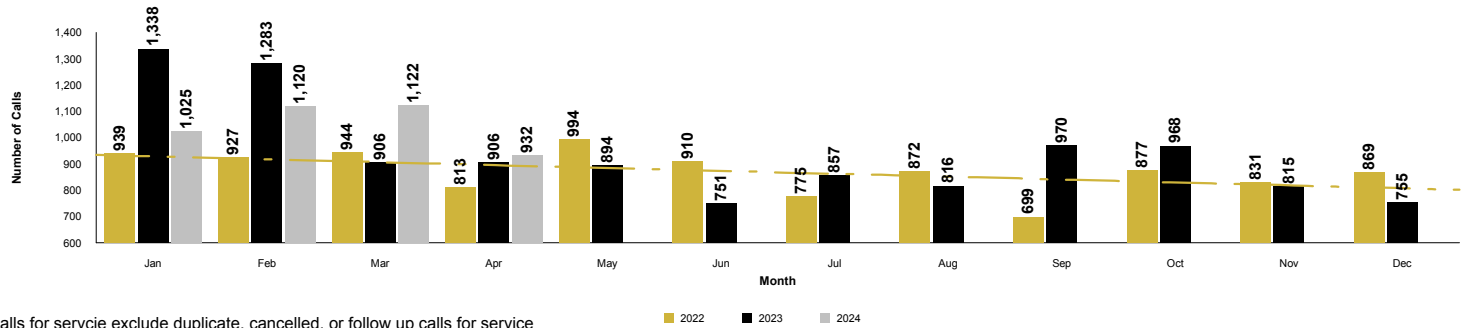
Police Activity  
April of 2024



## Citizen Generated Calls



## Officer Initiated Calls



Calls for service exclude duplicate, cancelled, or follow up calls for service

## Noteable Incidents

|                    | 2023 |     |     |     |     |     |     |     |     |     |     |     | 2024 |     |     |     |
|--------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
|                    | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar | Apr |
| Abduction/FI       | 0    | 0   | 1   | 0   | 1   | 2   | 2   | 0   | 1   | 0   | 2   | 1   | 2    | 0   | 0   | 4   |
| Murder             | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   | 0   | 0   |
| Homicide           | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   | 0   | 0   |
| Robbery            | 1    | 0   | 1   | 2   | 0   | 1   | 1   | 0   | 0   | 2   | 1   | 1   | 0    | 1   | 0   | 0   |
| Sexual Assault     | 1    | 3   | 0   | 4   | 2   | 1   | 2   | 1   | 1   | 1   | 2   | 0   | 2    | 0   | 1   | 0   |
| Aggravated Assault | 9    | 7   | 4   | 7   | 9   | 5   | 2   | 8   | 4   | 3   | 4   | 5   | 3    | 5   | 2   | 3   |
| Burglary           | 8    | 4   | 3   | 5   | 2   | 7   | 8   | 4   | 5   | 1   | 2   | 10  | 5    | 3   | 3   | 2   |
| Theft of Auto      | 4    | 1   | 21  | 8   | 9   | 5   | 4   | 11  | 3   | 3   | 4   | 3   | 3    | 4   | 5   | 2   |
| Theft from Auto    | 12   | 7   | 5   | 10  | 10  | 6   | 7   | 4   | 3   | 3   | 10  | 5   | 4    | 3   | 2   | 9   |

Noteable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

|               | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Theft of Auto | 5   | 1   | 23  | 9   | 9   | 6   | 8   | 11  | 3   | 4   | 4   | 4   | 3   | 4   | 5   | 2   |
| Shots Fired   | 0   | 2   | 2   | 2   | 4   | 3   | 0   | 2   | 0   | 1   | 2   | 0   | 0   | 0   | 0   | 3   |
| Domestic      | 15  | 12  | 18  | 16  | 15  | 16  | 16  | 13  | 17  | 8   | 14  | 17  | 19  | 9   | 7   | 21  |

These 3 categories include a count of all incidents where the related offense occurred whether or not it was the highest offense.

|           | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Accidents | 68  | 52  | 39  | 51  | 57  | 66  | 51  | 48  | 56  | 50  | 52  | 49  | 70  | 41  | 54  | 38  |

|                    | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Traffic Monitoring | 197 | 118 | 143 | 128 | 118 | 107 | 111 | 111 | 189 | 168 | 110 | 51  | 49  | 105 | 130 | 139 |
| Traffic Stop       | 258 | 251 | 212 | 182 | 185 | 149 | 216 | 205 | 246 | 283 | 238 | 196 | 283 | 502 | 501 | 303 |

City of Fitchburg Police Department

Chief Alfonso Morales

5520 Lacy Rd

Phone: 608-270-4343



# Public Works Monthly Department Report

For the Month of: **April 2024**

## Transportation/Transit

- Bus Rapid Transit (BRT): Held Public Information Meetings both online and in person to gauge public feedback and present the Locally Preferred Alternative (LPA). Began the City approval process for the LPA and finalized the timing and cost of the Route 65 and 75 expansions.
- Fitchrona Road: Received 90% plans, specifications, and cost estimate, and began review. Finalizing Transportation Project Plat to prepare for property acquisition.
- Osmundsen Road Traffic Calming: Held two Traffic Calming Committee meetings, discussed possible traffic calming measures including speed humps, traffic circles, road diets, and others. Will be surveying the neighborhood to finalize traffic calming plan.
- Pembroke Drive and Raritan Road: Participated in two news interviews and began traffic data collection at Raritan Road and Restal Street.
- 2024 Sidewalk Replacement: Continued work on plans and specifications, finalized GIS app that will be used for contractor inspection and punch list.
- 2024 Street Maintenance: Finished plans and specifications. Advertised project and will open bids on May 8, 2024.
- 2024 Street Resurfacing: Held a preconstruction meeting with Payne and Dolan on April 18, 2024.
- Syene Road (Phase I): Completed final traffic signal inspections. The City of Madison is now maintaining the traffic signals at Lacy/Syene and East Cheryl/Syene.
- Syene Road (Phase II): Reviewed 90% drawings and specifications.
- Syene Road (Phase III): Reviewed 90% drawings and specifications.
- Reviewed and approved about 15 right of way (ROW) Permits for driveways, electrical services, and communications services. Assisted in two private property discussions for private utilities not in easements.
- Beltline Planning and Environmental Linkages (PEL) Corridor Study: Participated in Joint Technical and Policy Advisory Committee Meeting 4 to provide feedback on a 2050 plan for the Beltline and adjacent areas.
- Worked with GIS staff on Roadway Solution, a public facing ESRI page that will provide greater detail on our road network and be much easier to keep up to date.

## Stormwater

- Staff met with Ruekert-Mielke/AECOM team to finalize scope of engineering services for the design and permitting of the Goose Lake/Fitchrona Road Stormwater Improvements project.
- Staff attended Badger Mill Creek Stakeholder Group.
- Staff met with representatives from the Wisconsin Department of Natural Resources (DNR) and Madison Metro Sewerage District (MMSD) to discuss funding for the proposed Yarmouth Greenway Stabilization project and future opportunities to fund projects in the Nine Springs E-Way.
- Progressed Crescent Road Stormwater Improvements project to 60% plans and discussed draft easement document with Megan's Bay condominium representative. Staff began to complete the General Permit for municipal wetland discharge.
- Staff reviewed vegetation conditions and stormwater facilities under contract for vegetation management services.
- Staff worked on modeling potential future stormwater facilities as part of the Total Maximum Daily Load (TMDL) water quality modeling project.
- Completed cursory review of several erosion control and stormwater management permit applications.
- Continued review of current storm sewer capacity in the Anton redevelopment area. Discussed additional stormwater management considerations with consultants.

## Utilities

- Fish Hatchery & Crescent Road Water Main Replacements: Completed drawings and drafted DNR permits.
- Meter Installations: Continued replacement of 1.5-inch and 2-inch meters in existing facilities & in house cross connection inspections for these facilities as well as installation of radios in new construction. Submitted change order/resolution to purchase and install all remaining meters.
- Sanitary Sewer Cleaning: Continued cleaning. One-third of the system is cleaned each year.
- Tower B: Completed 5-year DNR inspection for Tower B and had it cleaned.
- Tower D: Reviewed plans and specifications. Received Public Service Commission (PSC) approval.
- Unidirectional Flushing Program: Continued work on developing this program.
- Valve Exercising: Continued turning valves. One-fifth of the system valves are exercised each year.
- Well 4 & 10 Maintenance Services: Pulled Well 10, completed equipment review, determined replacement components, began chemical treatment, and executed change order.
- Well 12: Received PSC approval.
- Water System Flushing: Completed spring flushing.

- Water System Repairs:
  - Charleston water main repaired on April 1, 2024.
  - 2660 Quartz Road hydrant replaced on April 9, 2024 after garbage truck hit it.

## **Parks**

- McGaw Pickleball Courts: Design work continued.
- McKee Siding: Held kickoff meeting.
- McKee Tennis ball Courts: Construction continued.
- Tower Hill Park Shelter: Held kickoff meeting.
- Held interviews for seasonal employees.
- Plowed 7.5" of snow from two events.
- Installed park boundary signs at Tower Hill Greenway, and Chicory Meadows.
- Removed large tree in ROW on Irish Lane, just west of the railroad tracks.
- Started up and opened all park shelters.
- Mulched City Hall and Library campus.
- Set up and dragged ball diamonds for the year.
- Marked out and striped soccer fields at McKee Farms Park and Fahey Fields.
- Striped foul lines at McGaw and Greenfield Parks.
- Rolled athletic fields and other rough open park areas.
- Repaired snowplow turf damage at various locations throughout the City.
- Augured holes, delivered mulch, and trees for multiple tree planting projects.
- Started mowing for the season on April 15, 2024.
- Located, stump ground and restored approximately 60 stumps.
- Performed daily park rounds.
- Emptied trash and recycling cans throughout the park system.
- Restored area around the new ninja course at McKee Farms Park.
- Marked out new community gardens and plots to till in Swan Creek, Quarry Hill, Briarwood, and Huegel Jamestown parks.
- Performed general equipment and mower maintenance.
- Placed spring tree planting stakes.
- Removed large fallen tree at Greenfield and Pine Ridge Parks.
- Fertilized Terravessa Park for turf establishment.
- Repaired broken window at the Dawley shelter.

## **Building & Grounds**

- Fitchburg HUB: Reviewed plans/specifications and released project for bid.
- Front Counter Remodel: Installed cabinets and measured/ordered countertops. Received quotes for signage and approved APCO's quote.
- Library Chiller: Startup was complete on April 26, 2024 and the chiller has been up and running since.
- Police Station Facility: Worked on schematic design.
- Completed fire panel battery replacements at Fire Stations.
- Shampooed carpet in the children's department of the Library.

- Changed belts on Community Center air handling unit (AHU).
- Added an LED can light over stairs at Library.

## Refuse & Recycling

- Submitted annual report to DNR summarizing refuse and recycling for 2023.
- Revised the draft Request for Proposals (RFP) for solid waste services.
- Held spring recycling event at City Hall on April 13, 2024. Collected about 10,000 lbs. of paper and 12,000 lbs. of electronics.
- Discussed street sweepings reuse program with DNR staff with the goal of reusing street sweepings to avoid landfilling costs.

## Streets

- Plowed 7.5" of snow from two events.
- Helped set up voting locations.
- Sold old 10-ton trailer at Wisconsin Surplus for \$2,076 and purchased the new replacement trailer.
- Performed vehicle maintenance on 13 vehicles/equipment and made 17 vehicle/equipment repairs.
- Swept 21 cubic yards of debris from streets.
- Shoveled 12.6 tons of hot and cold patch.
- Finished taking plow trucks apart.
- Installed new tire changing machines.
- Hauled 150 cubic yards of yard waste from recycle center to compost area.
- Replaced two sections of concrete sidewalk from water main break.
- Street sign repair throughout the City.
- Dug out shop drains.

## Other

- Developments:
  - Hartung Fields: Continued management and inspection of project.
  - Highfield (IA, IB, 2): Received updated bonds and sent out punchlist reminders.
  - Highfield (Phase 3): Reviewed and approved plans and bond amount. Held preconstruction meeting on April 30, 2024. Executed proposal with the geotechnical engineer for material testing.
  - Inspiration of Swan Creek: Preliminary reviews.
  - Lacy Ridge: Sent out punchlist reminder.
  - Terravessa: Continued warranty punchlist work. Received quotes for soil borings within park. Awarded work to SES.
  - Terravessa (4<sup>th</sup> Addition): Reviewed plans, letter of credit calculations, alley agreement, etc.

- Commercial Developments: Worked with Building Inspection to setup better tracking/communication procedures for occupancies inspections. Started monthly meetings.
  - Boys & Girls Club, The Edge, Terravessa (Lots 36 & 37): Continued work on punchlists.
  - Planning Reviews: Completed ~seven reviews.
  - CIP: Completed 2025-2034 Public Works CIP updates.
  - Greenfield Neighborhood: Reviewed and discussed concepts.
-

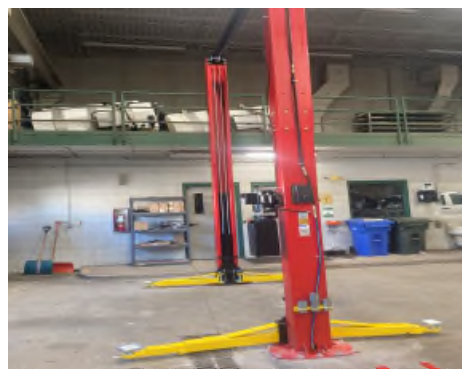
Held a spring waterway cleanup on April 20, 2024.



Installed new culvert on Grandview Road.



Installed new 12,000 lb vehicle lift at the Public Works Maintenance Facility.





# Senior Center Monthly Department Report

For the Month of: April 2024

## Programs

**New programs:** 12

**Monthly on-going programs:** 30

**Program Spotlights:**

Indoor Pickleball offered every Tuesday by reservation serving 50+ players weekly.

Bi-weekly Lunch & Learn (below) growing in popularity.

Facilitated by Commission on Aging Well member, Janice Hughes.



Annual Pancake Breakfast: Served 558 with 50 being children under 10.



## Nutrition Program

**Congregate Meals:** 771

**Home Delivered Meals:** 1049

**Total:** 1820

Mandi Miller, Nutrition Site Manager/Volunteer Coordinator, designed and facilitated a 6-hour training session for Senior Center nutrition site volunteers. This training is mandated by Dane County on an annual basis. Training was offered on several days throughout the month to accommodate various schedules.

## Case Management Program

**New client referrals:** 8

**Medicaid clients served:** 18

**Case management clients served:** 87

**Client Trends** – Several people targeted by scams; challenges with people who have dementia and/or mental health issues needing more services.

Partnership with Edgewood College nursing program and case management program completed. Will start up again in the Fall. Amy Jordan, SW, is the lead for this partnership.

## Other/Admin

Multi-Cultural Workgroup: Recruited a diverse group of volunteers to serve on committee to work through a **Toolkit for Inclusion** specifically designed for senior centers.

Transportation: Secured a schedule with Transit Solutions to provide supplemental transportation beginning in June.

Meetings attended: Department Head, CIP, internal staff meetings, Commission on Aging Well, Fitchburg Senior Center Friends, Dane County Focal Point Directors, and Area Agency on Aging Legislative Committee.



# Administration Monthly Report

**For the Month of: May 2024**

## Meetings

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 monthly meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings  
Attended Committee of the Whole meeting  
Attended weekly Police Services Facility meetings  
Attended DCCVA meeting  
Attended Strategic Plan workshop  
Meetings with referendum workgroup  
Meetings with strategic plan workgroup  
Meetings with Mueller Communications  
Met with Oregon Village staff  
Met with City of Verona staff  
Meetings with Allyson Brunette Consulting  
Attended weekly communication update meeting  
Attended Fitchburg Veterans Memorial Park meeting  
Participated in CVMIC social media roundtable  
Presented at the Wisconsin Community Media (WCM) annual conference

## Staff Projects

Worked with staff on various projects and policies including but not limited to: operating budget timeline, strategic plan, referendum, communications RFP, Police Services Facility, Teen Center, WPPA negotiations, bike & pedestrian plan update, CIP, Moody's presentation/visit/rating & review, YMCA, Lacy Gardens, budget, Pembroke Drive, HUB, Fish Hatchery Road, pilot City Hall hours change, front counter remodel, law enforcement impact fee study, and staff reclassification process.

## **Events and Collaboration with Businesses & Residents**

Provided a monthly video update for residents via FACTv interview

Attended Quicksave Games ribbon cutting

Attended Certco ribbon cutting

Attended the annual Memorial Day observance

Attended Police Department recognition ceremony

Attended the quarterly Fitchburg Faith & City Leaders meeting

Attended Older Americans Month event at the Senior Center

Participated in Madison Metropolitan Sewerage District Leadership Focus Group

Provided a Council recap with FACTv for Talking Fitchburg



# Assessing Monthly Department Report

For the Month of: May 2024

## Inspections Completed Over the Past Month

- 11 scheduled inspections completed

## Projects Completed Over the Past Month

- Completed comprehensive residential neighborhood and commercial neighborhood analysis
- Finalized valuations on all properties in the City
- Quality control and audit of 2024 assessment roll data
- Interview regarding Open Book/2024 assessment data with FACTv
- Worked on numerous communication materials and outreach regarding revaluation and 2024 assessments
- Sent out 9,168 assessment notices
- Responded to hundreds of email/phone/in-person inquiries regarding changed assessments, revaluation process, taxes, etc.
- Held 73 Open Book appointments
- Worked with City Attorney and contracted legal counsel to draft 2024 Board of Review policies and procedures manual
- Held 1:1's with all staff

## Major Projects in Progress

- Continuing to respond to inquiries relating to assessment notices and revaluation process
- Post-BOR assessment appeals in circuit court
- Planning and prep for 2024 Board of Review
- Planning and prep for 2025 assessment roll work

## Projects in the Next Month

- Completion of 2024 estimated Municipal Assessment Report
- Complete Open Book
- Meet and adjourn with Board of Review
- Send out Open Book determination letters
- Begin work on 2025 budget



## Building Inspection Monthly Department Report

For the Month of: **May 2024**

### All Permits Issued

114

### Commercial Projects

Two new commercial/multi-family 67 Units

12 alteration/repair/addition/other

### Other Permits

Four new single family

One new two family

95 one & two family alterations/additions/other

### Total Construction Value (All Permits)

\$26,332,509



## Clerk Monthly Department Report

For the Month of: **May 2024**

### Elections

- Purged Election materials from the April 2022 Election
- Mailed out 30-day notice letters to those on the active movers list
- Continued review and approval of voter registration and absentee ballot requests through the [www.myvote.wi.gov](http://www.myvote.wi.gov) website

### Permits

- Issued 56 pet permits

### Licensing

- Continued reaching out and processing alcohol license applications
- Approved 15 new operator licenses
- Approved 17 sound permit applications
- Approved Race for Agrace and Concerts at McKee events

### Projects

- Continued work on possible referendum questions
- Remodel of front counter began
- Updated the job description for the Municipal Clerk Assistant position (formerly receptionist)

### Board of Review

- Began work on BOR meeting agenda and packet materials

### Other

- Processed four open records requests



# Economic Development Monthly Department Report

**For the Month of: May 2024**

## **Economic Development**

Quick Save Games ribbon cutting, TID # 18 approval, Sub-Zero TIF request, Buxton training, reviewed and prepared comments for Sustainability Plan, prepared Moody's presentation, prepared talking points, Certco ribbon cutting, prepared resolutions, agenda, minutes and meeting packet for TID #18 JRB, sent Allyson Brunette Forward Fitchburg document and graphic standards, worked with FCVBB on ad for Site Selection magazine: Wisconsin Feature, compiled a spreadsheet on activities related to the COPA project

## **Business/Developer Outreach**

39 business and developer contacts, with several requiring additional follow-up and sharing of information

## **Community Development**

Worked with Memorial Day Observance on event, compiled a spreadsheet to document outreach to the USPS regarding CPU or Retail Station replacement and mail delivery issues

## **Housing**

Housing Specialist position, Ehlers meeting to discuss affordable units within a market rate project, met with UW Real Estate class with Planning to discuss housing project examples for Fitchburg, met with H & A regarding rent to own project, met with Sustain Dane regarding the launch of the Efficiency Navigator program, gathered apartment data for Efficiency Navigator program

## **Meetings**

Attended the Dane County Regional Housing Strategy meeting, FCVBB Chamber presentation, Avante Properties, Masood Ahktar, IREM presentation, Certco ribbon cutting, COPA programming meeting, Saris owner meeting and follow up information, Sustainability Plan meeting, attended finance and council meeting to answer questions on Efficiency Navigator contract, met with Planning to review Capstone project comments, attended FCVBB Biz After Hours, met with Parks to discuss fitness equipment and tennis court ribbon cuttings, met with Allyson Brunette regarding strategic plan, met with Melissa Agard

## **Professional Development**

Attended the MadREP and Urban League Economic Development and Diversity Summit

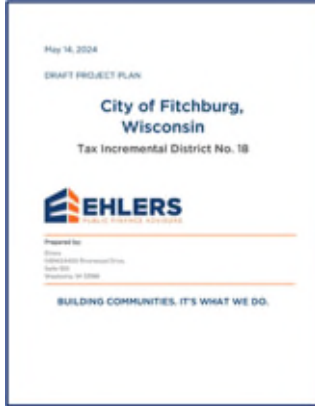
## **Alder Contact/Projects**

Strategic Plan workshop, met with Alder Gerhardt regarding appointment to the HAC

**Other**

Moody's presentation and tour

Tax Incremental District No. 18



Moody's Presentation/Tour: Result Aaa Bond Rating



Economic Development Presentation at the FCVBB





Patrick Anderson, EMS Chief

101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## June-2024

| EMS Calls for Service |              |              |             |                           |
|-----------------------|--------------|--------------|-------------|---------------------------|
| Month                 | 2022         | 2023         | 2024        | Change from Previous Year |
| January               | 341          | 432          | 412         | -5%                       |
| February              | 285          | 359          | 386         | 8%                        |
| March                 | 346          | 411          | 384         | -7%                       |
| April                 | 328          | 376          | 382         | 2%                        |
| May                   | 381          | 391          | 414         | 6%                        |
| June                  | 370          | 403          |             |                           |
| July                  | 349          | 359          |             |                           |
| August                | 372          | 440          |             |                           |
| September             | 369          | 445          |             |                           |
| October               | 342          | 414          |             |                           |
| November              | 387          | 405          |             |                           |
| December              | 427          | 423          |             |                           |
| <b>Total</b>          | <b>4,267</b> | <b>4,858</b> | <b>1978</b> | <b>0.8%</b>               |

| Runs by Municipality  |        |        |              |                               |
|-----------------------|--------|--------|--------------|-------------------------------|
| Municipality          | May-24 | May-23 | Year to Date | Percent of Total Runs to Date |
| City of Fitchburg     | 272    | 262    | 1349         | 68%                           |
| City of Verona        | 110    | 85     | 497          | 25%                           |
| Town of Verona        | 11     | 13     | 39           | 2%                            |
| City of Madison       | 6      | 4      | 27           | 1%                            |
| Belleville (District) | 2      | 1      | 14           | 1%                            |
| Mount Horeb (Dist)    | 6      | 5      | 23           | 1%                            |
| Other                 | 7      | 6      | 29           | 1%                            |

| Fractile Times for Previous Month |                             |                              |
|-----------------------------------|-----------------------------|------------------------------|
|                                   | Service Median (in minutes) | 90th Percentile (in minutes) |
| Notified to Enroute               | 1.45                        | 2.75                         |
| En Route to Arrived on Scene      | 4.64                        | 8.78                         |
| Notified to Arrived on Scene      | 6.47                        | 10.20                        |
| On scene to Transporting          | 13.95                       | 22.85                        |
| Transporting to Destination       | 15.93                       | 25.03                        |
| At Destination to Unit in Service | 12.00                       | 18.18                        |

| Special Reporting         |                            |          |
|---------------------------|----------------------------|----------|
|                           | 2024 Estimated Call Volume | 4895     |
|                           | May-24                     | May-23   |
| Naloxone Administration   | 2                          | 4        |
| Car 15/17 Responses       | 4                          | 3        |
| Out of Resources          | 2024                       | 2023     |
| All trucks on calls - May | 18                         | 21       |
| Mutual Aid Required - YTD | 14                         | 42 Total |

|                                              |       |
|----------------------------------------------|-------|
| Average calls per day - Previous Year (2023) | 13.31 |
| Average calls per day - Year to date         | 13.01 |

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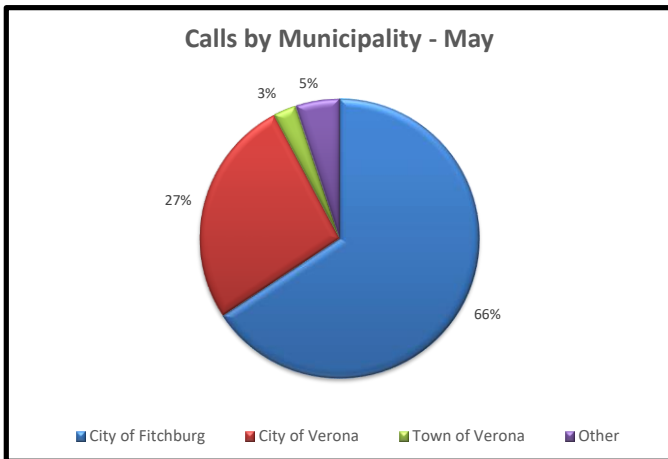
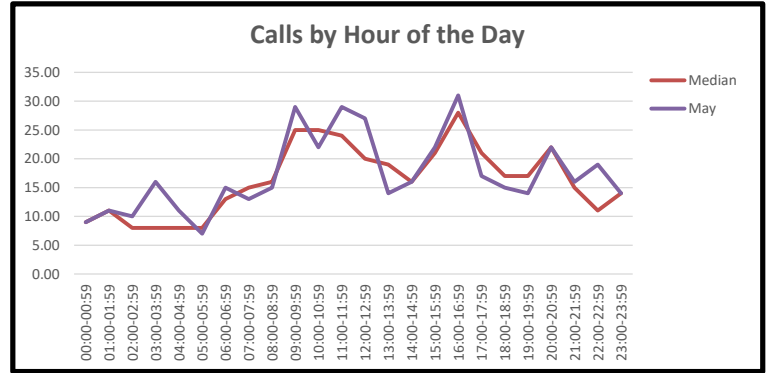
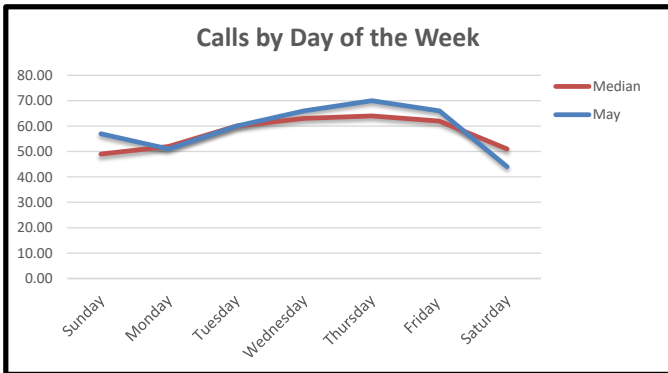
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### Statistics



| Top 70% Dispatch Reasons for Calls for Service - May |               |                      |            |
|------------------------------------------------------|---------------|----------------------|------------|
| Previous Month                                       | Current Month | Complaint            | Percentage |
| 2                                                    | 1             | Falls                | 15.79 %    |
| 3                                                    | 2             | Unconscious/Fainting | 15.76 %    |
| 6                                                    | 3             | Unknown Problem      | 13.16 %    |
| 5                                                    | 4             | Chest Pain           | 10.53 %    |
| 1                                                    | 5             | Sick Person          | 10.53 %    |
| 8                                                    | 6             | Traffic Incident     | 10.53 %    |
|                                                      |               |                      | %          |
|                                                      |               |                      | %          |
|                                                      |               |                      | 76.30 %    |

| Calls by Station - May |       |            |
|------------------------|-------|------------|
| Station                | Count | Percentage |
| Verona                 | 114   | 28%        |
| FB Sta 2               | 163   | 39%        |
| FB Sta 3               | 136   | 33%        |

## Financial Report

### A/R Aging (as of May 31st, 2024)

|              | 0-30             | 31-60            | 61-90            | 91-120          | 121-150         | 151-180         | 180+             | Total              |
|--------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|--------------------|
| 3Rivers      | \$10,104         | \$11,744         | \$8,540          | \$58,813        | \$5,993         | \$18,434        | \$501,943        | \$615,572          |
| EMS MC       | \$907,448        | \$444,024        | \$447,453        | \$37,087        | \$15,202        |                 |                  | \$1,851,213        |
| <b>Total</b> | <b>\$917,552</b> | <b>\$455,768</b> | <b>\$455,993</b> | <b>\$95,900</b> | <b>\$21,195</b> | <b>\$18,434</b> | <b>\$501,943</b> | <b>\$2,466,784</b> |
| Current %    | <b>37.2%</b>     | <b>18.5%</b>     | <b>18.5%</b>     | <b>3.9%</b>     | <b>0.9%</b>     | <b>0.7%</b>     | <b>20.3%</b>     | <b>100.0%</b>      |
| Goals        | 40.0%            | 20.0%            | 10.0%            | 7.0%            | 5.0%            | 3.0%            | 15.0%            | 100.0%             |

### Cash on Hand

|                    | 5/31/2024              | Previous Month         | Previous Year          | Change from Prev Month | Change from Prev Year |
|--------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|
| Checking/Market    | \$ 777,173.16          | \$ 1,004,807.66        | \$ 848,826.70          | \$ (227,634.50)        | \$ (71,653.54)        |
| Savings            | \$ 51,521.52           | \$ 27,391.02           | \$ 59,722.37           | \$ 24,130.50           | \$ (8,200.85)         |
| Oak Bank - CD 8518 | \$ 150,931.43          | \$ 150,931.43          | \$ 150,931.43          | \$ -                   | \$ -                  |
| Oak Bank - CD 0852 | \$ 100,000.00          | \$ 100,000.00          | \$ 100,000.00          | \$ -                   | \$ -                  |
| Oak Bank - CD 1824 | \$ 200,000.00          | \$ 200,000.00          |                        | \$ -                   | \$ 200,000.00         |
| WISC Funds         | \$ 260,308.14          | \$ 259,201.93          | \$ 248,638.27          | \$ 1,106.21            | \$ 11,669.87          |
| <b>Total Cash</b>  | <b>\$ 1,539,934.25</b> | <b>\$ 1,742,332.04</b> | <b>\$ 1,408,118.77</b> | <b>\$ (202,397.79)</b> | <b>\$ 131,815.48</b>  |

### Assigned Fund Balances - Oak Bank

|                             | 5/31/2024           | Previous Month      | Previous Year       | Change from Prev Month | Change from Prev Year |
|-----------------------------|---------------------|---------------------|---------------------|------------------------|-----------------------|
| FAP Funds (Restricted)      | \$ 9,367.13         | \$ 9,367.13         | \$ 10,875.88        | \$ -                   | \$ (1,508.75)         |
| 2024 EPIC Grant             | \$ -                | \$ -                | \$ 30,000.00        | \$ -                   | \$ -                  |
| Labor Contract Funds        | \$ 24,000.00        | \$ 24,000.00        | \$ 24,000.00        | \$ -                   |                       |
| <b>Total Assigned Funds</b> | <b>\$ 33,367.13</b> | <b>\$ 33,367.13</b> | <b>\$ 64,875.88</b> | <b>\$ -</b>            | <b>\$ (31,508.75)</b> |

### Assigned Fund Balances - WISC - Health Retirement Account Funds

|                             | 5/31/2024            | Previous Month       | Previous Year        | Change from Prev Month | Change from Prev Year |
|-----------------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| Money Market                | \$ 643.56            | \$ 640.77            | \$ 638.21            | \$ 2.79                | \$ 5.35               |
| Investment Acct             | \$ 259,664.58        | \$ 258,561.16        | \$ 248,000.06        | \$ 1,103.42            | \$ 11,664.52          |
| <b>Total Assigned Funds</b> | <b>\$ 260,308.14</b> | <b>\$ 259,201.93</b> | <b>\$ 248,638.27</b> | <b>\$ 1,106.21</b>     | <b>\$ 11,669.87</b>   |

### May Donations

### June Milestones

Mollie Jesberger - 22-Years  
 Tom Bates - 34 Years  
 Ryan Robertson - 4-years  
 Jamie Ennis - 4-Years  
 Cam Parman - 4 Years

### Comparables - Calls for Service

| Service         | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | Percent Change<br>2022-2023 |
|-----------------|------|------|------|------|------|------|------|-----------------------------|
| Fitch-Rona EMS  | 3077 | 3245 | 3443 | 3505 | 4184 | 4267 | 4858 | 13.9%                       |
| Middleton EMS   | 1816 | 1825 | 1969 | 1898 | 2254 | 2543 | 2715 | 6.8%                        |
| Sun Prairie EMS | 2828 | 2839 | 3165 | 3213 | 3368 | 3692 | 4424 | 19.8%                       |

### Other Updates

Replacement ambulance delivery (2023) now expected to be delayed until **November (Previously October)**

### SHOUT OUTS

LT Kaczmarek - Coordinating an emergency vehicle operator course through MATC for all staff  
 Jeremy and Chip for representing FitchRona the VPD bike rodeo  
 Vanessa and Mandy for assisting at Kids Building Wisconsin at McKee Farms park  
 Shout out to Ross and Kristy from the Verona Fire crew for their assistance on a fire call on 5/24  
 Ryan Robertson has completed his BS in Fire and Emergency Management with a 4.0 GPA  
 From VPD to Andrew Jensen for hosting the Public Safety Cadet class and demoing FREMS and VFD for the students



# FACTv Monthly Department Report

For the Month of: **May 2024**

## Current Productions

- 34 productions completed in May
- 22 meetings completed in May
- 24 (1 show per day) Talking Fitchburg updates in May
- 35 productions scheduled for June
- 28 meetings scheduled for June

## Upcoming Productions

- TF Festa Italia Recap/ Bocce Ball Tournament
- Fitchburg Chamber Focus Luncheon
- TF Bike to Work Week
- Verona Area High School Graduation
- FSC Lunch & Learn- Craig Culver
- TF Ribbon Cutting- Irish Fields Apt.
- TF Kellymoss Car Show
- Promega Summer Art Show
- TF Badger Childhood Cancer Network Fundraiser event
- TF Ribbon Cutting- Bon Bon Belle Bridal Boutique
- TF Ribbon Cutting- Fite Core Fitness Park
- TF Concerts at McKee coverage
- Pride & Juneteenth Flag Raising
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects (On Hold)
- Fitchburg Fire Department Video Projects (On Hold)
- Safe Communities Project (Paid Project)

## Department Projects

- Reviewing AI technology and workflows
- Full review of Talking Fitchburg Headlines
- City of Fitchburg Marketing Tools Marketing Plan (working with COM team)
- Fitchburg Room AV Update Project- coming soon

## Department Focus

- FACTv Marketing Project 2024

Quicksave Games Ribbon Cutting May 8, 2024.



City of Fitchburg Memorial Day Observance May 27, 2024.





# Finance Monthly Department Report

For the Month of: **May 2024**

## Routine Finance Cycles

- Debt payments were completed without issue.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- Continued discussions with the Mayor regarding the Capital Improvement Plan (CIP) to identify priorities. The Mayor's Proposed CIP is scheduled to be released in June.
- Presented at the Committee of the Whole regarding the CIP process and financial policies.
- Annual Form C filed with the Department of Revenue (DOR), which reports our annual revenues and expenditures in the format prescribed by the State. This report is used for comparisons between communities and for DOR calculations of various state programs.
- The Annual Comprehensive Financial Report (ACFR), the final deliverable from the City's annual external audit, was completed. The Management Discussion and Analysis (MD&A) included at the front of the report is a narrative summary of the financial results, drafted by the City, and can be useful to readers of the report. The statistical section at the end of the report is also really useful for comparing the City's trends over the past ten years. The auditors presented to the Finance Committee the audit summary which included an unqualified or "clean" opinion.
  - 2023 ACFR: <http://www.fitchburgwi.gov/DocumentCenter/View/26827/City-of-Fitchburg-ACFR-12-31-2023---Final>
  - Auditor Presentation: <http://www.fitchburgwi.gov/DocumentCenter/View/26873/C-Fitchburg-2023-financial-highlights>
- The schedule for adopting the 2025 Budget was approved by Council and is available on the City's website. <http://www.fitchburgwi.gov/DocumentCenter/View/26898/1-Budget-Schedule-2025>
- The TID annual reports (Form PE-300) were submitted to the DOR. The supplemental reports drafted by Ehler's, in coordination with staff, were formally presented to the Joint Review Board (JRB). In summary, all of the City's TIDs are financially healthy. <http://www.fitchburgwi.gov/1998/Financial-Records-Reports>

## Special Projects

- Various internal meetings and meetings with the outreach vendor were held about the City's funding gaps and potential November 2024 referendum.
- Met with the Mayor to discuss the overall budget creation and adoption processes.
- Participated in initial internal discussions to prepare for upcoming union negotiations.
- Various TID development incentives and strategies were discussed and reviewed. Discussed TID incentive logistics with various developers. Council action will be required prior to the execution of any TID amendments, TID creations, or Development Agreements. Attended Joint Review Board (JRB) meeting that approved the creation of TID #18.
- TID #15 termination and 100% audit issued. PE-110 final accounting report was submitted to the DOR by the due date. Distribution of excess increment was made to overlying jurisdictions. City of Fitchburg share was \$58,706.
- Continued the process to issue external debt in 2024 to finance a portion of the new Police Services Facility and the Fire Department Engine. This work included completing various questionnaires; reviewing the Preliminary Offering Statement, pre-sale report, and sale day report; conversations with bond counsel to ensure our notes meet tax exempt qualifications; and submitting the final resolutions to Council. In total, the City received six bids with a low-bid true interest cost of 3.9633%. As a result of the favorable bids the final borrowed amount was able to be reduced to \$8.8 million and the total principal and interest expense is \$1.2 million less than the pre-sale estimate.
- Discussed a visualization project for the upcoming Adopted CIP with the GIS Specialist.
- Attended multiple webinars about the new public safety maintenance of effort (MOE) requirements and the new reporting required to the State to certify compliance.
- Prepared for and participated in the rating call with Moody's to determine the City's credit rating, which included an in-person visit from the Analysts for a presentation of the city's financial management practices and a tour of the city. We are pleased to report that the City has been upgraded to an Aaa rating, which is the highest rating available from Moody's! Fitchburg is now one of only six communities in Wisconsin to achieve this top rating, which serves as an independent acknowledgement of the tremendous financial accomplishments of the City. As quoted by the Mayor "This upgrade demonstrates their independent recognition of the commitment to financial responsibility and decision-making of the city's elected officials and staff since 1995." Based on informal conversations with the low bidder, the City's upgrade to Aaa saved the City about 15 basis points (1 basis point is .01%). Conservatively this lowered the City's debt service cost by about \$100,000 on this debt issuance.
- Taped a Talking Fitchburg update about the Aaa upgrade, which is available on the City's website.

## Staff

- Weekly, bi-weekly, and monthly team meetings were held.
- Participated in the strategic plan workshop.

## Statistics

|                                | 2022   | 2023   | Current Month | YTD 2024 | Projected 2024 |
|--------------------------------|--------|--------|---------------|----------|----------------|
| Special Assessment Letters     | 625    | 496    | 49            | 226      | 500            |
| Payroll Payments               |        |        |               |          |                |
| Checks                         | 182    | 141    | 19            | 77       | 150            |
| ACH Payments                   | 7,038  | 7,327  | 830           | 3,287    | 7,300          |
| Cash Receipts (non-tax)        |        |        |               |          |                |
| Utility Billing                | 28,522 | 30,435 | 660           | 12,400   | 31,000         |
| Library                        | 521    | 202    | 25            | 77       | 200            |
| General                        | 44,692 | 41,922 | 505           | 2,473    | *6,000         |
| OpenGov                        | -      | -      | 98            | 420      | 1,000          |
| Budget Amendments              |        |        |               |          |                |
| Administrative Approval        | 33     | 68     | 4             | 18       | 50             |
| Council Action                 | 40     | 49     | 3             | 22       | 50             |
| Purchasing Transactions        |        |        |               |          |                |
| Accounts Payable Checks        | 1,478  | 1,796  | 119           | 799      | 2,000          |
| P-Card Transactions            | 4,267  | 4,169  | 388           | 1,825    | 4,200          |
| Invoices Generated             |        |        |               |          |                |
| General Customer Invoices      | 470    | 497    | 41            | 192      | 500            |
| Quarterly/Annual Utility Bills | 28,612 | 30,126 | -             | 7,491    | 30,000         |
| Final Utility Bills            | 708    | 1,338  | 33            | 206      | 1,300          |

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments

## MOODY'S RATINGS

**Rating Action: Moody's Ratings upgrades Fitchburg, WI's ratings to Aaa; assigns Aaa to 2024A GO notes**





**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

MAY 2024



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF MAY

## CALLS FOR SERVICE

EMERGENCY MEDICAL  
SERVICES ASSIST

\* 101

STILL ALARM

🔔 69

MOTOR VEHICLE  
ACCIDENTS

🚗 6

STRUCTURE FIRES

🏠 0

TOTAL CALLS THIS MONTH

213

TOTAL CALLS FOR THE YEAR

994

2023

TOTAL CALLS THIS MONTH

232

TOTAL CALLS FOR THE YEAR

1,186

2024

AVERAGE RESPONSE TIME FOR THE MONTH:

6 mins 11 secs

## STAFFING

CAREER  
STAFF

18

\*Approved staffing = 19

PAID-ON-CALL/PAID-ON-  
PREMISES STAFF

23

\*Approved staffing = 50

INTERN  
FIREFIGHTERS

4

\*Approved staffing = 6

SUPPORT  
STAFF

9

\*Approved staffing = 10

TOTAL MEMBERS **54**

## AT A GLANCE

INSPECTIONS

324

PUBLIC EDUCATION  
EVENTS

3

TRAINING HOURS

544



## STRUCTURE FIRE OVERVIEW

In Fitchburg, no structure fires.

Mutual aid, House Fire Brooklyn

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 3 public education event this past month.

- 5/17/2024 - CPR/AED Training for Seminole Village
- 5/18/2024 - Kids Building Wisconsin Event at McKee Farms Park
- 5/22/2024 - Safety Fair at Promega

## PERSONNEL NOTES

- 2 of our second year interns graduated from Madison College!
- Leave of Absence: Stewart
- Resignation received from Schulz and Edge
- FF Hildebrand position change from Intern to POX
- New interns to start on June 17th

## RECRUITMENT

- **Future Battalion Chief**
- **POX firefighter recruitment process:**
  - No new updates.
- **Full time firefighter recruitment process:**
  - Chief interviews taking place on June 6th with top 5 candidates.



# Human Resources Monthly Department Report

**For the Month of: May 2024**

## **Projects & Initiatives**

- Used the Equitable Hiring Tool on the Community Development Specialist classification with a small group of residents and Planning Director.
- Held internal meetings regarding Police and Fire's non-financial items to discuss at upcoming negotiations.
- Supervisor/Manager required training on performance evaluations will be on June 20<sup>th</sup>. Two options for times were sent to leaders and it will be taped for those unable to make it that day.
- Coordination with Administration on the City Hall hours pilot change. Flyers will be posted on the front of City Hall and social media will share our new City Hall hours of M-Th 8-4 pm and Fridays 8-2 pm. IT will take care of updating the City's website and ensuring the update is made to the doors. Departments are responsible for updating any existing correspondence that goes out that has hours listed.
- Held a special meeting of the ERG to discuss upcoming events for Pride, Juneteenth and other employee gatherings. All are invited to the raising of the Pride and Juneteenth flag!
  - Pride flag raising on Monday, June 3rd at Noon
  - Juneteenth flag raising on Tuesday, June 18th at Noon

## **Current Permanent Recruitments**

- Municipal Clerk Assistant – Position closed with 40 applicants
- Police Officer – Command staff interviews week of May 27<sup>th</sup>
- Housing Initiatives & Programs Specialist – second interview steps
- Community Development Program Coordinator – Reposted the week of May 20<sup>th</sup> Accepting applications through June 16<sup>th</sup>
- Career Firefighter – Interviews week of May 27<sup>th</sup>

## **Workers Compensation Claims**

- Police - 3

## Employee events coming up!

- All staff photo on Tuesday, June 11<sup>th</sup> at 10:15 am in front of City Hall. Please consider wearing colorful clothing to show support for Pride month!



**YOU'RE INVITED TO**  
**REFRESHMENTS & YARD GAMES!**

Join us for some refreshments & yard games and tell us what kind of activities you'd be interested in!

MALLARDS GAME? BIKE RIDE & COFFEE SHOP TOUR? MORE POTLUCKS?

MAY 29TH FROM 3:30-5:00 PM  
SENIOR CENTER PATIO

RSVP TO SARAH.MASA-MYERS@FITCHBURGWI.GOV  
(NOT REQUIRED, BUT APPRECIATED!!!)

## Two Days of Disc Golf!

### Learn to Play & Basics of Throwing

June 12th, 4:30pm

McGaw Park: 5236 Lacy Rd. Fitchburg

Zac Laundrie will have plenty of beginner-friendly discs to try out and learn how to play!



### Full round at the Capitol Springs Disc Golf Course

June 13th, 4:30pm

Capitol Springs Golf and Disc Golf Course: 3398 Lake Farm Rd. Madison

Zac will have plenty of discs to spare.



This course is very beginner friendly and is \$8/day to play. (can pay on site or online via Dane County Parks website -> daily permits -> Disc Golf-Daily)

Questions? Email Zac Laundrie at [Zac.Laundrie@fitchburgwi.gov](mailto:Zac.Laundrie@fitchburgwi.gov)



**41 MILES FOR 41 YEARS**

June 1 - Oct 11, 2024

Anywhere You Want!

**Get Moving!**  
Log 41 miles of movement (running, walking, swimming, you name it!) in the Web MD app and it will count towards your \$150 credit!

**Make it a fun competition!**  
Register your team with Sarah M&M and the team with the most "steps" might just win a little something!

Check out the attachment to see how you can log your activity!

Questions? Email Sarah M&M at [Sarah.Masa-Myers@fitchburgwi.gov](mailto:Sarah.Masa-Myers@fitchburgwi.gov)



**Mallards MADISON** City of Fitchburg  
**Saturday, July 27th**  
First Pitch: 6:05 PM - Gates Open One Hour Prior

**CLICK HERE FOR TICKETS!**

Deadline to get tickets is one week prior to the event!

An usher will provide you a wristband at the Pepsi Pre-Game Party entrance. Food & beverage service will run for 90 minutes starting when gates open. Ticket & hat option does not include food & beverage. Hats can be picked up at the Fan Services booth located near the Kids Zone.

**YOUR SEATS**  
Pepsi Pre-Game Party or Ticket & Hat

- [Menu & Pictures](#)
- [Promotions](#)
- [Parking Information](#)

The Duck Pond at Warner Park 2920 N Sherman Ave, Madison, WI 53704 608-246-4277



# Information Technology Monthly Department Report

For the Month of: **May 2024**

## Projects

The IT team is working on:

- New Arbitrator Server (Squad/BWC upgrade and migration)
- Computer replacements continue
- Wireless access points replacements in progress
- Virtual Infrastructure Updates

## Other Items

- Strategic Planning Workshop
- PD iPhone Migration Completed
- New squad car setups
- Server maintenance
- New user setups
- Open records request

## GIS Initiatives

- Capital Improvement Plan Solution Dashboard – in progress
- Tree inventory 2024 updates (300+ trees added), mobile application created
- Added four new layers to the employee and public mapping applications
- 411 new addresses added to Access Dane, OpenGov, 911
- Published 2024 Fire Department map books

## Statistics

Microsoft email usage (org wide)

| Sent   | Received | Read    |
|--------|----------|---------|
| 28,935 | 121,587  | 114,504 |

Service Desk

238 Helpdesk tickets processed, 19 remain open



## Legal Monthly Department Report

For the Month of: **May 2024**

### Development/Land Use Update

- Arlo TIF Bond

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and circuit court.
- Assist Administration and Finance with Municipal Utility billing issues
- Public Safety and Human Services ordinance update
- Fire open burning/trash burning ordinance update
- Auditors attorney letter
- Strategic Plan Workshop
- WPPA Negotiations



# Library Monthly Department Report

For the Month of: May 2024

## Checkouts/Renewals/Holds

Checkouts – 16,980

Renewals – 5,521

Holds Filled – 5,963

## Programming for Adults

Adult Programs – 7

Adult Program Attendees – 108

## Programming for Kids

Youth Programs – 29

Youth Program Attendees – 698

Youth Self Directed Programs – 1

Youth Self Directed Attendees – 157

Teen Programs – 2

Teen Program Attendees – 2

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## Outreach

Programs – 1

Program Attendees – 25

## Computer & Wireless Sessions

Computer Sessions – 476

Wireless Sessions – 27,293

## Meeting Room Reservations

Meeting Room Reservations – 74

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,807

Overdrive Audio Checkouts – 2,874

A proud patron showing off his red, white, and blue bracelet at a program for preschool age kids.



In May, the Library started a 5 month BioBlitz project encouraging staff and community members to document insects in our pollinator gardens!



The Library hosted an Antique Appraisal with Mark Moran and an Afro-Colombian Music Showcase with Angela Puerta. Both programs were sponsored by Beyond the Page.





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: **May 2024**

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry

### Urban Forestry

- Facilitated the planting of 262 trees in City of Fitchburg parks and street terraces.
- Communicated with many residents about how, when, and where trees are planted in the City of Fitchburg.
- Updated the street tree inventory with the newly planted trees.
- Updated the tree inventory for Tower Hill Park.
- Planted a memorial tree in Swan Creek Park.
- Solicited feedback on the City of Fitchburg IRA grant application from the WI DNR, among other stakeholders. Incorporated this feedback into the grant application.
- Completed and submitted an IRA urban forestry grant application and required resolution to Wisconsin DNR.
- Updated maps of tree inventory for the Dawley Conservancy for the ongoing conversation with the Seminole Village Condos.
- Inspected the trees impacted by the upcoming sidewalk project. Marked trees for removal and generated work orders as appropriate.
- Facilitated a meeting among Parks, Public Works, and City Administration in regard to current and future staff resources available for forestry work.
- Conducted a tree walk in Mickelson Woods with a local Girl Scout troop and planted a tree in front of City Hall to complete their tree badge.
- Participated in an ERG meeting.
- Attended a Parks Commission meeting. Answered questions about the IRA grant.
- Communicated meeting schedule changes with the Tree Advisory group.
- Inspected terrace and park trees throughout the City for storm damage and generated work orders as appropriate.
- Answered phone calls and emails in regard to storm damage from residents.
- Continued to mark ash trees for removal as necessary.
- Started the Alliant Energy Million Trees Grant report.
- Attended a Park Commission meeting.
- Attended CVMIC Emerging Leader training on Coaching and Feedback.
- Responded to resident's requests for service, particularly in regard to warranty replacement trees, declining ash trees, memorial trees, and spring tree planting.

### Naturalist

- Facilitated weed management in City of Fitchburg natural areas Chicory Meadow, Oak Meadow, Wildwood South, Wildwood Kettle, McGaw Park, and Wildwood South.

- Communicated natural area management requests to vendors and volunteers.
- Submitted invoices as appropriate.
- Planted donated plants in SC Johnson Park.

### **Volunteer Coordination**

- Provided the Chicory Meadows/Dawley Conservancy volunteers with native trees and shrubs to be planted along the bike path. Trees purchased with funds available through the Alliant Energy Million Trees Grant.
- Picked up piles of weeds from the Harlan Hills Prairie pulled by the Harlan Hills Biodiversity Committee.
- Picked up donated seeds and plants and delivered to volunteers in Chicory Meadows, McGaw Park, and Harlan Hills Prairie for planting.
- Coached a volunteer on how to work in Stand 1 of McGaw Park.
- Facilitated the donation of 10 oak trees. Volunteers planted the trees in McGaw Park.
- Facilitated the donation of two crab apple trees. Trees were planted by volunteers in Quarry Hill Park.

### **Recreation**

Summer program preparation.

- Finalized details of the machine pitch baseball program (formed teams, created schedule, coordinated equipment, etc.).
- Began coordination of t-ball and coach pitch baseball programs.
- Met with Senior Center staff to view Community Center table/chair replacement options.
- Athletic field reservations.
- Continued work on Summer Staff Training Manual.
- Summer programming begins Monday, June 10.
- Coordinated start dates for summer seasonal staff. Program Coordinator started on May 23.
- Continue work on draft update of the Community Center rental policies.
- Various spring programs ended including Basketball Camp, Martial Arts, Pickleball, Soccer, Adult Volleyball Leagues, Robotics, Fencing, Chess, Youth Dance, Yoga and Zumba.
- Met with Fitchburg Chamber & Tri 4 Schools regarding possibility of using McKee park shelter for Birdie Derby packet pickup.
- Park Shelter & Community Center rentals.
- Payments for various program instructors.
- Rec program revenue = \$12,394.00
- CC rental revenue = \$2,928.00
- Shelter/athletic facility rental revenue = \$17,197.50

### **Projects-Park Commission**

- Attended monthly Park & Recreation, Building, and Grounds meeting with City Administrator.
- Attended monthly Building and Grounds and PRF meeting with City Administrator.
- Met with members of Engberg Anderson Architects to continue discussions on the

HUB project.

- Met with EOR to determine next steps for Stoner Prairie Park Plan
- Held monthly update meeting with City Forester/Naturalist on related Urban Forestry items.
- Had three locates/meetings with families at Oak Hall Cemetery.
- Attended Finance Committee and Common Council meeting to discuss Urban Forestry Inflation Reduction Act Grants.
- Coached Recreation Department soccer program held on Sunday afternoons.
- Met with Dan Larsen at Nine Spring Gold Course.
- Presented to the Rotary Club on current happenings and Park projects.
- Attended City Strategic Plan meeting held for Department Heads and elected officials.
- Met with Parkitecture to continue work on new pickleball court plans.
- Met with Angus Young to continue work on Tower Hill Park shelter renovation and McKee Farms Park shelter improvement plans.
- Attended Stoner Prairie Park bid opening.
- Met with ribbon cutting team to organize ribbon cutting for Ninja Warrior fitness equipment and McKee Tennis Court.



# Planning & Zoning Monthly Department Report

For the Month of: **May 2024**

## Plan Commission Applications Processed

May 21, 2024 Meeting

- A. [Public Hearing and Consideration of Comprehensive Development Plan CDP-2541-24](#) Request by Jeff Hundley, Agent for Wingra Real Estate LLC, to Approve the Jamestown Quarry Comprehensive Development Plan to Allow for a Commercial and Residential Development on Property Located off Fitchrona Road  
Approved
- B. [Public Hearing and Consideration of Rezone RZ-2545-24](#) Request by Fred DeVillers, Agent for IP Holdings LLC, to Rezone Property from PDD-SIP (Planned Development District – Specific Implementation Plan) to PDD-GIP (Planned Development District – General Implementation Plan) Allow for a Residential Development in the Swan Creek Neighborhood on Property off E Cheryl Parkway Approved with the following changes to the conditions of approval:  
Item 2.d. shall read 54% not 55%  
Addition of condition #17: Approval of Ordinance 2024-O-12 and Resolution R-96-24

May 23, 2024 Meeting

- A. [Conditional Use CU-2539-24](#) Request by Oscar Jaramillo, Agent for MadPower Training Center LLC, to Obtain an Amusement and Recreations Services, Drinking Places, and Restaurant Conditional Use to Operate an Event Space As Well As a Potential Future Restaurant Located on Property Associated with 5264 Anton Drive  
  
Motion to approve by Gabriella Gerhardt, second by Shelley Malofsky, with striking condition #8 for a total of 15 conditions as prepared by staff.  
  
Friendly amendment by Carol Poole to amend condition #4 as follows: "Operation of a full kitchen/restaurant with dining is required and other event activities shall be secondary to restaurant operations. Kitchen shall be in place and inspected prior to occupancy."  
  
Friendly amendment by Josh Knackert to add condition #16 as follows: "Applicant shall continue work with the Latino Chamber of Commerce to enter into a shared parking agreement and install a safe sidewalk connection between the two properties."  
  
Approved
- B. [Public Hearing and Consideration of Rezone RZ-2546-24](#) Request by John Thompson & Jane Bartell, Agent for Thompson Engineering LLC, to Rezone Property from PDD-SIP (Planned Development District – Specific Implementation Plan) to R-LM (Low to Medium Density Residential) Allow for a Residential Development on Property Located off Oak Meadow Drive  
Approved

- C. [Preliminary Plat PP-2547-24](#) Request by John Thompson & Jane Bartell, Agent for Thompson Engineering LLC, to Create a Preliminary Plat to Create 13 Parcels, Including 11 Buildable Lots, on Property Located off Oak Meadow Drive  
Approved
- D. [Certified Survey Map CS-2543-24](#) Request by Ayesha Liaqat, Agent for Hoophoe Holdings LLC, to Create a Certified Survey Map for the Purpose of Consolidating 2 Existing Lots into 1 Buildable Lot on Property Associated with 2735 Rimrock Road  
Approved
- E. [Final Plat FP-2544-24](#) Request by Sherry YU, Agent for AY Development LLC, to Obtain Final Plat Approval to Replat 1 Existing Outlot into 12 Buildable Lots on Property Located in the Terravessa Neighborhood  
Approved
- F. [Public Hearing and Consideration of Ordinance 2024-O-16](#) Amending Chapter 22 Zoning Ordinance to Amend Article III. Relative to Permitted and Conditional Uses in the Business Highway Zoning District Section 22-310 Relative to Permitted Uses, and Section 22-311 Relative Conditional Uses  
Vice Chair Steven Heller opened the public hearing. No one spoke.  
Motion by Gabriella, second by Carol, to postpone this item to the June 18, 2024, Plan Commission meeting.
- G. [Ordinance 2024-O-12](#) Amending Chapter 27 to Reduce the Minimum Curvature of Private Roads  
Approved
- H. [Resolution R-96-24](#) Approving an Affidavit of Correction to the First Addition to Swan Creek of Nine Springs Lots 109 and 110 to Reduce the Vision Corner at the Right-of-Way Intersections from 40 feet to 25 feet Consistent with City of Fitchburg Code of Ordinances  
Approved
- I. [Resolution R-89-24](#) Approving First Amendment to Agreement for Subdivision Improvements in the Plat of Hartung Fields  
Approved

### Applications Processed

| Type                                            | 2023 Totals | January   | February  | March     | April     | May       | June | July | August | September | October | November | December |
|-------------------------------------------------|-------------|-----------|-----------|-----------|-----------|-----------|------|------|--------|-----------|---------|----------|----------|
| Architectural Design Review                     | 12          | 1         | 1         | 3         | 1         | 0         |      |      |        |           |         |          |          |
| Rezone / Conditional Use Permit                 | 21          | 1         | 1         | 1         | 4         | 2         |      |      |        |           |         |          |          |
| Certified Survey Map                            | 18          | 0         | 0         | 0         | 3         | 1         |      |      |        |           |         |          |          |
| Comprehensive Development Plan Preliminary Plan | 4           | 0         | 2         | 0         | 0         | 1         |      |      |        |           |         |          |          |
| Final Plat                                      | 5           | 0         | 1         | 1         | 0         | 1         |      |      |        |           |         |          |          |
| Other                                           | 41          | 1         | 6         | 4         | 2         | 4         |      |      |        |           |         |          |          |
| Variance                                        | 0           | 0         | 0         | 0         | 0         | 0         |      |      |        |           |         |          |          |
| Telecommunications Facilities Permit            | 0           | 0         | 0         | 0         | 0         | 0         |      |      |        |           |         |          |          |
| SmartCode Article 3                             | 1           | 0         | 0         | 0         | 0         | 0         |      |      |        |           |         |          |          |
| SmartCode Article 5                             | 36          | 3         | 8         | 13        | 5         | 6         |      |      |        |           |         |          |          |
| Architectural Design Review Admin.              | 17          | 1         | 0         | 1         | 0         | 0         |      |      |        |           |         |          |          |
| Sign Permits                                    | 52          | 7         | 3         | 1         | 5         | 4         |      |      |        |           |         |          |          |
| Zoning Permits                                  | 195         | 9         | 20        | 21        | 18        | 17        |      |      |        |           |         |          |          |
| Early Start Permits                             | 55          | 5         | 8         | 13        | 4         | 6         |      |      |        |           |         |          |          |
| Zoning Letters                                  | 14          | 2         | 0         | 3         | 0         | 0         |      |      |        |           |         |          |          |
| <b>Totals</b>                                   | <b>471</b>  | <b>30</b> | <b>50</b> | <b>61</b> | <b>42</b> | <b>42</b> |      |      |        |           |         |          |          |

### Neighborhood Plans

The neighborhood plans continue to be refined. Staff met with two major landowners in South Stoner Prairie – Payne & Dolan and Yahara Materials. These meetings are key to further refinement of the land use plans. Staff has scheduled a second meeting jointly with Payne & Dolan and Yahara Materials in June. Staff is preparing a working session for the Greenfield steering committee. The working session is scheduled for June 24<sup>th</sup>. Staff provided an update of the neighborhood plans at the May Committee of the Whole.

## Healthy Neighborhoods Programs

- The EQT team is planning for the June Teen Center Open House, June 17<sup>th</sup>, 5 pm at the Wisconsin Latino Chamber of Commerce.
- Council approved the Intergovernmental Agreement with Dane County for the teen center feasibility study.
- Council approved Change Order #1 to the Teen Center Feasibility Study contract with EQT by Design.
- Staff organized the final presentations for the 2023 Healthy Neighborhoods Grant Program grantees.
- With the support of the Human Resources team, staff utilized the Equitable Hiring Tool to revise the Community Development position. With revisions, the position was opened as the Community Development Program Coordinator. The position closes on June 16<sup>th</sup>.

## Sustainability

- Completed Low-Mow May, with 66 registered participants (36 had also participated in 2023 No-Mow May pilot program), covering over 28 acres of property in Fitchburg.
- Working with IT and Building Inspection on possibly adding an automated permitting process for small residential rooftop solar installations. This would be a crucial step in moving Fitchburg from a Bronze to Gold SolSmart community.
- Finalized an agreement with Arch Electric to replace solar inverters on the Public Library and Public Works rooftops. Awaiting confirmation on arrival date for those inverters, at which point we will work on the installation.
- The Bicycle Committee transitioned officially to the Bicycle & Pedestrian Commission. One new citizen member was added to help with the additional focus on pedestrian concerns, with the first meeting of the revamped group to take place in June.
- Attended the DNR Green Tier “South Central Connections” event in McFarland, hosted at their new Public Safety Facility. Took part in a panel on transitioning fleets to less carbon-intensive alternatives, discussing Fitchburg’s recent EV purchases, its electric/hybrid vehicle purchase fund, and plans for future improvements.

## Agricultural & Rural Affairs

The Agricultural and Rural Affairs Committee did not meet in May. Staff is working on the update of the Farmland Preservation Zoning Ordinance. State law requires that the Department of Agriculture, Trade and Consumer Protection (DATCP) certify the City’s ordinance every ten years. The last certification was in 2014. Certification is required for Fitchburg farmers to participate in the [Farmland Preservation Program](#).

## Other

- Development Team Meetings in May:
  - a. Holmes-Bobberschmidt / No Oaks property with Phil Sveum
- Staff wrapped up the Uptown Fitchburg Senior Capstone.
- Staff continues to work on addressing the Parks and Open Space Master Plan comments received.
- Council sent the comprehensive plan amendment to create the Medium-High Future Land Use back to Plan Commission with 9-20 housing units per acre.
- Staff attended the Regional Housing Strategy kickoff of the five-year strategic action plan to address the housing crisis in Dane County.
- Staff attended University of Wisconsin-Madison Professor Tom Landgraf's Real Estate class final presentations. Student final projects proposed redevelopment of several Fitchburg sites.



**MONTHLY UPDATE**

**May 2024**

# MONTHLY UPDATE | MAY



## CALL FOR SERVICE OVERVIEW

The Department handled 1,276 citizen-generated calls for service.

Officers initiated 1,090 calls.

### Compared to last month:

Citizen-generated calls increased by 157. Officer-initiated calls increased by 158.

### Compared to last May:

Citizen-generated calls decreased by 166. Officer-initiated calls increased by 196.

## CRIME

### PROPERTY CRIME

- Four burglaries were reported this month.
- Two vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were no shootings or shots fired reported this month.
- Four firearms were seized as evidence this month.
- No robberies involving a gun were reported this month.

### DOMESTIC VIOLENCE

- Officers investigated nine domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Intentionally Point Firearm at Person | 5/1** | Officers were dispatched to the report of a disturbance involving two individuals. Statements gathered from involved parties indicated there was a verbal disagreement between a male armed with a firearm and a female armed with a taser. During the incident, the male was reported to have pointed the firearm at the female. The male fled the scene and was later located by the Madison Police Department. A stolen firearm was recovered from the male who was booked into the Dane County Jail on charges of Disorderly Conduct While Armed, Carry Concealed Weapon, Receiving Stolen Property – Firearm, Intentionally Point Firearm at Person, and Bail Jumping.

**Aggravated Assault | 5/3** | Officers were dispatched to an establishment in the 6200 block of McKee Road for the report of a female who had been stabbed. Investigation revealed a disturbance between individuals had taken place in the parking lot where a female brandished a cutting instrument and stabbed another female, resulting in a 10-inch long 2-inch deep laceration to the victim. Fitchburg officers rendered medical aid until Fitch-Rona EMS arrived on scene and took over patient care. After further investigation and interviews with witnesses, a 37-year-old

## MONTHLY UPDATE | MAY



female was arrested booked into the Dane County Jail on charges of Disorderly Conduct, Substantial Battery - Intend Bodily Harm with Use of a Dangerous Weapon, and 2<sup>nd</sup> Degree Reckless Endangering Safety with Use of a Dangerous Weapon.

**Battery to Law Enforcement Officer | 5/11 |** Fitchburg officers were dispatched to a residence for the report of an unwanted person. Officers dealt with the subject in question earlier in the day, which resulted in her being trespassed from the property. It had been reported the female returned to the residence, brandished a screwdriver and steak knife, and damaged a vehicle. The first officer to arrive on scene made contact with the female and ordered her to put the screwdriver and knife down, to which she complied. As the officer went to detain the female, she resisted and struck the officer multiple times in the head. The officer was able to decentralize the female and place her in handcuffs. The female was transported to the Dane County Jail and booked in on charges of Disorderly Conduct, Criminal Damage to Property, Resisting, and Battery to Law Enforcement Officer (felony).

**Operating Under the Influence, Hit and Run | 5/18 |** Officers were dispatched to the intersection of Rimrock Road and East Badger Road for the report of a two vehicle accident, with the offending vehicle fleeing the scene. Upon officers' arrival, it was determined there was an injured party in the victim vehicle, who required transport to a local hospital by Fitch-Rona EMS. Witnesses of the incident reported to officers where the offending vehicle was last seen traveling and officers were able to locate it unoccupied parked in front of a residence. There were open intoxicants in plain view in the vehicle. Officers later located the driver of the offending vehicle at a residence in the city of Madison. It was determined the driver was required to have an Ignition Interlock Device installed in his vehicle (which he did not have), his driving status was revoked, and he was not allowed to have an alcohol concentration greater than a .02. A preliminary breath test determined the offender was operating his vehicle at a level almost two times greater than the legal limit, and had exceeded his .02 restriction. He was arrested and booked into the Dane County Jail on charges of OWI Causing Injury (2<sup>nd</sup> offense), Operating with a Prohibited Alcohol Concentration Causing Injury, Hit and Run Causing Injury, and Misdemeanor Bail Jumping. He was also cited for Operating While Revoked, Operator Violate Red Traffic Light, Operating a Motor Vehicle without Insurance, Failure to Install Ignition Interlock Device, and Possess Open Intoxicants in Motor Vehicle.

**Operating Under the Influence & Battery to Law Enforcement Officer | 5/23 |** A Patrol Sergeant on routine patrol observed a vehicle strike a legally parked vehicle on Red Arrow Trail. The same time the Sergeant observed this action, the Fitchburg Communications Center received a traffic complaint on the same vehicle. The Patrol Sergeant conducted a traffic stop on the vehicle and was assisted by other Fitchburg officers. During the traffic stop, officers detected a strong odor of intoxicants emanating from the vehicle and observed the driver, a 42-year-old female, had slurred speech and bloodshot and glossy eyes. Officers requested the female exit the vehicle and instead she attempted to start her vehicle and flee. Officers then had to physically remove the female from the vehicle. Once the female was detained and escorted to a squad car, she continued to resist and then bit and latched onto an officer's arm. This action to the officer caused the officer's skin to break and bleed, and left teeth marks with severe bruising. The officer received treatment at a local hospital for the bite. The female was transported and booked into the Dane County Jail on charges of Battery to Law Enforcement Officer (felony), and Resisting/Obstructing

## MONTHLY UPDATE | MAY



an Officer. She was also cited for Operating Under the Influence (1<sup>st</sup> Offense) and Failure to Keep Vehicle Under Control.

**Possession of Methamphetamine | 5/25** | A Fitchburg officer on routine patrol observed a vehicle commit several traffic infractions and conducted a stop on the vehicle. The officer observed signs of drug impairment from the driver and requested a canine to the scene. The canine indicated a positive alert on the vehicle for the presence of illegal narcotics. A search of the vehicle resulted in the locating of illegal narcotics and multiple items of drug paraphernalia. The driver of the vehicle, a 34-year-old female, was arrested and booked into the Dane County Jail on charges of Possession of Methamphetamine and Possession of Drug Paraphernalia (both felonies).

**Recklessly Endangering Safety While Armed | 5/30** | Officers were dispatched to a disturbance occurring in the 2600 block of Post Road. While officers were en route, the Fitchburg Communications Center received information that a person involved in the disturbance had a firearm. Witness statements and surveillance video review confirmed that a subject did indeed possess a firearm during the disturbance. Officers were able to identify the subject with the gun and attempted contact at his residence, which was unsuccessful. After multiple attempts of trying to get the suspect to exit the residence, a search warrant was drafted and applied for. With the assistance of the Dane County Tactical Response Team, entry was made into the residence and two subjects were detained, questioned, and charged for their crimes committed. A search of the residence yielded a firearm and items related to the possession and use of illegal drugs. The primary suspect in this incident, a 25-year-old male, was arrested and booked into the Dane County Jail on charges of 2<sup>nd</sup> Degree Recklessly Endangering Safety While Armed, Disorderly Conduct While Armed, Possession of THC, and Possession of Drug Paraphernalia.

# MONTHLY UPDATE | MAY



| <b>NOTABLE CALLS FOR SERVICE</b> |             |                                 |                       |                                                                                                                                |
|----------------------------------|-------------|---------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Case Number</b>               | <b>Date</b> | <b>Location</b>                 | <b>Alder District</b> | <b>Incident Description</b>                                                                                                    |
| 24-08522                         | 5/1/2024    | 2700 Novation Pkwy              | 3                     | Disorderly Conduct while Armed, Receiving Stolen Property, Intentionally Point Firearm at a Person                             |
| 24-08615                         | 5/3/2024    | 6200 McKee Rd                   | 4                     | 2nd Degree Recklessly Endangering Safety while Armed, Substantial Battery                                                      |
| 24-08768                         | 5/5/2024    | 2900 Index Rd                   | 3                     | Automobile Theft                                                                                                               |
| 24-08875                         | 5/6/2024    | Pembroke Ct/Osmundsen Rd        | 4                     | 2nd Degree Recklessly Endangering Safety, Eluding                                                                              |
| 24-08901                         | 5/6/2024    | 5500 Quarry Hill                | 4                     | Burglary: Residential, Theft                                                                                                   |
| 24-09279                         | 5/11/2024   | 4500 Belmar Cir                 | 1                     | Battery to Law Enforcement Officer, Resisting/Obstructing Officer, Disorderly Conduct while Armed, Criminal Damage to Property |
| 24-09340                         | 5/12/2024   | 2300 High Ridge Trl             | 2                     | Intimidation of a Victim, Contempt of Court                                                                                    |
| 24-09451                         | 5/13/2024   | 200 Deer Valley Rd              | 3                     | False Imprisonment                                                                                                             |
| 24-09575                         | 5/15/2024   | 1900 Pike Dr                    | 2                     | Possession of Methamphetamine                                                                                                  |
| 24-09709                         | 5/17/2024   | 700 W Badger Rd                 | N/A                   | Possession of Methamphetamine                                                                                                  |
| 24-09778                         | 5/17/2024   | 2900 Index Rd                   | 3                     | Battery: Domestic, Intimidation of a Victim, Resisting/Obstructing Officer                                                     |
| 24-09793                         | 5/18/2024   | 6100 McKee Rd                   | 4                     | Resisting/Obstructing Officer, Operating Under the Influence                                                                   |
| 24-09816                         | 5/18/2024   | 5100 Lacy Rd                    | 3                     | 3rd Degree Sexual Assault, Resisting/Obstructing Officer, Battery: Domestic                                                    |
| 24-09842                         | 5/18/2024   | Rimrock Rd/E Badger Rd          | 3                     | Operating Under the Influence Causing Injury, Hit and Run                                                                      |
| 24-10193                         | 5/23/2024   | Red Arrow Trl/Aztec Trl         | 1                     | Battery to Law Enforcement Officer, Resisting/Obstructing Officer, Operating Under the Influence                               |
| 24-10281                         | 5/24/2024   | 4600 Unity Ln                   | 1                     | Burglary, Theft                                                                                                                |
| 24-10405                         | 5/25/2024   | Rimrock Rd/E Badger Rd          | 3                     | Possession of Methamphetamine, Possession of Drug Paraphernalia in Presence of Child                                           |
| 24-10470                         | 5/27/2024   | Fish Hatchery Rd/Greenway Cross | 2                     | Possession of Cocaine                                                                                                          |
| 24-10557                         | 5/28/2024   | 2500 Rimrock Rd                 | 3                     | Resisting/Obstructing Officer                                                                                                  |
| 24-10634                         | 5/28/2024   | Commerce Park Dr/Basswood Dr    | 4                     | Possession of Methamphetamine                                                                                                  |
| 24-10770                         | 5/30/2024   | 3000 Fish Hatchery Rd           | 2                     | Possession of Cocaine, Operating Under the Influence                                                                           |

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

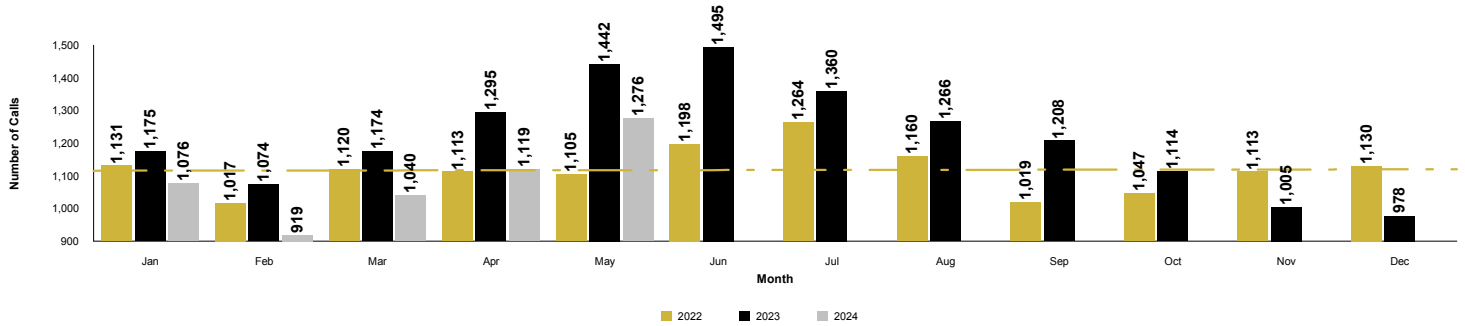


# City of Fitchburg Police Department

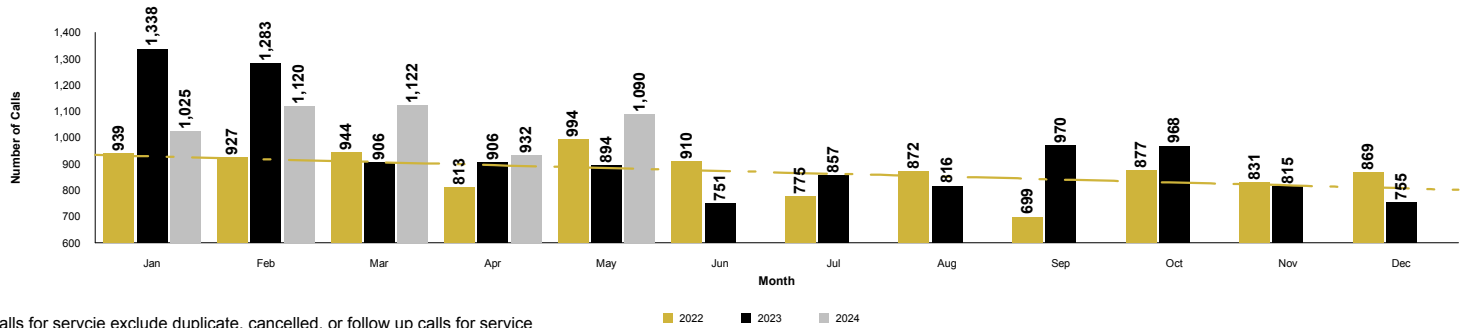
Police Activity  
May of 2024



## Citizen Generated Calls



## Officer Initiated Calls



Calls for service exclude duplicate, cancelled, or follow up calls for service

## Noteable Incidents

|                    | 2023 |     |     |     |     |     |     |     |     |     |     |     | 2024 |     |     |     |     |
|--------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|
|                    | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May |
| Abduction/FI       | 0    | 0   | 1   | 0   | 1   | 2   | 2   | 0   | 1   | 0   | 2   | 1   | 2    | 0   | 0   | 4   | 1   |
| Murder             | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   | 0   | 0   | 0   |
| Homicide           | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   | 0   | 0   | 0   |
| Robbery            | 1    | 0   | 1   | 2   | 0   | 1   | 1   | 0   | 0   | 2   | 1   | 1   | 0    | 1   | 0   | 0   | 0   |
| Sexual Assault     | 1    | 3   | 0   | 4   | 2   | 1   | 2   | 1   | 1   | 1   | 2   | 0   | 3    | 0   | 1   | 0   | 0   |
| Aggravated Assault | 9    | 7   | 4   | 6   | 9   | 4   | 2   | 8   | 4   | 3   | 4   | 5   | 3    | 5   | 2   | 3   | 5   |
| Burglary           | 8    | 4   | 3   | 5   | 2   | 7   | 8   | 4   | 5   | 1   | 2   | 10  | 5    | 3   | 4   | 2   | 4   |
| Theft of Auto      | 4    | 1   | 21  | 8   | 9   | 5   | 4   | 11  | 3   | 3   | 4   | 3   | 3    | 4   | 5   | 2   | 2   |
| Theft from Auto    | 12   | 7   | 5   | 10  | 10  | 6   | 7   | 4   | 3   | 3   | 10  | 5   | 4    | 3   | 2   | 9   | 12  |

Noteable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

|               | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Theft of Auto | 5   | 1   | 23  | 9   | 9   | 6   | 8   | 11  | 3   | 4   | 4   | 4   | 3   | 4   | 5   | 2   | 3   |
| Shots Fired   | 0   | 2   | 2   | 2   | 4   | 2   | 0   | 2   | 0   | 1   | 2   | 0   | 0   | 0   | 0   | 3   | 0   |
| Domestic      | 15  | 12  | 18  | 16  | 15  | 16  | 16  | 13  | 17  | 8   | 14  | 17  | 18  | 8   | 7   | 21  | 9   |

These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

|           | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Accidents | 68  | 52  | 39  | 51  | 57  | 66  | 51  | 48  | 56  | 50  | 52  | 49  | 70  | 41  | 54  | 38  | 52  |

|                    | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Traffic Monitoring | 197 | 118 | 143 | 128 | 118 | 107 | 111 | 111 | 189 | 168 | 110 | 51  | 49  | 105 | 130 | 139 | 151 |
| Traffic Stop       | 258 | 251 | 212 | 182 | 185 | 149 | 216 | 205 | 246 | 283 | 238 | 196 | 283 | 502 | 501 | 303 | 404 |

City of Fitchburg Police Department

Chief Alfonso Morales

5520 Lacy Rd

Phone: 608-270-4343



# Public Works Monthly Department Report

For the Month of: **May 2024**

## Transportation/Transit

- Bus Rapid Transit (BRT): The Locally Preferred Alternative (LPA) was approved by City of Madison on June 4, 2024. Met with Dane County and City of Madison regarding BRT on CTH D/Fish Hatchery Rd.
- Fitchrona Road Reconstruction: Met with Town of Verona regarding cost sharing, continued consultant work on final plans, specifications, estimate, and transportation project plat.
- Osmundsen Road Traffic Calming: Held multiple traffic calming committee meetings, finalized survey for neighborhood feedback on proposed traffic calming improvements.
- Pembroke Drive and Raritan Road: Held neighborhood meeting regarding the recent crash and other traffic calming efforts on Pembroke. Finalized speed board location and initial stop sign visibility enhancements.
- 2024 Sidewalk Replacement: Continued work on plans and specifications. Advertising of project anticipated in June.
- 2024 Street Maintenance: Opened bids on May 8, 2024. Thunder Road, LLC was the low bidder at \$1,070,899.91. This project is scheduled for approval in June.
- 2024 Street Resurfacing:
  - Paving work completed on Grandview, Seminole, Vroman, Whalen, Niagara, Vintage, and Vineyard.
  - McGaw and Dommers is anticipated to be proof rolled the week of June 10<sup>th</sup>.
  - Curb replacement on Commerce Park, Windsona, Cheryl, Verde View, and Rosellen completed. Milling scheduled for the week of June 10<sup>th</sup>.
  - Sawcutting for patching on Commerce Park, Osmundsen, Richardson, and West Beltline Frontage completed.
  - Concrete poured for speed tables on Sentinel and Crescent.
- Syene Road (Phase I): Patching repairs completed. Lacy and Syene traffic signal was reset two times.
- Syene Road (Phase II): Met regarding utility coordination. This work was held up slightly by severe storm.
- Syene Road (Phase III): See above. Reviewed specifications.
- Reviewed and approved about ten right of way (ROW) permits for driveways, electrical services, and communications services. Worked with several residents to solve ROW/easement disputes with utilities.

## Stormwater

- Construction of the Greenway Cross Stormwater improvements project began at the beginning of May. Project is anticipated to be completed in mid-June.
- Staff continued inspections of city-owned stormwater management facilities.
- Staff completed Wisconsin Department of Natural Resources (DNR) General Permit application and received permit approval for wetland fill associated with the Crescent Road Stormwater Improvements project.
- Staff attended Badger Mill Creek Stakeholder Group and Green Tier meetings.
- Staff continued to move Total Maximum Daily Load (TMDL) modeling project forward with an anticipated completion by August.
- Staff responded to flooding on Fitchburg Road and began to analyze potential options for improvements.

## Utilities

- Crescent Road Water Main Replacement: Submitted permit application to DNR.
- Well 4: Due to the length of time it has taken to complete treatment of Well 10 and the time of year, looking to complete Well 4 treatment in the fall.
- Well 5: Monitoring loss of capacity. Water Well to complete pump test in June.
- Well 10: Finished treatment and motor maintenance. Reinstalled well pump assembly.
- Well 12: Released drilling contract for bid. Bid opening is scheduled for June 13, 2024.
- Tower D: Continued design work.
- Unidirectional Flushing Program: Continued work on developing this program.
- Large Meter Replacements: Continued replacing 1.5" and 2" meters.
- Consumer Confidence Reports & Compliance Maintenance Annual Reports (CMAR) Reports: Drafted reports.
- Sanitary Sewer Cleaning: Continued cleaning. One-third of the system is cleaned each year.
- Valve Exercising: Continued turning valves. One-fifth of the system valves are exercised each year.
- Completed spring fire flow tests.
- Terravessa (2<sup>nd</sup> Add) - Inspected curb stops.
- Water System Repairs:
  - Replaced hydrant valve bolts at 5694 Wilshire Drive on May 21, 2024.

## Parks

- McGaw Pickleball Courts: Design work continued. Plans submitted for review.
- McKee Siding: Design work continued.
- McKee Tennis Ball Courts: Construction continued.
- Tower Hill Park Shelter: Held kickoff meeting. Plans submitted for review.

- Performed daily park rounds and shelter cleaning.
- Emptied trash and recycling containers throughout the park system.
- Installed shade structure fabrics at the McKee Farms Park splash pad and inclusive playground.
- Started up and opened the splash pad at McKee Farms Park.
- Four staff members are mowing parks and terraces Monday through Friday.
- Began string trimming parks.
- Striped soccer fields at McKee Farms Park and Fahey Fields, and foul lines at McGaw and Greenfield Parks.
- Prepared 25 baseball/softball diamonds for games.
- Delivered mulch for multiple volunteer activities in addition to the community gardens.
- Restored and seeded path at Gorman Wayside Veterans Memorial Park.
- Turned on 28 drinking fountains and 3 community garden water lines.
- Rough mowed Greenfield Park for wild parsnip control.
- Assisted with the major repair on the John Deere mower.
- Removed large split hazard tree on McGann Lane.
- Weeded and mulched the splash pad at McKee Farms Park.
- Weeded and mulched Gorman Wayside Veterans Memorial Park for Memorial Day service.
- Restored the new basketball court at Southdale Park.
- Finished restoration of the McKee Farms Park parking lot.
- Removed Arrowhead playground and prepped area for new playground.

## **Building & Grounds**

- Fitchburg HUB: Bid opening was held on May 29, 2024. Kenneth F. Sullivan Co. submitted the lowest responsive bid at \$4,280,960. This bid is 18% higher than the architect's estimate of approximately \$3.6M. This project is scheduled for referral and approval in June.
- Front Counter Remodel: The work began in May for this project. Bauer removed countertops, drywall, columns, gates, etc. and began framing. Remaining work is anticipated to be completed in July.
- Library Chiller: Installed new geo pumps.
- Police Station Facility: Additional funding was approved for sustainable measures and for social worker space.
- Removed digital signage tv from wall at police entrance.
- Patched and painted wall where tv was located at police entrance.
- Replaced faulty horn/strobe in apparatus bay at Fire Station No. 3.
- Repaired leaking valve in geothermal pipe at Fire Station No. 3.
- Changed filters in rooftop unit at Fire Station No. 3.
- Shampooed carpet in two rooms at Senior Center.
- Installed tv on wall at Senior Center.

## Refuse & Recycling

- Staff presented to the Fitchburg Active Women's Group on proper recycling practices.
- Staff completed the Solid Waste Collection Request for Proposal (RFP). Proposals will be received on July 1, 2024.
- Responded to resident questions regarding brush pickup from storm damage.
- Sent street sweeping to laboratory for chemical analysis to determine if sweepings can be beneficially reused.

## Streets

- Removed one culvert at Vineyard Road and Fish Hatchery Road with no replacement.
- Streets staff attended the American Public Works Association (APWA) conference in Madison.
- Removed and poured sidewalk along Fitchrona Road, adjacent to Target.
- Numerous sign repairs throughout the City.
- Rejuvenated the Fitchburg Commerce Park sign.
- Windstorm brush clean up.
- High water cleanup.
- Swept 100 cubic yards of debris from the streets.
- Hauled 810 cubic yards of yard waste from the recycle center to the stockpile.
- Performed vehicle maintenance on 10 vehicles/equipment and made 22 vehicle/equipment repairs.
- Started gravel shouldering work on newly paved roads.

## Other

- Developments:
  - Hartung Fields: First Amendment approved. Continued management and inspection of project.
  - Highfield (Phases IA, IB, 2): Worked on punchlists.
  - Highfield (Phase 3): Reviewed plans and submittals. Held preconstruction meeting. Began grading work.
  - Inspiration of Swan Creek: Reviewed plat.
  - Lacy Ridge: Sent out another punchlist reminder and held site meeting to review list and urgency to get this completed.
  - Ochalla: Drafted/distributed warranty punchlist.
  - Terravessa: Continued warranty punchlist work. SES completed soil borings within park. Waiting on report.
  - Terravessa (CSM, 1<sup>st</sup>, and 3<sup>rd</sup>): Reviewed bond calculations and punchlists. Released bonds for CSM and 1<sup>st</sup> Addition and received revised bond for 3<sup>rd</sup> Addition.

- Terravessa (2<sup>nd</sup> Addition): Reviewed punchlist.
  - Terravessa (4<sup>th</sup> Addition): Reviewed plans and submittals. Held preconstruction meeting. Executed Subdivision Improvements Agreements (SIA), received bond & contracts, etc. Began grading work.
  - Commercial Developments: Completed occupancy inspection for Arlo. Worked with Avalon on sidewalk replacement and Encompass on road replacement. Contractors continued work on occupancy inspection punchlists for the Boys & Girls Club, The Edge, and Terravessa (Lots 36 & 37).
  - Planning Reviews: Completed approximately 8 reviews.
  - Summer interns for transportation, environmental, and utility engineering started.
- 

Performed multiple storm damage hazard tree removals from the May 21 storm.



Attended Cities and Villages Mutual Insurance Company (CVMIC) held bucket-truck safety training.



Prior to resurfacing, replaced two culverts on Vineyard Road.





## Senior Center Monthly Department Report

For the Month of: **May 2024**

### Programs

**New programs:** 11 new one-time programs for May 2024

**Monthly on-going programs:** 31 on-going programs

**Program Spotlights:** What a month it was Celebrating Older Americans Month! The Senior Center recognized 41 seniors at or over the age of 90. The celebration also drew over 60 participants for the lunch and entertainment.



The Senior Center was once again pleased to offer educational presentations with the UW School of Medicine. Two wonderful med students spoke on the topic of **Five Daily Habits to Happiness**.

From healthy exercise options to educational programming on topics like **Writing Your Obituary** to **Living Well with Chronic Pain**, the Senior Center offers programming that meets the needs of the Fitchburg senior community each day throughout the year.

### Nutrition Program

**Congregate Meals:** 737

**Home Delivered Meals:** 1049

**Total:** 1786

### Case Management Program

**New client referrals:** 8

**Medicaid clients served:** 17

**Case management clients served:** 74

**Client Trends** – Increase in clients being non-renewed by apartment management, which has led to increase in clients needing assistance finding alternative housing.

SW staff organized group of Fitchburg women aged 90+ to gather at the Senior Center and share their life stories and life lessons with each other.

Clients with dementia and/or complex health issues requiring a significant amount of time from SWs as their needs change.

SW staff received funds from Dane County to clean a client's apartment who has been a hoarder for many years.

### Other/Admin

- Attended Aging Advocacy Day at the State Capital.
- Working with Community Center staff and Senior Center staff on ordering new tables/chairs for upper level of Community/Senior Center.
- Kicked off Multicultural Workgroup to address the Inclusion Toolkit designed for Senior Centers.
- Completed Wisconsin Association of Senior Centers re-accreditation.
- Met with staff from Outreach Community Center and PFLAG – organizations supporting LGBTQ+ older adults and their families.
- Met with GIS specialist to learn more about GIS and how it can benefit the Senior Center.
- Attended re-occurring meetings: Department Head, bi-weekly staff meetings, Commission on Aging Well, Fitchburg Senior Center Friends, Dane County Focal Point Directors, and Area Agency on Aging Legislative Committee.

**Link to a video produced by Beyond Words Productions LLC featuring senior center participants giving advice to the young navigating the world today.**

<https://www.youtube.com/watch?v=TgjdulZShIQ>



**Summer opening of the patio.**



# Administration Monthly Report

**For the Month of: June 2024**

## Meetings

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 monthly meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings  
Attended Committee of the Whole meeting  
Attended weekly Police Services Facility meetings  
Attended DCCVA meeting  
Meetings with referendum workgroup  
Meetings with strategic plan workgroup  
Meetings with Mueller Communications  
Met with Verona School District representatives  
Meetings with Allyson Brunette Consulting  
Met with representatives of Park Bank, Certco, UW Health, and Avante  
Attended bi-monthly meeting with Promega  
Attended weekly communication update meeting  
Attended Fitchburg Veterans Memorial Park meeting  
Attended Large Audience Plan meeting

## Staff Projects

Worked with staff on various projects and policies including but not limited to: Quarry Ridge mountain bike trail, Jamestown Quarry development, Country View Mobile Home Park, fireworks campaign, short term rentals, Fish Hatchery Road, large audience plan, Fitchrona Road, WPPA negotiations, HUB, development sites, staff reclassification process, 2025 operating budget, strategic plan, referendum, Police Services Facility, communication webpage, implementation of new city hall hours, and front counter remodel.

## **Events and Collaboration with Businesses & Residents**

Provided a monthly video update for residents via FACTv interview

Attended Pride flag raising

Attended Juneteenth flag raising

Attended Irish Fields Apartment ribbon cutting

Attended the Resource Fair/Strategic Plan pop-up event at Southdale Park

Attended the Strategic Plan pop-up event at the farmers market



# Assessing Monthly Department Report

For the Month of: June 2024

## Inspections Completed Over the Past Month

- Ten scheduled inspections completed

## Projects Completed Over the Past Month

- Completed Open Book
  - Total objections – 222 parcels
    - Assessments changed - 112
    - Assessments sustained - 110
- Held initial meeting of Board of Review and adopted standardized policies and procedures manual with the help of the Clerk's office, City Attorney, and outside legal counsel
- Sent out revised assessment notices for properties that changed
- Finalized all values in advance of Board of Review
- Submitted preliminary Municipal Assessment Report
- Worked with Clerk's office to complete final Personal Property Value Report and submit to the Department of Revenue
- Continued response to a high volume of email/phone/in-person inquiries regarding changed assessments, revaluation process, taxes, etc.
- Reviewed 148 Open Book objections
- Held 1:1's with all staff

## Major Projects in Progress

- Integrating new department vehicle
- 2025 budget
- Post-BOR assessment appeals in circuit court
- Planning and prep for 2024 Board of Review
- Planning and prep for 2025 assessment roll work

## Projects in the Next Month

- Complete 2025 budget
- Begin Board of Review
- Work on AMC Trial
- Begin prep work for 2025 assessment roll



# Building Inspection Monthly Department Report

For the Month of: June 2024

## All Permits Issued

121

## Commercial Projects

One multi-family 169 units  
25 alteration/repair/addition/other

## Other Permits

Seven new single family  
One new two family  
  
87 1 & 2 family alterations/additions/other

## Total Construction Value (All Permits)

\$40,972,208



## Clerk Monthly Department Report

For the Month of: June 2024

### Elections

- Processed 1,230 absentee ballot requests via mail when ballots were delivered from the County on June 24. Continued to process, on average, 20 more per day.
- Continued review and approval of voter registration and absentee ballot requests through the [www.myvote.wi.gov](http://www.myvote.wi.gov) website.

### Permits

- Issued 46 pet permits

### Licensing

- Processed and approved 55 alcohol license applications
- Approved 18 new operator licenses.
- Approved 12 sound permit applications
- Approved Move N Groove event

### Projects

- Continued work on possible referendum questions
- Remodel of front counter work continued
- Held interviews for vacant Municipal Clerk Assistant position (formerly receptionist)

### Board of Review

- Continued work on BOR meeting agenda and packet materials

### Other

- Processed nine open records requests



## Economic Development Monthly Department Report

For the Month of: June 2024

### Economic Development

WISDOT TEA grant program response, TIF requests from Sub-Zero Group and Court & Cork, organized Isomark presentation at Ag & Rural Affairs, assisted Aleda Bourassa with SBDC on industrial park information, reviewed sustainability plan, worked with Isomark to identify Fitchburg equestrian owners, TID follow up for Ehlers/DOR

### Business/Developer Outreach

Thirty-three business and developer contacts with several requiring additional outreach and/or supplying additional information

### Community Development

Organized fitness equipment ribbon cutting with Parks, drafted and sent out press release, worked with Kelly Moss on car show supplies and permitting, outreach to the USPS

### Housing

Launched Efficiency Navigator Program, reviewed Housing Ready checklist, prepared agenda, meeting packet and minutes for HAC, attended Irish Fields apartment ribbon cutting, worked with Assessing to gather data for Sustain Dane, and gathered housing sites for SCS

### Prospects/RFP

Provided Buxton data to Golden Nest, cold call to Sprouts Farmers Market

### Meetings

HAC meeting, FCVBB Board Meeting, SSPN meeting with property owners, Greenfield Neighborhood Plan internal meeting, Zoning Board of Appeals, Efficiency Navigator, met with City of Madison on Energy Future Grant, attended the Ag & Rural Affairs meeting, CEDA meeting, Ehlers TID request, Judith Stadler re: sustainability plan

### Marketing/Tourism

Attended and had a display at the Entrepreneurs Conference, ordered pens and USBs for marketing packets and giveaways

### **Other**

Logo/trademark renewal, plaque for Irish Fields Apartments, began onboarding process for Loreen Gage, worked on budget, talking points for fitness equipment and Irish Fields Apartments ribbon cuttings



Patrick Anderson, EMS Chief

101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## July-2024

| EMS Calls for Service |              |              |             |                           |
|-----------------------|--------------|--------------|-------------|---------------------------|
| Month                 | 2022         | 2023         | 2024        | Change from Previous Year |
| January               | 341          | 432          | 412         | -5%                       |
| February              | 285          | 359          | 386         | 8%                        |
| March                 | 346          | 411          | 384         | -7%                       |
| April                 | 328          | 376          | 382         | 2%                        |
| May                   | 381          | 391          | 414         | 6%                        |
| June                  | 370          | 403          | 469         | 16%                       |
| July                  | 349          | 359          |             |                           |
| August                | 372          | 440          |             |                           |
| September             | 369          | 445          |             |                           |
| October               | 342          | 414          |             |                           |
| November              | 387          | 405          |             |                           |
| December              | 427          | 423          |             |                           |
| <b>Total</b>          | <b>4,267</b> | <b>4,858</b> | <b>2447</b> | <b>3.4%</b>               |

| Runs by Municipality  |        |        |              |                               |
|-----------------------|--------|--------|--------------|-------------------------------|
| Municipality          | Jun-24 | Jun-23 | Year to Date | Percent of Total Runs to Date |
| City of Fitchburg     | 272    | 273    | 1650         | 67%                           |
| City of Verona        | 110    | 100    | 623          | 25%                           |
| Town of Verona        | 11     | 8      | 56           | 2%                            |
| City of Madison       | 6      | 3      | 35           | 1%                            |
| Belleville (District) | 2      | 0      | 17           | 1%                            |
| Mount Horeb (Dist)    | 6      | 8      | 30           | 1%                            |
| Other                 | 7      | 11     | 36           | 1%                            |

| Fractile Times for Previous Month |                             |                              |
|-----------------------------------|-----------------------------|------------------------------|
|                                   | Service Median (in minutes) | 90th Percentile (in minutes) |
| Notified to Enroute               | 1.45                        | 2.60                         |
| En Route to Arrived on Scene      | 4.86                        | 9.03                         |
| Notified to Arrived on Scene      | 6.57                        | 10.68                        |
| On scene to Transporting          | 15.22                       | 25.07                        |
| Transporting to Destination       | 15.65                       | 24.26                        |
| At Destination to Unit in Service | 12.17                       | 19.43                        |

| 2024 Estimated Call Volume 5021 |        |          |
|---------------------------------|--------|----------|
| Special Reporting               | Jun-24 | Jun-23   |
| Naloxone Administration         | 1      | 7        |
| Car 15/17 Responses             | 10     | 6        |
| Out of Resources                | 2024   | 2023     |
| All trucks on calls - June      | 29     | 21       |
| Mutual Aid Required - YTD       | 22     | 42 Total |

|                                              |       |
|----------------------------------------------|-------|
| Average calls per day - Previous Year (2023) | 13.31 |
| Average calls per day - Year to date         | 13.45 |

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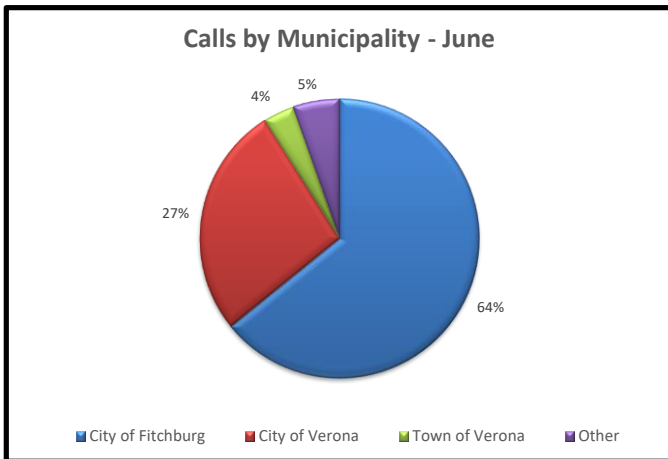
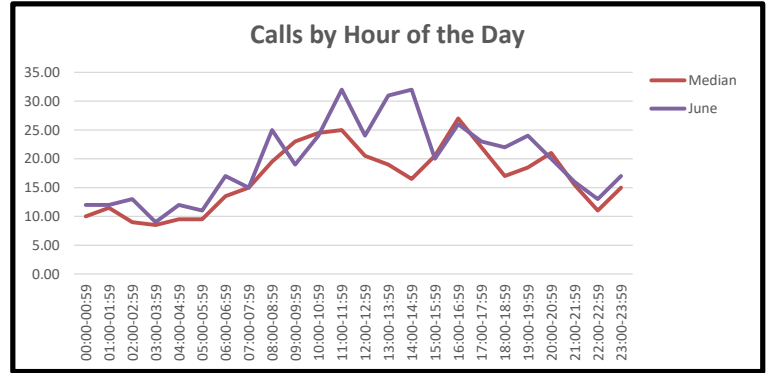
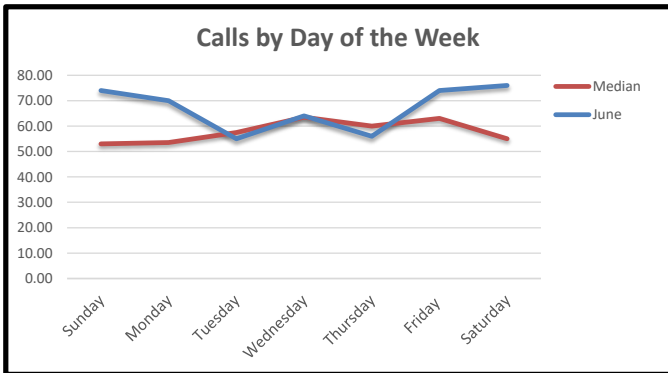
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### Statistics



| Top 70% Dispatch Reasons for Calls for Service - June |               |                      |                |
|-------------------------------------------------------|---------------|----------------------|----------------|
| Previous Month                                        | Current Month | Complaint            | Percentage     |
| 1                                                     | 1             | Falls                | 17.27 %        |
| 5                                                     | 2             | Sick Person          | 16.63 %        |
|                                                       | 3             | Breathing Problem    | 7.68 %         |
| 3                                                     | 4             | Unknown Problem      | 7.46 %         |
| 4                                                     | 5             | Chest Pain           | 5.76 %         |
| 2                                                     | 6             | Unconscious/Fainting | 5.76 %         |
| 6                                                     |               | Traffic Incident     | 4.90 %         |
|                                                       |               | Traumatic Injury     | 3.84 %         |
|                                                       |               | Stroke               | 3.2            |
|                                                       |               |                      | <b>72.50 %</b> |

| Calls by Station - June |       |            |
|-------------------------|-------|------------|
| Station                 | Count | Percentage |
| Verona                  | 145   | 31%        |
| FB Sta 2                | 179   | 38%        |
| FB Sta 3                | 145   | 31%        |

## Financial Report

### A/R Aging (as of June 30th, 2024)

|                  | 0-30             | 31-60            | 61-90            | 91-120           | 121-150         | 151-180        | 180+             | Total              |
|------------------|------------------|------------------|------------------|------------------|-----------------|----------------|------------------|--------------------|
| 3Rivers          | \$1,721          | \$9,853          | \$10,680         | \$28,445         | \$38,917        | \$6,311        | \$246,286        | \$342,213          |
| EMS MC           | \$941,894        | \$353,193        | \$327,066        | \$271,192        | \$27,306        | \$0            | \$150            | \$1,920,800        |
| <b>Total</b>     | <b>\$943,615</b> | <b>\$363,045</b> | <b>\$337,745</b> | <b>\$299,637</b> | <b>\$66,223</b> | <b>\$6,311</b> | <b>\$246,436</b> | <b>\$2,263,013</b> |
| <b>Current %</b> | <b>41.7%</b>     | <b>16.0%</b>     | <b>14.9%</b>     | <b>13.2%</b>     | <b>2.9%</b>     | <b>0.3%</b>    | <b>10.9%</b>     | <b>100.0%</b>      |
| <b>Goals</b>     | 40.0%            | 20.0%            | 10.0%            | 7.0%             | 5.0%            | 3.0%           | 15.0%            | 100.0%             |

### Cash on Hand

|                    | 6/28/2024              | Previous Month         | Previous Year          | Change from Prev Month | Change from Prev Year  |
|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Checking/Market    | \$ 1,627,496.65        | \$ 777,173.16          | \$ 740,848.06          | \$ 850,323.49          | \$ 886,648.59          |
| Savings            | \$ 51,561.04           | \$ 51,521.52           | \$ 19,741.71           | \$ 39.52               | \$ 31,819.33           |
| Oak Bank - CD 8518 | \$ 150,931.43          | \$ 150,931.43          | \$ 150,931.43          | \$ -                   | \$ -                   |
| Oak Bank - CD 0852 | \$ 101,139.62          | \$ 100,000.00          | \$ 100,000.00          | \$ 1,139.62            | \$ 1,139.62            |
| Oak Bank - CD 1824 | \$ 200,000.00          | \$ 200,000.00          |                        | \$ -                   | \$ 200,000.00          |
| WISC Funds         | \$ 261,387.13          | \$ 260,308.14          | \$ 249,240.52          | \$ 1,078.99            | \$ 12,146.61           |
| <b>Total Cash</b>  | <b>\$ 2,392,515.87</b> | <b>\$ 1,539,934.25</b> | <b>\$ 1,260,761.72</b> | <b>\$ 852,581.62</b>   | <b>\$ 1,131,754.15</b> |

### Assigned Fund Balances - Oak Bank

|                             | 6/30/2024           | Previous Month      | Previous Year       | Change from Prev Month | Change from Prev Year |
|-----------------------------|---------------------|---------------------|---------------------|------------------------|-----------------------|
| FAP Funds (Restricted)      | \$ 9,367.13         | \$ 9,367.13         | \$ 1,161.19         | \$ -                   | \$ 8,205.94           |
| 2024 EPIC Grant             | \$ -                | \$ -                | \$ 1,167.81         | \$ -                   | \$ -                  |
| Labor Contract Funds        | \$ 24,000.00        | \$ 24,000.00        | \$ 24,000.00        | \$ -                   |                       |
| <b>Total Assigned Funds</b> | <b>\$ 33,367.13</b> | <b>\$ 33,367.13</b> | <b>\$ 26,329.00</b> | <b>\$ -</b>            | <b>\$ 7,038.13</b>    |

### Assigned Fund Balances - WISC - Health Retirement Account Funds

|                             | 6/30/2024            | Previous Month       | Previous Year        | Change from Prev Month | Change from Prev Year |
|-----------------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| Money Market                | \$ 646.26            | \$ 643.56            | \$ 613.32            | \$ 2.70                | \$ 32.94              |
| Investment Acct             | \$ 260,740.87        | \$ 259,664.58        | \$ 248,627.20        | \$ 1,076.29            | \$ 12,113.67          |
| <b>Total Assigned Funds</b> | <b>\$ 261,387.13</b> | <b>\$ 260,308.14</b> | <b>\$ 249,240.52</b> | <b>\$ 1,078.99</b>     | <b>\$ 12,146.61</b>   |

### June Donations

### July Milestones

Dale Dow - 26- Years  
 Gary Salmela - 23- Years  
 Andrew Jensen - 10 Years  
 Nichole Newton - 5 Years  
 Kathryn Floyd - 5 Years  
 Justin Mitmoen - 5 Years  
 Kelly Cloudsdale - 5 Years  
 Ryan Robertson - 4 years  
 Mollie Olson - 2 years  
 Lane Mathson - 1 year  
 Vanessa Kersten - 1 year  
 Ava Montemayor - 1 year

### Comparables - Calls for Service

| Service         | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | Percent Change 2022-2023 |
|-----------------|------|------|------|------|------|------|------|--------------------------|
| Fitch-Rona EMS  | 3077 | 3245 | 3443 | 3505 | 4184 | 4267 | 4858 | 13.9%                    |
| Middleton EMS   | 1816 | 1825 | 1969 | 1898 | 2254 | 2543 | 2715 | 6.8%                     |
| Sun Prairie EMS | 2828 | 2839 | 3165 | 3213 | 3368 | 3692 | 4424 | 19.8%                    |

### Other Updates

Replacement ambulance delivery (2023) now expected to be delayed until **December**  
 Biennial ambulance inspections completed on July 1- Minor deficiencies  
 Currently working through an LTE promotion process to fill the open position held by Kelly

### SHOUT OUTS

Patient email thanking the crew for their "respect and kindness" - Jonah, Jeremy and Ava

|                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Patient Thank you Card - Sara and Ryan                                                                                                              |
| Shout out to Mollie Olson and Lane Mathson for volunteering to work with the State EMS office to make an awesome marketing video for careers in EMS |
| Thank you to Hayden Latsch and Frank Loyo from UW Health for providing Compression-Only CPR training at FPD Amigos en Azul (in Spanish)             |
|                                                                                                                                                     |
|                                                                                                                                                     |



# FACTv Monthly Department Report

For the Month of: June 2024

## Current Productions

- 47 productions completed in June
- 30 meetings completed in June
- 20 (1 show per day) Talking Fitchburg updates in June
- 30 productions scheduled for July
- 20 meetings scheduled for July

## Upcoming Productions

- TF Quarry Hill July 4<sup>th</sup> Parade
- Car Seat Clinic
- FSC Aerobics Promo Video
- Springhill Suites Groundbreaking
- TF Plastic Free July & Bring your own bag event preview
- TF Efficiency Navigator Assessment
- Fitchburg Hub Groundbreaking
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects (On Hold)
- Fitchburg Fire Department Video Projects (On Hold)
- Safe Communities Project (Paid Project)
- LWM Local Government Basics Video Series (Paid Project)

## Department Projects

- Reviewing AI technology and workflows
- Full review of Talking Fitchburg Headlines
- City of Fitchburg Marketing Tools Marketing Plan (working with COM team)
- Fitchburg Room AV Update Project- coming soon

## Department Focus

- FACTv Marketing Project 2024

Strawberryfest at the Fitchburg Farmers Market.



FitCore Park Ribbon Cutting June 2024.





**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

JUNE 2024



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF JUNE

## CALLS FOR SERVICE

| EMERGENCY MEDICAL SERVICES ASSIST | STILL ALARM | MOTOR VEHICLE ACCIDENTS | STRUCTURE FIRES |
|-----------------------------------|-------------|-------------------------|-----------------|
| <b>129</b>                        | <b>65</b>   | <b>7</b>                | <b>1</b>        |

TOTAL CALLS THIS MONTH  
**222**

TOTAL CALLS FOR THE YEAR  
**1,216**

**2023**

TOTAL CALLS THIS MONTH  
**240**

TOTAL CALLS FOR THE YEAR  
**1,426**

**2024**

AVERAGE RESPONSE TIME FOR THE MONTH:

# 5 mins 41 secs

## STAFFING

| CAREER STAFF | PAID-ON-CALL/PAID-ON-PREMISES STAFF | INTERN FIREFIGHTERS | SUPPORT STAFF |
|--------------|-------------------------------------|---------------------|---------------|
| <b>18</b>    | <b>22</b>                           | <b>6</b>            | <b>9</b>      |

\*Approved staffing = 19

\*Approved staffing = 50

\*Approved staffing = 6

\*Approved staffing = 10

TOTAL MEMBERS **55**

## AT A GLANCE

| INSPECTIONS | PUBLIC EDUCATION EVENTS | TRAINING HOURS |
|-------------|-------------------------|----------------|
| <b>66</b>   | <b>5</b>                | <b>561</b>     |



## STRUCTURE FIRE OVERVIEW

The Department responded to a total of 1 structure fires this past month.

### Compared to last month:

One more structure fire call than last month.

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 5 public education event this past month.

- 6/8/2024 - Summer Party at CI Pediatric Therapy Center
- 6/8/2024 - Crohn's and Colitis Foundation Walk at McKee Farms Park
- 6/13/2024 - Night out in Southdale Park
- 6/18/2024 - Firehouse 3 Station Tour (Woods Hollow)
- 6/23/2024 - Birthday Party at Tower Hill Park

## PERSONNEL NOTES

- Resignation received from McHugh
- Leave of Absence: Stewart
- Recommendation to open a Lieutenant process

## RECRUITMENT

- **Battalion Chief process**
  - Candidate Recommendation
- **POX firefighter recruitment process:**
  - No new updates.
- **Full time firefighter recruitment process:**
  - No new updates.



## Finance Monthly Department Report

For the Month of: June 2024

### Routine Finance Cycles

- Debt payments completed without issue.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- Multiple discussions resulted in the finalization of the Mayor's priorities for the Capital Improvement Plan (CIP). The final prioritization was incorporated into the Mayor's Proposed CIP and the document was released to the Council and public. A special Finance Committee meeting was held for Department Head discussions on the requests and a public hearing was held to hear feedback from the public on the proposals. Council proposed amendments to the CIP and CIP adoption are both scheduled for July. <http://www.fitchburgwi.gov/176/Capital-Improvement-Plan>
- The June Committee of the Whole (COW) featured a presentation from Ehler's, the City's external financial advisors, regarding the 10-year financial management plan (FMP) that was developed in coordination with staff and based on the Mayor's Proposed CIP. Using rough percentage change assumptions, all of the City's financial policies are expected to be met over the long-term; however, levy limits will likely be a significant constraint in both the long- and short-term. While these projections are very rough and preliminary, the levy limit gap for the 2025 budget is projected to be \$585,000 (slide 28 of the FMP presentation). Significant levy limit gaps also persist through the remaining 10 years of the plan. <http://www.fitchburgwi.gov/DocumentCenter/View/26968/2024-Financial-Management-Plan-2024-6-26>
- A total of 7,507 quarterly utility bills were generated with 5,263 being mailed and 2,244 being emailed due to customer opting-out of paper bills.
- Budget worksheets were prepared and distributed to Departments. Began calculating and researching additional budget inputs. Initial budget work is completed over the next two months with a first compiled draft of the budget submitted to the Mayor in August. Prioritization will occur with the Mayor in August and September with a Mayor's Proposed Budget issued in late September. <http://www.fitchburgwi.gov/DocumentCenter/View/26898/1-Budget-Schedule-2025>
- The 2023 Annual Comprehensive Financial Report (ACFR) submitted to the Government Finance Officers Association (GFOA) Certificate of Achievement program for excellence in financial reporting. Based on the City's receipt of the award for the past seven years, it is expected that the honor will again be awarded for this report. <http://www.fitchburgwi.gov/DocumentCenter/View/26827/City-of-Fitchburg-ACFR-12-31-2023---Final>

## Special Projects

- Various internal meetings and meetings with the outreach vendor were held about the City's funding gaps and potential November 2024 referendum. Phase three of the services with Mueller has been authorized by Council, which indicates Council's intention to proceed with a referendum.
- Participated in initial internal discussions to prepare for upcoming union negotiations.
- Various meetings to discuss payroll questions and employee handbook updates.
- Various internal discussions about a possible TID 18 development incentive for Sub-Zero. Reviewed the pro-forma for the project and the development agreement for Council consideration in July.
- Worked with bond counsel and financial advisors on the final paperwork for the 2024 debt issuance. Closed on the notes without issue. Posted the activity to the accounting records and updated payment schedules.
- Worked with the public safety leaders to ensure the new public safety maintenance of effort (MOE) requirements and the new reporting required to the State to certify compliance were completed timely and accurately.
- Contracted with a vendor for payroll and human resources advisory services with a goal of fully implementing electronic timesheets for all City employees. This project includes a best practice review of the current process and is likely to result in a change in the current payroll software.
- Updated budget expectations for park fees available for the design and construction of the Hub.

## Staff

- Weekly, bi-weekly, and monthly team meetings held.
- Participated in a strategic plan meeting with the consultant.
- Met with the two new alders about the City's financial position and processes.
- Participated in a webinar about upcoming changes to the Uniform Guidance and Single Audit requirements for grant funding.
- Attended the annual GFOA conference with a variety of sessions including practical accounting rule deep dives, big-picture leadership and communication sessions, and visionary budgeting mental model and robotic processing sessions.

**Statistics**

|                                | <b>2022</b> | <b>2023</b> | <b>Current Month</b> | <b>YTD 2024</b> | <b>Projected 2024</b> |
|--------------------------------|-------------|-------------|----------------------|-----------------|-----------------------|
| Special Assessment Letters     | 625         | 496         | 45                   | 271             | 500                   |
| Payroll Payments               |             |             |                      |                 |                       |
| Checks                         | 182         | 141         | 18                   | 95              | 150                   |
| ACH Payments                   | 7,038       | 7,327       | 561                  | 3,848           | 7,300                 |
| Cash Receipts (non-tax)        |             |             |                      |                 |                       |
| Utility Billing                | 28,522      | 30,435      | 1,011                | 14,442          | 31,000                |
| Library                        | 521         | 202         | 18                   | 134             | 200                   |
| General                        | 44,692      | 41,922      | 339                  | 2,812           | *6,000                |
| OpenGov                        | -           | -           | 69                   | 489             | 1,000                 |
| Budget Amendments              |             |             |                      |                 |                       |
| Administrative Approval        | 33          | 68          | -                    | 18              | 50                    |
| Council Action                 | 40          | 49          | 7                    | 29              | 50                    |
| Purchasing Transactions        |             |             |                      |                 |                       |
| Accounts Payable Checks        | 1,478       | 1,796       | 319                  | 1,118           | 2,000                 |
| P-Card Transactions            | 4,267       | 4,169       | 360                  | 2,185           | 4,200                 |
| Invoices Generated             |             |             |                      |                 |                       |
| General Customer Invoices      | 470         | 497         | 40                   | 232             | 500                   |
| Quarterly/Annual Utility Bills | 28,612      | 30,126      | 7,507                | 14,998          | 30,000                |
| Final Utility Bills            | 708         | 1,338       | 86                   | 331             | 1,300                 |

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



# Human Resources Monthly Department Report

For the Month of: June 2024

## Projects & Initiatives

- Held first meeting to kick off contract negotiations with WPPA, (Police union).
- First meeting of the Community Equity Committee held. Agendas and minutes are posted on the City's website. The team has an email: [communityequitycommittee@fitchburgwi.gov](mailto:communityequitycommittee@fitchburgwi.gov).
- Joined our strategic plan consultant to pass out community survey postcards during bike week at the Velo UnderRound.
- Held annual audiogram testing for Police, Fire and Public Works employees.
- Informative displays on Juneteenth and Pride are in the display case of City Hall and resources shared with staff, (area businesses, books to read, flag raising and other local events).
- HR team met to discuss next year's budget and initiatives. We have some exciting initiatives to present.
- 2025 health insurance and WRS rates were received. Health insurance rates for the employer went up 8.4% and the WRS rates for the employer went up .7% for general and 4.8% for Police and Fire. More information will be released during annual open enrollment time.
- Olson attended the national SHRM (Society for Human Resources Management) conference in Chicago. Artificial intelligence was a big topic at the conference.

## Permanent Hires and Promotions

- Loreen Gage – Housing Initiatives & Program Specialist (starts 7/22)
- Stephanie Martinez – Municipal Clerk Assistant (starts 7/22)

## Current Permanent Recruitments

- Police Officer – one candidate in final hiring steps (will bring us to 3 vacancies)
- Community Development Program Coordinator – closed with over 40 applicants; interviews tentatively set for July 10<sup>th</sup>
- Battalion Chief – interviews and presentations set for July 10<sup>th</sup>
- Library Assistant I and II – posted and accepting applications

## Turnover of Permanent Employees

- Library Assistant I (part-time)
- Library Assistant II (part-time)

## Workers Compensation Claims

- Police (2)

### HR team mind mapping exercise

The HR team met to brainstorm the youth event to hold over the summer. The outreach event(s) are designed to expose youth to careers in local government.





# Information Technology Monthly Department Report

For the Month of: June 2024

## Projects

The IT team is working on:

- New Arbitrator Server (squad/BWC upgrade and migration)
- Computer replacements continue
- Wireless access point replacements in progress
  - Fire 3 completed
- Virtual Infrastructure updates

## Other Items

- Changes associated with City Hall new hours
- Huegel-Jamestown Park network configuration
- Server maintenance
- New user setups
- Open records request
- Absolute Training
- LiquidFiles Server Upgrade
- Postage machine installation
- Switch replacement (McKee shelter)

## GIS Initiatives

- Map/Figure for Committee of the Whole Meeting
- Contractor concrete replacement mobile application to direct crews
- Increment weather plan maps for PW (streets and parks plow classifications)
- Attended WEM survey123 training

## Statistics

Microsoft email usage (org wide)

| Sent  | Received | Read    |
|-------|----------|---------|
| 27035 | 118847   | 114,679 |

ServiceDesk

192 Helpdesk tickets processed, 14 remain open.



## Legal Monthly Department Report

For the Month of: June 2024

### Development/Land Use Update

- SubZero TID 18 agreement

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and circuit court
- Country View Mobile Home Park issues
- Assist with alcohol licensing issues
- Attended Municipal Attorney's Annual Conference
- Assist with short term rental application



# Library Monthly Department Report

For the Month of: June 2024

## Checkouts/Renewals/Holds

Checkouts – 20,101

Renewals – 5,344

Holds Filled – 5,996

## Programming for Adults

Adult Programs – 7

Adult Program Attendees – 83

## Programming for Kids

Youth Programs – 30

Youth Program Attendees – 1,376

Youth Self Directed Programs – 1

Youth Self Directed Attendees – 223

Teen Programs – 2

Teen Program Attendees – 2

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 40

## Outreach

Programs – 7

Program Attendees – 349

## Computer & Wireless Sessions

Computer Sessions – 489

Wireless Sessions – 27,214

## Meeting Room Reservations

Meeting Room Reservations – 64

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,749

Overdrive Audio Checkouts – 3,037

### Photos with descriptions:

Magic Morgan and our newest kid magician entertaining the summer reading crowd.



Dr. Miranda Braithwaite, veterinarian and owner of SagePet Home Veterinary Care, speaks to patrons about how to optimize the quantity and quality of life for senior pets.



An [endangered Rusty-Patched Bumble Bee](#) was photographed by one of the master gardeners in the Library's pollinator garden.





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: June 2024

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry

### Urban Forestry

- Updated the ash component of the street tree inventory.
- Updated the EAB Management Plan.
- Attended the Invasive Species Council's Invasive Species Action Award ceremony with Sue Easterday as she received an Invasive Species Action Award.
- Inspected approximately 60 trees for storm damage. Generated work order and letters to residents as appropriate. Followed up with private tree owners about what they need to do to clear storm damaged trees.
- Facilitated the treatment of 100 ash trees for EAB.
- Designed a shrub/native plant installation in McGaw Park to reduce mowing and create pollinator habitat. This project may be funded by ARPA/TID closure dollars.
- Met with the contractor about native plant vs weed identification at the Seminole Hwy./Lacy Road roundabout.
- Participated in an ERG meeting.
- Facilitated a Tree Advisory Committee meeting.
- Responded to residents regarding storm damage.
- Continued to mark ash trees for removal.
- Submitted the Alliant Energy Million Trees Grant report.
- Inspected spongy moth damage in Greenfield Park.
- Attended CVMIC Emerging Leader training on professional communication.
- Responded to resident requests for service. Particularly about EAB treatment and storm damage.

### Naturalist

- Facilitated weed management in City of Fitchburg natural areas: Chicory Meadow, Oak Meadow, Wildwood South, Wildwood Kettle, and McGaw Park.
- Communicated natural area management requests to vendors and volunteers.
- Submitted invoices as appropriate.
- Planted donated plants in SC Johnson Park and McGaw Park.

### Volunteer Coordination

- Picked up piles of weeds from Chicory Meadows pulled by volunteers.
- Picked up donated seeds and plants and delivered to volunteers in Chicory Meadows, McGaw Park, and Harlan Hills Prairie for planting.

## Recreation

- Completed coordination of T-ball & Coach Pitch Baseball programs (confirmed coaches, formed teams, created practice/game schedules, distributed equipment).
- Athletic field reservations.
- Finalized Summer Staff Training Manual.
- Met with CI Therapy regarding summer programming at Huegel-Jamestown.
- Summer staff orientation/training the first week of June. Summer programming started Monday, June 10. Summer staff running programs including; Camp Half Days, Camp McKee Adventure Playground, Pee Wee Instructional Soccer, Tennis, Bike Camp, and Open Flag Football.
- Opened registration for NFL Flag Football programs.
- WPRA discount tickets on sale in Recreation Dept. office. Tickets available for Noah's Ark, Mt. Olympus, Milwaukee Zoo and Land of Natura.
- Youth Volleyball Camps held at Glacier Edge School.
- Working with Terry from EBI on quote for table/chair replacements at the Community Center.
- Park Shelter & Community Center rentals.
- Babysitter Training held at Fitchburg Community Center on June 13.
- Began work on youth dance fall programming.
- Payments for various program instructors.
- Recreation program revenue = \$12,077.00
- Community Center rental revenue = \$1,880.00
- Shelter/athletic facility rental revenue = \$8,545.00

## Projects-Park Commission

- Attended monthly Building and Grounds and PRF meeting with City Administrator.
- Met with members of Engberg Anderson Architects to continue discussions on the HUB project.
- Met with EOR to determine next steps for Stoner Prairie Park Plan
- Held monthly update meeting with City Forester/Naturalist on Urban Forestry items.
- Had one locate/meeting with family at Oak Hall Cemetery.
- Attended Finance Committee and Common Council meeting to discuss HUB bids.
- Met with Dan Larsen at Nine Spring Golf Course.
- Met with Parkitecture to continue work on new pickleball court plans.
- Met with Angus Young to continue work on Tower Hill Park shelter renovation and McKee Farms Park shelter improvement plans.
- Park tour with Alder Dantzler
- Met with staff to begin organizing the McKee tennis courts ribbon cutting.
- Met with resident interested in donating a bench at Tower Hill Park.
- Attended Leopold Arbor Hills NRT meeting to present an update on the HUB.
- Met with Deputy City Administrator to discuss POSP update.
- Attended Southdale neighborhood event on June 12.
- Met with Sonic Soccer organization to continue discussions on the expansion of soccer fields at McKee Farms Park.
- Attended CVMIC training in Wauwatosa.

- Attended CVMIC performance evaluation training at City Hall.
- Presented CIP to Mayor
- Met with Allyson Brunette with PRF team regarding City Strategic Plan.
- Attended CEDA meeting to present update of HUB project – after Common Council approval.



## Planning & Zoning Monthly Department Report

For the Month of: June 2024

### Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Rezone RZ-2553-24](#) Request by Fred DeVillers, Agent for IP Holdings LLC, to Rezone Property from PDD-GIP (Planned Development District – General Implementation Plan) to PDD-SIP (Planned Development District – Specific Implementation Plan) to Allow for a Residential Development in the Swan Creek Neighborhood on Property Located off E Cheryl Parkway  
*Approved with the following amendments to Condition 4.c.*  
ix. Minimum rear setback, land condominium units (i.e., the “lots”) 31 – 50: ~~15~~ 10 feet.  
x. Minimum rear setback, land condominium units (i.e., the “lots”) 51 – 60: ~~20~~ 15 feet.
- B. [Public Hearing and Consideration of Rezone RZ-2552-24](#) Request by Jeff Hundley, Agent for Wingra Real Estate LLC, to Rezone Property from R-D (Rural Development) to PDD-GIP (Planned Development District – General Implementation Plan) to Allow for a Commercial and Residential Development on Property Associated with 2975 Kapec Road *Approved.*
- C. [Preliminary Plat PP-2551-24](#) Request by Jeff Hundley, Agent for Wingra Real Estate LLC, to Approve a Preliminary Plat in Order to Subdivide 1 Parcel into 7 Parcels, Including 6 Buildable Lots, on Property Associated with 2975 Kapec Road *Approved.*
- D. [Public Hearing and Consideration of Conditional Use CU-2549-24](#) Request by Garlon Hamilton, Agent for GHamilton Hamilton LLC, to Obtain Conditional Use to Allow the Construction of Two-Family Detached Dwelling Units Located on Property Associated With 5539 Clare Drive *Approved.*
- E. [ADR - Fahey Fields Duplexes](#) Request by Garlon Hamilton, Agent for GHamilton Hamilton LLC, to Obtain Architectural Design Review Approval for Two-Family Detached Dwelling Units Located on Property Associated With 5539 Clare Drive. *Approved.*
- F. [Final Plat FP-2550-24](#) Request by Sherry YU, Agent for AY Development LLC, to Obtain Final Plat Approval to Replat 4 Existing Lots into 15 Buildable Lots in the Terravessa Neighborhood on Property Located Off Brassica and Suelo Road *Approved.*

- G. [Public Hearing and Consideration of Ordinance 2024-O-16](#) Amending Chapter 22 Zoning Ordinance to Amend Article III. Relative to Permitted and Conditional Uses in the Business Highway Zoning District Section 22-310 Relative to Permitted Uses, and Section 22-311 Relative Conditional Uses *Approved*.
- H. [Public Hearing and Consideration of Ordinance 2024-O-07 & Plan Commission Resolution PCR-07-24](#) Adopting the Spring 2024 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map and Text on Page 4-17 to Incorporate a New Medium-High Density Residential (MHDR) Land Use Category and Amend the Text of Page 4-17 of That Plan for the High Density Residential (HDR) Future Land Use Category (Postponed from May 14, 2024 Common Council Meeting)
- Plan Commissioners sought to better understand why council seeks to change to 20 units per acre.*
- Plan Commission denied Plan Commission Resolution, PCR-07-24.*
- Plan Commission approved a recommendation to Council Ordinance 2024-O-07 with 9-15 housing units per acre, which aligns the SmartCode T4 allowable density of 6-14.4 housing units per acre.*
- I. [Resolution R-104-24](#) Approving TPP Amendment No. 2 Related to Reconstruction of Syene Road Phase 3 (West Clayton Road to North of McCoy Road) *Approved*.
- J. [Resolution R-121-24](#) Adopting the 2025-2034 Capital Improvement Plan (CIP) *Approved*.

## Healthy Neighborhoods Programs

- The EQT team held the Teen Center Open House, June 17 at 5 pm at the Wisconsin Latino Chamber of Commerce. The event was well attended. However, many of the attendees were friends, family and supporters. The EQT team will work on a video and survey to engage the broader public.
- Staff reviewed 34 applications for the Community Development Program Specialist. Interviews are scheduled for July 10.
- The Neighborhood Navigator served 53 new clients between January and June. She has also attended several community events including Parks Alive.

### Applications Processed

| Type                                            | 2023 Totals | January   | February  | March     | April     | May       | June      | July | August | September | October | November | December |
|-------------------------------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|------|--------|-----------|---------|----------|----------|
| Architectural Design Review                     | 12          | 1         | 1         | 3         | 1         | 0         | 1         |      |        |           |         |          |          |
| Rezone / Conditional Use Permit                 | 21          | 1         | 1         | 1         | 4         | 2         | 3         |      |        |           |         |          |          |
| Certified Survey Map                            | 18          | 0         | 0         | 0         | 3         | 1         | 0         |      |        |           |         |          |          |
| Comprehensive Development Plan Preliminary Plat | 4           | 0         | 2         | 0         | 0         | 1         | 1         |      |        |           |         |          |          |
| Final Plat                                      | 5           | 0         | 1         | 1         | 0         | 1         | 1         |      |        |           |         |          |          |
| Other                                           | 41          | 1         | 6         | 4         | 2         | 4         | 4         |      |        |           |         |          |          |
| Variance                                        | 0           | 0         | 0         | 0         | 0         | 0         | 0         |      |        |           |         |          |          |
| Telecommunications Facilities Permit            | 0           | 0         | 0         | 0         | 0         | 0         | 0         |      |        |           |         |          |          |
| SmartCode Article 3                             | 1           | 0         | 0         | 0         | 0         | 0         | 0         |      |        |           |         |          |          |
| SmartCode Article 5                             | 36          | 3         | 8         | 13        | 5         | 6         | 4         |      |        |           |         |          |          |
| Architectural Design Review Admin.              | 17          | 1         | 0         | 1         | 0         | 0         | 0         |      |        |           |         |          |          |
| Sign Permits                                    | 52          | 7         | 3         | 1         | 5         | 4         | 2         |      |        |           |         |          |          |
| Zoning Permits                                  | 195         | 9         | 20        | 21        | 18        | 17        | 20        |      |        |           |         |          |          |
| Early Start Permits                             | 55          | 5         | 8         | 13        | 4         | 6         | 8         |      |        |           |         |          |          |
| Zoning Letters                                  | 14          | 2         | 0         | 3         | 0         | 0         | 4         |      |        |           |         |          |          |
| <b>Totals</b>                                   | <b>471</b>  | <b>30</b> | <b>50</b> | <b>61</b> | <b>42</b> | <b>42</b> | <b>48</b> |      |        |           |         |          |          |

### Neighborhood Plans

- Staff met with Public Works and Economic Development staff to discuss the potential for the Greenfield Neighborhood Highway 14 interchange and roadways. It was decided that a specific transportation study is needed to define the best location for the interchange (Irish Lane or further south) and the related east-west connections (County Highway B west to Verona). Staff is exploring the costs and timeline for that transportation study. Staff prepared and held a working session for the Greenfield Steering Committee on June 24.
- The MSA team is developing the online survey for the Greenfield Neighborhood Plan. The survey will be opened in July.

## Sustainability

- The replacement solar inverters have arrived at Arch Electric's facility. Payment is going through for those materials, and we'll be looking to get the replacement install taken care of in the second half of July, which will finally get Fitchburg's entire rooftop solar array operational again.
- The Draft Sustainability Plan is complete and available for review and comments. A community presentation/conversation is scheduled for August 1 at the Community Center, with at least one more event in the works in the community. All staff will receive an email with information on the Draft Plan and a link to review and provide feedback. Discussions will soon commence on implementation of the plan following its anticipated approval by Council in October or November.
- Staff are working on adopting the SolarApp+ portal from NREL (the National Renewable Energy Laboratory), to automate as many as 75% of residential rooftop solar permits, saving staff time and speeding the process for homeowners and contractors. The portal is free to municipalities, but all applicants will be charged a \$25 software fee by NREL, increasing the minimum solar permit fee from \$350 to \$375 while the maximum remains at \$500. Council and Finance Committee will review a Resolution to approve this amendment to Building Inspection fees in early August.

## Agricultural & Rural Affairs

The Agricultural and Rural Affairs Committee met in June to begin discussion on the update of the Farmland Preservation Zoning Ordinance. The committee also heard an update on the Byrne Road Solar Farm after heavy rain caused significant erosion on site. OneEnergy, the applicant and owner, explained the steps taken to repair the damage and prevent further erosion. Jack Heinemann, Chief Operating Officer with Isomark, presented new technology to identify disease in cattle.

## Other

- Development Team Meetings in June:
  - a. Buffalo mixed-use development by Newcomb at Seminole and Lacy
  - b. Internal discussion regarding Madison Area Builders Association's Municipal Housing Solutions Briefing Paper 1
  - c. Proposed mixed-use development west of Rutabaga on Rimrock Road
- On June 4, staff held a Zoning Board of Appeals meeting. The Board reviewed and approved sign variances for the proposed Springhill Suites Hotel at the corner of Limestone Lane and Nesbitt Road.
- Staff prepared the public notices for the Council public hearing on the Medium-High Future Land Use scheduled for August 13.

## Fitchburg Teen Center Public Workshop – June 17, 2024



Photograph courtesy of [EQT: Changing Systems \(mailchi.mp\)](https://www.mailchi.com/EQT:ChangingSystems)



**MONTHLY UPDATE**

**June 2024**

# MONTHLY UPDATE | JUNE



## CALL FOR SERVICE OVERVIEW

The Department handled 1,291 citizen-generated calls for service.

Officers initiated 1,046 calls.

### Compared to last month:

Citizen-generated calls increased by 15. Officer-initiated calls decreased by 44.

### Compared to last June:

Citizen-generated calls decreased by 204. Officer-initiated calls increased by 295.

## CRIME

### PROPERTY CRIME

- No burglaries were reported this month.
- Three vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There was one report of a shooting or shots fired this month.
- One firearm was seized as evidence this month.
- No robberies involving a gun were reported this month.

### DOMESTIC VIOLENCE

- Officers investigated twelve domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Operating Under the Influence, Resisting/Obstructing Officer | 6/15** | An officer on routine patrol initiated a traffic stop on a vehicle for completing an illegal u-turn at a posted no u-turn intersection. Upon contact with the driver, the officer observed signs of impairment. After investigation and completing field sobriety tests, the driver, a 39-year-old male, was arrested for OWI 4<sup>th</sup> offense (felony) and Resisting/Obstructing an Officer. The subject was also cited for Ignition Interlock Device Tampering, Operating While Revoked, and Unlawful U-Turn. The subject was ultimately booked into the Dane County Jail on the above charges as well as a Parole Violation.

**Substantial Battery | 6/17** | Officers were dispatched to a residence in the 1900 block of Pike Drive for the report of two sisters fighting with one being cut with a pair of scissors by the other. Officers arriving on scene located an injured female with a very large and deep laceration to her arm. The victim was transported by EMS to a local hospital and required multiple stitches to the 5-inch long laceration on her arm. The offender, a 35-year-old female, fled the scene before police arrival and subsequently, charges of Substantial Battery-Intend Bodily Harm and Disorderly

## MONTHLY UPDATE | JUNE



Conduct were referred to the Dane County District Attorney's Office for her involvement in the case.

**Child Enticement, Operating Under the Influence, Resisting/Obstructing Officer | 6/19 |** Fitchburg officers were dispatched to the 4900 block of Chalet Gardens Road for the report of people looking into cars with flashlights. After arriving on scene, officers would then locate two individuals, a male and female, unclothed in the backseat of a vehicle. Identification into the parties would reveal the female party was listed as a Missing Juvenile out of another Wisconsin county. After investigation and interviews of both parties, the other party, a 19-year-old male, was arrested for Operating While Intoxicated (1<sup>st</sup> offense), Child Enticement, Sex with a Child, and Exposing Genitals to a Child.

**Possession of Methamphetamine, Resisting/Obstructing Officer | 6/19 |** A Fitchburg Sergeant on routine patrol initiated a traffic stop on a vehicle after observing it go through a flashing red traffic light without coming to a complete stop. Officers observed signs of drug use by the occupants of the vehicle. After a canine sniff and search of the vehicle, 0.6 grams of Methamphetamine, glass-smoking device, a syringe, and other items of drug paraphernalia were located. Subsequently, a 35-year-old female was arrested and booked into the Dane County Jail on charges of Possession of Methamphetamine (repeater), Possession of Drug Paraphernalia, Resisting/Obstructing an Officer, and a Probation Hold. A charge of Possession of Methamphetamine was referred to the Dane County District Attorney's Office for the other occupant of the vehicle, a 34-year-old male.

**Possession of Methamphetamine, Possession of Cocaine | 6/24 |** A Fitchburg officer on patrol initiated a traffic stop on a vehicle for expired registration and failure to maintain lane. After making contact with the driver, a 40-year-old male, it was determined he did not possess a valid driver's license and was showing physical signs of drug impairment. A canine sniff was conducted on the vehicle and nothing of evidence was located. The driver consented to a search of their person and located on him was 2.1 grams of Cocaine, 1.1 grams of Methamphetamine, and a glass crack pipe. The driver was transported to the Dane County Jail and booked in on charges of Felony Bail Jumping, Possession of Methamphetamine, Possession of Cocaine, and Possession of Drug Paraphernalia.

**Carrying Concealed Weapon | 6/28 |** A Fitchburg officer on patrol initiated a traffic stop on a vehicle with a non-functioning passenger side headlight. Upon making contact with the driver, the officer detected the odor of marijuana emanating from the vehicle. A records check of the driver showed that his driver's license had a revoked status. Due to the odor of marijuana, officers searched the vehicle and located a loaded 9mm handgun within reach of the driver. A records check of the driver's CCW permit showed it also had a revoked status. The driver, a 30-year-old male, was arrested for the CCW violation and booked into the Dane County Jail on a charge of Carrying Concealed Weapon.

# MONTHLY UPDATE | JUNE



| <b>NOTABLE CALLS FOR SERVICE</b> |             |                                  |                       |                                                                                                       |
|----------------------------------|-------------|----------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------|
| <b>Case Number</b>               | <b>Date</b> | <b>Location</b>                  | <b>Alder District</b> | <b>Incident Description</b>                                                                           |
| 24-11340                         | 6/7/2024    | 2800 Fish Hatchery Rd            | 1                     | Fraud Against a Financial Institution                                                                 |
| 24-11340                         | 6/7/2024    | 2800 Fish Hatchery Rd            | 1                     | Fraud Against a Financial Institution                                                                 |
| 24-11371                         | 6/7/2024    | 2100 Rosenberry Rd               | 1                     | Battery: Domestic, Intimidation of a Victim, False Imprisonment                                       |
| 24-11371                         | 6/7/2024    | 2100 Rosenberry Rd               | 1                     | Battery: Domestic, Intimidation of a Victim, False Imprisonment                                       |
| 24-11448                         | 6/9/2024    | 2300 Chalet Gardens Rd           | 1                     | Battery: Domestic, Child Abuse                                                                        |
| 24-11448                         | 6/9/2024    | 2300 Chalet Gardens Rd           | 1                     | Battery: Domestic, Child Abuse                                                                        |
| 24-11481                         | 6/9/2024    | 2600 Smithfield Dr               | 1                     | Battery: Domestic, False Imprisonment                                                                 |
| 24-11956                         | 6/15/2024   | S Fish Hatchery Rd/E Cheryl Pkwy | 2                     | Intoxicated Driver, Resisting/Obstructing Officer                                                     |
| 24-12029                         | 6/16/2024   | 2800 Oregon Rd                   | 3                     | Battery: Domestic, Strangulation/Suffocation                                                          |
| 24-12032                         | 6/16/2024   | 1900 Greenway Cross              | 2                     | Automobile Theft                                                                                      |
| 24-12133                         | 6/17/2024   | 1900 Pike Dr                     | 2                     | Substantial Battery                                                                                   |
| 24-12154                         | 6/17/2024   | Pike Dr/Coho St                  | 2                     | 2nd Degree Recklessly Endangering Safety, Disorderly Conduct while Armed, Criminal Damage to Property |
| 24-12246                         | 6/19/2024   | 4900 Chalet Gardens Rd           | 1                     | Child Enticement, Operating Under the Influence, Resisting/Obstructing Officer                        |
| 24-12258                         | 6/19/2024   | USH 12 /Monona Dr                | *                     | Possession of Methamphetamine, Resisting/Obstructing Officer                                          |
| 24-12485                         | 6/21/2024   | 5800 Williamsburg Way            | 1                     | Emergency Detention                                                                                   |
| 24-12637                         | 6/23/2024   | Rimrock Rd/USH 12                | 3                     | Possession of Methamphetamine                                                                         |
| 24-12656                         | 6/24/2024   | Rimrock Rd/E Badger Rd           | 3                     | Possession of Methamphetamine, Possession of Cocaine                                                  |
| 24-12658                         | 6/24/2024   | 2100 CTH MM                      | 4                     | Substantial Battery                                                                                   |
| 24-12747                         | 6/25/2024   | Fish Hatchery Rd/USH 12          | 2                     | Possession w/ Intent to Deliver Psilocin, Narcotics                                                   |
| 24-12816                         | 6/25/2024   | 2000 Greenway Cross              | 2                     | Child Neglect                                                                                         |
| 24-13000                         | 6/28/2024   | Fish Hatchery Rd/Post Rd         | 3                     | Carrying a Concealed Weapon                                                                           |

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

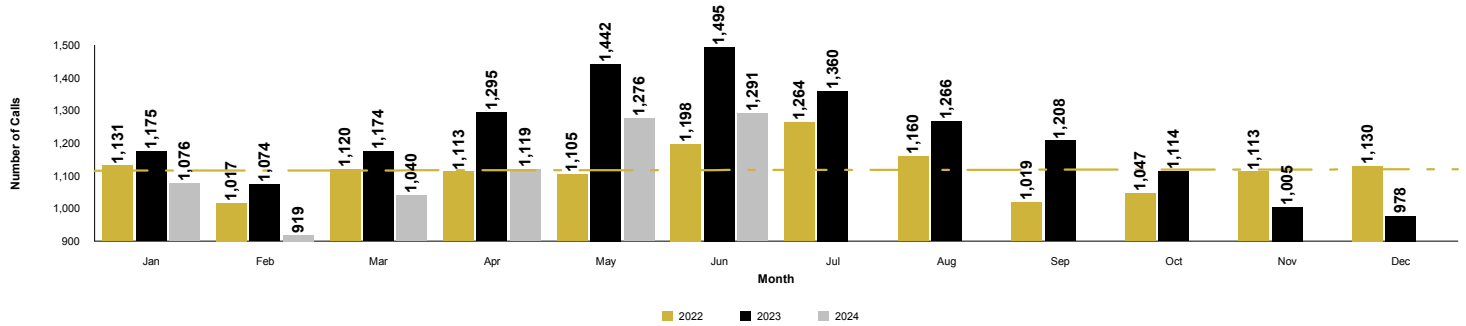


# City of Fitchburg Police Department

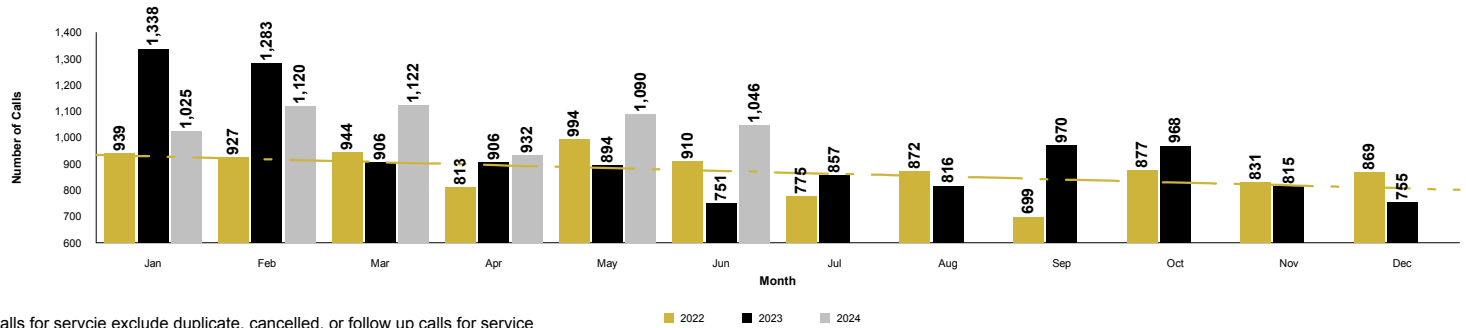
Police Activity  
June of 2024



## Citizen Generated Calls



## Officer Initiated Calls



Calls for service exclude duplicate, cancelled, or follow up calls for service

## Noteable Incidents

|                    | 2023 |     |     |     |     |     |     |     |     |     |     |     | 2024 |     |     |     |     |     |
|--------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|
|                    | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May | Jun |
| Abduction/FI       | 0    | 0   | 1   | 0   | 1   | 2   | 2   | 0   | 1   | 0   | 2   | 1   | 2    | 0   | 0   | 4   | 1   | 2   |
| Murder             | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   | 0   | 0   | 0   | 0   |
| Homicide           | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   | 0   | 0   | 0   | 0   |
| Robbery            | 1    | 0   | 1   | 2   | 0   | 1   | 1   | 0   | 0   | 2   | 1   | 1   | 0    | 0   | 0   | 0   | 0   | 0   |
| Sexual Assault     | 1    | 3   | 0   | 4   | 2   | 1   | 2   | 0   | 1   | 1   | 2   | 0   | 3    | 0   | 1   | 0   | 1   | 0   |
| Aggravated Assault | 9    | 7   | 4   | 6   | 9   | 4   | 2   | 8   | 4   | 3   | 4   | 5   | 3    | 4   | 2   | 3   | 5   | 3   |
| Burglary           | 8    | 4   | 3   | 5   | 2   | 7   | 8   | 4   | 5   | 1   | 2   | 10  | 5    | 3   | 4   | 2   | 4   | 0   |
| Theft of Auto      | 4    | 1   | 21  | 8   | 8   | 5   | 4   | 10  | 3   | 3   | 4   | 3   | 3    | 4   | 5   | 1   | 2   | 3   |
| Theft from Auto    | 12   | 7   | 5   | 10  | 10  | 6   | 7   | 4   | 3   | 3   | 10  | 5   | 4    | 3   | 2   | 9   | 11  | 3   |

Noteable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

|               | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Theft of Auto | 5   | 1   | 23  | 9   | 8   | 6   | 8   | 10  | 3   | 3   | 4   | 4   | 3   | 4   | 5   | 1   | 3   | 3   |
| Shots Fired   | 0   | 2   | 1   | 2   | 4   | 2   | 0   | 2   | 0   | 1   | 2   | 0   | 0   | 0   | 0   | 3   | 0   | 1   |
| Domestic      | 15  | 12  | 18  | 16  | 15  | 16  | 16  | 13  | 17  | 8   | 14  | 17  | 18  | 8   | 7   | 21  | 10  | 12  |

These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

|           | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Accidents | 68  | 52  | 39  | 51  | 57  | 66  | 51  | 48  | 56  | 50  | 52  | 49  | 70  | 41  | 54  | 38  | 54  | 35  |

|                    | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Traffic Monitoring | 197 | 118 | 143 | 128 | 118 | 107 | 111 | 111 | 189 | 168 | 110 | 51  | 49  | 105 | 130 | 139 | 151 | 150 |
| Traffic Stop       | 258 | 251 | 212 | 182 | 185 | 149 | 216 | 205 | 246 | 283 | 238 | 196 | 283 | 502 | 501 | 303 | 404 | 373 |

City of Fitchburg Police Department

Chief Alfonso Morales

5520 Lacy Rd

Phone: 608-270-4343



# Public Works Monthly Department Report

For the Month of: June 2024

## Transportation/Transit

- Bus Rapid Transit (BRT): Staff reviewed 10% plans for the North South BRT.
- Fitchrona Road Reconstruction: Engineering consultant continued to incorporate 90% plan and specification comments into the final design.
- Larger stop signs, stop bars, and reflective tape were installed at the Pembroke Drive and Raritan Road intersection.
- 2024 Sidewalk Replacement: Staff continued to work on the plans.
- 2024 Surface Maintenance: Held a preconstruction meeting on June 9, 2024 and work is anticipated to start in July.
- 2024 Street Resurfacing: Rain impacted the project but grading and paving continued as able. Shouldering completed on most rural roads by City staff.
- Syene Road Phase 1: Incorrect pavement removed and replaced. The rectangular rapid flashing beacon (RRFB) that was hit was scheduled for replacement.
- Syene Road Phase 2: Reviewed final plans and set bid date to coincide with Phase 3.
- Syene Road Phase 3: Utility coordination finalized, and project is clear for advertisement.
- Finalized plans for the LED Streetlight Replacement Project.
- Applied for the Carbon Reduction Program Grant for the Southdale Bike Connection project.
- Attended the Greenfield Neighborhood Steering Committee Meeting.
- Held design kickoff meeting for the Whalen Road Paved Shoulder project.
- Reviewed and approved 10 right of way (ROW) permits for driveways, electrical services, and communications services. Worked with several residents to solve ROW/easement disputes with utilities.

## Stormwater

- Held kickoff meeting for the Fitchrona Road/Goose Lake Stormwater Improvements project.
- Completed construction of the Greenway Cross Stormwater Improvements project.
- Staff responded to several resident inquiries regarding drainage issues following heavy rains.
- Progressed Total Maximum Daily Load (TMDL) water quality modeling project and Crescent Road Stormwater Improvements projects.

- Staff attended a planning meeting for the Rock River Coalition’s annual “The Confluence” meeting. The Confluence annual meeting will be held at the Fitchburg Community Center on November 9, 2024.
- Staff presented on the proposed Yarmouth Greenway streambank stabilization project to the Yahara Watershed Improvement Network (Yahara WINS).

## Utilities

- Crescent Road Water Main Replacement: Received Wisconsin Department of Natural Resources (DNR) approval.
- Well 5: Monitoring loss of capacity. Pump testing delayed until July to accommodate work at Well 10.
- Well 10: Placed Well 10 back into service on June 24 after approximately three weeks of flushing.
- Well 12: Received bids for drilling. Municipal Well & Pump provided the lowest responsive bid.
- Tower D: Continued design work.
- Unidirectional Flushing Program: Continued work on developing this program.
- Large Meter Replacements: Continued replacing 1.5” and 2” meters.
- Consumer Confidence Reports (CCRs) & Compliance Maintenance Annual Reports (CMAR) Reports: Submitted to DNR. Posted CCRs on the website and at City Hall front entrance. Provided a link to the CCR reports on the utility bills and through the City’s social media.
- Sanitary Sewer Cleaning: Continued cleaning. One-third of the system is cleaned each year.
- Valve Exercising: Continued turning valves. One-fifth of the system valves are exercised each year.
- Sanitary Televising: Drafted the 2024 televising area map.
- Updated Water System Emergency Contingency Plan.
- Water System Repairs:
  - Water service leak repair on June 25 at 3072 Portarligton Lane.

## Parks

- McGaw Pickleball Courts: Reviewed plans.
- McKee Siding: Design work continued.
- Tower Hill Park Shelter: Reviewed plans. Design work continued.
- McKee Tennis Courts: Construction continued.
- Performed daily park rounds and shelter cleaning.
- Emptied trash and recycling containers throughout the park system.
- Four staff members are mowing parks and terraces Monday through Friday.
- String trimmed parks and terraces.
- Striped soccer fields at McKee Farms Park, Fahey Fields, flag football field at Tower Hill, and foul lines at McGaw and Greenfield Parks.

- Prepared 52 baseball and softball diamonds for games.
- Delivered supplies for Bike Week at the bike roundabout.
- Removed nine trees damaged from the storms.
- Staked multiple crooked trees after storms.
- Relocated the Hillside Heights playground.
- Cleaned up and mulched the Southdale Park for large event.
- Installed additional hose bib for the Swan Creek Community gardens.
- Started treating ash trees for emerald ash borer.

### **Building & Grounds**

- City Hall Front Counters: Construction continued. Reveal provided on June 28. Project scheduled for completion in July.
- Fitchburg HUB: Awarded project to Kenneth F. Sullivan. Sent out contracts for signature. Setup preconstruction conference for mid-July.
- Library Chiller: Working on punchlist.
- Police Station: Continued design.
- Repaired door openers at City Hall entrance.
- Changed filters on roof top unit for Fire Station No. 2.
- Repaired AC condenser at Fire Station No. 1.
- Replaced two leaking sink drains at library.
- Assembled ten story walk stands at library.
- Repaired kitchen drain at Community Center.
- Repaired leak in geothermal loop at Fire Station No. 3.

### **Refuse & Recycling**

- Received proposal from Pellitteri for the 2025-2029 solid waste collection contract.
- Received lab analysis of street sweepings composition. Staff is working with DNR to determine if beneficial reuse is an option.

### **Streets**

- Mowed 10' path on rural roads and intersections for visibility.
- Purchased an air conditioning recharging tool.
- Painted several crosswalks throughout the City.
- Auctioned the Caterpillar 426 tractor backhoe for \$27,600.
- Cleaned ditch on Fitchburg Road, near Adams Road.
- Installed 4" of blacktop grindings on Schneider Road, ahead of the pulverizing.
- Swept 63 cubic yards of debris from the streets.
- Performed vehicle maintenance on three vehicles/equipment and made ten vehicle/equipment repairs.
- Patched potholes citywide.

- Repaired multiple street signs throughout the city.
- Fed compost/brush chip grinder for three days.

## Other

- CIP: Sent out letters to property owners that may be assessed for upcoming projects informing them about the project and providing them with the Council meeting date.
- Developments:
  - Hartung Fields: Drafted assessment waiver and deed restriction. Sent waiver, deed and first amendment to Hartung for review/execution. Continued management and inspection of project.
  - Highfield (Phases IA, IB, 2): Continued work on punchlists.
  - Highfield (Phase 3): Huston installed water and sanitary sewer. Continued management and inspection of project.
  - Inspiration at Swan Creek: Reviewed plans and released Owner Approval Letters.
  - Lacy Ridge: Continued work on punchlist.
  - Oak Meadow Reserve: Reviewed plans and final plat.
  - Ochalla: Continued work on punchlist.
  - Terravessa: Continued work on punchlist.
  - Terravessa (2<sup>nd</sup> Addition): Continued work on punchlist.
  - Terravessa (4<sup>th</sup> Addition): Approved construction plans. Managed and inspected project. Capitol Underground began installation of sanitary sewer.
  - ThermoFisher: Reviewed Letter of Credit (LOC) calculation.
  - Wingra: Reviewed preliminary plat and traffic impact analysis.
  - Usona: Reviewed bike path plans.
  - Commercial Developments: Completed occupancy inspections for Irish Fields and Avalon. Contractors continued working on occupancy inspection punchlists for the Boys & Girls Club and Arlo.
  - Planning Reviews: Completed approximately eight reviews.

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Water main break repair on June 27, 2024, at 5735 Monticello Way.



Installed new playground at Arrowhead Park.



Installed 1,400 tons of gravel on Seminole Highway, Grandview Road, and Vroman Road.





# Senior Center Monthly Department Report

For the Month of: June 2024

## Programs

**New:** Nine new one-time programs for June 2024

**Monthly on going:** 31

**Spotlights:** Another active month at the Senior Center: raising awareness – PFLAG presentation, Pride Month “It’s more than a Parade”, Friday game days and additional presentations including the famous Craig Culver. Additionally, June opportunities included, Encompass Health of Fitchburg, Summer Rides for Joe, Wood Carving (new) and Advanced Care Planning with UW Hospital.

## Meals

**Congregate Meals:** 514

**Home Delivered Meals:** 900

**Total:** 1414

## Case Management

**New client referrals:** 13

**Medicaid clients served:** 17

**Case management clients served:** 75

### Client Trends and other notables –

- Clients living at the trailer park are facing uncertainty with housing. Rents continue to increase among senior housing developments.
- 30+ clients referred to pilot program through the county which allows access for \$7200 per person. The program is riddled with issues and clients are having a hard time accessing money and services. Program details can be found here: <https://www.dhs.wisconsin.gov/arpa/hcbs-ilsp.htm>
- Two carloads of donated medical equipment that could not be used (gauze, syringes, diabetic equipment, specialized devices, etc.) were donated to the Wisconsin Medical Project which sends items to third world countries.
- Through the faith leaders meeting, social workers working with JFF (Joining Forces for Families) and other entities on a pilot program to help older adults locate housing. Searching for affordable housing involves a great deal of staff time. Pilot program will

recruit and train volunteers to assist older adults with online searches and completing applications.

- Social workers continue to have regular office hours at senior apartments to bring connectedness and a face to those that need assistance.

### Admin/Other

- Attended re-occurring meetings: Department Head, bi-weekly staff meetings, Commission on Aging Well, Fitchburg Senior Center Friends, Dane County Focal Point Directors, Area Agency on Aging Legislative Committee, Wisconsin Association of Senior Centers.
- Special meeting held with Commission on Aging Well to gather information from two senior centers that own and operate their own transportation services.
- Multi-cultural workgroup working on creating an Ambassador Program using diverse volunteers to represent the Senior Center at community gatherings.
- Thank you to Mandi Miller for leading our Pride Month and Juneteenth initiatives each year including our staff photo, display case and pride garden!



# MONTHLY REPORTS JULY 2024

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

**For the Month of: July 2024**

## Meetings

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 monthly meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings  
Attended Committee of the Whole meeting  
Attended Personnel meeting  
Attended weekly Police Services Facility meetings  
Attended DCCVA meeting  
Meetings with referendum workgroup  
Meetings with strategic plan workgroup  
Meetings with Mueller Communications  
Strategic Plan workshops  
Met with Verona School District representatives  
Attended Emergency Management meeting  
Meetings with Allyson Brunette Consulting  
Held interview with communication consultant  
Attended weekly communication update meeting  
Attended Fitchburg Veterans Memorial Park meeting  
Attended Social Media Madison monthly meeting  
Attended CVMIC Media Training & Municipalities training

## Staff Projects

Worked with staff on various projects and policies including but not limited to: OneNeck water/sewer issue, Country View Mobile Home Park, HUB, sustainability plan and EV's, Lacy Garden food pantry, IAFF & WPPA negotiations, 2025 operating budget, Jamestown Quarry, strategic plan, potential referendum, Police Services Facility, Mayor's photo wall project, website archiving, Boys & Girls Club property tax issue, Police Impact Fee

## Events and Collaboration with Businesses & Residents

Provided a monthly video update for residents via FACTv interview  
Attended Building Inspection annual 4<sup>th</sup> of July Cookout at City Hall  
Business onsite visits with Placon, iHeart Media, and Avante  
Attended the HUB groundbreaking





# Assessing Monthly Department Report

For the Month of: July 2024

## Inspections Completed Over the Past Month

- No inspections for the month of July due to Board of Review.

## Projects Completed Over the Past Month

- Two meetings of the Board of Review
  - 5 residential property valuation hearings
    - All values sustained
  - 1 commercial objection dismissed due to an incomplete filing
- Completed 2025 budget documentation
- Completed registration and re-titling of two department fleet vehicles
- Worked through settlement agreement on AMC court case with the City Attorney and outside legal counsel.
- Held 1:1's with all staff

## Major Projects in Progress

- Began prep and preliminary work on 2025 assessment roll
- Began work on 2024 sale reviews
- Board of Review subpoena compliance review
- Continued work on properties currently in litigation

## Projects in the Next Month

- Remaining Board of Review objections
  - 5 residential properties
  - 18 commercial properties
    - Several of these are multiple parcels assessed together
- Commence field work for 2025 assessment roll

## Staffing & Accomplishments

- One employee will be taking IAAO 300: Fundamentals of Mass Appraisal in August
- One employee was recertified as an Assessor II



# Building Inspection Monthly Department Report

For the Month of: July 2024

## All Permits Issued

143

## Commercial Projects

0 Multi-Family

22 Alteration/Repair/Addition/Other

## Other Permits

Eight new single family

Three new two family

110 one & two family alterations/additions/other

## Total Construction Value (All Permits)

\$11,167,585



## Clerk Monthly Department Report

For the Month of: July 2024

### Elections

- Continued to process an average of 25 absentee ballot requests by mail per day throughout the entire month of July.
- Continued review and approval of voter registration and absentee ballot request through the [www.myvote.wi.gov](http://www.myvote.wi.gov) website.
- Conducted absentee voting in five (5) assisted living facilities, going out two days for each facility.

### Permits

- Issued 35 pet permits

### Licensing

- Approved 20 new operator licenses.
- Approved 12 sound permit applications
- Approved Make-A-Wish, Agora Art Fair and Midwest Gypsy Swing Fest events

### Projects

- Continued work on possible referendum questions.
- Remodel of front counter work continued.
- Began onboarding of new Municipal Clerk Assistant position (formerly receptionist).

### Board of Review

- Held two Board of Review meetings including five residential hearings – Board of Review is still in session.

### Other

- Processed 10 open records requests.



# Economic Development Monthly Department Report

For the Month of: July 2024

## Economic Development

TIF requests from Sub-Zero Group and Court & Cork, worked by Springhill Suites on ribbon cutting, prepared agenda and meeting packet for CEDA meeting

## Business/Developer Outreach

31 business and/or developer contacts. Several required additional outreach, follow up or information.

## Community Development

Met to begin planning Hub groundbreaking, outreach to Sullivan and Engberg on Hub groundbreaking, met to begin work on tennis court ribbon cutting, provided feedback on sustainability plan, contacted USPS regarding CPU, organized Hub groundbreaking, drafted and distributed Hub press release, drafted and distributed media information for Hub groundbreaking,

## Housing

Outreach to H & A Advisors, work session with H & A Advisors on rent to own program model, onboarding preparations for Housing Initiatives & Programs Specialist, training of Housing Initiatives & Programs Specialist, outreach to Movin' Out to discuss possible development, Habitat Dane regarding developing condominiums, duplexes or townhomes, meeting with Kathy Kunz and Phil Grupe to learn more about sustainable county and federal grant programs and low interest loans.

## Prospects/RFP

Outreach to Avante regarding broker looking for grocery site

## Meetings

Met with Minuteman to work on Fitchburg clothing store, H & A Advisors, internal Fitchburg store meeting, Efficiency Navigator update, department budget meeting, Bicycle station placement and sponsorships, strategic plan workshop, attended Springhill Suites groundbreaking, attended Hub groundbreaking, CEDA meeting, meeting with Anna Healy to tour the parks, internal meetings with Deanna regarding land for possible development

## Professional Development

ACT Software Training

## Other

Completed and submitted 2025 budget



Patrick Anderson, EMS Chief  
 101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## August-2024

| EMS Calls for Service |              |              |             |                           |
|-----------------------|--------------|--------------|-------------|---------------------------|
| Month                 | 2022         | 2023         | 2024        | Change from Previous Year |
| January               | 341          | 432          | 412         | -5%                       |
| February              | 285          | 359          | 386         | 8%                        |
| March                 | 346          | 411          | 384         | -7%                       |
| April                 | 328          | 376          | 382         | 2%                        |
| May                   | 381          | 391          | 414         | 6%                        |
| June                  | 370          | 403          | 469         | 16%                       |
| July                  | 349          | 359          | 457         | 27%                       |
| August                | 372          | 440          |             |                           |
| September             | 369          | 445          |             |                           |
| October               | 342          | 414          |             |                           |
| November              | 387          | 405          |             |                           |
| December              | 427          | 423          |             |                           |
| <b>Total</b>          | <b>4,267</b> | <b>4,858</b> | <b>2904</b> | <b>6.8%</b>               |

| Runs by Municipality  |        |        |              |                               |
|-----------------------|--------|--------|--------------|-------------------------------|
| Municipality          | Jul-24 | Jul-23 | Year to Date | Percent of Total Runs to Date |
| City of Fitchburg     | 299    | 221    | 1949         | 67%                           |
| City of Verona        | 125    | 104    | 748          | 26%                           |
| Town of Verona        | 13     | 8      | 69           | 2%                            |
| City of Madison       | 1      | 6      | 36           | 1%                            |
| Belleville (District) | 2      | 6      | 19           | 1%                            |
| Mount Horeb (Dist)    | 12     | 5      | 42           | 1%                            |
| Other                 | 5      | 9      | 41           | 1%                            |

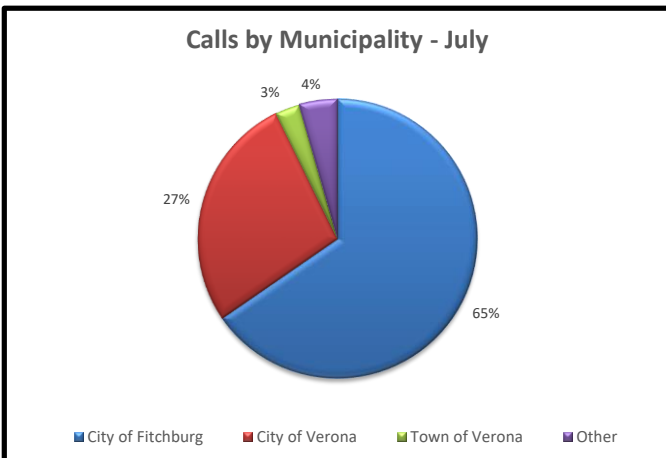
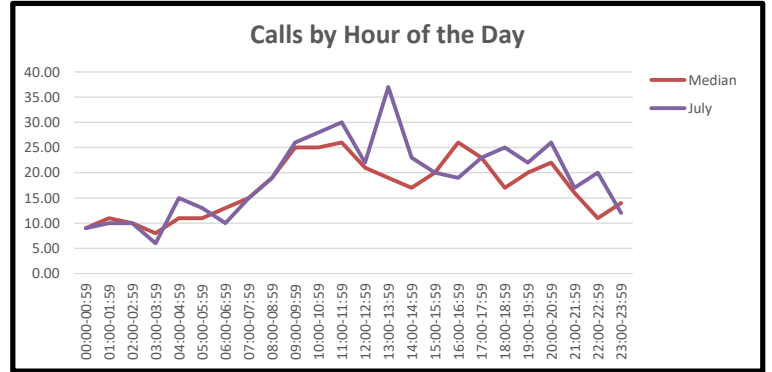
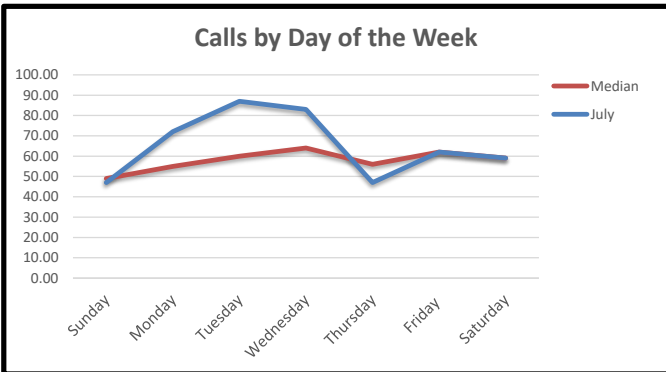
| Fractile Times for Previous Month |                             |                              |
|-----------------------------------|-----------------------------|------------------------------|
|                                   | Service Median (in minutes) | 90th Percentile (in minutes) |
| Notified to Enroute               | 1.45                        | 2.62                         |
| En Route to Arrived on Scene      | 4.74                        | 8.80                         |
| Notified to Arrived on Scene      | 6.43                        | 10.59                        |
| On scene to Transporting          | 13.80                       | 23.33                        |
| Transporting to Destination       | 15.48                       | 22.58                        |
| At Destination to Unit in Service | 11.57                       | 17.11                        |

| Special Reporting          |                            |          |
|----------------------------|----------------------------|----------|
|                            | 2024 Estimated Call Volume | 5187     |
|                            | Jul-24                     | Jul-23   |
| Naloxone Administration    | 2                          | 3        |
| Car 15/17 Responses        | 6                          | 9        |
| Out of Resources           | 2024                       | 2023     |
| All trucks on calls - July | 20                         | 12       |
| Mutual Aid Required - YTD  | 25                         | 42 Total |

|                                              |       |
|----------------------------------------------|-------|
| Average calls per day - Previous Year (2023) | 13.31 |
| Average calls per day - Year to date         | 13.63 |

| Community Events July 7 - August 17                              |                                                          |
|------------------------------------------------------------------|----------------------------------------------------------|
| Fall Prevention Presentation - Verona Senior Center              | DC Dostalek                                              |
| Verona PD - National Night Out                                   | Jeremy Owen and Jamie Ennis                              |
| Fitchburg PD - National Night Out                                | Kristy Schnabel and Jamie Ennis                          |
| Amigos de Azul - EMS Stand teaching CPR with Spanish PR material | Hayden Latsch and Thank you to Frank Loyo - UW           |
| Latino Youth Academy - Public Safety Jobs                        | Sara Imhoff, Ross Williams, Kristy Schabel, Lane Mathson |
| Goodman Aquatic Center - EMS/Lifeguard training sessions         | Patrick Anderson, Sara Imhoff, Lane Mathson              |
| Blood Pressure checks - Verona Library                           | DC Dostalek                                              |

Statistics



| Top 70% Dispatch Reasons for Calls for Service - July |               |                      |                |
|-------------------------------------------------------|---------------|----------------------|----------------|
| Previous Month                                        | Current Month | Complaint            |                |
| 2                                                     | 1             | Sick Person          | 19.69 %        |
| 1                                                     | 2             | Falls                | 18.6 %         |
| 4                                                     | 3             | Unknown Problem      | 6.13 %         |
| 5                                                     | 4             | Chest Pain           | 5.91 %         |
| 4                                                     | 5             | Unconscious/Fainting | 5.91 %         |
| 3                                                     | 6             | Breathing Problem    | 5.03 %         |
| 7                                                     | 7             | Traffic Incident     | 5.03 %         |
|                                                       | 8             | Abdominal Pain       | 4.38 %         |
|                                                       |               |                      | <b>70.68 %</b> |

| Calls by Station - July |     |     |
|-------------------------|-----|-----|
| Verona                  | 144 | 32% |
| FB Sta 2                | 155 | 34% |
| FB Sta 3                | 156 | 34% |

## Financial Report

### A/R Aging (as of July 31st, 2024)

|           | 0-30         | 31-60        | 61-90        | 91-120      | 121-180      | 180+         | Total         |        |
|-----------|--------------|--------------|--------------|-------------|--------------|--------------|---------------|--------|
| 3Rivers   | \$8,632      | \$2,856      | \$5,138      | \$7,556     | \$53,634     | \$235,004    | \$312,819     |        |
| EMS MC    | \$948,332    | \$337,675    | \$259,246    | \$201,283   | \$284,446    | \$8,977      | \$2,039,958   |        |
| Total     | \$956,964    | \$340,530    | \$264,384    | \$208,839   | \$338,080    | \$243,981    | \$2,352,777   |        |
| Current % | <b>40.7%</b> | <b>14.5%</b> | <b>11.2%</b> | <b>8.9%</b> | <b>14.4%</b> | <b>10.4%</b> | <b>100.0%</b> |        |
| Goals     | 40.0%        | 20.0%        | 10.0%        | 7.0%        | 8.0%         | 3.0%         | 15.0%         | 103.0% |

### Cash on Hand

|                    | 7/31/2024              | Previous Month         | Previous Year          | Change from Prev Month | Change from Prev Year  |
|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Checking/Market    | \$ 1,519,829.41        | \$ 1,627,496.65        | \$ 505,734.19          | \$ (107,667.24)        | \$ 1,014,095.22        |
| Savings            | \$ 51,707.66           | \$ 51,561.04           | \$ 19,745.90           | \$ 146.62              | \$ 31,961.76           |
| Oak Bank - CD 8518 | \$ 150,931.43          | \$ 150,931.43          | \$ 150,931.43          | \$ -                   | \$ -                   |
| Oak Bank - CD 0852 | \$ 100,000.00          | \$ 101,139.62          | \$ 100,000.00          | \$ (1,139.62)          | \$ -                   |
| Oak Bank - CD 1824 | \$ 200,000.00          | \$ 200,000.00          |                        | \$ -                   | \$ 200,000.00          |
| WISC Funds         | \$ 262,511.31          | \$ 261,387.13          | \$ 249,895.79          | \$ 1,124.18            | \$ 12,615.52           |
| <b>Total Cash</b>  | <b>\$ 2,284,979.81</b> | <b>\$ 2,392,515.87</b> | <b>\$ 1,026,307.31</b> | <b>\$ (107,536.06)</b> | <b>\$ 1,258,672.50</b> |

### Assigned Fund Balances - Oak Bank

|                             | 7/31/2024           | Previous Month      | Previous Year       | Change from Prev Month | Change from Prev Year |
|-----------------------------|---------------------|---------------------|---------------------|------------------------|-----------------------|
| FAP Funds (Restricted)      | \$ 9,367.13         | \$ 9,367.13         | \$ 1,161.19         | \$ -                   | \$ 8,205.94           |
| 2024 EPIC Grant             | \$ -                | \$ -                | \$ 1,167.81         | \$ -                   | \$ -                  |
| Labor Contract Funds        | \$ 24,000.00        | \$ 24,000.00        | \$ 24,000.00        | \$ -                   |                       |
| <b>Total Assigned Funds</b> | <b>\$ 33,367.13</b> | <b>\$ 33,367.13</b> | <b>\$ 26,329.00</b> | <b>\$ -</b>            | <b>\$ 7,038.13</b>    |

### Assigned Fund Balances - WISC - Health Retirement Account Funds

|                             | 7/31/2024            | Previous Month       | Previous Year        | Change from Prev Month | Change from Prev Year |
|-----------------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| Money Market                | \$ 649.05            | \$ 646.26            | \$ 616.11            | \$ 2.79                | \$ 32.94              |
| Investment Acct             | \$ 261,862.26        | \$ 260,740.87        | \$ 249,279.68        | \$ 1,121.39            | \$ 12,582.58          |
| <b>Total Assigned Funds</b> | <b>\$ 262,511.31</b> | <b>\$ 261,387.13</b> | <b>\$ 249,895.79</b> | <b>\$ 1,124.18</b>     | <b>\$ 12,615.52</b>   |

### July Donations

### August Milestones

Kristy Schnabel - 15 years  
 Amy Hanson - 2 years  
 Carlos Waldschmidt - 2- Years

### Comparables - Calls for Service

| Service         | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | Percent Change 2022-2023 |
|-----------------|------|------|------|------|------|------|------|--------------------------|
| Fitch-Rona EMS  | 3077 | 3245 | 3443 | 3505 | 4184 | 4267 | 4858 | 13.9%                    |
| Middleton EMS   | 1816 | 1825 | 1969 | 1898 | 2254 | 2543 | 2715 | 6.8%                     |
| Sun Prairie EMS | 2828 | 2839 | 3165 | 3213 | 3368 | 3692 | 4424 | 19.8%                    |

### Other Updates

Replacement ambulance delivery (2023) now expected to be delayed until **December**

### SHOUT OUTS

Molly Schulz for showing off the ambulance at FFD story time planned for 50 kids when 130 showed up!  
 Ryan Robertson and Andrew Jensen for great care on a complex pediatric patient from the UW Peds team  
 Thank you card for providing care for a family member to Dale Dow, Jeremy Owen, and Ava Montemayor



# FACTv Monthly Department Report

For the Month of: July 2024

## Current Productions

- 30 productions completed in July.
- 20 meetings completed in July.
- 20 (1 show per day) Talking Fitchburg updates in July.
- 30 productions scheduled for August.
- 25 meetings scheduled for July.

## Upcoming Productions

- Community Night Out
- 6th Annual Youth Arts Festival- Briarpatch
- McKee Tennis Courts Ribbon Cutting
- Cameca Ribbon Cutting
- TF Council Recap
- TF Agora Art Fair
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects (on hold)
- Fitchburg Fire Department Video Projects (on hold)
- Safe Communities Project (paid project)
- LWM Local Government Basics Video Series (paid project)

## Department Projects

- Reviewing AI technology and workflows
- Full review of Talking Fitchburg Headlines
- Fitchburg Room AV Update Project- coming soon

## Department Focus

- FACTv Marketing Project 2024

Fourth of July Neighborhood Parade.



The Hub Groundbreaking - new park and facilities.





# Finance Monthly Department Report

For the Month of: July 2024

## Routine Finance Cycles

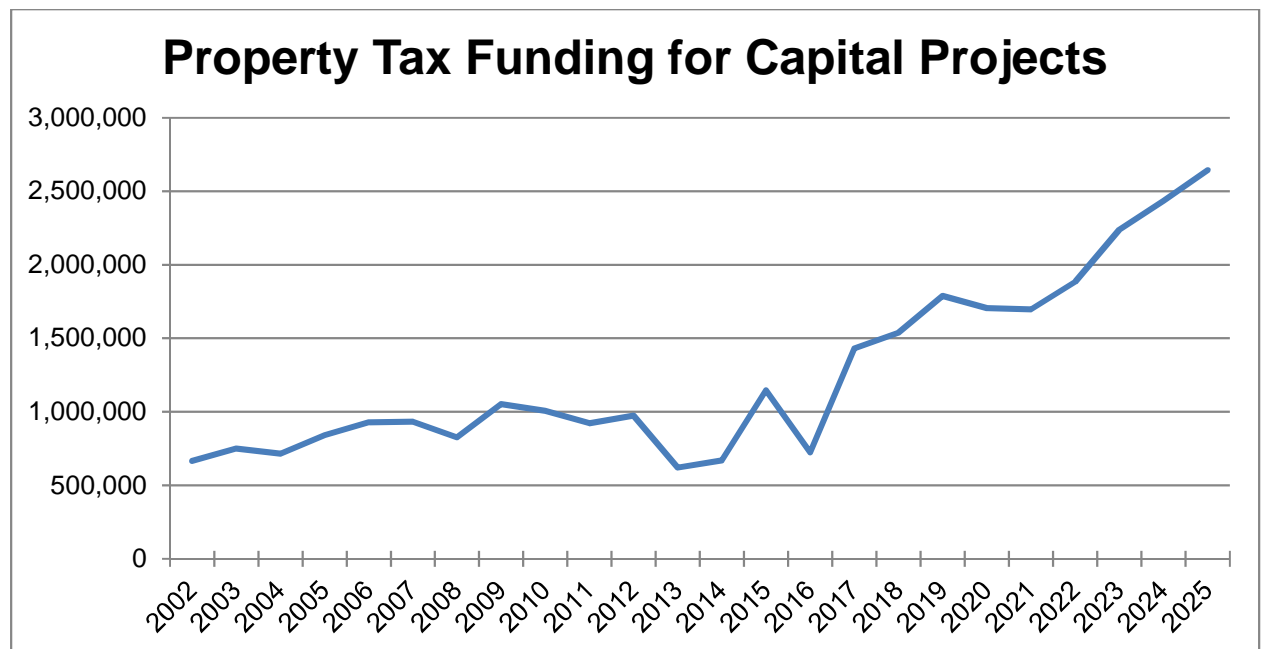
- Debt payments were completed without issue.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council. April and May Treasurer's Report presented to Finance Committee.
- Assisted various departments with questions about purchasing processes and options. Met with the Police Department administrative team to discuss various financial policies and processes.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- Council proposed amendments to the Capital Improvement Plan (CIP) were received and compiled. A public hearing was held to hear feedback from the public on the proposals. The amendments were voted upon (both failed) and the final CIP was adopted. The final document will soon be available on the City's website.  
<http://www.fitchburgwi.gov/176/Capital-Improvement-Plan>
- The July Committee of the Whole (COW) included the annual budget context presentation from the Finance Director and additional conversation about a possible future referendum.
- Significant time was spent on the initial calculations for the 2025 budget including the personnel budget (about 70% of the total budget), revenue projections, inter-fund charges, and the inclusion of the projects in the first year of the Adopted CIP. Answered questions from departments and attended meetings to discuss budget process. Budget requests were received from Departments and steps to review and compile those requests started. A first compiled draft of the budget is submitted to the Mayor in August. Prioritization will occur with the Mayor in August and September with a Mayor's Proposed 2025 Budget issued in late September.
- Received first dollar credit (\$713K) and school levy tax credit (\$7.5m) amounts from the State. Amounts will be remitted to the County in August. The benefit of requesting direct payment from the State is that the City can earn interest on the funds for about a month with minimal cost to wire on to the County.
- Collected approximately \$160,000 in room taxes from seven operators.
- Submitted information to the insurance company as a part of the annual renewal.

**Special Projects**

- Various internal meetings and meetings with the outreach vendor were held about the City's funding gaps and potential November 2024 referendum.
- Participated in initial internal discussions to prepare for upcoming union negotiations.
- Various meetings to discuss payroll questions and employee handbook updates.
- Participated in discussions and review of the development agreement for the Sub Zero Corporate Center planned within TID #18.
- Coordinated with the police department to submit a forfeiture sharing request.
- Attended initial meetings with the consultant for payroll and human resources advisory services and compiled the information requested. This project will likely result in a change in timekeeping/payroll software.
- Fulfilled document requests from the external auditors for the ARPA grant funds examination. Fieldwork to occur in August with a final report expected in fall.
- Prepared calculations and approval documents for assessment claim settlement with AMC for tax years 2021 and 2022. Participated in the special Council meeting to authorize the settlement.
- Accumulated information on accounts eligible for write-off under the City's newly adopted policy. Obtained approval for the write-offs and reported back to the Finance Committee about the amounts included.

**Staff**

- Weekly, bi-weekly, and monthly team meetings were held.
- Participated in both strategic plan workshops.
- Managers participated in performance management training.



**Statistics**

|                                | <b>2022</b> | <b>2023</b> | <b>Current Month</b> | <b>YTD 2024</b> | <b>Projected 2024</b> |
|--------------------------------|-------------|-------------|----------------------|-----------------|-----------------------|
| Special Assessment Letters     | 625         | 496         | 66                   | 337             | 500                   |
| Payroll Payments               |             |             |                      |                 |                       |
| Checks                         | 182         | 141         | 12                   | 107             | 150                   |
| ACH Payments                   | 7,038       | 7,327       | 625                  | 4,473           | 7,300                 |
| Cash Receipts (non-tax)        |             |             |                      |                 |                       |
| Utility Billing                | 28,522      | 30,435      | 5,523                | 19,965          | 31,000                |
| Library                        | 521         | 202         | 15                   | 149             | 200                   |
| General                        | 44,692      | 41,922      | 385                  | 3,197           | *6,000                |
| OpenGov                        | -           | -           | 99                   | 588             | 1,000                 |
| Budget Amendments              |             |             |                      |                 |                       |
| Administrative Approval        | 33          | 68          | 4                    | 22              | 50                    |
| Council Action                 | 40          | 49          | 1                    | 30              | 50                    |
| Purchasing Transactions        |             |             |                      |                 |                       |
| Accounts Payable Checks        | 1,478       | 1,796       | 184                  | 1,302           | 2,000                 |
| P-Card Transactions            | 4,267       | 4,169       | 330                  | 2,515           | 4,200                 |
| Invoices Generated             |             |             |                      |                 |                       |
| General Customer Invoices      | 470         | 497         | 24                   | 256             | 500                   |
| Quarterly/Annual Utility Bills | 28,612      | 30,126      | 7,507                | 14,998          | 30,000                |
| Final Utility Bills            | 708         | 1,338       | 83                   | 414             | 1,300                 |

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



# FITCHBURG FIRE DEPARTMENT



# MONTHLY UPDATE



JULY 2024



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF JULY

## CALLS FOR SERVICE

EMERGENCY MEDICAL  
SERVICES ASSIST

\* 134

STILL ALARM

88

MOTOR VEHICLE  
ACCIDENTS

2

STRUCTURE FIRES

1

TOTAL CALLS THIS MONTH

222

TOTAL CALLS FOR THE YEAR

1,438

2023

TOTAL CALLS THIS MONTH

253

TOTAL CALLS FOR THE YEAR

1,679

2024

AVERAGE RESPONSE TIME FOR THE MONTH:

5 mins 59 secs

## STAFFING

CAREER  
STAFF

17

\*Approved staffing = 19

PAID-ON-CALL/PAID-ON-  
PREMISES STAFF

22

\*Approved staffing = 50

INTERN  
FIREFIGHTERS

6

\*Approved staffing = 6

SUPPORT  
STAFF

9

\*Approved staffing = 10

TOTAL MEMBERS **54**

## AT A GLANCE

INSPECTIONS

27

PUBLIC EDUCATION  
EVENTS

4

TRAINING HOURS

495



## STRUCTURE FIRE OVERVIEW

In Fitchburg, no structure fires.  
Mutual aid, House Fire Oregon

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 4 public education event this past month.

- 7/4/2024 - Neighborhood Fourth of July Parades (3 different neighborhoods)
- 7/9/2024 - Amigos en Azul Car Seat Event
- 7/15/2024 - Firehouse 3 Station Tour (Madison Fire Department)
- 7/18/2024 - Fitchburg Farmers Market

## PERSONNEL NOTES

- Leave of Absence: Stewart, New - Hildebrand
- Recommendation to open a second year intern process

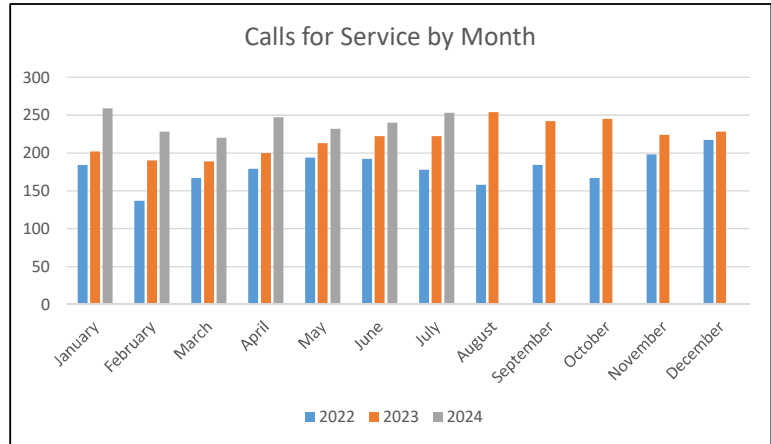
## RECRUITMENT

- **Full time firefighter recruitment**
  - Chief Recommendation.
- **Lieutenant Promotional process:**
  - Chief Recommendation.
- **POX firefighter recruitment process:**
  - No new updates.

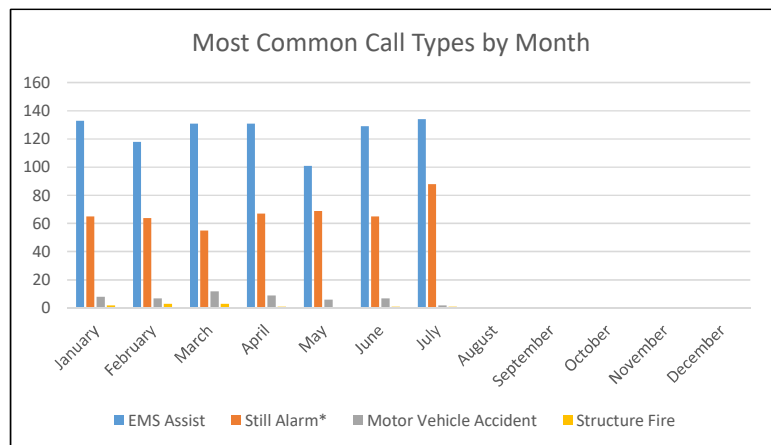


**Fire Department Activity Report**  
 As of July 31, 2024

| Calls for Service by Month |      |      |      |        |
|----------------------------|------|------|------|--------|
| Month                      | 2022 | 2023 | 2024 | Change |
| January                    | 184  | 202  | 259  | 28%    |
| February                   | 137  | 190  | 228  | 20%    |
| March                      | 167  | 189  | 220  | 16%    |
| April                      | 179  | 200  | 247  | 24%    |
| May                        | 194  | 213  | 232  | 9%     |
| June                       | 192  | 222  | 240  | 8%     |
| July                       | 178  | 222  | 253  | 14%    |
| August                     | 158  | 254  |      | -100%  |
| September                  | 184  | 242  |      | -100%  |
| October                    | 167  | 245  |      | -100%  |
| November                   | 198  | 224  |      | -100%  |
| December                   | 217  | 228  |      | -100%  |
| Total                      | 2155 | 2631 | 1679 | 127%   |
| Projection                 |      |      |      |        |

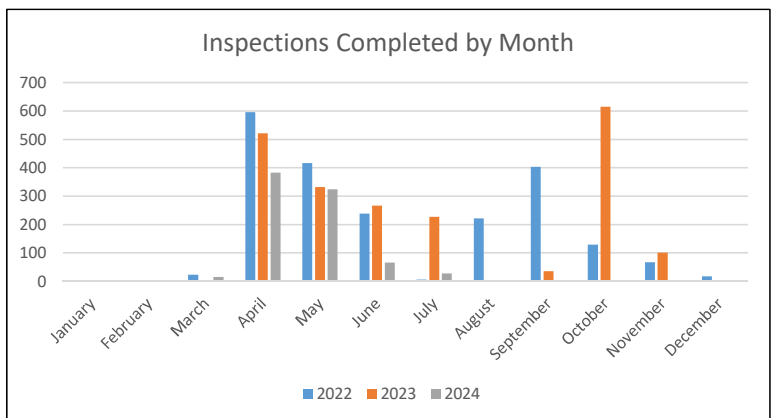


| Most Common Call Types by Month |            |              |                        |                |
|---------------------------------|------------|--------------|------------------------|----------------|
| Month                           | EMS Assist | Still Alarm* | Motor Vehicle Accident | Structure Fire |
| January                         | 133        | 65           | 8                      | 2              |
| February                        | 118        | 64           | 7                      | 3              |
| March                           | 131        | 55           | 12                     | 3              |
| April                           | 131        | 67           | 9                      | 1              |
| May                             | 101        | 69           | 6                      | 0              |
| June                            | 129        | 65           | 7                      | 1              |
| July                            | 134        | 88           | 2                      | 1              |
| August                          |            |              |                        |                |
| September                       |            |              |                        |                |
| October                         |            |              |                        |                |
| November                        |            |              |                        |                |
| December                        |            |              |                        |                |



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

| Inspections Completed by Month |      |      |      |
|--------------------------------|------|------|------|
| Month                          | 2022 | 2023 | 2024 |
| January                        | 1    | 0    | 0    |
| February                       | 0    | 0    | 0    |
| March                          | 23   | 0    | 15   |
| April                          | 596  | 522  | 382  |
| May                            | 416  | 332  | 324  |
| June                           | 238  | 266  | 66   |
| July                           | 6    | 227  | 27   |
| August                         | 221  | 0    |      |
| September                      | 403  | 35   |      |
| October                        | 129  | 615  |      |
| November                       | 67   | 101  |      |
| December                       | 17   | 0    |      |
| Total                          | 2117 | 2098 | 814  |



## FIRE DEPARTMENT STAFFING REPORT

As of July 31, 2024

|                        | Authorized Headcount | Number of Members | Light Duty / On Leave | TOTAL     | +/- Headcount |
|------------------------|----------------------|-------------------|-----------------------|-----------|---------------|
| <b>Career Staff</b>    | <b>19</b>            |                   |                       | <b>17</b> |               |
| Chiefs                 | 4                    | 3                 | 0                     | 3         | -1            |
| Lieutenants            | 3                    | 3                 | 0                     | 3         | 0             |
| Firefighters           | 11                   | 10                | 0                     | 10        | -1            |
| Admin Services Mng     | 1                    | 1                 | 0                     | 1         | 0             |
| <b>Part-Time Staff</b> | <b>66</b>            |                   |                       | <b>37</b> |               |
| Chiefs                 | 2                    | 2                 | 0                     | 2         | 0             |
| Lieutenants            | 3                    | 0                 | 0                     | 0         | -3            |
| Firefighters           | 45                   | 20                | 0                     | 20        | -25           |
| Intern Staff           | 6                    | 6                 | 0                     | 6         | 0             |
| Support Staff          | 10                   | 9                 | 0                     | 9         | -1            |
| <b>Total</b>           | <b>85</b>            | <b>54</b>         | <b>0</b>              | <b>54</b> | <b>-31</b>    |

### PERSONNEL NOTES

- Leave of Absence: Stewart, New - Hildebrand
- Recommendation to open a second year intern process

### RECRUITMENT

- Full time firefighter recruitment
  - Chief Recommendation
- Lieutenant Promotional process:
  - Chief Recommendation
- POX firefighter recruitment process:
  - No new updates

### PROMOTIONS

- Battalion Chief
  - Battalion Chief Kunze and Zuehlke began on August 5th

### FIREFIGHTER OVERTIME

| Month | Total Hours |
|-------|-------------|
| Jan   | 214         |
| Feb   | 287         |
| Mar   | 449.5       |
| Apr   | 246         |
| May   | 250         |
| Jun   | 239.5       |
| Jul   | 442         |
| Aug   |             |
| Sep   |             |
| Oct   |             |
| Nov   |             |
| Dec   |             |

### YEAR-TO-DATE MANDATES

| Month                  | # of Mandates | Total Hours |
|------------------------|---------------|-------------|
| Jan                    | 0             | 0           |
| Feb                    | 0             | 0           |
| Mar                    | 0             | 0           |
| Apr                    | 1             | 10          |
| May                    | 0             | 0           |
| Jun                    | 2             | 20          |
| Jul                    | 6             | 96          |
| Aug                    |               |             |
| Sep                    |               |             |
| Oct                    |               |             |
| Nov                    |               |             |
| Dec                    |               |             |
| <b>TOTAL HOURS:</b>    |               | <b>126</b>  |
| <b>TOTAL MANDATES:</b> |               | <b>9</b>    |

### CURRENT MONTH MANDATES - JUNE

| Date      | Firehouse | Position | Hours |
|-----------|-----------|----------|-------|
| 7/7/2024  | 2         | FF       | 24    |
| 7/12/2024 | 3         | Officer  | 14    |
| 7/13/2024 | 2         | D/O      | 10    |
| 7/14/2024 | 3         | D/O      | 24    |
| 7/20/2024 | 2         | FF       | 10    |
| 7/20/2024 | 2         | FF       | 14    |
|           |           |          |       |



# Human Resources Monthly Department Report

For the Month of: July 2024

## Projects & Initiatives

- [Registration for Government Youth Week](#) is open! HR Intern Sarahi Garcia and Admin Clerk Sarah Masa-Clerk have done a wonderful job of creating this week-long event to get the youth exposed to government careers. Free lunch and transportation available upon request thanks to the Dane County School Consortium.
- The Community Equity Committee met for our second meeting and started a SWOT/SOAR analysis.
- Human Resources held onsite biometric screening for City employees. By attending, employees are eligible for a \$150 incentive.
- Amy Tracy and Sarah Masa-Myers are working with Economic Development to start a City gear website so employees have the ability to purchase City of Fitchburg clothing/items with our logo.
- Started negotiations with the IAFF (Fire union).
- At the July Personnel Committee:
  - Updated the title of Secretary/Receptionist to Municipal Clerk Assistant;
  - Updated the title of Human Resources Generalist to Human Resources Business Partner;
  - Added the PTO schedule for a non-represented employee in the Fire department working 2496 hours in a year; updated overtime section to reflect when eligible for overtime if working 2496 hours and added Battalion Chief to the clothing allowance.

## Permanent Hires and Promotions

- David Zuehlke promoted to Battalion Chief – Congratulations!
- Murilo Alves Zacareli was promoted to Library Assistant I – Congratulations!
- Kyle Walton – Police Officer

## Current Permanent Recruitments

- Community Development Program Coordinator – Finalist is coming in from out of state to meet with the Planning team on 07/29/24.
- Fire Lieutenant – Interviews scheduled for the week of August 12<sup>th</sup>
- Police Officer – Interviews scheduled for August 15<sup>th</sup> (3 vacancies left)!
- Library Assistant I and II – Conditional offer placed

## Turnover of Permanent Employees

- Career Firefighter (1)

## Workers Compensation Claims

- Police (2)



**YOUTH GOVERNMENT WEEK**

Middle and High school students, we invite you to join the City of Fitchburg to discover the inner workings of local government and experience various government careers firsthand through interactive activities and insights from city leaders.

There is no cost for students to attend. Students can also choose to attend by day or the whole week.

**Communications/Journalism & Library Services**  
Date: Monday, August 26th  
Time: 7:45am-3:00pm  
Location: City Hall, Fitchburg, WI

**Human Resources & Elected Officials and Mayor**  
Date: Tuesday, August 27th  
Time: 7:45am-3:00pm  
Location: City Hall, Fitchburg, WI

**Public Safety: Emergency Medical Services, Police, Fire**  
Date: Wednesday, August 28th  
Time: 7:45am-3:00pm  
Location: Fitchburg Fire House #3

**Planning and Zoning & Public Works**  
Date: Thursday, August 29th  
Time: 7:45am-3:00pm  
Location: City Hall, Fitchburg, WI

**Senior Center**  
Date: Friday, August 30th  
Time: 7:45am-3:00pm  
Location: City Hall, Fitchburg, WI

Free Lunch, Transportation Upon Request, & Accommodations available.

Scan the QR code to register:  
Registration link: <https://www.fitchburgwi.gov/2950/Youth-Government-Week>  
Have questions? Call 608-270-4211 or Email: [hr@fitchburgwi.gov](mailto:hr@fitchburgwi.gov)





# Information Technology Monthly Department Report

For the Month of: July 2024

## Projects

The IT team is working on:

- New Arbitrator Server (Squad/BWC upgrade and migration)
- Computer replacements
- Wireless access point replacements in progress
- Virtual Infrastructure updates
- Windows updates

## Other Items

- Group Policy clean up
- Defined terms for OnBase upgrade
- New user setups
- Open records requests
- Updated access for HR job description folder
- Created Youth Government Week webpage for HR
- Submitted IT Budget

## GIS Initiatives

- Geodatabase maintenance
- OpenGov update push of addresses and mapping component
- Updated tree inventory
- Replaced the 2023 FD map book with the 2024 map book on our hub site
- Water/Sewer field and domain update for Utility/Inframap

## Statistics

192 Helpdesk tickets were processed, 40 remain open.



## Legal Monthly Department Report

For the Month of: July 2024

### Development/Land Use Update

- SubZero TIF Development Agreement

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court
- Country View Mobile Home Park issues
- IAFF & WPPA Negotiations
- Board of Review
- Strategic Plan Workshop
- AMC tax assessment lawsuit - settlement



# Library Monthly Department Report

For the Month of: July 2024

## Checkouts/Renewals/Holds

Checkouts – 20,605

Renewals – 6,321

Holds Filled – 6,621

## Programming for Adults

Adult Programs – 7

Adult Program Attendees – 65

## Programming for Kids

Youth Programs – 35

Youth Program Attendees – 1,156

Youth Self Directed Programs – 1

Youth Self Directed Attendees – 212

Teen Programs – 2

Teen Program Attendees – 5

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 24

## Outreach

Programs – 12

Program Attendees – 352

## Computer & Wireless Sessions

Computer Sessions – 517

Wireless Sessions – 30,589

## Meeting Room Reservations

Meeting Room Reservations – 59

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,576

Overdrive Audio Checkouts – 2,921

### Photos with descriptions:

Preschoolers enjoying the interactive "It's a Tiger" storytime.



Ellen Taylor, a Dementia Care Specialist with the Aging and Disability Resource Center of Dane County, speaks about strategies on keeping the brain healthy as we age.



Craft Cafe participants making trinket dishes out of air-dry clay.





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: July 2024

## Parks

- Park/Forestry operations included in Public Works report.

## Forestry

### Urban Forestry

- Finished the Fall Park Tree Planting Project. Put the project on Quest and solicited bids from vendors who have previously bid on tree planting projects.
- Facilitated a TAC meeting.
- Inspected the 2024 spring tree-planting project for summer maintenance/warranty work.
- Wrote a DNR Urban Forestry Grant for an Urban Forestry Strategic Management Plan and corresponding resolution. Presented the grant to TAC for referral.
- Attended the Wisconsin Arborist Association summer conference.
- Continued to mark ash trees for removal as necessary.
- Inspected spongy moth damage in Greenfield Park.
- Responded to resident requests for service. Particularly regarding EAB treatment, dead ash trees and storm damage.
- Met with the Strategic Planning consultant.
- Reviewed the Sustainability Plan and made comments as appropriate.

### Naturalist

- Facilitated weed management in City of Fitchburg natural areas: Chicory Meadows, Oak Meadow, Wildwood South, Wildwood Kettle, and McGaw Park.
- Communicated natural area management requests to vendors and volunteers.
- Submitted invoices as appropriate.

### Volunteer Coordination

- Picked up piles of weeds from Chicory Meadows pulled by volunteers.
- Picked up piles of weeds from Oak Meadow that were pulled by a contractor.
- Picked up donated seeds and plants and delivered seeds. Planted the plants and scattered seeds in SC Johnson, McGaw, and Swan Creek Parks.
- Made contact with a new volunteer in McKee Farms Park. Voiced the need for a structured volunteer program.
- Coached a volunteer on how to work in Stand 1 of McGaw Park.
- Facilitated the donation of 10 oak trees. Volunteers planted the trees in McGaw Park.
- Facilitated the donation of two crab apple trees. Trees were planted by volunteers in Quarry Hill Park.

## Recreation

Some items from the Rec Dept.

- Submitted Verona Area School District facility requests for the 2024/2025 school year.
- Opened registration for NFL Flag Football.
- Met with Senior Center staff continue work on Community Center table/chair replacement project.
- Athletic field reservations.
- Work on 2025 budget information.
- Sent out Fall Adult Volleyball League registration information to teams from the spring season.
- Coordinated Fall/Winter youth dance programming with Foundations Dance.
- Summer programming continues through mid-August.
- Started reservations for 2025 large annual events.
- Park Shelter & Community Center rentals.
- Payments for various program instructors.
- Rec program revenue = \$14,342.00
- CC rental revenue = \$705.00
- Shelter/athletic facility rental revenue = \$9,652.50

## Projects-Park Commission

Director's report June 2024

- Attended monthly Park & Recreation, Building and Grounds meeting with City Administrator.
- Met with members of Engberg Anderson Architects to continue discussions on the HUB project.
- Met with EOR to determine next steps for Stoner Prairie Park Plan.
- Held monthly update meeting with City Forester/Naturalist on related items.
- Had one locate/meeting with family at Oak Hall Cemetery.
- Attended Finance Committee and Common Council meeting to discuss HUB project.
- Met with Dan Larsen at Nine Spring Gold Course.
- Attended City Strategic Plan meeting.
- Met with Parkitecture to continue work on new pickleball court plans.
- Met with Angus Young to continue work on Tower Hill Park shelter renovation and McKee Farms Park shelter improvement plans.
- Met with ribbon cutting team to organize ribbon cutting for HUB and McKee tennis court.
- Attended pre-con meeting regarding the HUB project.
- Met with Oregon soccer team to continue work on their tournament organization.
- Attended groundbreaking for the HUB.



# Planning & Zoning Monthly Department Report

For the Month of: July 2024

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Conditional Use CU-2556-24](#) Request by Melissa Butcher, Agent for Madpower Training Center LLC, to Obtain an Amusement and Recreation Services, Drinking Places, and Restaurant Conditional Use Permit to Operate an Event Space as Well as a Potential Future Restaurant Located on Property Associated with 5264 Anton Drive. **Approved** with 15 conditions.
  
- B. [Certified Survey Map CS-2554-24](#) Request by Wade Wyse, Agent for Tim O'Brien, to Approve a Certified Survey Map to Allow the Subdivision of 1 Parcel into 3 Buildable Lots on Property Associated with 2747 S Seminole Highway **Approved**
  
- C. [Public Hearing and Consideration of Rezone RZ-2555-24](#) Request by Wade Wyse, Agent for Tim O'Brien, to Rezone Property from R-R (Rural Residential) to B-G (General Business) to Allow for an Athletic Facility, Specifically a Pickleball Court, on Property Associated with 2747 S Seminole Highway **Approved**
  
- D. [Public Hearing and Consideration of Conditional Use CU-2557-24](#) Request by Nick Petit of Trierweiler Construction, Agent for Wingra Real Estate LLC, to Provide Conditional Use for a Mineral Extraction Operation, Specifically a Temporary Ready-Mix Plant, on a Portion of Property Associated with 2975 Kapec Road. **Approved**
  
- E. [Final Plat FP-2558-24](#) Request by John Thompson & Jane Bartell, Agent for Thompson Engineering LLC, to Create a Preliminary Plat to Create 13 Parcels, Including 11 Buildable Lots, on Property Located off Oak Meadow Drive **Approved**
  
- F. [ADR - Per Mar Outbuilding](#) Request by Travis Leeser, Agent for Shamrock Properties LLC, to Obtain Architectural Design Review Approval for a Proposed Outbuilding to be Installed on the Commercial Property Associated with 2851 Index Road. **Approved** with the elimination of condition #4.

## Applications Processed

| <i>Type</i>                                     | <i>2023 Totals</i> | <i>January</i> | <i>February</i> | <i>March</i> | <i>April</i> | <i>May</i> | <i>June</i> | <i>July</i> | <i>August</i> | <i>September</i> | <i>October</i> | <i>November</i> | <i>December</i> |
|-------------------------------------------------|--------------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|----------------|-----------------|-----------------|
| Architectural Design Review                     | 12                 | 1              | 1               | 3            | 1            | 0          | 1           | 1           |               |                  |                |                 |                 |
| Rezone / Conditional Use Permit                 | 21                 | 1              | 1               | 1            | 4            | 2          | 3           | 3           |               |                  |                |                 |                 |
| Certified Survey Map                            | 18                 | 0              | 0               | 0            | 3            | 1          | 0           | 1           |               |                  |                |                 |                 |
| Comprehensive Development Plan Preliminary Plat | 4                  | 0              | 2               | 0            | 0            | 1          | 1           | 0           |               |                  |                |                 |                 |
| Final Plat                                      | 5                  | 0              | 1               | 1            | 0            | 1          | 1           | 1           |               |                  |                |                 |                 |
| Other                                           | 41                 | 1              | 6               | 4            | 2            | 4          | 4           | 0           |               |                  |                |                 |                 |
| Variance                                        | 0                  | 0              | 0               | 0            | 0            | 0          | 0           | 0           |               |                  |                |                 |                 |
| Telecommunications Facilities Permit            | 0                  | 0              | 0               | 0            | 0            | 0          | 0           | 0           |               |                  |                |                 |                 |
| SmartCode Article 3                             | 1                  | 0              | 0               | 0            | 0            | 0          | 0           | 0           |               |                  |                |                 |                 |
| SmartCode Article 5                             | 36                 | 3              | 8               | 13           | 5            | 6          | 4           | 5           |               |                  |                |                 |                 |
| Architectural Design Review Admin.              | 17                 | 1              | 0               | 1            | 0            | 0          | 0           | 2           |               |                  |                |                 |                 |
| Sign Permits                                    | 52                 | 7              | 3               | 1            | 5            | 4          | 2           | 7           |               |                  |                |                 |                 |
| Zoning Permits                                  | 195                | 9              | 20              | 21           | 18           | 17         | 20          | 16          |               |                  |                |                 |                 |
| Early Start Permits                             | 55                 | 5              | 8               | 13           | 4            | 6          | 8           | 3           |               |                  |                |                 |                 |
| Zoning Letters                                  | 14                 | 2              | 0               | 3            | 0            | 0          | 4           | 0           |               |                  |                |                 |                 |
| <b>Totals</b>                                   | <b>471</b>         | <b>30</b>      | <b>50</b>       | <b>61</b>    | <b>42</b>    | <b>42</b>  | <b>48</b>   | <b>39</b>   |               |                  |                |                 |                 |

## Neighborhood Plans

- Staff met and took calls from four Greenfield neighbors interested in learning more about the planning process.
- The planning team has developed the online survey for the Greenfield Neighborhood Plan. The survey opened on July 18. It will close the second week of August.
- On July 31, the planning team held a very well attended Greenfield Neighborhood Plan Open House. Staff and the consultant presented two concept plans for the future of Greenfield and took public comments.

- The next Greenfield Neighborhood Plan Steering Committee meeting will be held in early-mid September. The goal of this meeting is to refine the two concept plans into a preferred land use plan.
- The planning team refined the two South Stoner Neighborhood concept plans into the preferred land use plan for South Stoner Prairie. The steering committee is currently reviewing the preferred land use plan. With support from the steering committee, the consultant team will start work on the next step in the process – stormwater and transportation engineering.

### **Healthy Neighborhoods Programs**

- Staff attended the Hub groundbreaking on July 31<sup>st</sup>.
- Staff, with HR support, interviewed five applicants for the Community Development Program Coordinator position. The preferred applicant accepted the job offer after a visit to Fitchburg on July 29<sup>th</sup>.
- The Neighborhood Navigator attended several events including Parks Alive, a community dinner at City on Hill Church, and Concerts at McKee Park.

### **Sustainability**

- Staff prepared for a community presentation/conversation on August 1 at the Community Center, with at least one more event in the works out in the community.
- Staff input on the Draft Sustainability Plan has been received, and the Sustainability Coordinator is working with the consultant on aggregating all that and determining what changes to make to the final product before bringing it to Council and citizen committees for review.
- The next set of BCycle stations has been identified, and site plans submitted for three of those locations (Traceway Drive across from the future Hub site, with docks to be placed at the Hub once completed; Capital City Trail parking lot by Syene Rd; and the roundabout at Williamsburg Way and Anton Drive). Staff and the rest of the Fitchburg BCycle planning team are working with BCycle staff to finalize all Phase 2 expansion stations this Summer/Fall.
- Most of the failed solar inverters on the Library and Public Works building have been replaced, with one more replacement device still in transit and final connections needing to be made. Full rooftop solar production should be available again by the end of August.

### **Agricultural & Rural Affairs**

The Agricultural and Rural Affairs Committee met in July to continue discussions regarding the update and recertification of the Farmland Preservation Zoning Ordinance. Staff continued to research other farmland preservation ordinances and refine updates to

Fitchburg's. The chair of the committee provided an update of the Byrne Road Solar project. The committee discussed an update to the well ordinance.

#### **Other**

- There were no Development Team Meetings in July.
- Staff presented at CEDA on July 25<sup>th</sup> to review zoning and planning efforts completed and possible in support of housing.

# The National Leader in Public Safety Training



**MONTHLY UPDATE**

July 2024

# MONTHLY UPDATE | JULY



## CALL FOR SERVICE OVERVIEW

The Department handled 1,378 citizen-generated calls for service.

Officers initiated 930 calls.

### Compared to last month:

Citizen-generated calls increased by 87. Officer-initiated calls decreased by 116.

### Compared to last July:

Citizen-generated calls increased by 18. Officer-initiated calls increased by 73.

## CRIME

### PROPERTY CRIME

- Two burglaries were reported this month.
- Two vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were no reports of a shooting or shots fired call this month.
- No firearms were seized as evidence this month.
- No robberies involving a gun were reported this month.

### DOMESTIC VIOLENCE

- Officers investigated seventeen domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Possession of Methamphetamine, Possession of Cocaine, Resisting/Obstructing an Officer | 7/5** | An officer, while on routine patrol, observed a vehicle travel straight through an intersection controlled by a stop sign without coming to any sort of stop. The officer conducted a traffic stop on the offending vehicle where the passenger, a 41-year-old female, immediately exited the vehicle not complying with officer's commands and began physically resisting. After the female was detained, the officer observed illegal narcotics in plain view inside the vehicle. During a search of the vehicle, methamphetamine, crack cocaine, marijuana, and multiple crack pipes were located. The female was arrested and booked into the Dane County Jail on charges of Possession of Methamphetamine, Possession of Cocaine, Possession of THC, Possession of Drug Paraphernalia, Obstructing/Resisting an Officer, 5 counts of Felony Bail Jumping, and 3 counts of Misdemeanor Bail Jumping.

## MONTHLY UPDATE | JULY



**Second Degree Reckless Endangering Safety | 7/7** | An officer on routine patrol was traveling through a heavily populated residential neighborhood. While traveling through the neighborhood, the officer observed two vehicles traveling at a high rate of speed. The officer was able to observe on his squad radar that one vehicle was traveling at 68 miles per hour in a posted 25 mile per hour zone. Upon viewing this reading, the officer conducted a u-turn in order to initiate a traffic stop on the speeding vehicle. As the officer was conducting the maneuver, he observed one of the vehicles almost strike the rear of a legally parked food truck and as a result, slid across the road sideways to avoid the collision. The dangerous driving behavior of the vehicle occurred near a food truck, which several people were standing around and several more people were outside in the area. As a result of the extremely careless driving behavior, the driver, a 19-year-old male, was arrested and booked into the Dane County Jail on a charge of 2<sup>nd</sup> Degree Recklessly Endangering Safety. The second vehicle involved in the driving incident was also stopped and the driver, a 19-year-old male, was cited for Exceeding Speed Zones (40-44mph) and Automobile Following Too Closely. The skid marks from the sliding vehicle were measured using a hand-held laser and it was determined the vehicle slid approximately 138 feet in distance before stopping.

**Battery to Law Enforcement Officer, Resisting/Obstructing, Operating While Intoxicated | 7/20** | While monitoring traffic, an officer observed a vehicle with an expired registration plate. The officer attempted a traffic stop on the vehicle. Upon the vehicle pulling over and coming to a stop, the driver quickly exited the vehicle and ran from the stop location. A foot pursuit ensued and once the officer made contact with the suspect, the suspect began physically resisting and fighting the officer. At one point, the suspect had the officer pinned down to the ground. Backup arrived and gained control of the suspect, ultimately detaining him in handcuffs. The officer suffered a sprained ankle from the confrontation. The suspect, a 46-year-old male, was arrested and booked into the Dane County Jail on the charges of Battery to Law Enforcement (felony), Operating While Intoxicated – 5<sup>th</sup> offense (felony), Prohibited Alcohol Concentration – 5<sup>th</sup> offense (felony), and Resisting/Obstructing an Officer.

**Threats to Law Enforcement Officer, Resisting/Obstructing | 7/28** | Fitchburg officers were dispatched to a fight in progress at a business in the 6200 block of McKee Road. Officers were advised that three males were throwing things and hitting employees of the business. Investigation into the altercation revealed two patrons of the establishment engaged into a physical fight with one another and a member of security at the business. Ultimately, a 43-year-old male was arrested and charged with Criminal Damage to Property, Bail Jumping – Misdemeanor, Bail Jumping – Felony, and two counts of Disorderly Conduct. The other participant in the altercation, a 47-year-old male, was arrested and charged with Disorderly Conduct, Resisting/Obstructing an Officer, and Threat to an Officer (felony).

# MONTHLY UPDATE | JULY



| <b>NOTABLE CALLS FOR SERVICE</b> |             |                                 |                       |                                                                                                                                            |
|----------------------------------|-------------|---------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Case Number</b>               | <b>Date</b> | <b>Location</b>                 | <b>Alder District</b> | <b>Incident Description</b>                                                                                                                |
| 24-13274                         | 7/1/2024    | 2500 Rimrock Rd                 | 3                     | Burglary, Theft                                                                                                                            |
| 24-13368                         | 7/2/2024    | 100 Brown Quail Ct              | 3                     | Substantial Battery, Intimidation of a Victim, Resisting/Obstructing an Officer                                                            |
| 24-13463                         | 7/3/2024    | 5700 Clarendon Dr               | 2                     | Battery to a Healthcare Worker                                                                                                             |
| 24-13560                         | 7/4/2024    | Fish Hatchery Rd/Greenway Cross | 2                     | Road Rage: Intentionally Point Firearm at Person, Carrying a Concealed Weapon                                                              |
| 24-13584                         | 7/5/2024    | E Badger Rd/Rimrock Rd          | 3                     | Possession of Methamphetamine, Possession of Cocaine, Resisting/Obstructing an Officer                                                     |
| 24-13587                         | 7/5/2024    | 2900 Fish Hatchery Rd           | 2                     | Second Degree Recklessly Endangering Safety, Battery, Resisting/Obstructing an Officer                                                     |
| 24-13729                         | 7/6/2024    | 2900 King James Way             | 1                     | 1st Degree Sexual Assault of a Child                                                                                                       |
| 24-13741                         | 7/7/2024    | 2800 Fish Hatchery Rd           | 2                     | Possession of Methamphetamine                                                                                                              |
| 24-13788                         | 7/7/2024    | Post Rd/Leopold Way             | 2                     | Second Degree Recklessly Endangering Safety                                                                                                |
| 24-13933                         | 7/10/2024   | 2500 Pheasant Ridge Trail       | 3                     | Second Degree Recklessly Endangering Safety, Possession with Intent to Distribute Narcotics/THC, Resisting/Obstructing an Officer, Eluding |
| 24-14010                         | 7/10/2024   | 2800 Fish Hatchery Rd           | 1                     | Robbery with Use of Force                                                                                                                  |
| 24-14213                         | 7/12/2024   | Fish Hatchery Rd/Greenway Cross | 2                     | Automobile Theft                                                                                                                           |
| 24-14329                         | 7/15/2024   | USH 12/John Nolen Dr            | *                     | Possession of Cocaine                                                                                                                      |
| 24-14419                         | 7/16/2024   | 2800 Coho St                    | 2                     | Substantial Battery, Carrying a Concealed Knife                                                                                            |
| 24-14660                         | 7/19/2024   | Turbot Dr/Post Rd               | 2                     | Battery to a Law Enforcement Officer, Resisting/Obstructing                                                                                |
| 24-14734                         | 7/20/2024   | Williamsburg Way/Anton Dr       | 1                     | Battery to a Law Enforcement Officer, Resisting/Obstructing, Operating while Intoxicated                                                   |
| 24-14768                         | 7/20/2024   | 2900 Fish Hatchery Rd           | 1                     | Carrying a Concealed Knife, Resisting/Obstructing an Officer, Theft                                                                        |
| 24-15122                         | 7/25/2024   | 4500 Sentinel Pass              | 1                     | Armed while Intoxicated                                                                                                                    |

# MONTHLY UPDATE | JULY



|                 |           |                        |   |                                                                  |
|-----------------|-----------|------------------------|---|------------------------------------------------------------------|
| <b>24-15130</b> | 7/25/2024 | 2300 Chalet Gardens Rd | 1 | Strangulation and Suffocation:<br>Domestic                       |
| <b>24-15190</b> | 7/26/2024 | 2700 S Syene Rd        | 4 | Possession of a Controlled Substance:<br>Fentanyl                |
| <b>24-15299</b> | 7/28/2024 | 6200 McKee Rd          | 1 | Threats to a Law Enforcement Officer,<br>Resisting/Obstructing   |
| <b>24-15422</b> | 7/30/2024 | 2600 Post Rd           | 2 | 1st Degree Recklessly Endangering<br>Safety, Substantial Battery |
| <b>24-15498</b> | 7/31/2024 | 1900 Post Rd           | 2 | 2nd Degree Sexual Assault of a Child                             |

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

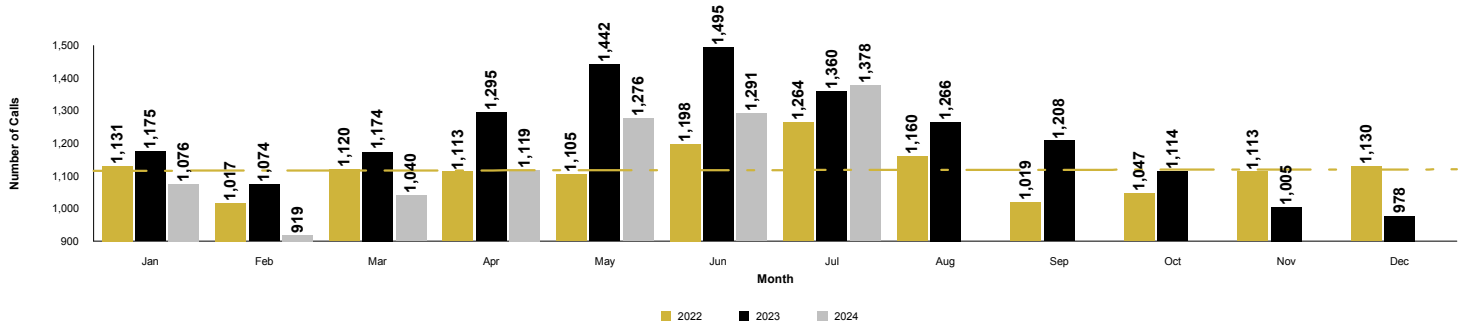


# City of Fitchburg Police Department

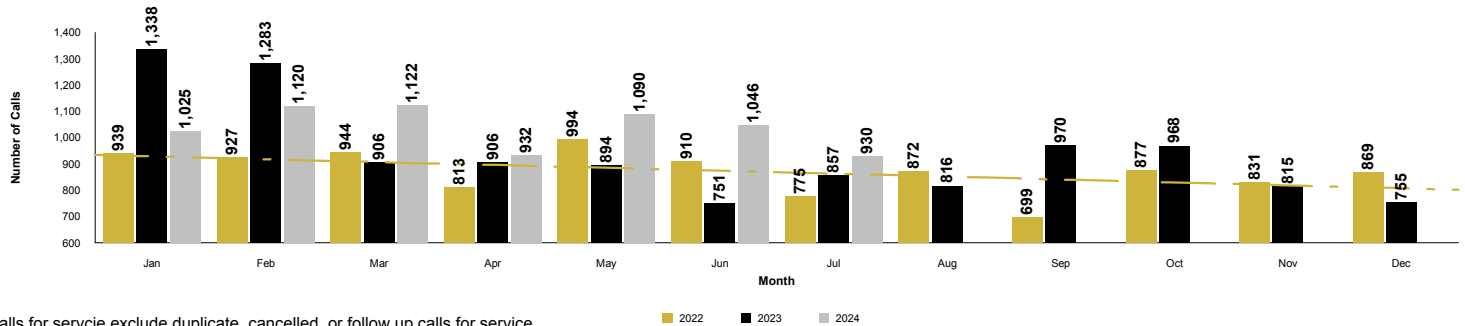
Police Activity  
July of 2024



## Citizen Generated Calls



## Officer Initiated Calls



Calls for service exclude duplicate, cancelled, or follow up calls for service

## Noteable Incidents

|                    | 2023 |     |     |     |     |     |     |     |     |     |     |     | 2024 |     |     |     |     |     |     |
|--------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|
|                    | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May | Jun | Jul |
| Abduction/FI       | 0    | 0   | 1   | 0   | 1   | 2   | 2   | 0   | 1   | 0   | 2   | 1   | 2    | 0   | 0   | 4   | 1   | 2   | 0   |
| Murder             | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   |
| Homicide           | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   |
| Robbery            | 1    | 0   | 1   | 2   | 0   | 1   | 1   | 0   | 0   | 2   | 1   | 1   | 0    | 1   | 0   | 0   | 0   | 0   | 2   |
| Sexual Assault     | 1    | 3   | 0   | 4   | 2   | 1   | 2   | 1   | 1   | 1   | 2   | 0   | 3    | 0   | 1   | 0   | 1   | 1   | 3   |
| Aggravated Assault | 9    | 7   | 4   | 7   | 9   | 5   | 2   | 8   | 4   | 3   | 4   | 5   | 3    | 5   | 2   | 3   | 5   | 5   | 6   |
| Burglary           | 8    | 4   | 3   | 5   | 2   | 7   | 8   | 4   | 5   | 1   | 2   | 10  | 5    | 3   | 4   | 2   | 4   | 0   | 2   |
| Theft of Auto      | 4    | 1   | 21  | 8   | 9   | 5   | 4   | 11  | 3   | 3   | 4   | 3   | 3    | 4   | 5   | 2   | 2   | 2   | 2   |
| Theft from Auto    | 12   | 7   | 5   | 10  | 10  | 6   | 7   | 4   | 3   | 3   | 10  | 5   | 4    | 3   | 2   | 9   | 12  | 6   | 8   |

Noteable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

|               | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Theft of Auto | 5   | 1   | 23  | 9   | 9   | 6   | 8   | 11  | 3   | 4   | 4   | 4   | 3   | 4   | 5   | 2   | 3   | 2   | 2   |
| Shots Fired   | 0   | 2   | 2   | 2   | 4   | 3   | 0   | 2   | 0   | 1   | 2   | 0   | 0   | 0   | 0   | 3   | 0   | 1   | 0   |
| Domestic      | 15  | 12  | 18  | 16  | 15  | 16  | 16  | 13  | 17  | 8   | 14  | 17  | 19  | 8   | 7   | 21  | 10  | 20  | 17  |

These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

|           | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Accidents | 68  | 52  | 39  | 51  | 57  | 66  | 51  | 48  | 56  | 50  | 52  | 49  | 70  | 41  | 54  | 38  | 54  | 37  | 39  |

|                    | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Traffic Monitoring | 197 | 118 | 143 | 128 | 118 | 107 | 111 | 111 | 189 | 168 | 110 | 51  | 49  | 105 | 130 | 139 | 151 | 150 | 72  |
| Traffic Stop       | 258 | 251 | 212 | 182 | 185 | 149 | 216 | 205 | 246 | 283 | 238 | 196 | 283 | 502 | 501 | 303 | 404 | 373 | 374 |

City of Fitchburg Police Department

Chief Alfonso Morales

5520 Lacy Rd

Phone: 608-270-4343



# Public Works Monthly Department Report

For the Month of: July 2024

## Transportation/Transit

- Fitchrona Road Reconstruction: Reviewed 100% plans, specifications, and transportation project plat.
- 2024 Sidewalk Replacement: Finalized plans, drafted specifications, refined scope of project.
- 2024 Surface Maintenance:
  - Completed milling of old surface treatments, approximately 2.5 miles. Roads include Fitchrona Road, S. Seminole Highway, Osmundsen Road and Nesbitt Road.
  - Completed chip sealing, approximately 6.9 miles. Roads include Braeger Drive, E. Badger Road, E. Clayton Road, Commerce Park Drive, Fitchrona Road, Nesbitt Road, Osmundsen Road, Seminole Highway, Ski Lane, Spoke Drive, Sprocket Drive, W. Beltline Frontage Road, Whalen Road.
  - Completed approximately 30% of crack sealing, or 11 miles out of 35 miles.
- 2024 Street Resurfacing: All paving work is complete; restoration and pavement marking are in progress.
- Syene Road Phase 1: Continued punchlist work, including repaving problem areas and sign installation.
- Syene Road Phase 2: Reviewed plans and specifications. Released project for bid.
- Syene Road Phase 3: Released project for bid.
- Whalen Road Paved Shoulders: Continued work on grading plans and survey.
- Reviewed and approved 15 right of way (ROW) Permits for driveways, electrical services, and communications services. Worked with several residents to solve ROW/easement disputes with utilities.

## Stormwater

- Completed survey along Fitchburg Road and Adams Road. Met with property owners to discuss potential options to improve drainage.
- Attended Badger Mill Creek Stakeholder Group, Rock River Coalition, and Green Tier partner meetings.
- Finalized existing conditions models for Total Maximum Daily Load (TMDL) water quality model.
- Completed punchlist walkthrough for the Greenway Cross and Eggiman Road Intersection Stormwater Improvements project.

- Updated stormwater infrastructure attributes in GIS.
- Completed review of 90% plans for the Crescent Road Stormwater Improvements project planned for construction in 2025.
- Responded to multiple resident inquiries regarding drainage concerns after recent heavy rain events.

## Utilities

- Fish Hatchery Road WM Replacement: Advertised project.
- Well 4 & 10 Maintenance: Work at Well 10 is complete. Looking to start work at Well 4 in September.
- Well 12: Awarded contract for drilling Well 12. Pump house design continued.
- Tower D: Submitted plans and specifications to Wisconsin Department of Natural Resources (DNR).
- Unidirectional Flushing Program: Strand continued work on program.
- Large Meter Replacements: Continued installation of 1.5" and 2" meters. The Utility is averaging installation of three to four meters per week.
- Sanitary Sewer Cleaning: Continued cleaning. On target to clean 1/3 of the system this year.
- Sanitary Sewer Televising: Determined areas to be televised in 2024 and sent map to Greenbay. Greenbay is planning to televise in August.
- Valve Exercising: Continued turning valves. On target to exercise one-fifth of the system valves this year.
- Tower B: Began constructing interior equipment room in house.
- Water System and Sanitary System Repairs:
  - On July 22, 2024, the lift station pump failed. We pulled the pump and found the bottom of the lift station was full of gravel. We cleaned out the gravel and the pump is back in operation.
- Installed a chemical feed pump to lift station to treat odors and grease.

## Parks

- McGaw Pickleball Courts: Revised plans and specifications submitted for review.
- McKee Siding: Design work continued.
- Tower Hill Park Shelter: Design work continued.
- McKee Tennis Courts: Completed installation of the courts. Punchlist walkthrough scheduled for early August.
- Performed daily park rounds and shelter cleaning.
- Emptied trash and recycling containers throughout the park system.
- Four staff members are mowing parks and terraces Monday through Friday.
- String trimmed various parks and areas throughout the city.
- Striped soccer fields at McKee Farms Park and Fahey Fields.
- Set up and striped new soccer fields at Tower Hill and Wildwood South Parks.
- Prepared 67 baseball and softball fields for games.

- Installed several “No Parking on Grass” signs at McKee Farms Park.
- Finished restoration of Hillside Heights Park playground relocation.
- Regraded low spots on ball diamonds at McGaw Park.
- Mowed various areas for wild parsnip and other noxious weeds.
- Finished treating ash trees for emerald ash borer (EAB).
- Installed new playground spring toys at Seminole Glen and McGaw Parks.
- Trimmed various trees for visibility and low hanging branch complaints.
- Met contractors to get quotes for painting Byrne Park and Quarry Ridge gazebos.
- Mulched S. Johnson Park and Country Vineyard Park playgrounds.
- Removed seven large trees for the new HUB construction.
- Repaired Western Hills Park basketball court from vandalism.
- Repaired Greenfield Park east ball diamond from flooding event.

### **Building & Grounds**

- City Hall Front Counters: Installed laminated glass framing system. Completed mayor picture rails/frames. Project now scheduled for completion in August due to laminated glass supplier delays.
- Fitchburg HUB: Executed contract, sent out notice of award, held preconstruction meeting. Groundbreaking event held on July 31<sup>st</sup>. Parks removed all remaining trees. Anticipate release of Notice to Proceed in early August.
- Library Chiller: Working on punchlist.
- Library story walk installed at McKee Farms Park.
- Police Station: Held programming meeting. Discussed items to eliminate from current program. Some examples include carport, visitor parking, pavilion, training facility, etc. Also discussed shifting the building 15 feet to the east to reduce plaza costs and to provide more space for staff parking. One-story images were provided.
- Fire testing complete at City Hall and Community Center.
- Working on repairing three heating valves at City Hall to prepare for fall.
- Completed Building & Grounds operating budget for 2025.
- Set up meetings for temporary custodial help while Library custodian is on leave.
- Worked on Library garage door with overhead door vendor.

### **Refuse & Recycling**

- Reviewed solid waste collection proposal from Pellitteri and selected level of service for council recommendation.
- Updated contractor costs for 2025 and completed analysis for setting 2025 refuse and recycling collection rates.

### **Streets**

- Installed banners on Fish Hatchery Road and McKee Road.
- Pumped Hillside Heights stormwater ponds after heavy rains.

- Finished shoulder work on newly resurfaced roads.
- Clean ditches on Fitchburg Road.
- Worked on Schneider Road to prepare for resurfacing.
- Swept 67 cubic yards of debris for roads.
- Performed vehicle maintenance on four vehicles/equipment and made 17 vehicle/equipment repairs.
- Repaired multiple street signs throughout the City.
- Patched potholes citywide.
- Installed new culvert on Fitchburg Road.
- Worked with Utility to blacktop water main repairs.
- Took delivery of used tractor backhoe.
- Formed and poured concrete base for rectangular rapid flashing beacons (RRFB) on Brassica Road.

## Other

- Completed 2025 operating budget.
- Developments:
  - Hartung Fields: Continued management and inspection of project.
  - Highfield (Phases IA, IB, 2): Continued work on punchlists.
  - Highfield (Phase 3): Continued management and inspection of project.
  - Inspiration of Swan Creek: Subdivision Improvement Agreement (SIA) Amendment approved.
  - Lacy Ridge: Continued work on punchlist. Submitted project to Council for acceptance.
  - Oak Meadow Reserve: Reviewed plans. Plans submitted to Madison Metropolitan Sewerage District (MMSD) & DNR.
  - Ochalla: Continued work on warranty punchlist.
  - Terravessa: Continued work on punchlist.
  - Terravessa (2<sup>nd</sup> Addition): Drafted and released warranty punchlist.
  - Terravessa (4<sup>th</sup> Addition): Continued management and inspection of project.
  - Thermo Fisher: Reviewed and approved tree plan.
  - Wingra: Continued discussions on intersection requirements.
  - Usona: Approved path drawings and held preconstruction conference.
  - Commercial Developments: Continued follow-up on occupancy punchlists.
  - Planning Reviews: Completed approximately eight reviews.

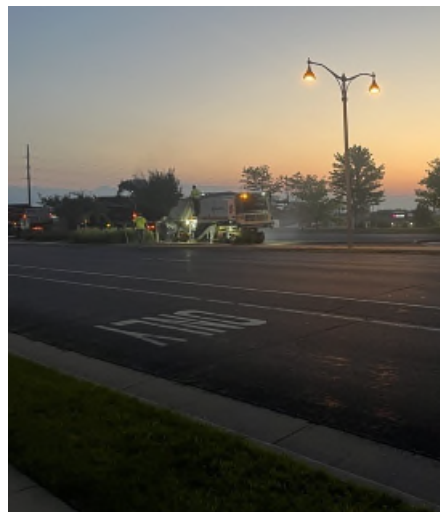
Created area for residents to fill sandbags at the recycling center.



Took delivery of two new John Deere mowers.



Milling of Fitchrona Road.





# Senior Center Monthly Department Report

For the Month of: July 2024

## Programs

Eight new programs in July.

Thirty-one on-going programs. Highlights include:

- Life is better when you Laugh - over 20 participants.
- Acupuncture, what is it and what benefits can it provide? Presented by our in-house Acupuncturist, Dr. Joe Zirneskie.
- Agace Hospice 101 in Spanish
- Travel presentations from our nonprofit arm - Fitchburg Senior Center Friends. Almost all of the 2024-2025 trips are nearing capacity.
- Exercise offerings are at a high and include aerobics, functional fitness, cardio drumming, yoga, line dancing, and pickleball.
- Online newsletter subscriptions are nearing 1,500.

## Meals

**Congregate Meals:** 582

**Home Delivered Meals:** 1026

**Total:** 1608

## Case Management

**New client referrals:** 11

**Medicaid clients served:** 13

**Case management clients served:** 81

### Client trends and other notables –

- Residents are having more challenges being able to afford and access food. Case management has been spending more time assisting people to navigate food pantries and arrange for deliveries. Case managers are doing outreach at mobile food pantries.
- Scams continue to be an issue and several people have reached out for assistance/guidance to find out if they are being scammed and what steps to take.
- Case Management team continues progress working with Joining Forces for Families to get a housing clinic set up.

## Admin/Other

- Attended re-occurring meetings: Department Head, Deputy Administrator, bi-weekly staff meetings, Commission on Aging Well, Fitchburg Senior Center Friends, Multi-Cultural Work Group, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Strategic Planning and Talking Fitchburg.
- Provided outreach at Police Car Seat Clinic.
- Met with Deb Sybell from WWBIC.
- Submitted 2025 Budget.
- Addressed issues at Highline Senior Apartments with developer, David Gevers
- Developed action plan for expansion of transportation for older adults.
- Continue to develop Ambassador Program as a means to increase outreach.



Senior Center outreach efforts. Amy Jordan, social worker, at local Munch Mobile, and Jesus Rodriquez, volunteer Ambassador, at Police Car Seat Clinic.

# MONTHLY REPORTS AUGUST 2024

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

**For the Month of: August 2024**

## Meetings

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 monthly meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings  
Attended Committee of the Whole meeting  
Attended Police & Fire Commission meeting  
Attended weekly Police Services Facility meetings  
Attended DCCVA meeting  
Meetings with referendum workgroup  
Meetings with strategic plan workgroup  
Budget presentation meetings with department staff and Mayor  
Meetings with Mueller Communications  
Met with Second Harvest Foodbank representative  
Met with Fitchburg Chamber re: Holiday Lights weekend  
Attended weekly communication update meeting  
Participated in Finance payroll project kick-off meeting

## Staff Projects

Worked with staff on various projects and policies including but not limited to: Quantum Employee Engagement Services, DaneCom, SafeKids, Greenfield Neighborhood Plan, Kyle Stiegert Greenway project, Country View Mobile Home Park Community, Jamestown development, 2025 operating budget, Neitzel property, negotiations, rent-to-own workforce housing, HUB, EMS services, EV's, referendum, Police Services Facility, and Mayor's photo wall project.

## **Events and Collaboration with Businesses & Residents**

Provided a monthly video update for residents via FACTv interview

Began twice monthly Council recap with FACTv

Attended Community Night Out

Staffed a City information table at Community Night Out

Attended Cameca expansion ribbon cutting

Attended Police Dept. badge pinning

Attended the McKee Farms Park tennis court renovation ribbon cutting ceremony

Business onsite visits: Oak Bank and Avante



## Assessing Monthly Department Report

For the Month of: August 2024

### Inspections Completed Over the Past Month

- 26 scheduled inspections completed
- 4 phone reviews completed
- 5 exterior inspections completed
- Will begin tagging process in early September of properties that did not respond

### Projects Completed Over the Past Month

- Inspection request letters sent out
  - 242 letters sent on 8/16/24
  - 299 letters sent on 8/29/24
    - These have led to a lot of phone calls and inspections scheduled into September and beyond.
- Presented department budget during meetings with Administration, Finance, and the Mayor.
- Attended final Board of Review meeting for 2024
  - 4 residential hearings were held and all values were sustained
  - 1 residential property value was corrected prior to this meeting so the hearing was not needed.
  - 25 commercial properties were reviewed for subpoena compliance
    - All 25 properties met compliance for subpoena request
    - 3 properties' values were corrected as a result of the subpoena requests
      - 2 of these properties did not pursue a further hearing after the values were corrected
    - Remaining 23 properties were waived through Board of Review to Circuit Court
- Submitted final Municipal Assessment Report to the Department of Revenue
- Completed all other year end reporting and filing for internal and external purposes
- Began sketching floorplans of properties not visited in several years
- Held 1:1's with all staff

### Major Projects in Progress

- Field inspections for properties that sold in January-June
- Wrap up of processes and procedures that could be improved for 2025 Revaluation
- Continued sketching floorplans of properties not visited in several years
- Quality control checks of first wave processing and valuation changes for 2025 assessment roll

- Continued work on properties currently in litigation
- Work with GIS Coordinator to integrate assessment data visually into online GIS

### **Projects in the Next Month**

- Begin inspecting properties that have recently been issued permits
- Begin inspection of properties that we have not been to in 5+ years
- Continued work on integrating assessment data and GIS
- Continued inspections on properties that have sold, have had permits issued, or have not been recently visited

### **Staffing & Accomplishments**

- Through the hard work of the entire Assessing Department, we closed the 2024 revaluation assessment year.
- Staff member completed IAAO 300: Fundamentals of Mass Appraisal



# Building Inspection Monthly Department Report

For the Month of: August 2024

## All Permits Issued

131

## Commercial Projects

3 New Multi-Family (18 units)  
1 New Commercial  
14 Alteration/Repair/Addition/Other

## Other Permits

7 New Single Family  
1 New Two Family  
  
105 1& 2 Family Alterations/Additions/Other

## Total Construction Value (All Permits)

\$14,153,008



# Clerk Monthly Department Report

For the Month of: August 2024

## Elections

- In-person absentee voting for the August Election took place July 30 through August 9. Staff assisted 880 residents with in-person absentee voting.
- Administered the August 13, 2024, Primary Election.
- Citywide turnout was 50%. This was the largest turnout for an August Partisan Primary Election in the history of the City of Fitchburg.
- Total participation was 8,772.

| City Totals                                        | W 1-5<br>D1 | W 6-10, 22<br>D2 | W 11,13,14<br>D3 | W 12,23-25<br>D3 | W15-18,20,21<br>D4 | W 19<br>D4 | Totals |
|----------------------------------------------------|-------------|------------------|------------------|------------------|--------------------|------------|--------|
| Number of Voters Including Absentee Voters         | 1497        | 2331             | 1525             | 722              | 1785               | 912        | 8772   |
| Number of Absentee Voters                          | 503         | 817              | 488              | 222              | 636                | 258        | 2924   |
| Number of Registrations at the Polls               | 68          | 90               | 106              | 81               | 34                 | 49         | 428    |
| Outstanding Provisional Ballots                    | 0           | 0                | 0                | 0                | 0                  | 0          | 0      |
| Total Registered by Ward/District                  | 3340        | 4317             | 3183             | 1828             | 3250               | 1606       | 17524  |
| <b>Turnouts</b>                                    |             |                  |                  |                  |                    |            |        |
| Percentage Turnout District #1                     | 45%         |                  |                  |                  |                    |            |        |
| Percentage Turnout District #2                     | 54%         |                  |                  |                  |                    |            |        |
| Percentage Turnout District #3 Wards 11, 13, 14    | 48%         |                  |                  |                  |                    |            |        |
| Percentage Turnout District #3 Wards 12, 23-25     | 39%         |                  |                  |                  |                    |            |        |
| Percentage Turnout District #4 Wards 15-18, 20, 21 | 55%         |                  |                  |                  |                    |            |        |
| Percentage Turnout District #4 Ward 19             | 57%         |                  |                  |                  |                    |            |        |
| Percentage Turnout City                            | 50%         |                  |                  |                  |                    |            |        |

## Permits

- Issued 39 pet permits

## Licensing

- Approved 8 new operator licenses
- Approved 11 sound permit applications
- Approved Ironman, Diaper Dash, HDSA Team Hope and Whisper Walk events

## Projects

- Remodel of front counter work completed.
- Clerk and Deputy Clerk attended WMCA Conference

### **Board of Review**

- Completed the 2024 Board of Review meetings including another 5 residential hearings and 25 Commercial Waiver requests– Sine Die on August 20, 2024.

### **Other**

- Processed five Open Records requests.



# Economic Development Monthly Department Report

For the Month of: August 2024

## Economic Development

Court & Cork TIF request, Cameca ribbon cutting, Rutabaga TIF request

## Business/Developer Outreach

30 business and/or developer contacts. Several required additional outreach, follow-up or sharing of information.

## Community Development

VASD, prepared talking points, press release/packet for tennis court ribbon cutting, presentation to the Fitchburg Men's Group, tour of Fitchburg parks with Anna Healy

## Housing

Gorman & Company ADU, Newcomb Construction – neighborhood association contacts, MACLT- discussion of land trust homes, Julian Walters-interest in development on Foseid property, Housing Advisory agenda/ packet prep and minutes, Fitchburg apartment tours with Jack Pearson

## Meetings

Development team weekly meetings, tennis court ribbon cutting meeting, Realty Income, Efficiency Navigator bi-weekly meetings, strategic plan internal meetings, met JLA, budget presentation, weekly staff meetings, Housing Advisory Committee meeting, CEDA meeting, attended Fitchburg Biz After 5, Greenfield Neighborhood meeting, department head meeting, Fitchburg Chamber Board meeting, met with One Neck Data Center, internal meeting with H & A Advisors, LLC, met with Brian Douda, ED of the Sheboygan ECD about downpayment programs, met with prospect and Alexander Co to view space, met with Administrator and Phil Sveum, Greenfield Neighborhood meeting, met with Newcomb Construction, onsite visit to Highline Apartments, met with Kathryn Kunz with Dane County and Phil Grupe on sustainable development, attended RHS Executive Committee meeting, attended WHEDA's Affordable Housing Loans & New Technical Assistance Program for Comp Plan Housing, Justice Castenda at becoming a member of 3<sup>rd</sup> Sector

## Prospects/RFP - Marketing/Tourism

WATCO/WI Southern

### **Professional Development**

WEDA Academy: Next Generation Community Engagement: The Intersection of Citizen Voice and GIS, GIS training, On Base, website training, HUD Our Places of Impact: Building Trust with Communities and Local Governments

### **Alder Contact/Projects**

Met with Mayor and Oak Bank

### **Other**

2025 budget submitted, Bicycle discussions with Mark Hamilton & Phi Grupe, review Strategic Plan materials



Patrick Anderson, EMS Chief  
 101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## September-2024

| EMS Calls for Service |              |              |             |                           |
|-----------------------|--------------|--------------|-------------|---------------------------|
| Month                 | 2022         | 2023         | 2024        | Change from Previous Year |
| January               | 341          | 432          | 412         | -5%                       |
| February              | 285          | 359          | 386         | 8%                        |
| March                 | 346          | 411          | 384         | -7%                       |
| April                 | 328          | 376          | 382         | 2%                        |
| May                   | 381          | 391          | 414         | 6%                        |
| June                  | 370          | 403          | 469         | 16%                       |
| July                  | 349          | 359          | 457         | 27%                       |
| August                | 372          | 440          | 464         | 5%                        |
| September             | 369          | 445          |             |                           |
| October               | 342          | 414          |             |                           |
| November              | 387          | 405          |             |                           |
| December              | 427          | 423          |             |                           |
| <b>Total</b>          | <b>4,267</b> | <b>4,858</b> | <b>3368</b> | <b>6.6%</b>               |

| Runs by Municipality  |        |        |              |                               |
|-----------------------|--------|--------|--------------|-------------------------------|
| Municipality          | Aug-24 | Aug-23 | Year to Date | Percent of Total Runs to Date |
| City of Fitchburg     | 318    | 298    | 2267         | 67%                           |
| City of Verona        | 117    | 97     | 865          | 26%                           |
| Town of Verona        | 18     | 14     | 87           | 3%                            |
| City of Madison       | 3      | 3      | 39           | 1%                            |
| Belleville (District) | 3      | 6      | 22           | 1%                            |
| Mount Horeb (Dist)    | 4      | 12     | 46           | 1%                            |
| Other                 | 1      | 10     | 42           | 1%                            |

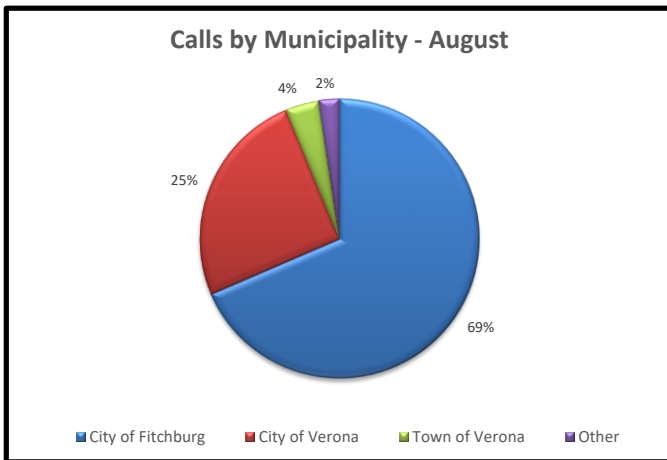
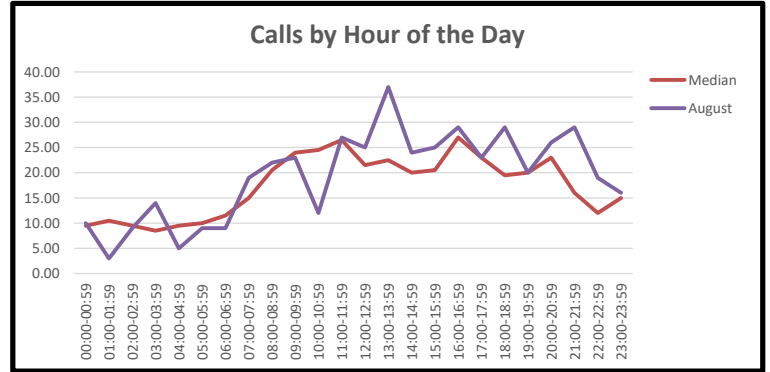
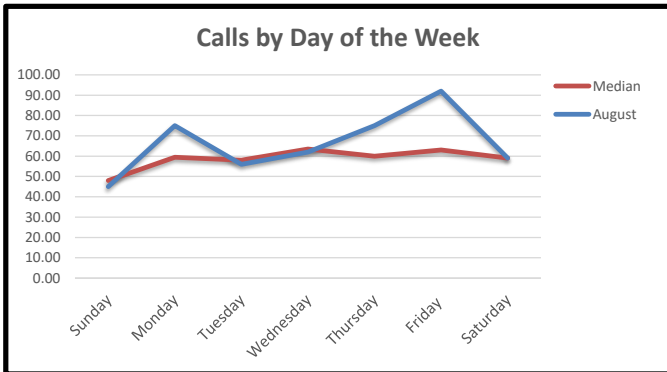
| 2024 Estimated Call Volume 5179 |        |          |
|---------------------------------|--------|----------|
| Special Reporting               | Aug-24 | Aug-23   |
| Naloxone Administration         | 2      | 6        |
| Car 15/17 Responses             | 15     | 9        |
| Out of Resources                | 2024   | 2023     |
| All trucks on calls - July      | 29     | 24       |
| Mutual Aid Required - YTD       | 33     | 42 Total |

| Fractile Times for Previous Month |                             |                              |
|-----------------------------------|-----------------------------|------------------------------|
|                                   | Service Median (in minutes) | 90th Percentile (in minutes) |
| Notified to Enroute               | 1.48                        | 2.62                         |
| En Route to Arrived on Scene      | 4.78                        | 8.25                         |
| Notified to Arrived on Scene      | 6.28                        | 9.91                         |
| On scene to Transporting          | 13.97                       | 22.77                        |
| Transporting to Destination       | 15.18                       | 22.64                        |
| At Destination to Unit in Service | 11.68                       | 16.88                        |

|                                              |       |
|----------------------------------------------|-------|
| Average calls per day - Previous Year (2023) | 13.31 |
| Average calls per day - Year to date         | 13.80 |

| Community Events August 18-September 9th     |                                                           |
|----------------------------------------------|-----------------------------------------------------------|
| CPR Course - Adesys                          | Nichole Newton                                            |
| CPR Course - Capital Gymnastics              | Nichole Newton and Patrick Anderson                       |
| CPR/First Aid - Engineering Industries       | Sara Imhoff                                               |
| City of Fitchburg Government Jobs Camp       | Vanessa Kersten and Sara Imhoff                           |
| Verona High School Varsity Football          | Lane Mathson, Gary Salmela, Macayla Quinn                 |
| Verona High School Cross County Invitational | Chip Hankley, Sarah Imhoff, Mollie Olson, Kristy Schnabel |

### Statistics



| Top 70% Dispatch Reasons for Calls for Service - August |               |                      |                |
|---------------------------------------------------------|---------------|----------------------|----------------|
| Previous Month                                          | Current Month | Complaint            |                |
| 1                                                       | 1             | Sick Person          | 19.44 %        |
| 2                                                       | 2             | Falls                | 15.12 %        |
| 3                                                       | 3             | Unknown Problem      | 13.82 %        |
| 4                                                       | 4             | Chest Pain           | 7.34 %         |
| 6                                                       | 5             | Breathing Problem    | 4.97 %         |
| 5                                                       | 6             | Unconscious/Fainting | 4.97 %         |
| 7                                                       | 7             | Traffic Incident     | 4.32 %         |
|                                                         | 8             | Fire                 | 3.24 %         |
|                                                         |               |                      | <b>73.22 %</b> |

| Calls by Station - August |     |     |
|---------------------------|-----|-----|
| Verona                    | 141 | 30% |
| FB Sta 2                  | 159 | 34% |
| FB Sta 3                  | 161 | 35% |

## Financial Report

### A/R Aging (as of August 31st, 2024)

|           | 0-30         | 31-60        | 61-90       | 91-120      | 121-180      | 180+         | Total         |        |
|-----------|--------------|--------------|-------------|-------------|--------------|--------------|---------------|--------|
| 3Rivers   | \$8,632      | \$2,856      | \$5,138     | \$7,556     | \$53,634     | \$235,004    | \$312,819     |        |
| EMS MC    | \$1,055,146  | \$285,676    | \$208,910   | \$184,025   | \$340,360    | \$13,667     | \$2,087,783   |        |
| Total     | \$1,063,778  | \$288,531    | \$214,047   | \$191,581   | \$393,994    | \$248,670    | \$2,400,602   |        |
| Current % | <b>44.3%</b> | <b>12.0%</b> | <b>8.9%</b> | <b>8.0%</b> | <b>16.4%</b> | <b>10.4%</b> | <b>100.0%</b> |        |
| Goals     | 40.0%        | 20.0%        | 10.0%       | 7.0%        | 8.0%         | 3.0%         | 15.0%         | 103.0% |

### Cash on Hand

|                    | 8/31/2024              | Previous Month         | Previous Year          | Change from Prev Month |           | Change from Prev Year |  |
|--------------------|------------------------|------------------------|------------------------|------------------------|-----------|-----------------------|--|
| Checking/Market    | \$ 1,455,468.55        | \$ 1,519,829.41        | \$ 855,435.05          | \$ (64,360.86)         | \$        | \$ 600,033.50         |  |
| Savings            | \$ 96,768.64           | \$ 51,707.66           | \$ 18,586.90           | \$ 45,060.98           | \$        | \$ 78,181.74          |  |
| Oak Bank - CD 8518 | \$ 150,931.43          | \$ 150,931.43          | \$ 150,931.43          | \$ -                   | \$        | \$ -                  |  |
| Oak Bank - CD 0852 | \$ 100,000.00          | \$ 100,000.00          | \$ 100,993.45          | \$ -                   | \$        | \$ (993.45)           |  |
| Oak Bank - CD 1824 | \$ 200,000.00          | \$ 200,000.00          | \$ -                   | \$ -                   | \$        | \$ 200,000.00         |  |
| WISC Funds         | \$ 263,640.20          | \$ 262,511.31          | \$ 250,573.93          | \$ 1,128.89            | \$        | \$ 13,066.27          |  |
| <b>Total Cash</b>  | <b>\$ 2,266,808.82</b> | <b>\$ 2,284,979.81</b> | <b>\$ 1,376,520.76</b> | <b>\$ (18,170.99)</b>  | <b>\$</b> | <b>\$ 890,288.06</b>  |  |

### Assigned Fund Balances - Oak Bank

|                             | 8/31/2024           | Previous Month      | Previous Year       | Change from Prev Month |           | Change from Prev Year |  |
|-----------------------------|---------------------|---------------------|---------------------|------------------------|-----------|-----------------------|--|
| FAP Funds (Restricted)      | \$ 9,367.13         | \$ 9,367.13         | \$ 1,161.19         | \$ -                   | \$        | \$ 8,205.94           |  |
| 2024 EPIC Grant             | \$ 46,167.81        | \$ 1,167.81         | \$ 1,167.81         | \$ 45,000.00           | \$        | \$ 45,000.00          |  |
| Labor Contract Funds        | \$ 24,000.00        | \$ 24,000.00        | \$ 24,000.00        | \$ -                   | \$        | \$ -                  |  |
| <b>Total Assigned Funds</b> | <b>\$ 79,534.94</b> | <b>\$ 34,534.94</b> | <b>\$ 26,329.00</b> | <b>\$ 45,000.00</b>    | <b>\$</b> | <b>\$ 53,205.94</b>   |  |

### Assigned Fund Balances - WISC - Health Retirement Account Funds

|                             | 8/31/2024            | Previous Month       | Previous Year        | Change from Prev Month |           | Change from Prev Year |  |
|-----------------------------|----------------------|----------------------|----------------------|------------------------|-----------|-----------------------|--|
| Money Market                | \$ 649.05            | \$ 649.05            | \$ 618.90            | \$ -                   | \$        | \$ 30.15              |  |
| Investment Acct             | \$ 262,991.15        | \$ 261,862.26        | \$ 249,955.03        | \$ 1,128.89            | \$        | \$ 13,036.12          |  |
| <b>Total Assigned Funds</b> | <b>\$ 263,640.20</b> | <b>\$ 262,511.31</b> | <b>\$ 250,573.93</b> | <b>\$ 1,128.89</b>     | <b>\$</b> | <b>\$ 13,066.27</b>   |  |

### August Donations

\$45,000 - Epic Donation for Cot Scales

### September Milestones

Brandon Ryan - 13 Years

### Comparables - Calls for Service

| Service         | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | Percent Change<br>2022-2023 |
|-----------------|------|------|------|------|------|------|------|-----------------------------|
| Fitch-Rona EMS  | 3077 | 3245 | 3443 | 3505 | 4184 | 4267 | 4858 | 13.9%                       |
| Middleton EMS   | 1816 | 1825 | 1969 | 1898 | 2254 | 2543 | 2715 | 6.8%                        |
| Sun Prairie EMS | 2828 | 2839 | 3165 | 3213 | 3368 | 3692 | 4424 | 19.8%                       |

### Other Updates

Replacement ambulance delivery (2023) now expected to be delayed until **December**

Starting the process to hire the Deputy Chief of Training and Ops for January 1

Working through another part-time medic hiring process

New EMS Fellow - Dr. Nich Genthe starting to work with crews

### SHOUT OUTS

Molly Schulz for showing off the ambulance at FFD story time planned for 50 kids when 130 showed up!

Ryan Robertson and Andrew Jensen for great care on a complex pediatric patient from the UW Peds team

Thank you card for providing care for a family member to Dale Dow, Jeremy Owen, and Ava Montemayor

Nice job was sent from Capital Gymnastics to Nichole for a great CPR class!



# FACTv Monthly Department Report

**For the Month of: August 2024**

## Current Productions

- 32 productions completed in August.
- 25 meetings completed in August.
- 20 (1 show per day) Talking Fitchburg updates in August.
- 29 productions scheduled for September.
- 31 meetings scheduled for September.

## Upcoming Productions

- The Wildflowers of WI Mural Unveiling
- TF Metro Transit BRT Interview
- TF Council Recap Show
- TF Back to School series with three school districts
- TF Viva Mexico Festival
- Promega Fall Art Show
- TF Fire Intern Program Interview
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects (On Hold)
- Fitchburg Fire Department Video Projects (On Hold)
- Safe Communities Project (Paid Project)
- LWM Local Government Basics Video Series (Paid Project)

## Department Projects

- Fitchburg Room AV Update Project- coming soon
- FACTv Marketing Project 2024- started sharing weekly update about FACTv and Talking Fitchburg.
- FACTv Marketing Project 2024- setting up meetings with council members and the Mayor to discuss FACTv and future opportunities.

## Department Focus

- FACTv Marketing Project 2024
- Referendum coverage, site setups, and communications.

FACTv held a LIVE special from Fitchburg Police Department's Community Night Out.



Annual coverage of the Agora Art Fair in Fitchburg.



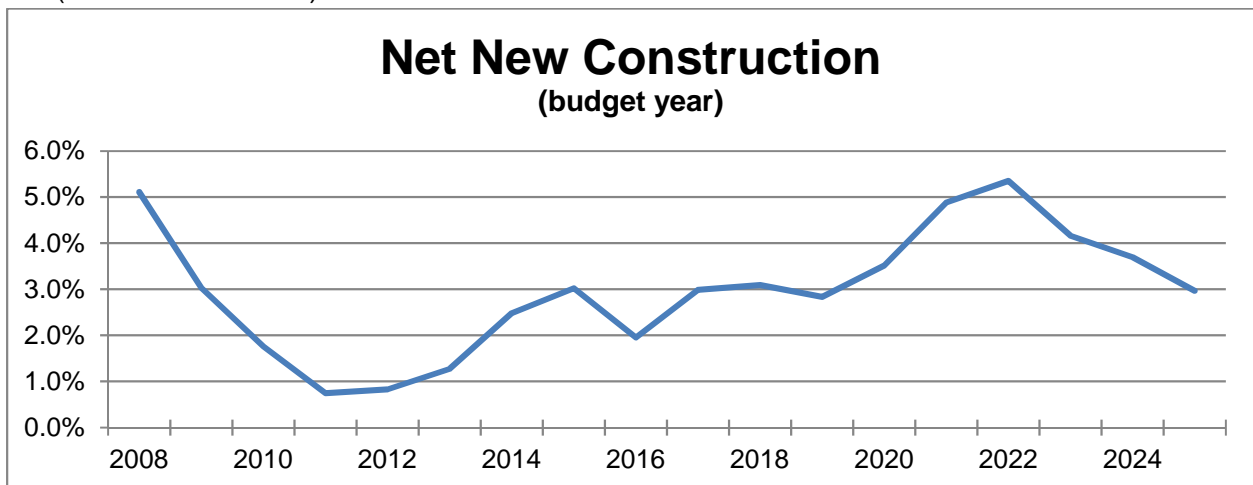


# Finance Monthly Department Report

For the Month of: August 2024

## Routine Finance Cycles

- Debt payments were completed without issue.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council. June and July Treasurer's Report presented to Finance Committee.
- Participated in various roundtable discussions held by the League of Wisconsin Municipalities to stay current on relevant issues.
- Issued the final Adopted 2025-2029 Capital Improvement Plan (CIP).  
<http://www.fitchburgwi.gov/176/Capital-Improvement-Plan>
- Personnel Budget Proposals for the 2025 budget were received from Department Heads. The proposals included 8 career ladder/reclassification requests for existing staff, 16 requests for 2025 (most connected to the upcoming referendum), and 44 requests for 2026-2029. The first compiled draft of the budget was submitted to the Mayor and meetings were held with each Department Head to learn about the requests and ask questions. Continued conversations with the Mayor about prioritization and continued work on preparing the various documents included in the budget.
- Remitted the first dollar credit and school levy tax credit amounts from the State to the County. Received payment from the County for the final settlement of the 2023 property tax roll.
- Net new construction (the primary driver of levy limits) was \$170 million or 2.968%. Equalized values as of 1/1/24 (and used for tax bills to pay for the 2025 budget) were released at TID-in of \$6,167,362,500 (increase of 7.58%) and TID-out of \$5,855,418,000 (increase of 10.1%).



## Special Projects

- Worked with the City's financial advisors to finalize the potential question for a property tax levy limit referendum and corresponding resolution. Attended Council meetings where they decided to pursue a \$3,593,000 referendum on the November ballot. Various internal meetings and meetings with the outreach vendor were held. Compiled information and responses to various questions about the referendum.
- Participated in initial internal discussions and information gathering to prepare for upcoming union negotiations.
- Various meetings to discuss payroll questions and employee handbook updates.
- Continued meeting with the consultant for payroll and human resources advisory services and compiled the information requested. Consultant on-site for two days to engage in conversations with various stake-holders. The purpose of those meetings was to get a clear understanding of the current process and the concerns driving the search for a new software provider.
- Participated in discussions about affordable housing initiatives.
- Audit fieldwork completed for the ARPA grant fund examination. Submitted the final report to the U.S. Treasury.
- Issued a request for proposals (RFP) for external auditing services for the years ending 2024, 2025, and 2026.

## Staff

- Weekly, bi-weekly, and monthly team meetings were held.

**Statistics**

|                                | <b>2022</b> | <b>2023</b> | <b>Current Month</b> | <b>YTD 2024</b> | <b>Projected 2024</b> |
|--------------------------------|-------------|-------------|----------------------|-----------------|-----------------------|
| Special Assessment Letters     | 625         | 496         | 32                   | 369             | 500                   |
| Payroll Payments               |             |             |                      |                 |                       |
| Checks                         | 182         | 141         | 10                   | 117             | 150                   |
| ACH Payments                   | 7,038       | 7,327       | 557                  | 5,030           | 7,300                 |
| Cash Receipts (non-tax)        |             |             |                      |                 |                       |
| Utility Billing                | 28,522      | 30,435      | 588                  | 20,553          | 31,000                |
| Library                        | 521         | 202         | 14                   | 163             | 200                   |
| General                        | 44,692      | 41,922      | 336                  | 3,549           | *6,000                |
| OpenGov                        | -           | -           | 46                   | 634             | 1,000                 |
| Budget Amendments              |             |             |                      |                 |                       |
| Administrative Approval        | 33          | 68          | 2                    | 24              | 50                    |
| Council Action                 | 40          | 49          | -                    | 30              | 50                    |
| Purchasing Transactions        |             |             |                      |                 |                       |
| Accounts Payable Checks        | 1,478       | 1,796       | 134                  | 1,436           | 2,000                 |
| P-Card Transactions            | 4,267       | 4,169       | 365                  | 2,880           | 4,200                 |
| Invoices Generated             |             |             |                      |                 |                       |
| General Customer Invoices      | 470         | 497         | 38                   | 294             | 500                   |
| Quarterly/Annual Utility Bills | 28,612      | 30,126      | -                    | 14,998          | 30,000                |
| Final Utility Bills            | 708         | 1,338       | 69                   | 483             | 1,300                 |

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>>

**MONTHLY UPDATE** >>>>

*AUGUST 2024*



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF JULY

## CALLS FOR SERVICE

EMERGENCY MEDICAL  
SERVICES ASSIST

\* 130

STILL ALARM

🔔 66

MOTOR VEHICLE  
ACCIDENTS

🚗 8

STRUCTURE FIRES

🏠 2

TOTAL CALLS THIS MONTH

254

TOTAL CALLS FOR THE YEAR

1,692

2023

TOTAL CALLS THIS MONTH

253

TOTAL CALLS FOR THE YEAR

1,932

2024

AVERAGE RESPONSE TIME FOR THE MONTH:

6 mins 14 secs

## STAFFING

CAREER  
STAFF

18

\*Approved staffing = 19

PAID-ON-CALL/PAID-ON-  
PREMISES STAFF

22

\*Approved staffing = 50

INTERN  
FIREFIGHTERS

5

\*Approved staffing = 6

SUPPORT  
STAFF

9

\*Approved staffing = 10

TOTAL MEMBERS **54**

## AT A GLANCE

INSPECTIONS

70

PUBLIC EDUCATION  
EVENTS

6

TRAINING HOURS

718



## STRUCTURE FIRE OVERVIEW

In Fitchburg, no structure fires.  
Mutual aid, House Fire Oregon

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 4 public education event this past month.

- 8/5/2024 - Library Storytime at Station 3.
- 8/6/2024 - Firehouse 3 Station Tour
- 8/14/2024 - Community Night Out at McKee Farms Park
- 8/16/2024 - Latino Youth Academy at Station 3
- 8/18/2024 - Truck appearance at McKee Farms Park
- 8/28/2024 - Government Day at Station 3

## PERSONNEL NOTES

- Leave of Absence: Stewart, Hildebrand

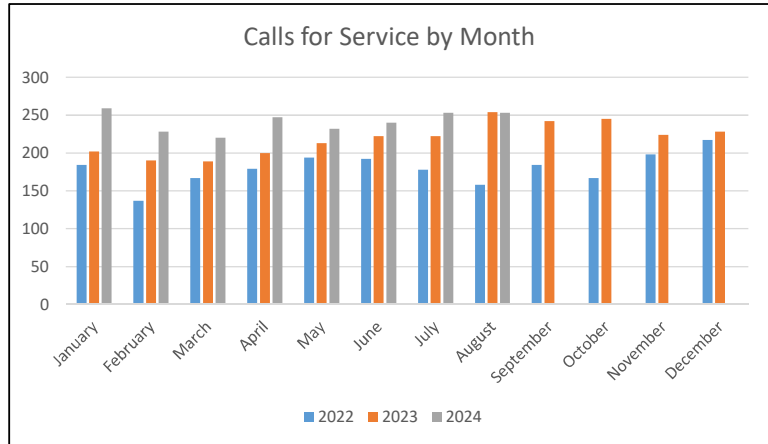
## RECRUITMENT

- **Full time firefighter recruitment**
  - FF Jake Lynch to begin in September
- **Lieutenant Promotional process:**
  - Lieutenant Jason Ladwig began on September 2nd
- **POX firefighter recruitment process:**
  - No new updates.

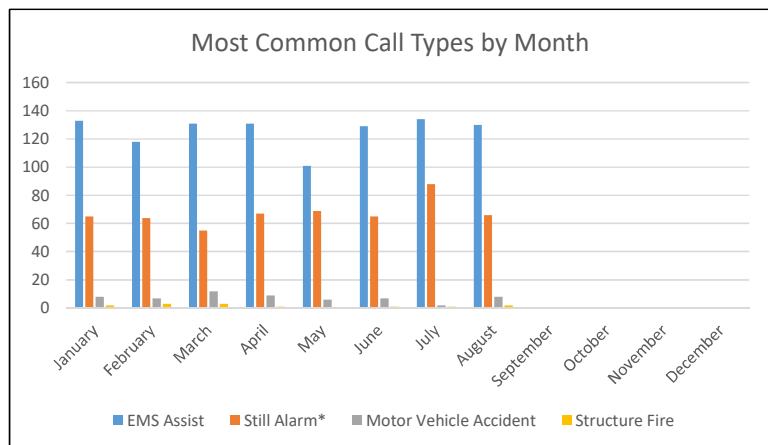


**Fire Department Activity Report**  
 As of August 31, 2024

| Calls for Service by Month |      |      |      |        |
|----------------------------|------|------|------|--------|
| Month                      | 2022 | 2023 | 2024 | Change |
| January                    | 184  | 202  | 259  | 28%    |
| February                   | 137  | 190  | 228  | 20%    |
| March                      | 167  | 189  | 220  | 16%    |
| April                      | 179  | 200  | 247  | 24%    |
| May                        | 194  | 213  | 232  | 9%     |
| June                       | 192  | 222  | 240  | 8%     |
| July                       | 178  | 222  | 253  | 14%    |
| August                     | 158  | 254  | 253  | 0%     |
| September                  | 184  | 242  |      | -100%  |
| October                    | 167  | 245  |      | -100%  |
| November                   | 198  | 224  |      | -100%  |
| December                   | 217  | 228  |      | -100%  |
| Total                      | 2155 | 2631 | 1932 | 127%   |
| Projection                 |      |      |      |        |

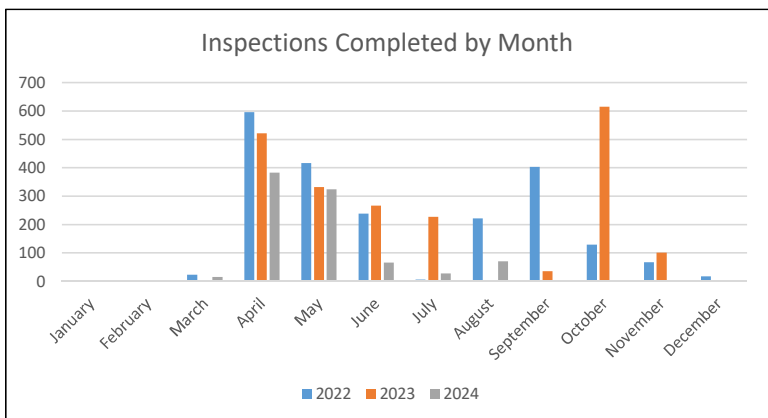


| Most Common Call Types by Month |            |              |                        |                |
|---------------------------------|------------|--------------|------------------------|----------------|
| Month                           | EMS Assist | Still Alarm* | Motor Vehicle Accident | Structure Fire |
| January                         | 133        | 65           | 8                      | 2              |
| February                        | 118        | 64           | 7                      | 3              |
| March                           | 131        | 55           | 12                     | 3              |
| April                           | 131        | 67           | 9                      | 1              |
| May                             | 101        | 69           | 6                      | 0              |
| June                            | 129        | 65           | 7                      | 1              |
| July                            | 134        | 88           | 2                      | 1              |
| August                          | 130        | 66           | 8                      | 2              |
| September                       |            |              |                        |                |
| October                         |            |              |                        |                |
| November                        |            |              |                        |                |
| December                        |            |              |                        |                |



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

| Inspections Completed by Month |      |      |      |
|--------------------------------|------|------|------|
| Month                          | 2022 | 2023 | 2024 |
| January                        | 1    | 0    | 0    |
| February                       | 0    | 0    | 0    |
| March                          | 23   | 0    | 15   |
| April                          | 596  | 522  | 382  |
| May                            | 416  | 332  | 324  |
| June                           | 238  | 266  | 66   |
| July                           | 6    | 227  | 27   |
| August                         | 221  | 0    | 70   |
| September                      | 403  | 35   |      |
| October                        | 129  | 615  |      |
| November                       | 67   | 101  |      |
| December                       | 17   | 0    |      |
| Total                          | 2117 | 2098 | 884  |



## FIRE DEPARTMENT STAFFING REPORT

As of August 31, 2024

|                        | Authorized Headcount | Number of Members | Light Duty / On Leave | TOTAL     | +/- Headcount |
|------------------------|----------------------|-------------------|-----------------------|-----------|---------------|
| <b>Career Staff</b>    | <b>20</b>            |                   |                       | <b>18</b> |               |
| Chiefs                 | 5                    | 4                 | 0                     | 4         | -1            |
| Lieutenants            | 3                    | 3                 | 0                     | 3         | 0             |
| Firefighters           | 11                   | 10                | 0                     | 10        | -1            |
| Admin Services Mng     | 1                    | 1                 | 0                     | 1         | 0             |
| <b>Part-Time Staff</b> | <b>66</b>            |                   |                       | <b>36</b> |               |
| Chiefs                 | 2                    | 2                 | 0                     | 2         | 0             |
| Lieutenants            | 3                    | 0                 | 0                     | 0         | -3            |
| Firefighters           | 45                   | 20                | 0                     | 20        | -25           |
| Intern Staff           | 6                    | 5                 | 0                     | 5         | -1            |
| Support Staff          | 10                   | 9                 | 0                     | 9         | -1            |
| <b>Total</b>           | <b>86</b>            | <b>54</b>         | <b>0</b>              | <b>54</b> | <b>-32</b>    |

### PERSONNEL NOTES

- Leave of Absence: Stewart, Hildebrand

### RECRUITMENT

- Full time firefighter recruitment
  - FF Jake Lynch will begin in September 16
- Lieutenant Promotional process:
  - Chief Recommendation
- POX firefighter recruitment process:
  - No new updates

### PROMOTIONS

- Lieutenant
  - Lieutenant Jason Ladwig began on September 2nd

### FIREFIGHTER OVERTIME

| Month | Total Hours |
|-------|-------------|
| Jan   | 214         |
| Feb   | 287         |
| Mar   | 449.5       |
| Apr   | 246         |
| May   | 250         |
| Jun   | 239.5       |
| Jul   | 442         |
| Aug   | 320         |
| Sep   |             |
| Oct   |             |
| Nov   |             |
| Dec   |             |

### YEAR-TO-DATE MANDATES

| Month                  | # of Mandates | Total Hours |
|------------------------|---------------|-------------|
| Jan                    | 0             | 0           |
| Feb                    | 0             | 0           |
| Mar                    | 0             | 0           |
| Apr                    | 1             | 10          |
| May                    | 0             | 0           |
| Jun                    | 2             | 20          |
| Jul                    | 6             | 96          |
| Aug                    | 8             | 117         |
| Sep                    |               |             |
| Oct                    |               |             |
| Nov                    |               |             |
| Dec                    |               |             |
| <b>TOTAL HOURS:</b>    |               | <b>243</b>  |
| <b>TOTAL MANDATES:</b> |               | <b>17</b>   |

### CURRENT MONTH MANDATES - JUNE

| Date      | Firehouse | Position | Hours |
|-----------|-----------|----------|-------|
| 8/1/2024  | 2         | Officer  | 10    |
| 8/3/2024  | 2         | Officer  | 24    |
| 8/4/2024  | 2         | FF       | 19    |
| 8/7/2024  | 3         | Officer  | 10    |
| 8/9/2024  | 3         | Officer  | 10    |
| 8/17/2024 | 2         | Officer  | 10    |
| 8/24/2024 | 3         | Officer  | 24    |
| 8/25/2024 | 2         | FF       | 10    |



# Human Resources Monthly Department Report

For the Month of: August 2024

## Projects & Initiatives

- Human Resources held the City's first ever Youth Government Week. Kudos to our city departments that made this event a success. We couldn't have done it without you- FACTv, Library, Mayor and Elected Officials, Police, Fire and EMS, Planning, Public Works and the Senior Center.
- Sarahi's last day was August 30<sup>th</sup>. We were very lucky to have such a great HR Intern on staff to put together the Youth Government week from concept to completion! A big kudos to Sarah Masa-Myers who was instrumental in all of the details and assisting Sarahi this week.
- Human Resources is looking to start a contract with Quantum Workplace to provide employees with a DEI and Engagement survey. There are several other surveys we can give using this platform including exit and 30/60/90 day check in surveys for new hires.
- HR completed a large time-consuming project gathering and submitting detailed information related to employees' income continuation elections to Employee Trust Funds.
- HR attended Community Night Out. Sarahi created a scavenger hunt for the kids to encourage families to visit the various tables/booths. HR attended to highlight city employment.
- Preparation for Police negotiations resumes on September 9, 2024. A date is forthcoming for Fire.

## Permanent Hires and Promotions

- Jason Ladwig was promoted to Fire Lieutenant
- Jessica Wolfe – Community Development Program Coordinator (starts 9/9)
- Marcus Knoke – Library Assistant II

## Current Permanent Recruitments

- Police Officer – One conditional offer accepted (if successful, will be down to two vacancies)
- Parks Maintenance Worker – Accepting applications through September 22

## Turnover of Permanent Employees

- Parks Maintenance Worker (1)

## Workers Compensation Claims

- Public Works Engineering (2)
- Fire (1)

### Youth Government Week Pictures





# Information Technology Monthly Department Report

For the Month of: August 2024

## Projects

The IT team is working on:

- New Arbitrator Server (squad/BWC upgrade and migration)
- Computer replacements continue
- Wireless access points replacements in progress
- Virtual infrastructure updates
- Windows updates
- Upgrade of OnBase test environment

## Other Items

- People counter setup
- Senior Center kiosk setup completed
- Elections setup and teardown
- Videowall computer replacement
- Upgrade of VPN software
- Upgrade Police motorcycle laptop
- New user setups
- Various security certificate updates
- Video conferencing update to various rooms
- Upgrade of backup software

## GIS Initiatives

- Sign inventory update
- Updates to staff GIS Hub
- NeoGov update
- Updates to Parks snowplow map (Military Ridge State Trail)
- Created Street listing for all city addresses for November election

## Statistics

ServiceDesk: 203 Helpdesk tickets were processed, 48 remain open.



## Legal Monthly Department Report

For the Month of: August 2024

### Development/Land Use Update

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Country View Mobile Home Park issues
- IAFF & WPPA Negotiations – assist internal team
- Board of Review legal support
- Fish Hatchery Road Jurisdictional Transfer
- 2025 Budget
- HUB matters



# Library Monthly Department Report

For the Month of: August 2024

## Checkouts/Renewals/Holds

Checkouts – 20,245

Renewals – 5,727

Holds Filled – 6,290

## Programming for Adults

Adult Programs – 4

Adult Program Attendees – 23

## Programming for Kids

Youth Programs – 17

Youth Program Attendees – 732

Youth Self Directed Programs – 1

Youth Self Directed Attendees – 183

Teen Programs – 2

Teen Program Attendees – 14

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## Outreach

Programs – 6

Program Attendees – 771

## Computer & Wireless Sessions

Computer Sessions – 675

Wireless Sessions – 35,127

## Meeting Room Reservations

Meeting Room Reservations – 59

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,792

Overdrive Audio Checkouts – 2,808

### Photos with descriptions:

The Library participated in Youth Government Week. Participants explored all departments of the Library, including a Circulation relay.



Kids at the Engineering Challenges program getting creative at the free build station.



Library Outreach and the Fire Department collaborated on Fire Station Storytime at Station #3.





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: August 2024

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry

### Urban Forestry

- Collected bids for the fall park tree planting project. Selected most competitive bidder. Compiled bid tab, notified other bids of bid results. Put together all pre-approval related documents.
- Put together the maps and tree planting locations for the contractor and staff who place the tree planting stakes.
- Met with residents about additional tree/shrub planting in Chicory Meadows Park.
- Completed the spring 2024 tree planting warranty replacement inspection work.
- Attended an ERG meeting. Agreed to be a Buddy to a new employee. Helped the new employee with some resident requests. Took her on a tour of the City including the Parks and Public Works garage and the community parks.
- Continued to mark ash trees for removal as necessary.
- Inspected spongy moth damage in Greenfield Park.
- Responded to resident's requests for service. Particularly regarding EAB treatment, dead ash trees and storm damage.
- Toured the easements in relation to the sanitary pipe infrastructure.

### Naturalist

- Facilitated weed management in City of Fitchburg natural areas of Chicory Meadows, Oak Meadow, Wildwood South, Wildwood Kettle, and McGaw Park.
- Continued to work on the Dawley Conservancy Management plan. Met with residents from Seminole Village Condos. Inspected the border of the Dawley Conservancy and the Seminole Village Condos. Wrote a plan for the management of this area in concert with volunteer/resident requests.
- Communicated natural area management requests to vendors and volunteers.
- Submitted invoices as appropriate.
- Picked up piles of weeds from McGaw Park pulled by a contractor.
- Inspected the weed management work at Wild Wood South Prairie Park.

### Volunteer Coordination

- Picked up piles of weeds from Chicory Meadows pulled by volunteers.
- Started collecting seeds for fall/spring seeding/planting.

## Recreation

- NFL Flag Football coordination – form teams, order jerseys/flags, coaches meetings, schedule referees, and create game schedules.
- Summer program staff exit interviews.
- Athletic field reservations.
- Work on 2025 budget information.
- Schedules for Adult Volleyball Leagues., coordinate referees.
- Fall programming starting including; Archery, Babysitter Training, Block Builders, Martial Arts, NFL Flag Football, Soccer, Adult Volleyball, Pickleball, Youth Dance, Yoga, Robotics, etc.
- Monthly meeting with ActiveNet account manager.
- Reservations for 2025 large annual events.
- Park Shelter & Community Center rentals.
- Payments for various program instructors.
- Rec. program revenue = \$15,091.00
- CC rental revenue = \$3,525.00
- Shelter/athletic facility rental revenue = \$16,905.00

## Projects-Park Commission

- Attended monthly Park & Recreation, Building, and Grounds meeting with City Administrator.
- Held monthly update meeting with City Forester/Naturalist Anna on urban forestry items.
- Had one locate/meeting with family at Oak Hall Cemetery.
- Met with Dan Larsen at Nine Spring Golf Course.
- Attended monthly Veteran's Memorial Park at committee meeting.
- Attended biweekly construction meeting regarding the HUB project.
- Met with Oregon Soccer team to continue work on their tournament organization.
- Met with our Engineering staff to finalize the bidding documents for the McGaw pickleball court expansion.
- Attended 2025 operating budget meetings with Administration/Finance Director and Mayor.
- Attended McKee tennis court ribbon cutting.
- Attended Stoner Prairie Park project bid opening.
- Attended pre-con meeting regarding the HUB project.
- Attended two meetings related to the City Strategic Planning project.
- Attended groundbreaking for the HUB.



# Planning & Zoning Monthly Department Report

For the Month of: August 2024

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Comprehensive Development Plan CDP-2559-24](#) Request by Greg Held, Agent for Fahey Land LLC, to Amend the Highfield Reserve Comprehensive Development Plan to Allow for a High Density Residential Development on Property Located at 5335 Nobel Drive [Approved](#)
- B. [Minor PDD Amendment - Irish Fields Lot 270](#) Request by Greg Held, Agent for Fahey Glen LLC, to Obtain a Minor PDD Modification to Allow for the Expansion of a Building on Lot 270 of Irish Fields, a Property Associated with 5378 Fahey Glen. [Approved](#)
- C. [Public Hearing and Consideration of Comprehensive Development Plan CDP-2560-24](#) Request by Jeff Hundley, Agent for Wingra Real Estate LLC, to Amend the Jamestown Quarry Comprehensive Development Plan to Allow for a Commercial and Residential Development on Property Located off Fitchrona Road [Approved](#)
- D. [Public Hearing and Consideration of Conditional Use CU-2563-24](#) Request by Wade Wyse, Agent For Tim O'Brien, to Obtain a Drinking Places and Restaurant Conditional Use Permit in Association with an Athletic Facility, Specifically Pickleball, on Property Associated with 2747 S Seminole Highway [Postponed to September 17, 2024, Plan Commission meeting at request of the applicant.](#)
- E. [ADR - Seminole Pickleball Courts](#) Request by Wade Wyse, Agent for Tim O'Brien, to Obtain Architectural Design Review Approval for a Proposed Pickleball Court and Social Club Facility on Property Associated with 2747 S Seminole Highway. [Postponed to September 17, 2024, Plan Commission meeting at request of the applicant.](#)
- F. [Public Hearing and Consideration of Conditional Use CU-2562-24](#) Request by David Porto, Agent for Chophia LLC, to Obtain a Restaurant Conditional Use Permit to Operate a Catering Prep Kitchen Located on Property Associated with 5302 Anton Drive [Postponed to September 17, 2024, Plan Commission meeting at the request of the applicant.](#)

- G. [Certified Survey Map CS-2561-24](#) Request by Wade Wyse, Agent for Quantum Leap LLC, to Obtain Certified Survey Map Approval to Create 2 Lots from 1 Existing Lot on Property Associated with 4999 W Clayton Road Approved

**Applications Processed**

| Type                                            | 2023 Totals | January   | February  | March     | April     | May       | June      | July      | August    | September | October | November | December |
|-------------------------------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|----------|----------|
| Architectural Design Review                     | 12          | 1         | 1         | 3         | 1         | 0         | 1         | 1         | 1         |           |         |          |          |
| Rezone / Conditional Use Permit                 | 21          | 1         | 1         | 1         | 4         | 2         | 3         | 3         | 3         |           |         |          |          |
| Certified Survey Map                            | 18          | 0         | 0         | 0         | 3         | 1         | 0         | 1         | 1         |           |         |          |          |
| Comprehensive Development Plan Preliminary Plat | 4           | 0         | 2         | 0         | 0         | 1         | 1         | 0         | 2         |           |         |          |          |
| Final Plat                                      | 5           | 0         | 1         | 1         | 0         | 1         | 1         | 1         | 0         |           |         |          |          |
| Other                                           | 41          | 1         | 6         | 4         | 2         | 4         | 4         | 0         | 0         |           |         |          |          |
| Variance                                        | 0           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |           |         |          |          |
| Telecommunications Facilities Permit            | 0           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |           |         |          |          |
| SmartCode Article 3                             | 1           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |           |         |          |          |
| SmartCode Article 5                             | 36          | 3         | 8         | 13        | 5         | 6         | 4         | 5         | 5         |           |         |          |          |
| Architectural Design Review Admin.              | 17          | 1         | 0         | 1         | 0         | 0         | 0         | 2         | 0         |           |         |          |          |
| Sign Permits                                    | 52          | 7         | 3         | 1         | 5         | 4         | 2         | 7         | 4         |           |         |          |          |
| Zoning Permits                                  | 195         | 9         | 20        | 21        | 18        | 17        | 20        | 16        | 28        |           |         |          |          |
| Early Start Permits                             | 55          | 5         | 8         | 13        | 4         | 6         | 8         | 3         | 8         |           |         |          |          |
| Zoning Letters                                  | 14          | 2         | 0         | 3         | 0         | 0         | 4         | 0         | 2         |           |         |          |          |
| <b>Totals</b>                                   | <b>471</b>  | <b>30</b> | <b>50</b> | <b>61</b> | <b>42</b> | <b>42</b> | <b>48</b> | <b>39</b> | <b>54</b> |           |         |          |          |

**Neighborhood Plans**

- Staff continued to meet and respond to resident questions and concerns.

- The Greenfield Neighborhood Plan survey opened on July 18<sup>th</sup>. Staff is keeping the survey open until September 2<sup>nd</sup> to allow for a longer opportunity to respond.
- FACTv and Planning staff recorded an [interview](#) to promote the Greenfield Neighborhood Plan survey.
- The next Greenfield Neighborhood Plan Steering Committee meeting will be held on September 19<sup>th</sup>, at 5:30 p.m. in the Jeanie Sieling room at City Hall. The goal of this meeting is to refine the two concept plans into a preferred land use plan.
- The Planning team with support from the Steering Committee and Public Works staff continued to refine the preferred land use plan for South Stoner Prairie. The consultants are working on utility, stormwater and transportation engineering.
- The next South Stoner Prairie Neighborhood Steering Committee meeting will be held on September 26<sup>th</sup>, at 5:30 p.m. in the Jeanie Sieling Room at City Hall.

### Healthy Neighborhoods Programs

- Staff worked with the EQT team to plan the next community event for the teen center feasibility study, September 12<sup>th</sup> at 6:00 p.m. This is an online zoom event.
- Staff prepared for the new Community Development Program Coordinator's first day of work on September 9<sup>th</sup>.
- The Neighborhood Navigator served eight (8) new clients in August. Through the month of August, the Navigator served 133 clients in 2024. She attended a Leopold Back to School Event and Fitchburg Community Night Out.

### Sustainability

- Staff continued to finalize the Sustainability Plan.
- Staff presented the draft Sustainability Plan to the Committee of the Whole.
- Staff and the rest of the Fitchburg BCycle planning team are working with BCycle staff to finalize all Phase 2 expansion stations this Summer/Fall.
- Staff selected MSA as the consultant for the Bike and Pedestrian Plan Update. The contract is being finalized.

### Agricultural & Rural Affairs

The Agricultural and Rural Affairs Committee met in August to continue discussions regarding the update and recertification of the Farmland Preservation Zoning Ordinance. Staff submitted the proposed ordinance to the Wisconsin Department of Agriculture, Trade and Consumer Protection for an initial review. The committee also considered a potential minor comprehensive plan amendment by Ed Cody on Borchert Road.

### **Department Notables**

- The City Planner presented Fitchburg's SmartCode implementation to Forward Janesville.

### **Other**

- The Development Team held one meeting in August. The two agenda items were Verona School District and Phil Sveum (Holmes-Boberschmidt property).
- Staff continues to support the finalization of the Park and Open Space Plan.



**MONTHLY UPDATE**  
August 2024

# MONTHLY UPDATE | AUGUST



## CALL FOR SERVICE OVERVIEW

The Department handled 1,345 citizen-generated calls for service.

Officers initiated 1,149 calls.

### Compared to last month:

Citizen-generated calls decreased by 33. Officer-initiated calls increased by 219.

### Compared to last August:

Citizen-generated calls increased by 79. Officer-initiated calls increased by 333.

## CRIME

### PROPERTY CRIME

- Four burglaries were reported this month.
- Two vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were two reports of a shooting or shots fired call this month.
- Eleven firearms were seized as evidence this month.
- There were no robberies reported.

### DOMESTIC VIOLENCE

- Officers investigated thirteen domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Substantial Battery, Criminal Damage to Property | 8/7** | Officers were dispatched to the 2700 block of Pheasant Ridge Trail for the report of a domestic disturbance between a male and female. Investigation revealed the two parties began to have a verbal disagreement, which evolved into a physical confrontation with the female throwing a ceramic cookie jar at the back of the male's head, causing a laceration. The male was transported by to a local hospital by EMS where it was determined he had also received a concussion. The 51-year-old female aggressor was subsequently arrested and booked into the Dane County Jail on charges of Substantial Battery – Intend Bodily Harm and Criminal Trespass to Dwelling.

**Possession of Cocaine | 8/15** | An officer on routine patrol conducted a traffic stop on a vehicle with suspended registration plates. While initiating the traffic stop on the vehicle, the officer observed a plastic baggy be tossed out of the driver's window of the vehicle. A secondary officer was able to locate the baggy in the roadway, which contained a white, crystal-like substance

## MONTHLY UPDATE | AUGUST



within it. A test of the substance in the baggy tested presumptively positive for crack cocaine. The operator and lone occupant of the vehicle was arrested and booked into the Dane County Jail on a charge of Possession of Cocaine (2+).

**OWI 3<sup>rd</sup>, Carrying Concealed Weapon | 8/18** | While monitoring traffic, an officer observed a vehicle driving erratically before running a red traffic signal. A subsequent traffic stop was made on the vehicle. While in contact with the driver, the officer observed physical signs and behaviors of intoxication. Field sobriety tests were performed on the driver, which resulted in an arrest being made for Operating While Intoxicated – 3<sup>rd</sup> Offense. A search incident to arrest of the vehicle resulted in a handgun being located in the center console. Research into the driver resulted in no valid Concealed Carry Weapon Permit issued to them. The driver, a 36-year-old male, was transported to the Dane County Jail and charged with one count of Carrying a Concealed Weapon and two counts of Misdemeanor Bail Jumping.

**Possess with Intent – Cocaine, Possession of Marijuana, Possess Drug Paraphernalia, Resisting Officer, Hit & Run, Felony Bail Jumping | 8/24** | Fitchburg officers were dispatched to a possible motor vehicle crash in which dispatch could hear yelling in the background of the phone call. Officers arrived on scene and located a vehicle crashed into a tree and two individuals fleeing the scene on foot. The subjects were detained and interviewed regarding their involvement in the motor vehicle crash. Located on the passenger, who initially provided a false identification, was suspected narcotic drugs. After officers' interviews with the involved parties and a search of the vehicle concluded, the driver, a 23-year-old male, was cited for Hit and Run and Possession of Marijuana. The passenger of the vehicle, a 24-year-old male, was arrested and booked into the Dane County Jail on charges of Possess with Intent – Cocaine, Resisting/Obstructing Officer, and two counts of Felony Bail Jumping.

**Disorderly Conduct, Criminal Damage to Property, Felony Bail Jumping | 8/30** | Fitchburg officers were dispatched to the 5100 block of Anton Drive for the report of a male causing a disturbance and damaging items in the residence. Investigation revealed an intoxicated individual arrived at the residence, became unreasonably loud, and started damaging property within the residence. As a result, the suspect, a 24-year-old male, was arrested and transported to the Dane County Jail on charges of Disorderly Conduct (domestic), Criminal Damage to Property (domestic), and Misdemeanor Bail Jumping.

# MONTHLY UPDATE | AUGUST



| <b>NOTABLE CALLS FOR SERVICE</b> |             |                                 |                       |                                                                                                                                       |
|----------------------------------|-------------|---------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Case Number</b>               | <b>Date</b> | <b>Location</b>                 | <b>Alder District</b> | <b>Incident Description</b>                                                                                                           |
| 24-15664                         | 8/2/2024    | 2400 S Whitney Way              | 1                     | Criminal Damage to Property                                                                                                           |
| 24-15998                         | 8/6/2024    | 2900 Fish Hatchery Rd           | 3                     | 3rd Degree Sexual Assault, Battery, False Imprisonment                                                                                |
| 24-16057                         | 8/7/2024    | 2700 Pheasant Ridge Trl         | 3                     | Substantial Battery, Criminal Trespass                                                                                                |
| 24-16510                         | 8/12/2024   | 2100 High Ridge Trl             | 2                     | Child Abuse                                                                                                                           |
| 24-16781                         | 8/16/2024   | Fish Hatchery Rd/Greenway Cross | 3                     | Possession of Cocaine                                                                                                                 |
| 24-16813                         | 8/16/2024   | 6200 McKee Rd                   | 4                     | Possession of Psilocin, OWI                                                                                                           |
| 24-16942                         | 8/18/2024   | Fish Hatchery Rd/Traceway Dr    | 2                     | OWI 3rd, Carrying Concealed Weapon                                                                                                    |
| 24-17257                         | 8/21/2024   | 5800 Windsona Cir               | 1                     | 2nd Degree Recklessly Endangering Safety, Battery, Disorderly Conduct                                                                 |
| 24-17423                         | 8/24/2024   | 2300 High Ridge Trl             | 2                     | Possess with Intent - THC, Possess Drug Paraphernalia                                                                                 |
| 24-17426                         | 8/24/2024   | Novation Pkwy/Latitude 43 St    | 3                     | Possess with Intent - Cocaine, Possession of Marijuana, Possess Drug Paraphernalia, Resisting Officer, Hit & Run, Felony Bail Jumping |
| 24-17483                         | 8/24/2024   | 2600 Country Rose Ct            | 3                     | Felon in Possession of Firearm                                                                                                        |
| 24-17568                         | 8/25/2024   | 2100 High Ridge Trl             | 2                     | Battery or Threat to Law Enforcement Officer, Resisting Officer, Disorderly Conduct, Battery, Felony Bail Jumping                     |
| 24-17644                         | 8/26/2024   | 2800 Index Rd                   | 3                     | Substantial Battery, Disorderly Conduct                                                                                               |
| 24-17867                         | 8/29/2024   | 5100 Lacy Rd                    | 3                     | Violate Domestic Abuse Injunction, Disorderly Conduct                                                                                 |
| 24-17921                         | 8/29/2024   | 100 Deer Valley Rd              | 3                     | Possession of THC, Disorderly Conduct (while armed), Felony Bail Jumping                                                              |
| 24-17941                         | 8/30/2024   | 5100 Anton Dr                   | 1                     | Disorderly Conduct, Criminal Damage to Property, Misdemeanor Bail Jumping                                                             |
| 24-17996                         | 8/30/2024   | 6300 McKee Rd                   | 4                     | Resisting Officer, Retail Theft                                                                                                       |
| 24-18069                         | 8/31/2029   | 5100 Lacy Rd                    | 3                     | Violate Domestic Abuse Injunction                                                                                                     |

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

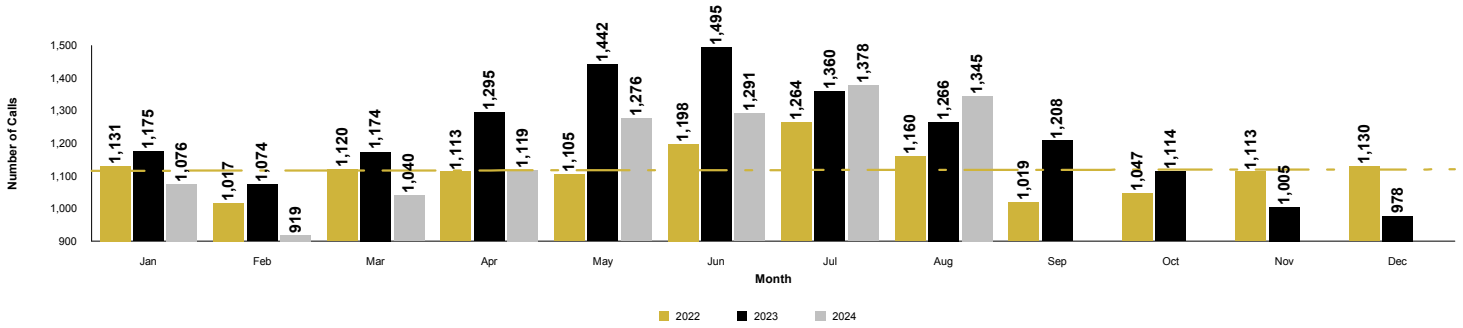


# City of Fitchburg Police Department

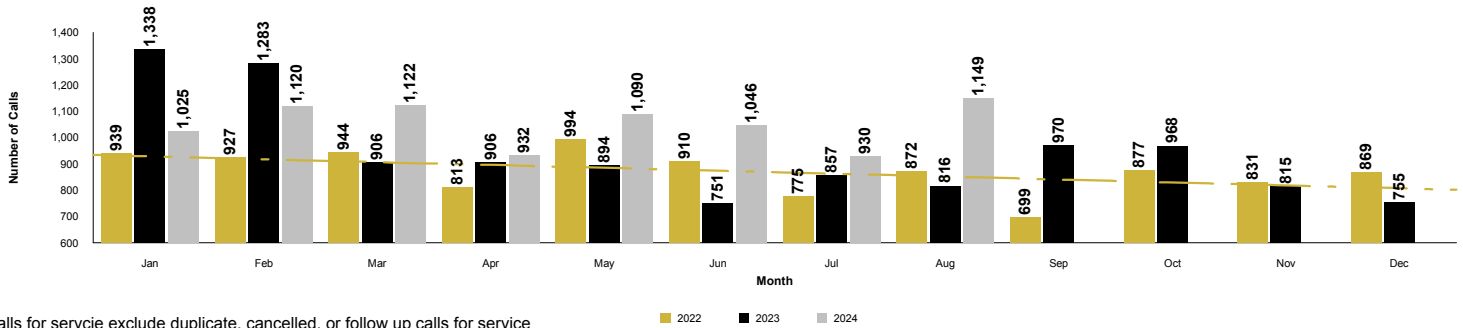
Police Activity  
August of 2024



## Citizen Generated Calls



## Officer Initiated Calls



Calls for service exclude duplicate, cancelled, or follow up calls for service

## Noteable Incidents

|                    | 2023 |     |     |     |     |     |     |     |     |     |     |     | 2024 |     |     |     |     |     |     |     |
|--------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|
|                    | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug |
| Abduction/FI       | 0    | 0   | 1   | 0   | 1   | 2   | 2   | 0   | 1   | 0   | 2   | 1   | 2    | 0   | 0   | 4   | 1   | 2   | 1   | 1   |
| Murder             | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   |
| Homicide           | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   |
| Robbery            | 1    | 0   | 1   | 2   | 0   | 1   | 1   | 0   | 0   | 2   | 1   | 1   | 0    | 1   | 0   | 0   | 0   | 0   | 2   | 0   |
| Sexual Assault     | 1    | 3   | 0   | 4   | 2   | 1   | 2   | 1   | 1   | 1   | 2   | 0   | 3    | 0   | 1   | 0   | 1   | 1   | 3   | 0   |
| Aggravated Assault | 9    | 7   | 4   | 7   | 10  | 5   | 2   | 8   | 5   | 3   | 4   | 5   | 3    | 5   | 2   | 3   | 5   | 5   | 7   | 3   |
| Burglary           | 8    | 4   | 3   | 5   | 2   | 7   | 8   | 4   | 5   | 1   | 2   | 10  | 5    | 3   | 4   | 3   | 4   | 0   | 4   | 4   |
| Theft of Auto      | 4    | 1   | 21  | 8   | 9   | 5   | 4   | 11  | 3   | 3   | 4   | 3   | 3    | 4   | 5   | 2   | 2   | 2   | 2   | 2   |
| Theft from Auto    | 12   | 7   | 5   | 10  | 10  | 6   | 7   | 4   | 3   | 3   | 10  | 5   | 4    | 3   | 2   | 9   | 12  | 7   | 9   | 12  |

Noteable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

|               | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Theft of Auto | 5   | 1   | 23  | 9   | 9   | 6   | 8   | 11  | 3   | 4   | 4   | 4   | 3   | 4   | 5   | 2   | 3   | 2   | 2   | 2   |
| Shots Fired   | 0   | 2   | 2   | 2   | 4   | 3   | 0   | 2   | 0   | 1   | 2   | 0   | 0   | 0   | 0   | 3   | 0   | 1   | 0   | 2   |
| Domestic      | 15  | 12  | 18  | 16  | 15  | 16  | 16  | 13  | 17  | 8   | 14  | 17  | 19  | 10  | 7   | 21  | 11  | 20  | 19  | 13  |

These 3 categories include a count of all incidents where the related offense occurred whether or not it was the highest offense.

| Accidents | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Accidents | 68  | 52  | 39  | 51  | 57  | 66  | 51  | 48  | 56  | 50  | 52  | 49  | 70  | 41  | 54  | 38  | 54  | 37  | 39  | 51  |

| Traffic Monitoring | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Traffic Monitoring | 197 | 118 | 143 | 128 | 118 | 107 | 111 | 111 | 189 | 168 | 110 | 51  | 49  | 105 | 130 | 139 | 151 | 150 | 72  | 118 |
| Traffic Stop       | 258 | 251 | 212 | 182 | 185 | 149 | 216 | 205 | 246 | 283 | 238 | 196 | 283 | 502 | 501 | 303 | 404 | 373 | 374 | 427 |

City of Fitchburg Police Department

Chief Alfonso Morales

5520 Lacy Rd

Phone: 608-270-4343



# Public Works Monthly Department Report

For the Month of: August 2024

## Transportation/Transit

- Bus Rapid Transit (BRT): Discussed BRT along Fish Hatchery Road with Dane County.
- Fitchrona Road Reconstruction: Issued the Request for Proposals (RFP) for property acquisition services. In addition, utility coordination continued.
- 2024 Sidewalk Replacement: Opened bids on August 28, 2024. The low bidder was Potrykus Construction at \$144,617.00, which is 9% lower than the engineer's opinion of probable construction cost.
- 2024 Surface Maintenance: Work continued with crack sealing.
- 2024 Street Resurfacing: Restoration and pavement marking in progress. Change order for park path resurfacing was authorized by Council.
- Syene Road Phase 2: Opened bids on August 21, 2024. The low bidder was Parisi Construction at \$3,222,005.65, which is 13% lower than the engineer's opinion of probable construction cost.
- Syene Road Phase 3: Wisconsin Department of Transportation (WisDOT) opened bids on August 13, 2024. The low bidder was Rock Road Companies at \$2,563,590.07, which was 19% lower than the engineer's opinion of probable construction cost.
- Whalen Road Paved Shoulders: Design work continued. Property acquisitions were identified for the project.
- Reviewed and approved 15 right of way (ROW) Permits for driveways, electrical services, and communications services.
- Joint application for Safe Streets and Roads for All (SS4A) grant submitted by the Greater Madison Metropolitan Organization (MPO).
- Reviewed Rimrock Road with Dane County for 2026 reconstruction.

## Stormwater

- Attended Badger Mill Creek Stakeholder Group, Rock River Coalition, Green Tier, and Madison Area Municipal Stormwater Partnership (MAMSWaP) partner meetings.
- Finalized stormwater quality models for proposed Best Management Practices (BMPs) as part of the Total Maximum Daily Load (TMDL) study.
- Staff worked on putting together plans for the 2025 Pond Dredging and Maintenance projects.
- Obtained all permits and finalized the bid package for the proposed Area H Regional Stormwater Basin. Bid opening is anticipated September 26, 2024.

- Reviewed private BMP maintenance reports submitted so far for 2024.
- Continued proposed conditions modeling for Fitchrona Rd./Goose Lake Stormwater Improvements. Met with Dane County to discuss plans and progress.
- Worked on project manual for the Crescent Road Stormwater Improvements project. Met with the Environmental Protection Agency (EPA) grant coordinator to discuss next steps in application process.
- Spot checked vegetation at sites being maintained by ecological services contractors.

## Utilities

- Fish Hatchery Rd. WM Replacement: Finalized contract documents and released for bid. Bid opening was held. No bids were received. The project will be rebid this winter.
- Well 4 & 10 Maintenance: Work on Well 4 is scheduled to begin in mid-September.
- Well 12: Executed contacts for this project. Drilling is anticipated to start late this year.
- Tower D: Worked through Department of Natural Resources (DNR) questions.
- Unidirectional Flushing Program: Strand continued work on program.
- Large Meter Replacements: Continued installation of 1.5" and 2" meters. The Utility is averaging installation of 3 to 4 meters per week.
- Water Service Line Identification: Completed review of record drawings. Inventory is due in October.
- Sanitary Sewer Cleaning: Continued cleaning. On target to clean 1/3 of the system this year.
- Sanitary Sewer Televising: Completed sewer televising.
- Valve Exercising: Continued turning valves. On target to exercise one-fifth of the system valves this year.
- Participated in Government Week on August 29<sup>th</sup> with one piece of equipment.
- Tower B: Continued work on Tower B control room build.

## Parks

- McGaw Pickleball Courts: Plan reviews continued.
- McKee Siding: Plan review in progress.
- Tower Hill Park Shelter: Plan review in progress.
- Completed repairs to McKee Farms Park tennis court lights.
- Bid out and opened bids for Stoner Prairie Park improvements.
- Trimmed various paths and sidewalks for low hanging branches, and encroaching brush.
- Cleaned up after vandalism at Western Hill Basketball court (2<sup>nd</sup> time).
- Cleaned up graffiti at Military Ridge State Trail bike bridge.
- Set up and painted three flag football fields.
- Set up for Concerts at McKee Farms Park.

- Repaired bad section of path at McKee Farms Park, with Streets Division assistance.
- Removed fallen trees on Water Tower C property.
- Prepared 14 ball diamonds for games.
- Four staff members attended the Rural Water Association Outdoor Expo.
- Dug out weeds and mulched McKee Farms Park south playground.
- Requested and received quotes to repair McGaw Park west ball diamond outfield fence.
- Four staff members mowed parks and terraces Monday through Friday.
- Performed daily park rounds and shelter cleaning.
- Emptied trash and recycling containers throughout the park system.
- Participated in Government Week on August 29<sup>th</sup> with one piece of equipment.

### **Building & Grounds**

- City Hall Front Counters: Completed project.
- Fitchburg HUB: Started project.
- Library Chiller: Controls vendor completed labeling on new chiller wiring.
- Police Station: Started design phase.
- Repaired 2 variable air volume (VAV) systems for heating at City Hall.
- Smoothed out and painted wall by front counter at City Hall.
- Replaced 2 exit signs at Senior Center.
- Changed belts on Community Center air handlers.
- Installed people counters at Library.
- Repaired shampoo machine at Senior Center.
- Installed new paper towel dispensers at Senior Center.
- Installed new TV on wall at Library.

### **Refuse & Recycling**

- Began organizing data for the 2025 Wisconsin Department of Natural Resources (DNR) recycling grant application.
- Finalized the level of service recommendation to Council and committees for the 2025-2029 solid waste contract.

### **Streets**

- Shouldered Schnieder Road after final layer of asphalt was placed.
- Continued to mow rural ditch lines.
- Swept 34 ton of debris from roads.
- Performed repairs on 14 vehicles/equipment.
- 52 ton of blacktop was placed between patching and water main break patches.
- Help transport voting items for election.
- Added dirt to shoulder in Briarwood to reduce the slope of the shoulder.

- Installed Rectangular Rapid Flashing Beacons (RRFB's) on Seminole Highway at the Cannon Ball crossing.
- Painted several crosswalks.
- Poured section of sidewalk on Pike Drive from a water leak repair.
- Participated in Police National Night Out with two pieces of equipment.
- Participated in Government Week on August 29<sup>th</sup> with two pieces of equipment.

## Other

- Developments:
  - Anna O'Brien CSM: Reviewed plans.
  - Hartung Fields: Continued management and inspection of project.
  - Highfield (Phases IA, IB, 2): Continued work on punchlists.
  - Highfield (Phase 3): Completed improvements. Working to put together a punchlist.
  - Highfield (Phase 4): Reviewed plans.
  - Inspiration of Swan Creek: Held preconstruction meeting and reviewed submittals.
  - Lacy Ridge: Prepared site for surface.
  - Oak Meadow Reserve: Design phase.
  - Ochalla: Continued work on warranty punchlist.
  - Terravessa: Continued work on warranty punchlist.
  - Terravessa (2<sup>nd</sup> Addition): Continued work on warranty punchlist.
  - Terravessa (3<sup>rd</sup> Addition): Completed warranty concrete work and surfaced streets.
  - Terravessa (4<sup>th</sup> Addition): Continued management and inspection of project.
  - ThermoFisher: No updates.
  - Wingra: Reviewed plat and Traffic Analysis & Design, Inc. (TADI) began traffic analysis (to include the Verona School).
  - Usona: Concrete work completed for path.
  - Commercial Developments: Continued follow-up on occupancy punchlists.
  - Planning & Building Permit Reviews: Completed approximately 11 reviews.
- Public Works engineering interns went back to school.

McKee Farms Park tennis courts were opened to the public.



Four staff members participated in the 2024 Snow Roadeo and attended a salt certification class in Appleton.



Installed new curb stops at 1917 and 1925 Pike Drive.





# Senior Center Monthly Department Report

For the Month of: August 2024

## Programs

**7 new programs**

### Highlights

- Brat lunch sponsored by the Senior Center Friends
- Author David Benjamin
- Lunch & Learn - Meet Your Alders

**31 ongoing programs**

### Upcoming

Collaboration with the Boys & Girls Club on fall programs.

## Meals

**Congregate Meals: 424**

**Home Delivered Meals: 1049**

**Grand Total: 1475**

## Case Management

**New client referrals: 4**

**Case Management clients served: 70**

**Medicaid clients served: 22**

### Client trends and other notables:

- Social Workers are seeing an increase in lease non-renewals. This is happening with existing clients, as well as new clients who are self-referring due to needing housing.
- Partnership with Edgewood College Nursing students started for the fall semester. Seven students matched with older adult participants to learn about what it means to be a community-based nurse.
- WKOW Channel 27 did a news story on how local Senior Centers are an essential service in extreme heat conditions.

## Admin/Other

- Attended re-occurring meetings: Department Head, Deputy Administrator, bi-weekly staff meetings, Commission on Aging Well, Fitchburg Senior Center Friends, Multi-

Cultural Work Group, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg, and Highline management.

- Presented to Dane County Transportation Committee
- Developing a Transportation Action Plan
- Participated in Community Night Out
- Presented at 2025 City budget meetings.
- Working on installation of people counter software system, FacilitySight.

The Senior Center participated in the “Youth in Government Day.” The City’s Human Resources intern Sarahi Garcia planned this event. We hosted 15 students for a full day. Each staff member took time to talk about the job we perform for the city and gave the kids examples of things we do for older adults in Fitchburg. We had a great day, with great kids. Our participants enjoyed having lunch, and visiting and playing board games with the kids. The group learned about our Decorated Meal Bag program, and they decorated over 100 bags for our homebound meal clients.



# MONTHLY REPORTS SEPTEMBER 2024

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

**For the Month of: September 2024**

## Meetings

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 monthly meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings  
Attended Committee of the Whole meeting  
Attended weekly Police Services Facility meetings  
Attended DCCVA meeting  
Met with UW Health, Forward Development Group, Village of Oregon officials  
Meetings with referendum workgroup  
Meetings with strategic plan workgroup  
Meetings with Mueller Communications  
Attended bi-weekly Hub construction meeting  
Attended recap of 2024 No Fireworks in Parks outreach efforts  
Attended weekly communication update meeting  
Attended 3CMA Annual Conference  
Attended CVMIC New Laws and Legal Issues webinar  
Met with new Community Development Program Coordinator

## Staff Projects

Worked with staff on various projects and policies including but not limited to: Kyle Stiegert Greenway project, Country View Mobile Home Park Community, 2025 operating budget, Municipal Court operations, Ag Park, WPPA negotiations, Police Services Facility, EV charging infrastructure, DaneCom towers, Jamestown Quarry, Fitchrona EMS, and sustainability.

## Events and Collaboration with Businesses & Residents

Provided a monthly video update and Council meeting recap for residents via FACTv

Business onsite visits: Avante

Attended East-West BRT tour and ribbon cutting with Mayor

Attended Annual Fitchburg Chamber golf outing

Began referendum information sessions



# Assessing Monthly Department Report

For the Month of: September 2024

## Inspections Completed Over the Past Month

- 139 scheduled inspections completed
- 52 exterior inspections completed
- Tagging of non-responsive properties ongoing

## Projects Completed Over the Past Month

- Inspection request letters sent out
  - 290 letters sent on 9/12/24
  - 151 letters sent on 9/26/24
- Defended assessments of two residential properties that filed a 70.85 appeal after Board of Review with the Department of Revenue
- Held 1:1's with all staff

## Major Projects in Progress

- Field inspections for properties that sold and/or have taken out permits January-June
- Inspections of properties not visited in over 5 years
- Continued sketching of floorplans of properties not visited in several years
- Tagging and conducting exterior inspections on properties that have not responded to request for inspection
- Quality control checks of first wave of processing and valuation changes for 2025 assessment roll
- Continued work on properties currently in litigation
- Review of neighborhoods for data consistency and accuracy

## Projects in the Next Month

- Continued inspections on properties that have sold, have had permits taken out, or have not been recently visited
- Review of agricultural use parcels
- Begin work on parcel splits and adding new subdivisions
- Begin prep work for annual new construction reviews

## Staffing & Accomplishments

- Attended 2024 Municipal Assessor's Institute in Green Bay, WI



# Building Inspection Monthly Department Report

For the Month of: September 2024

## All Permits Issued

118

## Commercial Projects

0 New Multi-Family (0 units)  
2 New Commercial  
14 Alteration/Repair/Addition/Other

## Other Permits

10 New Single Family  
2 New Two Family  
  
90 1& 2 Family Alterations/Additions/Other

## Total Construction Value (All Permits)

\$17,265,658



## Clerk Monthly Department Report

For the Month of: September 2024

### Elections

- Began scheduling staff coverage for in-person absentee voting, SVD voting at 5 care facilities and 6 polling locations on Election Day.
- Processed 3,500 absentee ballot requests via mail when ballots were delivered from the county on September 17<sup>th</sup>. Continued to process an average of 80/day.
- Continued review and approval of voter registration and absentee ballot requests through the [www.myvote.wi.gov](http://www.myvote.wi.gov) website.

### Licensing

- Approved 5 new operators licenses
- Approved 1 new alcohol license for Blue Sky Madison, LLC.
- Approved 8 sound permit applications
- Approved Czar's Promise, Spartan Stampede, Walk to Defeat ALS, Fitchburg Fire Department Annual Open House, and Four Winds Farm Food Truck Festival event.

### Projects

- Continued work on referendum question for November ballot



# Economic Development Monthly Department Report

For the Month of: **September 2024**

## **Economic Development**

Prepared plaque for Rusty Bee, WEDC Small Business Development Grant application

## **Business/Developer Outreach**

28 business and developer outreach and/or contact. Several of these contacts resulted in additional follow up and providing of information

## **Housing**

Lincoln Avenue Communities, PedCor, MSP, Eenhoorn, Julian Walters, drafted letter of support and leverage for Pro Housing Grant for Mayor, Pro Housing Grant in OnBase, worked on Housing Presentation for COW, updated housing page on city website, Forward Development, MACLT, Habitat for Humanity of Dane County

## **Meetings**

MadREP Board meeting presentation, COW Meeting – Housing Presentation, Greenfield Neighborhood Meeting 2x, FVCBB Board meeting, UW Health, Eenhorn Development, South Stoner Prairie Neighborhood meeting, Efficiency Navigator check-in, met with Dr. Wendy on expansion idea, FCVBB Biz After Hours, met with Jason Scott with WEDC on grants and misc. topics, met with Madison Area Community Land Trust, met with Dane County on Pro Housing Grant 2x, met with H & A Advisors regarding COW presentation, attended VandenHeuvel Customer Appreciation event, attended Rusty Bee ribbon cutting, attended Power 100 Event, UW PHI regarding Fitchburg housing plan, NHTI for small business grant

## **Professional Development**

Attended CVMIC training, attended SCORE women's conference, attended small business development grant webinar, attended CDBG Consolidated Plan-UCC Partner Engagement meeting

## **Alder Contact/Projects**

Prepared talking points for Mayor for Bela Springs and KL Engineering

## **Other**

Attended the Greater Madison Area Postal Customer Council National PCC Day Conference, Bcycle



Patrick Anderson, EMS Chief

101 Lincoln Street  
Verona, WI 53593  
608-497-2909 (Business Office)  
608-845-9455 (Fax)  
www.fitchronaems.com

# Chief's Report

## October-2024

| EMS Calls for Service |              |              |             |                           |
|-----------------------|--------------|--------------|-------------|---------------------------|
| Month                 | 2022         | 2023         | 2024        | Change from Previous Year |
| January               | 341          | 432          | 412         | -5%                       |
| February              | 285          | 359          | 386         | 8%                        |
| March                 | 346          | 411          | 384         | -7%                       |
| April                 | 328          | 376          | 382         | 2%                        |
| May                   | 381          | 391          | 414         | 6%                        |
| June                  | 370          | 403          | 469         | 16%                       |
| July                  | 349          | 359          | 457         | 27%                       |
| August                | 372          | 440          | 464         | 5%                        |
| September             | 369          | 445          | 431         | -3%                       |
| October               | 342          | 414          |             |                           |
| November              | 387          | 405          |             |                           |
| December              | 427          | 423          |             |                           |
| <b>Total</b>          | <b>4,267</b> | <b>4,858</b> | <b>3799</b> | <b>5.5%</b>               |

| Runs by Municipality  |        |        |              |                               |
|-----------------------|--------|--------|--------------|-------------------------------|
| Municipality          | Sep-24 | Sep-23 | Year to Date | Percent of Total Runs to Date |
| City of Fitchburg     | 280    | 298    | 2547         | 67%                           |
| City of Verona        | 109    | 109    | 974          | 26%                           |
| Town of Verona        | 15     | 9      | 102          | 3%                            |
| City of Madison       | 11     | 3      | 50           | 1%                            |
| Belleville (District) | 8      | 3      | 25           | 1%                            |
| Mount Horeb (Dist)    | 3      | 4      | 54           | 1%                            |
| Other                 | 5      | 19     | 47           | 1%                            |

| Fractile Times for Previous Month |                             |                              |
|-----------------------------------|-----------------------------|------------------------------|
|                                   | Service Median (in minutes) | 90th Percentile (in minutes) |
| Notified to Enroute               | 1.42                        | 2.52                         |
| En Route to Arrived on Scene      | 4.62                        | 9.12                         |
| Notified to Arrived on Scene      | 6.35                        | 10.65                        |
| On scene to Transporting          | 15.60                       | 26.35                        |
| Transporting to Destination       | 14.77                       | 23.65                        |
| At Destination to Unit in Service | 11.80                       | 18.18                        |

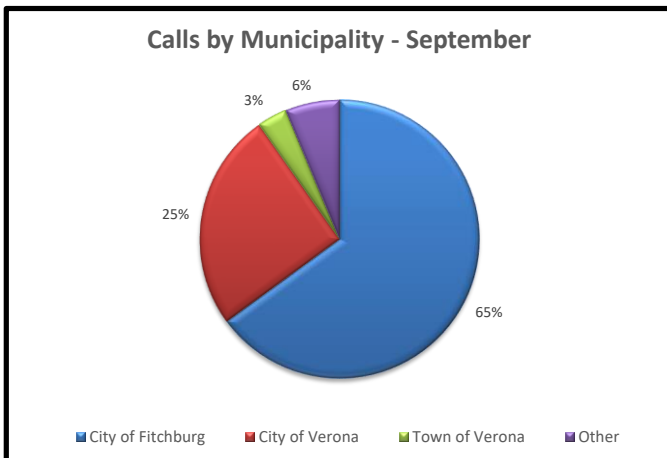
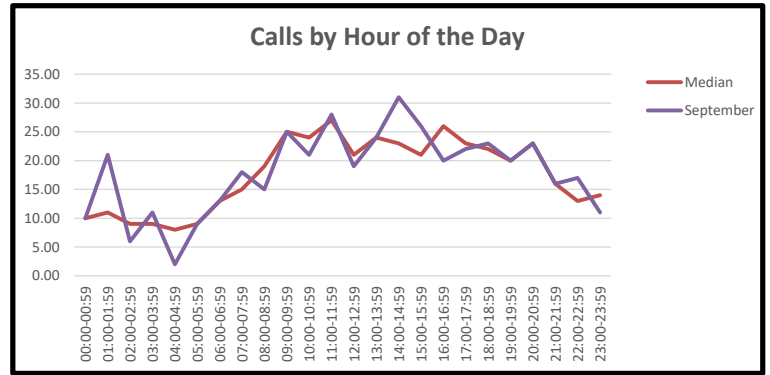
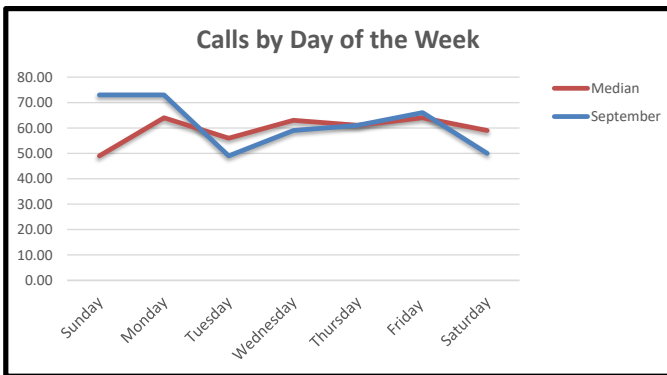
| Special Reporting          |        |          |
|----------------------------|--------|----------|
|                            | Sep-24 | Sep-23   |
| Naloxone Administration    | 2      | 5        |
| Car 15/17 Responses        | 7      | 7        |
| Out of Resources           | 2024   | 2023     |
| All trucks on calls - Sept | 20     | 17       |
| Mutual Aid Required - YTD  | 34     | 42 Total |

|                                              |       |
|----------------------------------------------|-------|
| Average calls per day - Previous Year (2023) | 13.31 |
| Average calls per day - Year to date         | 13.86 |

### Community Events September 11th through October 9th

|                                                      |                                                 |
|------------------------------------------------------|-------------------------------------------------|
| VAHS Varsity Football                                | Jamison, Kristy, and Macayla                    |
| Touch-a-Truck at the American Heart Association Walk | Jamison and Jeremy                              |
| CPR Course for Madison Investments                   | Sara                                            |
| Spanish CPR - Engineering Industries                 | Patrick and Zander from DCEM and Clara from FFD |
| CPR Course for Latitude Corp in Verona               | Patrick                                         |
| VAHS Varsity Football/Homecoming                     | Mollie and Kristy                               |
| VAHS Varsity Football                                | Carlos and Maycayla                             |
| CPR and Environmental Injuries - Alt Landscaping     | Patrick                                         |

### Statistics



| Top 70% Dispatch Reasons for Calls for Service - September |               |                      |                |
|------------------------------------------------------------|---------------|----------------------|----------------|
| Previous Month                                             | Current Month | Complaint            |                |
| 1                                                          | 1             | Sick Person          | 19.49 %        |
| 2                                                          | 2             | Falls                | 17.4 %         |
| 5                                                          | 3             | Breathing Problem    | 6.96 %         |
| 6                                                          | 4             | Unconscious/Fainting | 6.96 %         |
| 3                                                          | 5             | Unknown Problem      | 6.50 %         |
| 4                                                          | 6             | Chest Pain           | 5.34 %         |
| 7                                                          | 7             | Traffic Incident     | 4.64 %         |
| 8                                                          | 8             | Fire                 | 3.71 %         |
|                                                            |               |                      | <b>71.00 %</b> |

| Calls by Station - September |       |            |
|------------------------------|-------|------------|
| Station                      | Count | Percentage |
| Verona                       | 130   | 30%        |
| FB Sta 2                     | 171   | 40%        |
| FB Sta 3                     | 130   | 30%        |

## Financial Report

### A/R Aging (as of September 30th, 2024)

|                  | 0-30             | 31-60            | 61-90            | 91-120           | 121-180          | 180+             | Total              |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| 3Rivers          | \$3,389          | \$5,093          | \$4,536          | \$2,948          | \$8,260          | \$252,661        | \$276,886          |
| EMS MC           | \$966,452        | \$370,286        | \$165,403        | \$153,531        | \$293,458        | \$163,048        | \$2,112,178        |
| <b>Total</b>     | <b>\$969,841</b> | <b>\$375,379</b> | <b>\$169,938</b> | <b>\$156,479</b> | <b>\$301,718</b> | <b>\$415,709</b> | <b>\$2,389,064</b> |
| <b>Current %</b> | <b>40.6%</b>     | <b>15.7%</b>     | <b>7.1%</b>      | <b>6.5%</b>      | <b>12.6%</b>     | <b>17.4%</b>     | <b>100.0%</b>      |
| Goals            | 40.0%            | 20.0%            | 10.0%            | 7.0%             | 8.0%             | 3.0%             |                    |

### Cash on Hand

|                    | 9/30/2024              | Previous Month         | Previous Year          | Change from Prev Month | Change from Prev Year |
|--------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|
| Checking/Market    | \$ 1,322,281.96        | \$ 1,455,468.55        | \$ 1,123,892.54        | \$ (133,186.59)        | \$ 198,389.42         |
| Savings            | \$ 52,407.80           | \$ 96,768.64           | \$ 17,432.95           | \$ (44,360.84)         | \$ 34,974.85          |
| Oak Bank - CD 8518 | \$ 150,931.43          | \$ 150,931.43          | \$ 150,931.43          | \$ -                   | \$ -                  |
| Oak Bank - CD 0852 | \$ 100,000.00          | \$ 100,000.00          | \$ 100,993.45          | \$ -                   | \$ (993.45)           |
| Oak Bank - CD 1824 | \$ 200,000.00          | \$ 200,000.00          | \$ -                   | \$ -                   | \$ 200,000.00         |
| WISC Funds         | \$ 264,709.90          | \$ 263,640.20          | \$ 251,360.52          | \$ 1,069.70            | \$ 13,349.38          |
| <b>Total Cash</b>  | <b>\$ 2,090,331.09</b> | <b>\$ 2,266,808.82</b> | <b>\$ 1,644,610.89</b> | <b>\$ (176,477.73)</b> | <b>\$ 445,720.20</b>  |

### Assigned Fund Balances - Oak Bank

|                             | 9/30/2024           | Previous Month      | Previous Year       | Change from Prev Month | Change from Prev Year |
|-----------------------------|---------------------|---------------------|---------------------|------------------------|-----------------------|
| FAP Funds (Restricted)      | \$ 9,367.13         | \$ 9,367.13         | \$ -                | \$ -                   | \$ 9,367.13           |
| 2024 EPIC Grant             | \$ 580.00           | \$ 46,167.81        | \$ -                | \$ (45,587.81)         | \$ 580.00             |
| Labor Contract Funds        | \$ 24,000.00        | \$ 24,000.00        | \$ 24,000.00        | \$ -                   |                       |
| <b>Total Assigned Funds</b> | <b>\$ 33,947.13</b> | <b>\$ 79,534.94</b> | <b>\$ 24,000.00</b> | <b>\$ (45,587.81)</b>  | <b>\$ 9,947.13</b>    |

### Assigned Fund Balances - WISC - Health Retirement Account Funds

|                             | 9/30/2024            | Previous Month       | Previous Year        | Change from Prev Month | Change from Prev Year |
|-----------------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| Money Market                | \$ 654.54            | \$ 649.05            | \$ 621.60            | \$ 5.49                | \$ 32.94              |
| Investment Acct             | \$ 264,055.36        | \$ 262,991.15        | \$ 250,738.92        | \$ 1,064.21            | \$ 13,316.44          |
| <b>Total Assigned Funds</b> | <b>\$ 264,709.90</b> | <b>\$ 263,640.20</b> | <b>\$ 251,360.52</b> | <b>\$ 1,069.70</b>     | <b>\$ 13,349.38</b>   |

### September Donations

\$250 donation from Alt Landscaping

### October Milestones

Chance Kaczmariski - 29 Years  
 Ross Williams - 17 Years  
 Greg Bailey - 14 Years  
 Jeremy Owen - 6 Years  
 Chris Backes - 5- Years  
 John Uebelacker - 5 Years  
 Ben Wolter - 6 Years  
 Macayla Quinn - 2 Years

### Comparables - Calls for Service

| Service         | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | Percent Change<br>2022-2023 |
|-----------------|------|------|------|------|------|------|------|-----------------------------|
| Fitch-Rona EMS  | 3077 | 3245 | 3443 | 3505 | 4184 | 4267 | 4858 | 13.9%                       |
| Middleton EMS   | 1816 | 1825 | 1969 | 1898 | 2254 | 2543 | 2715 | 6.8%                        |
| Sun Prairie EMS | 2828 | 2839 | 3165 | 3213 | 3368 | 3692 | 4424 | 19.8%                       |

### Other Updates

Replacement ambulance delivery (2023) now expected to be delayed until **December**  
 DC process closed 10/4 - 6 Applicants - Interviews later in October

### SHOUT OUTS

Andrew and Ryan R - Thank you card from a patients family  
 Chanshe and Mollie assisted a family with the cremation of a pet after a house fire  
 Congratulations to Bob Buzzell on his retirement after 26 years of service



# FACTv Monthly Department Report

For the Month of: September 2024

## Current Productions

- 30 productions completed in September
- 28 meetings completed in September
- 20 (1 show per day) Talking Fitchburg updates in September
- 35 productions scheduled for October
- 34 meetings scheduled for October

## Upcoming Productions

- KL Engineering Office Expansion Ribbon Cutting
- TF Czar's Promise Inspiring Hope Walk
- TF Council Recap Show
- Bela Springs Ribbon Cutting & Grand Opening
- Lions Club Plastic Bag Collection/Bench Project
- TF Oak Bank Great Pumpkin
- TF FFD Open House
- TF Hispanic Heritage Month Luncheon
- FFD Pinning & Awards Ceremony
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects (On Hold)
- Fitchburg Fire Department Video Projects (On Hold)
- Safe Communities Project (Paid Project)
- LWM Local Government Basics Video Series (Paid Project)

## Department Projects

- Fitchburg Room AV Update Project- coming soon.
- FACTv Marketing Project 2024- started sharing weekly update about FACTv and Talking Fitchburg.
- FACTv Marketing Project 2024- setting up meetings with council members and the Mayor to discuss FACTv and future opportunities.

## Department Focus

- FACTv Marketing Project 2024
- Referendum coverage, site setups, and communications.

Council Recap, a new show breaking down each Common Council meeting.



Annual coverage of Viva Mexico celebration.



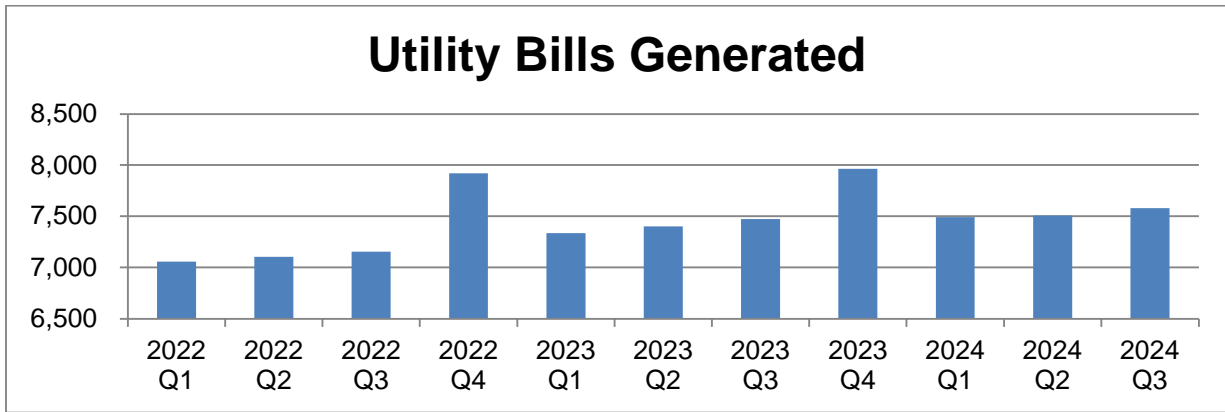


# Finance Monthly Department Report

For the Month of: September 2024

## Routine Finance Cycles

- Debt payments wired without issue. TID PAYGO incentives were paid without issue.
- Continued conversations with the Mayor about prioritization of requests in the 2025 budget and continued work on preparing the various documents included in the budget. Final decisions were shared by the Mayor and implemented. The full budget document was prepared and reconciled. The Mayor's Proposed 2025 Budget was released to the public. The proposed budget summary and public hearing notice was published in the paper, as required by Statute. <http://www.fitchburgwi.gov/1998/Financial-Records-Reports>
- Updated information for participating municipalities regarding the levy limit adjustment available for Fitchrona EMS.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council. August Treasurer's Report presented to Finance Committee.
- Participated in a variety of conference calls with the League of Wisconsin Municipalities to learn about recent legislative and other activities.
- Annual continuing disclosure report filed on EMMA and shared with the Finance Committee (<https://emma.msrb.org/>).
- Renewed the City's System of Award Management (SAM) registration, which is required to qualify for federal grant funding.
- Completed property insurance renewal.
- Total of 7,578 quarterly utility bills generated with 5,269 being mailed and 2,309 being emailed due to customer opting-out of paper bills.



## Special Projects

- Worked with the GIS Specialist to finalize a visualization of the 2025-2034 Adopted CIP available on the City's website: <http://www.fitchburgwi.gov/176/Capital-Improvement-Plan>
- Continued to work with the police department to deposit unclaimed evidence funds.
- Submitted four PC-201 forms to request a chargeback to the overlying jurisdictions for assessment claims paid in the past year. The Department of Revenue (DOR) will make a final determination in mid-November.
- Participated in discussions and information gathering for union negotiations.
- Various internal meetings and meetings with the outreach vendor were held about the upcoming levy limit referendum. Compiled information and responses to various questions about the referendum.
- Continued meeting with the consultant for payroll and human resources advisory services and compiled the information requested. Consultant was on-site for one day to continue conversations with various stake-holders. The purpose of those meetings was to get a clear understanding of the desired future state and items to be included in the request for proposals (RFP). Also established the project charter and discussed the structure of the project team, steering committee, and evaluation committee.
- Responses were received for external auditing services for the years ending 2024, 2025, and 2026. Negotiated the contract and engagement letter with the low bidder. If accepted by Council in October, the external audit will remain with Baker Tilly as they were about \$20,000 lower than the other bidder.
- Updated spending projections for ARPA funded projects. Determined \$140,000 of additional funding would be available. Due to the strict purchasing and timing constraints, staff recommends expanding the streets project already in progress with ARPA funds.

## Staff

- Weekly, bi-weekly, and monthly team meetings were held.
- Finance Director and Accountant attended the Fall Wisconsin Government Finance Officers Association (WGFOA) conference, which had a treasury and technology theme. Of note, a professor from UW-GB shared a half-day presentation about the use of artificial intelligence.

## Statistics

|                                | 2022   | 2023   | Current Month | YTD 2024 | Projected 2024 |
|--------------------------------|--------|--------|---------------|----------|----------------|
| Special Assessment Letters     | 625    | 496    | 53            | 422      | 500            |
| Payroll Payments               |        |        |               |          |                |
| Checks                         | 182    | 141    | 8             | 125      | 150            |
| ACH Payments                   | 7,038  | 7,327  | 610           | 5,640    | 7,300          |
| Cash Receipts (non-tax)        |        |        |               |          |                |
| Utility Billing                | 28,522 | 30,435 | 635           | 21,188   | 31,000         |
| Library                        | 521    | 202    | 15            | 178      | 200            |
| General                        | 44,692 | 41,922 | 388           | 3,937    | *6,000         |
| OpenGov                        | -      | -      | 67            | 701      | 1,000          |
| Budget Amendments              |        |        |               |          |                |
| Administrative Approval        | 33     | 68     | 5             | 29       | 50             |
| Council Action                 | 40     | 49     | 3             | 33       | 50             |
| Purchasing Transactions        |        |        |               |          |                |
| Accounts Payable Checks        | 1,478  | 1,796  | 122           | 1,558    | 2,000          |
| P-Card Transactions            | 4,267  | 4,169  | 356           | 3,236    | 4,200          |
| Invoices Generated             |        |        |               |          |                |
| General Customer Invoices      | 470    | 497    | 55            | 349      | 500            |
| Quarterly/Annual Utility Bills | 28,612 | 30,126 | 7,578         | 22,576   | 30,000         |
| Final Utility Bills            | 708    | 1,338  | 48            | 531      | 1,300          |

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

SEPTEMBER 2024



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF SEPTEMBER

## CALLS FOR SERVICE

EMERGENCY MEDICAL  
SERVICES ASSIST

\* 128

STILL ALARM

63

MOTOR VEHICLE  
ACCIDENTS

7

STRUCTURE FIRES

2

TOTAL CALLS THIS MONTH

242

TOTAL CALLS FOR THE YEAR

1,934

2023

TOTAL CALLS THIS MONTH

235

TOTAL CALLS FOR THE YEAR

2,167

2024

AVERAGE RESPONSE TIME FOR THE MONTH:

5 mins 37 secs

## STAFFING

CAREER  
STAFF

19

\*Approved staffing = 19

PAID-ON-CALL/PAID-ON-  
PREMISES STAFF

20

\*Approved staffing = 50

INTERN  
FIREFIGHTERS

5

\*Approved staffing = 6

SUPPORT  
STAFF

9

\*Approved staffing = 10

TOTAL MEMBERS **53**

## AT A GLANCE

INSPECTIONS

462

PUBLIC EDUCATION  
EVENTS

7

TRAINING HOURS

412



## STRUCTURE FIRE OVERVIEW

The Department responded to a total of 2 structure fires this past month.

Compared to last month:

Structure Fire calls were the same as last month.

Mutual aid, House Fire in Town of Vermont

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

9/7/2024

2945 Fish Hatchery Road

Apartment Fire

9/2/2024

5905 Smith Ridge Road - Mutual Aid Town of Vermont

House Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 7 public education event this past month.

- 9/7/2024 - VASD Cross Country Meet
- 9/12/2024 - Back-to-school cookout at Forest Edge Elementary
- 9/15/2024 - Viva Mexico Event
- 9/14/2024 - Truck appearance at McKee Farms Park - American Heart Association Heart Walk
- 9/20/2024 - Verona Homecoming Parade
- 9/21/2024 - Truck appearance at McKee Farms Park - Diaper Dash 5K
- 9/25/2024 - HR Fire Safety Day at Station 3

## PERSONNEL NOTES

- Leave of Absence: Stewart, Hildebrand

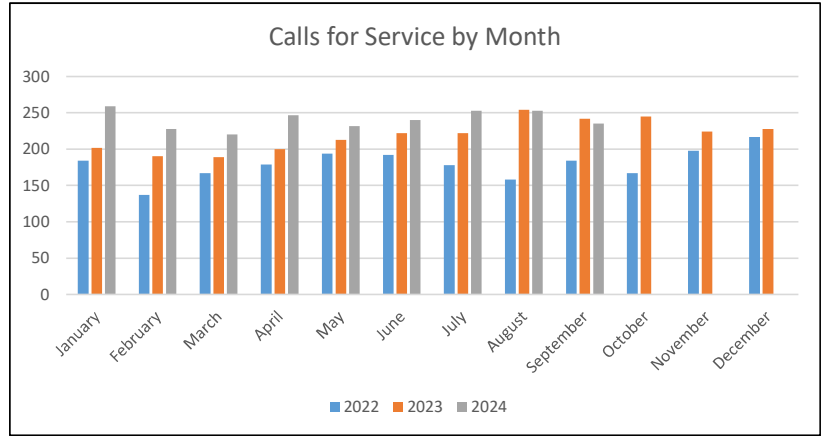
## RECRUITMENT

- **POX firefighter recruitment process:**
  - No new updates.

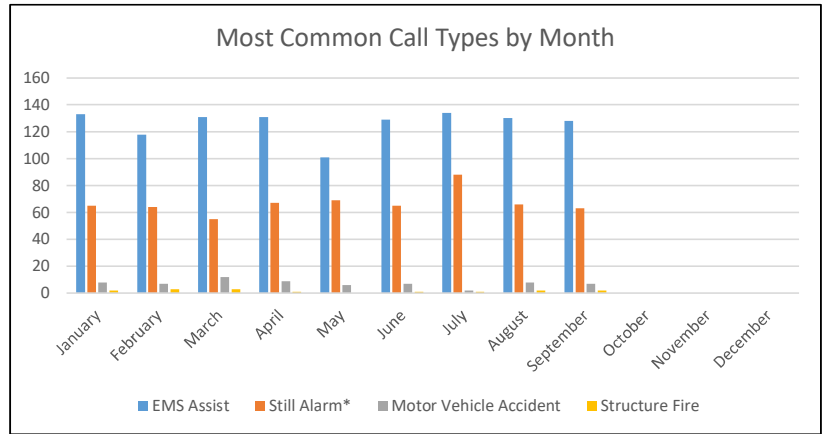


**Fire Department Activity Report**  
 As of September 30, 2024

| Calls for Service by Month |      |      |      |        |
|----------------------------|------|------|------|--------|
| Month                      | 2022 | 2023 | 2024 | Change |
| January                    | 184  | 202  | 259  | 28%    |
| February                   | 137  | 190  | 228  | 20%    |
| March                      | 167  | 189  | 220  | 16%    |
| April                      | 179  | 200  | 247  | 24%    |
| May                        | 194  | 213  | 232  | 9%     |
| June                       | 192  | 222  | 240  | 8%     |
| July                       | 178  | 222  | 253  | 14%    |
| August                     | 158  | 254  | 253  | 0%     |
| September                  | 184  | 242  | 235  | -3%    |
| October                    | 167  | 245  |      | -100%  |
| November                   | 198  | 224  |      | -100%  |
| December                   | 217  | 228  |      | -100%  |
| Total                      | 2155 | 2631 | 2167 | 127%   |
| Projection                 |      |      |      |        |

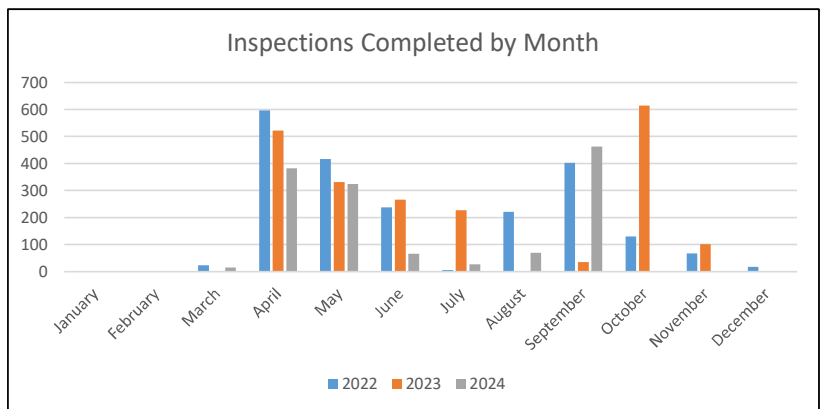


| Most Common Call Types by Month |            |              |                        |                |
|---------------------------------|------------|--------------|------------------------|----------------|
| Month                           | EMS Assist | Still Alarm* | Motor Vehicle Accident | Structure Fire |
| January                         | 133        | 65           | 8                      | 2              |
| February                        | 118        | 64           | 7                      | 3              |
| March                           | 131        | 55           | 12                     | 3              |
| April                           | 131        | 67           | 9                      | 1              |
| May                             | 101        | 69           | 6                      | 0              |
| June                            | 129        | 65           | 7                      | 1              |
| July                            | 134        | 88           | 2                      | 1              |
| August                          | 130        | 66           | 8                      | 2              |
| September                       | 128        | 63           | 7                      | 2              |
| October                         |            |              |                        |                |
| November                        |            |              |                        |                |
| December                        |            |              |                        |                |



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

| Inspections Completed by Month |      |      |      |
|--------------------------------|------|------|------|
| Month                          | 2022 | 2023 | 2024 |
| January                        | 1    | 0    | 0    |
| February                       | 0    | 0    | 0    |
| March                          | 23   | 0    | 15   |
| April                          | 596  | 522  | 382  |
| May                            | 416  | 332  | 324  |
| June                           | 238  | 266  | 66   |
| July                           | 6    | 227  | 27   |
| August                         | 221  | 0    | 70   |
| September                      | 403  | 35   | 462  |
| October                        | 129  | 615  |      |
| November                       | 67   | 101  |      |
| December                       | 17   | 0    |      |
| Total                          | 2117 | 2098 | 1346 |



## FIRE DEPARTMENT STAFFING REPORT

As of September 30, 2024

|                        | Authorized Headcount | Number of Members | Light Duty / On Leave | TOTAL     | +/- Headcount |
|------------------------|----------------------|-------------------|-----------------------|-----------|---------------|
| <b>Career Staff</b>    | <b>20</b>            |                   |                       | <b>19</b> |               |
| Chiefs                 | 5                    | 4                 | 0                     | 4         | -1            |
| Lieutenants            | 3                    | 3                 | 0                     | 3         | 0             |
| Firefighters           | 11                   | 11                | 0                     | 11        | 0             |
| Admin Services Mng     | 1                    | 1                 | 0                     | 1         | 0             |
| <b>Part-Time Staff</b> | <b>66</b>            |                   |                       | <b>34</b> |               |
| Chiefs                 | 2                    | 1                 | 0                     | 1         | -1            |
| Lieutenants            | 3                    | 0                 | 0                     | 0         | -3            |
| Firefighters           | 45                   | 19                | 0                     | 19        | -26           |
| Intern Staff           | 6                    | 5                 | 0                     | 5         | -1            |
| Support Staff          | 10                   | 9                 | 0                     | 9         | -1            |
| <b>Total</b>           | <b>86</b>            | <b>53</b>         | <b>0</b>              | <b>53</b> | <b>-33</b>    |

### PERSONNEL NOTES

- Leave of Absence: Stewart, Hildebrand

### RECRUITMENT

- POX firefighter recruitment process:
  - No new updates

### PROMOTIONS

#### FIREFIGHTER OVERTIME

| Month | Total Hours |
|-------|-------------|
| Jan   | 214         |
| Feb   | 287         |
| Mar   | 449.5       |
| Apr   | 246         |
| May   | 250         |
| Jun   | 239.5       |
| Jul   | 442         |
| Aug   | 320         |
| Sep   | 632         |
| Oct   |             |
| Nov   |             |
| Dec   |             |

#### YEAR-TO-DATE MANDATES

| Month                  | # of Mandates | Total Hours |
|------------------------|---------------|-------------|
| Jan                    | 0             | 0           |
| Feb                    | 0             | 0           |
| Mar                    | 0             | 0           |
| Apr                    | 1             | 10          |
| May                    | 0             | 0           |
| Jun                    | 2             | 20          |
| Jul                    | 6             | 96          |
| Aug                    | 8             | 117         |
| Sep                    | 5             | 92          |
| Oct                    |               |             |
| Nov                    |               |             |
| Dec                    |               |             |
| <b>TOTAL HOURS:</b>    |               | <b>335</b>  |
| <b>TOTAL MANDATES:</b> |               | <b>22</b>   |

#### CURRENT MONTH MANDATES - SEPTEMBER

| Date      | Firehouse | Position | Hours |
|-----------|-----------|----------|-------|
| 9/7/2024  | 2         | Driver   | 24    |
| 9/12/2024 | 2         | FF       | 10    |
| 9/14/2024 | 2         | Officer  | 24    |
| 9/18/2024 | 2         | FF       | 10    |
| 9/21/2024 | 2         | FF       | 24    |
|           |           |          |       |
|           |           |          |       |
|           |           |          |       |



# Human Resources Monthly Department Report

For the Month of: September 2024

## Projects & Initiatives

- Amy is 80% complete with the job description update. This has been a time-consuming project to ensure all job descriptions are in the updated template. This project has included working with our departments to update older job descriptions that may have not been updated in years. HR encourages all staff to review their job description annually and update as needed.
- Human Resources started meeting monthly with Workforce Development, including a representative from Forward Service Corp and the Veteran's office to share openings and work together. We may provide mock interviews and resume assistance to job seekers in the near future.
- Human Resources is starting a two-year relationship with Quantum Workplace to provide employees with a DEI and Engagement survey. This two-year agreement was approved at the September 10<sup>th</sup> Council meeting. There are several other surveys we can give using this platform including exit and 30/60/90-day check in surveys for new hires.
- Continued negotiations with the Police union. Next bargaining date for Police and Fire will be the evening of October 7<sup>th</sup>.
- Olson attended emergency management training (IS 300 and G191). Emergency Management Director, Rob Kunze put together a spreadsheet of City staff required emergency management training. This was shared with City staff to start scheduling and taking as their workload permits. All staff are required to be trained in emergency management in order for us to receive funds in cases of disasters and emergencies. Staff have varying levels of required trainings to take. Most staff will only need to complete IS 100, IS 700 and IS 200.
- CVMIC came onsite to provide confidential/sensitive information training for staff who have access to this type of information. The training can be found [here](#).
- Open enrollment kicked off on September 30<sup>th</sup>. This is a chance for employees to make changes to their health, dental, vision and accident benefits.
- Onsite Flu/COVID vaccination clinic was on September 25<sup>th</sup>.
- In celebration of HR Professional's Day on September 26<sup>th</sup>, HR held their annual retreat. This year, we met with a few of our departments for some hands on and to learn more about our talented staff and their professions.

## Permanent Hires and Promotions

- Jake Lynch was promoted to Career Firefighter – Congratulations!

## Current Permanent Recruitments

- Police Officer – Interviews scheduled for October 8<sup>th</sup>. Three vacancies remain.

- Parks Maintenance Worker – Interview stage.

### Workers Compensation Claims

- Public Works Operations (1)

#### Pictures from the Annual HR Retreat





# Information Technology Monthly Department Report

For the Month of: September 2024

## Projects

The IT team is working on:

- New Arbitrator Server (Squad/BWC upgrade and migration)
- Computer replacements continue
- Wireless access points replacements in progress
- Virtual Infrastructure updates
- Windows updates

## Other Items

- Referendum calculator added to website
- Reconfigured phone at clerk front counter
- Library doors set to new schedule
- Upgrade of Back and restore software
- Finished setup of room 213
- Various NIMS training

## GIS Initiatives

- Referendum: mailing list (city wide, residential) and reference map
- CIP dashboard
- Enhanced mobile views for both public and staff GIS hubs
- Election prep

## Statistics

### ServiceDesk

181 Helpdesk tickets processed, 16 remain open



## Legal Monthly Department Report

For the Month of: September 2024

### Development/Land Use Update

- Comprehensive Plan

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Country View Mobile Home Park issues
- IAFF & WPPA Negotiations – assist internal team
- HUB matters
- DaneCom



# Library Monthly Department Report

For the Month of: September 2024

## Checkouts/Renewals/Holds

Checkouts – 18,503

Renewals – 5,577

Holds Filled – 6,442

## Programming for Adults

Adult Programs – 8

Adult Program Attendees – 100

## Programming for Kids

Youth Programs – 34

Youth Program Attendees – 784

Youth Self Directed Programs – 1

Youth Self Directed Attendees – 153

Teen Programs – 2

Teen Program Attendees – 2

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## Outreach

Programs – 0

Program Attendees – 0

## Computer & Wireless Sessions

Computer Sessions – 534

Wireless Sessions – 33,244

## Meeting Room Reservations

Meeting Room Reservations – 63

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,448

Overdrive Audio Checkouts – 2,739

### Photos with descriptions:

One of our CRAFT-ernoon kids showing off her pink flamingo puppet.



Laura Eyler of Thyme Savor Cuisine presented seasonal recipes to patrons.



Skelly O'Kelly and Wishbone are excited for Halloween!





# **Parks, Rec. & Forestry Monthly Department Report**

## **For the Month of: September 2024**

### **Parks**

- Park/Forestry Operations included in Public Works report.

### **Forestry**

#### **Urban Forestry**

- Facilitated placement of tree planting stakes, communicated with contractor, and completed fall park tree planting.
- Completed and submitted a Million Trees grant from Alliant Energy.
- Completed and submitted a DNR Urban Forestry grant.
- Started collaborating with the Urban Tree Alliance on an IRA grant they received to plant trees in the City of Fitchburg.
- Met with residents about placement of additional shrubs in Chicory Meadows Park.
- Attended a CVMIC leadership training on “Class Leadership.”
- Attended an ERG meeting.
- Took the new HNI Coordinator on a tour of tree planting projects in the City of Fitchburg’s Healthy Neighborhoods.
- Continued to mark ash trees for removal.
- Took several residents on a tour of McGaw Park.
- Responded to residents’ requests for service. Particularly regarding EAB treatment, dead ash trees and storm damage.
- Attended a WI DNR Urban forestry meeting including a tour the Cambridge Tree Project.
- Attended a Greenfield Neighborhood Plan meeting.
- Attended a Parks and Open Space Plan meeting.
- Facilitated the start of outreach efforts between members of TAC, FACTv and the Green newsletter.

#### **Naturalist**

- Facilitated weed management in City of Fitchburg natural areas of Chicory Meadows, Oak Meadow, Wildwood South, Wildwood Kettle, and McGaw Park.
- Communicated natural area management requests to vendors and volunteers.
- Submitted invoices as appropriate.
- Picked up piles of weeds from Chicory Meadows pulled by volunteers.
- Inspected the weed management work at Wildwood South Prairie Park.

#### **Volunteer Coordination**

- Coordinated seed collecting by volunteers.

## Recreation

- Flag Football referee training.
- Met with Terry from EBI re: Community Center table & chair replacement project.
- Athletic field reservations.
- Discussed offering a ninja warrior day @ McKee with Yari. She completes in ninja warrior competitions and is interested in sharing her knowledge/experiences with others.
- Opened youth basketball registration.
- Fall programming - Archery, Space Scientists, Block Builders, Martial Arts, NFL Flag Football, Soccer, Adult Volleyball, Pickleball, Youth Dance, Yoga, Robotics, etc.
- Monthly meeting with ActiveNet account manager.
- Began adding 2025 Senior Center re-occurring programs to the Community Center schedule.
- Reservations for 2025 large annual events.
- Discussion with Oregon Basketball Club on possibility of adding their 5/6 grade girls' teams to our current traveling league with other local communities.
- Park Shelter & Community Center rentals.
- Payments for various program instructors.
- Reservations for 2025 large annual events.
- Park Shelter & Community Center rentals.
- Payments for various program instructors.

### Financials to date 9/24/2024

- Rec. program revenue = \$11,482.00
- CC rental revenue = \$2,365.00
- Shelter/athletic facility rental revenue = \$11,850.00

## Projects-Park Commission

- Attended monthly Park & Recreation, and Building & Grounds meeting with City Administration.
- Held monthly update meeting with City Forester/Naturalist.
- Had three locates/meetings with families at Oak Hall Cemetery.
- Met with Dan Larsen at Nine Spring Gold Course.
- Attended monthly Veteran's Memorial Park committee meeting.
- Attended biweekly construction meeting regarding the HUB project.
- Met with Oregon Soccer team to continue work on their tournament organization.
- Met with Administration to discuss Terravessa Ag Park project.
- Attended Finance and Common Council meetings to discuss Wisconsin Park & Recreation Association summer ticket program, Emerald Ash Borer Management Plan Update, and Urban Forestry Grant Application.
- Met with EOR to discuss update of the Terravessa Ag Park Plan.
- Attended 4<sup>th</sup> of July debriefing meeting regarding fireworks in the parks.
- Attended administrative POSP update meeting.
- Met with Enberg to discuss furnishings for the HUB.
- Attended Finance Committee to present 2024 PRF operating budget.



# Planning & Zoning Monthly Department Report

For the Month of: September 2024

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Rezone RZ-2567-24](#) Request by Deana Porter, Agent for Thermo Electron Scientific Instruments LLC, to Rezone Property from I-S (Specialized Industrial) to B-G (General Business) to Allow for a Club Recreational Facility Located off Spoke Drive **Approved with two changes to the conditions:**
- 2. Any development of this property shall comply with the allowable uses and development standards outlined in the B-G (General Business) zone. Child care centers are social services (83) within the permitted uses for the B-G zone.*
- 5. Change the title of the Ordinance. **APPROVING REZONE REQUEST RZ-2567-24 BY DEANA PORTER, AGENT FOR THERMO ELECTRON SCIENTIFIC INSTRUMENTS LLC, TO REZONE PROPERTY FROM I-S (SPECIALIZED INDUSTRIAL) TO B-G (GENERAL BUSINESS) TO ALLOW FOR A FITNESS AND HEALTH CENTER AND CHILD CARE ~~CLUB~~ RECREATIONAL FACILITY LOCATED OFF SPOKE DRIVE***
- B. [Public Hearing and Consideration of Rezone RZ-2566-24](#) Request by Craig Frank, Agent for Wingra Real Estate LLC, to Rezone Property from PDD-GIP (Planned Development District - General Implementation Plan) to PDD-SIP (Planned Development District - Specific Implementation Plan) to Allow for a Multi-Family Residential Development in the Jamestown Quarry Neighborhood Located Off Fitchrona Road **Approved.**
- C. [ADR - Jamestown Quarry Apartments SIP](#) Request by Craig Frank, Agent for Wingra Real Estate LLC, to Obtain Architectural Design Review Approval to Allow for the Construction of a Multi-Family Residential Facility in the Jamestown Quarry Neighborhood on Property Located off Fitchrona Road. **Approved.**
- D. [Final Plat FP-2565-24](#) Request by Jeff Hundley, Agent for Wingra Real Estate LLC, to Approve a Final Plat in Order to Subdivide 1 Existing Parcel into 10 New Parcels, Including 6 Buildable Parcels, in the Jamestown Quarry Neighborhood on Property Located Off Fitchrona Road **Approved.**

- E. [Conditional Use CU-2563-24](#) Request by Wade Wyse, Agent for Tim O'Brien, to Obtain a Drinking Places and Restaurant Conditional Use Permit in Association with an Athletic Facility, Specifically Pickleball, on Property Associated with 2747 S Seminole Highway [Postponed to a date uncertain.](#)
- F. [ADR - Seminole Pickleball Courts](#) Request by Wade Wyse, Agent for Tim O'Brien, to Obtain Architectural Design Review Approval for a Proposed Pickleball Court and Social Club Facility on Property Associated with 2747 S Seminole Highway. [Postponed to a data uncertain.](#)
- G. [Conditional Use CU-2562-24](#) Request by David Porto, Agent for Chophia LLC, to Obtain a Restaurant Conditional Use Permit to Operate a Catering Prep Kitchen Located on Property Associated with 5302 Anton Drive [Approved with the following change to condition #3. Hours of operation for 5 a.m. to 9 p.m.](#)
- H. [Certified Survey Map CS-2564-24](#) Request by Joe Boberschmidt, Agent for No Oaks Ranch LLC, to Approve a Certified Survey Map to Create 1 Buildable Lot from 2 Existing Outlots in the Nine Springs Neighborhood on Property Located off Central Park Place [Approved.](#)
- I. [ADR - Seminole Pool](#) Request by John Feller, Agent for Seminole Pool Association, to obtain Architectural Design Review Approval to Allow for the Renovation of the Existing Neighborhood Pool on Property Associated with 5948 Schumann Drive. [Approved.](#)

## Neighborhood Plans

- Staff continued to meet and respond to resident questions and concerns.
- The Greenfield Neighborhood Plan survey closed. Over 200 people began the survey. The results can be reviewed at this link:  
[\*\*https://www.fitchburgwi.gov/DocumentCenter/View/27301\*\*](https://www.fitchburgwi.gov/DocumentCenter/View/27301)
- The Greenfield Neighborhood Plan Steering Committee meeting was held on September 19<sup>th</sup>, at 5:30 p.m. The steering committee indicated support of a preferred land use plan. This allows the consultant team to proceed with engineering.
- The South Stoner Prairie Neighborhood Steering Committee meeting was held on September 26<sup>th</sup>, at 5:30 p.m. The steering committee agreed to a future land use plan. The consultant team is conducting the engineering studies.

### Applications Processed

| Type                                            | 2023 Totals | January   | February  | March     | April     | May       | June      | July      | August    | September | October | November | December |
|-------------------------------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|----------|----------|
| Architectural Design Review                     | 12          | 1         | 1         | 3         | 1         | 0         | 1         | 1         | 1         | 3         |         |          |          |
| Rezone / Conditional Use Permit                 | 21          | 1         | 1         | 1         | 4         | 2         | 3         | 3         | 3         | 4         |         |          |          |
| Certified Survey Map                            | 18          | 0         | 0         | 0         | 3         | 1         | 0         | 1         | 1         | 1         |         |          |          |
| Comprehensive Development Plan Preliminary Plat | 4           | 0         | 2         | 0         | 0         | 1         | 1         | 0         | 2         | 0         |         |          |          |
| Final Plat                                      | 5           | 0         | 1         | 1         | 0         | 1         | 1         | 1         | 0         | 1         |         |          |          |
| Other                                           | 41          | 1         | 6         | 4         | 2         | 4         | 4         | 0         | 0         | 0         |         |          |          |
| Variance                                        | 0           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |         |          |          |
| Telecommunications Facilities Permit            | 0           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |         |          |          |
| SmartCode Article 3                             | 1           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |         |          |          |
| SmartCode Article 5                             | 36          | 3         | 8         | 13        | 5         | 6         | 4         | 5         | 5         | 3         |         |          |          |
| Architectural Design Review Admin.              | 17          | 1         | 0         | 1         | 0         | 0         | 0         | 2         | 0         | 1         |         |          |          |
| Sign Permits                                    | 52          | 7         | 3         | 1         | 5         | 4         | 2         | 7         | 4         | 3         |         |          |          |
| Zoning Permits                                  | 195         | 9         | 20        | 21        | 18        | 17        | 20        | 16        | 28        | 19        |         |          |          |
| Early Start Permits                             | 55          | 5         | 8         | 13        | 4         | 6         | 8         | 3         | 8         | 5         |         |          |          |
| Zoning Letters                                  | 14          | 2         | 0         | 3         | 0         | 0         | 4         | 0         | 2         | 1         |         |          |          |
| <b>Totals</b>                                   | <b>471</b>  | <b>30</b> | <b>50</b> | <b>61</b> | <b>42</b> | <b>42</b> | <b>48</b> | <b>39</b> | <b>54</b> | <b>41</b> |         |          |          |

### Healthy Neighborhoods Programs

- The Teen Center Feasibility Study Team held an online event on September 12 at 6:00 p.m. The video of this event is available at this [link](#).
- The new Community Development Program Coordinator's first day of work was on September 9. She had a full schedule during the month meeting with Fitchburg internal and external collaborators.
- Staff is preparing a Healthy Neighborhood Grant Program survey. The survey will collect information to improve the grant program application materials.

- Staff is preparing an update to the Healthy Neighborhoods Strategic Plan.
- The Neighborhood Navigator served eight (8) new clients in September. Through the month of August, the Navigator served 155 clients in 2024. She attended a Leopold Back to School Event and Fitchburg Community Night Out.

## **Sustainability**

- Completed 2023 energy report for Fitchburg's buildings, operations, and fleet; shared the report and high-level findings with City leadership.
- Contributed to Planning Department's language updates to zoning, specifically on solar permitting. In addition to easing the process for homeowners looking to add solar to their properties, this is also one of the few remaining barriers to Fitchburg moving from Bronze to Gold status as a SolSmart community.
- Began discussions with admin and other departments on charging stations for EV fleet vehicles to be purchased soon.
- Met with two vendors interested in providing EV charging services to Fitchburg.
- Worked with BCycle to get three more stations installed in the Fitchburg network.
- Started working through Bicycle & Pedestrian Plan research work with Bicycle & Pedestrian Commission and staff.
- Working out contract details with MSA Professional Services for the Bicycle & Pedestrian Plan update, to hopefully begin in November.
- Co-led the Shred/E-Recycling event on September 14 with staff and a handful of volunteers from RCC and Council.
- Scheduled 2025 shred/recycling events with vendors, for Saturdays April 12 and September 13.
- Attended a webinar on low-carbon transportation materials, in anticipation of a Greater Madison MPO application for grant funding from the US DOT.

## **Agricultural & Rural Affairs**

The Agricultural & Rural Affairs Committee did not meet in September. Staff continued working on the recertification of the Farmland Preservation Zoning Ordinance. Due to inconsistencies between official Farmland Preservation Map and parcels with Exclusive Agricultural zoning, staff has requested a two-year extension to rezone parcels from Exclusive Agriculture to Transitional Agriculture that are not eligible for Farmland Preservation tax credits. Staff has identified about ten parcels in need of rezoning and will initiate the process in 2025. The rezone will not impact the allowable uses.

**Other**

- Development Team Meetings:
  - a. Hartung Fields Lot 7
  - b. Rutabaga West
  - c. Newcomb Seminole Project on the O'Brien property
  - d. Jamestown Quarry
  - e. The Ridge Emergency Access
- Staff continues to support the finalization of the Park and Open Space Plan.
- Staff is preparing the request for proposal for the comprehensive plan update and the zoning code rewrite.

**Greenfield Neighborhood Plan**

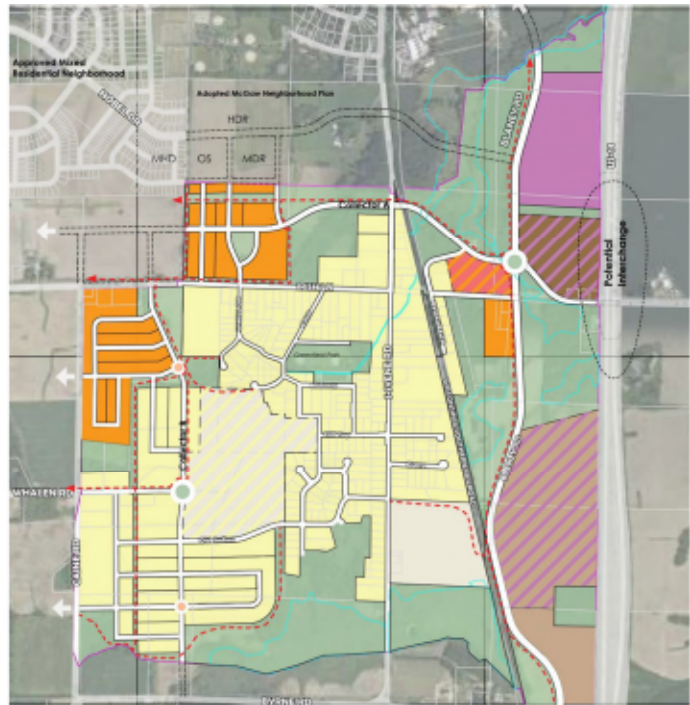
LAND USE SCENARIO

**POTENTIAL LAND USE SCENARIO: KEY ELEMENTS**

- Collector A moved north to minimize impacts to existing landowners
- Removed connections into neighborhood and introduced Collector B to move traffic through neighborhood
- Reduced densities north of Irish and east of Collector B
- Reduced business parks, and locating higher densities only east of railroad

**LEGEND**

|                                                             |                                                      |
|-------------------------------------------------------------|------------------------------------------------------|
| 37 ACRES Business Park                                      | 270 ACRES Low Density Residential                    |
| 27 ACRES High Density Residential / Business Park           | 55 ACRES Farming/Agrifood / Low Density Residential  |
| 64 ACRES Medium-High Density Residential / Business Park    | 29 ACRES Farming/Agrifood                            |
| 17 ACRES Medium-High Density Residential                    | 698 ACRES Parks, Stormwater Management, & Open Space |
| 18 ACRES Medium Density Residential                         | Potential Roundabout                                 |
| 7 ACRES Neighborhood Mixed Use / Medium Density Residential | Potential Traffic Circle                             |
|                                                             | Proposed Trails                                      |

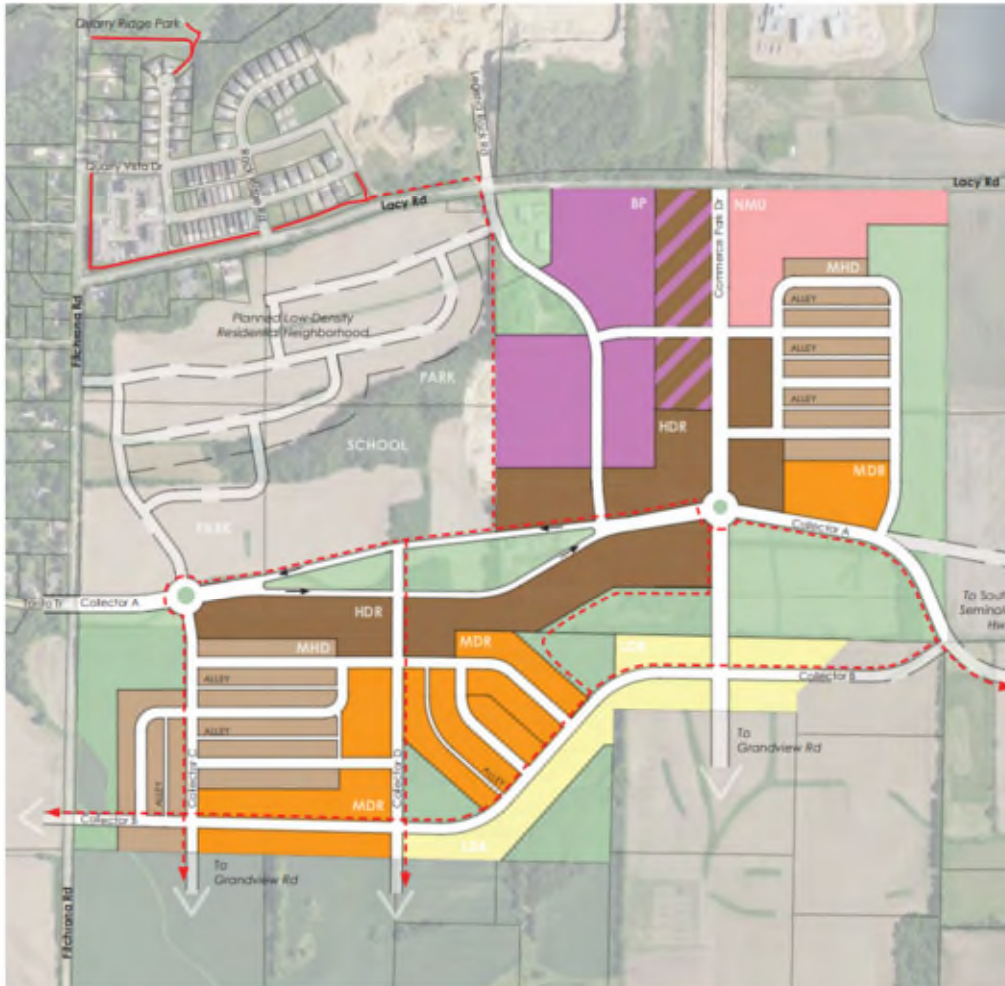


South Stoner Prairie Neighborhood Plan



**SOUTH STONER DEVELOPMENT**  
**DRAFT** PREFERRED LAND USE SCENARIO

September 25, 2024



**LEGEND**

- 25 ACRES Business Park (BP)  
(Up to 34 acres with hatched areas)
- 36 ACRES High Density Residential (HDR)  
(Up to 44 acres with hatched areas)
- 29 ACRES Medium-High Density Residential (MHD)
- 29 ACRES Medium Density Residential (MDR)
- 15 ACRES Low Density Residential (LDR)
- 12 ACRES Neighborhood Mixed Use (NMU)
- 68 ACRES Parks, Open Space, & Stormwater Management
- Traffic Circle
- Existing Trails
- Proposed Trails





**MONTHLY UPDATE**  
September 2024



## CALL FOR SERVICE OVERVIEW

The Department handled 1,228 citizen-generated calls for service.

Officers initiated 1,319 calls.

### Compared to last month:

Citizen-generated calls decreased by 117. Officer-initiated calls increased by 170.

### Compared to last September:

Citizen-generated calls increased by 20. Officer-initiated calls increased by 349.

## CRIME

### PROPERTY CRIME

- Two burglaries were reported this month.
- Four vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were two reports of a shooting or shots fired call this month.
- Four firearms were seized as evidence this month.
- No robberies were reported.

### DOMESTIC VIOLENCE

- Officers investigated twenty-five domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Shots Fired, Disorderly Conduct, Possession of Marijuana & Drug Paraphernalia | 9/3 |** Officers were dispatched to a residence in the 4400 block of Sentinel Pass for the report of a neighbor that heard arguing and a gunshot fired in a residence. After interviews were conducted with the involved parties, Fitchburg officers and detectives conducted a consensual search of the residence. Located in the home was a firearm, marijuana, and drug paraphernalia. As a result of the locating of these items, an 18-year-old Fitchburg man was cited for Disorderly Conduct, Underage Drinking, Possession of Drug Paraphernalia, and Possession of Marijuana.

**Contributing to Delinquency of a Child | 9/6 |** Officers were dispatched to a residence in the 5100 block of Lacy Road for the report of a disturbance. It was described by the anonymous caller that several people, to include adults and children, were fighting. Interviews were conducted with persons located on scene and video evidence was collected. It was observed while reviewing the video evidence that an adult male subject was instigating a physical fight between young children. After the male was identified, he was issued a citation for Contributing to the Delinquency of a Child.

## MONTHLY UPDATE | SEPTEMBER 2024



**Burglary, Theft of Property | 9/8** | Fitchburg Police received a walk-in complaint from a female wanting to report that someone entered her residence and stole under garments from her residence. The victim stated that she believed this has occurred multiple times and placed security cameras in her residence. The cameras caught a male subject in her residence on 9/8, who the victim believed was a maintenance worker for the apartment complex, to which property management confirmed his identity and maintenance position. After officers made contact with the male, a 29-year-old Fitchburg man, he admitted to the burglary and theft of the female's apartment. He was subsequently booked into the Dane County Jail on the charges of Burglary and Theft.

**OWI 1<sup>st</sup>, Hit & Run, Reckless Driving – Endangering Safety, Disorderly Conduct | 9/11** | Fitchburg officers responded to a business in the 2900 block of Hardrock Road for the report of an individual, believed to be intoxicated, driving erratically in nearby parking lots. Investigation into the incident revealed the subject struck a column in a bank drive-through lane with their vehicle, causing an estimated \$40,000 in damage to the column and structure. After an OWI investigation by officers was completed, the suspect, a 25-year-old Blanchardville man, was arrested and booked into the Dane County Jail for Disorderly Conduct. The subject was issued citations for Operating While Under the Influence, Reckless Endangering Safety, Hit and Run, Operate without Insurance, Operating with a Prohibited Alcohol Concentration, and Open Intoxicants in Motor Vehicle.

**Federal Sentencing | 9/12** | On September 12, a 36-year-old Madison man was sentenced to three and a half years in federal prison and three years of supervised release for possessing a firearm as a convicted felon. The conviction resulted from an investigation led by the Fitchburg Police Department. The man was originally sought for his involvement in a shots fired incident in the parking lot Monkeyshine's Bar in December of 2023. The case against the man for that incident remains open in Dane County District Court.

### [Media Release](#)

**Weapons Violation | 9/16** | A resident in the High Ridge Trail area reported that she saw two males near a car, later determined to be stolen from the night before. The resident reported that one of the males was in possession of a handgun. Later in the day, the same caller reported seeing one of the males again. The male ran from officers and after a foot chase, the use of multiple drones and K9 units, was taken into custody. At the time of his arrest, the 21-year-old Milwaukee man was in possession of stolen property associated with the stolen car. He was booked into the Dane County jail on several charges.

Through continued investigation, officers identified the second male involved in the initial incident. An officer on patrol spotted the second male along Fish Hatchery Road and the male, a 19-year-old from Milwaukee ran from the officer. During the chase multiple rounds of ammunition and potentially a firearm were dropped by the male. He was caught by officers and arrested on a warrant for a probation violation. The firearm has not been recovered but the investigation remains open.

**OWI 3<sup>rd</sup>, Possession of Narcotic Drugs, Felony Bail Jumping | 9/20** | The Fitchburg Dispatch Center received a traffic complaint on a possible intoxicated driver at a business in the 6300 block

## MONTHLY UPDATE | SEPTEMBER 2024



of McKee Road. The subject was reported to be inside a business and acting strangely. Fitchburg officers arrived on scene and located the driver and vehicle and conducted an OWI investigation. The driver, a 29-year-old Waunakee man, was subsequently arrested for Operating While Under the Influence (3<sup>rd</sup> offense), Possession of Narcotic Drugs (Felony) and Felony Bail Jumping. After a search of the subject's person, numerous pills were located. These pills tested positive for heroin and were seized as evidence.

**Felon in Possession of a Firearm, Possession with Intent to Deliver THC, Resisting/Obstructing an Officer | 9/26** | An officer conducted a traffic stop on a vehicle on Novation Parkway for expired registration. The officer detected the odor of marijuana coming from the vehicle and when the driver was asked to step out, he ran. The driver, a 20-year-old male, was arrested by officers a short time later. A search of the vehicle found a loaded handgun tucked between the driver's seat and center console. The gun also had a high-capacity magazine capable of holding 31 rounds. Nearly 700 grams of marijuana were also located in the car. The driver was booked into jail on a probation violation and charges including felon in possession of a firearm, possession with intent to deliver THC/marijuana, resisting an officer and possession of drug paraphernalia were referred to the District Attorney's Office.

**Felon in Possession of a Firearm, Disorderly Conduct, Parole Violation | 9/30** | Fitchburg officers were dispatched to the 2600 block of Smithfield Drive for the report of a male threatening a female with a gun. Investigation revealed the male subject was known to the female victim and showed up to the victim's residence and threatened her with a firearm before fleeing the scene. The male, a 21-year-old Sun Prairie man, was located by officers and taken into custody. He was ultimately transported to the Dane County Jail and booked in on the charges of Felon in Possession of a Firearm, Disorderly Conduct, and Parole Violation.

# MONTHLY UPDATE | SEPTEMBER 2024



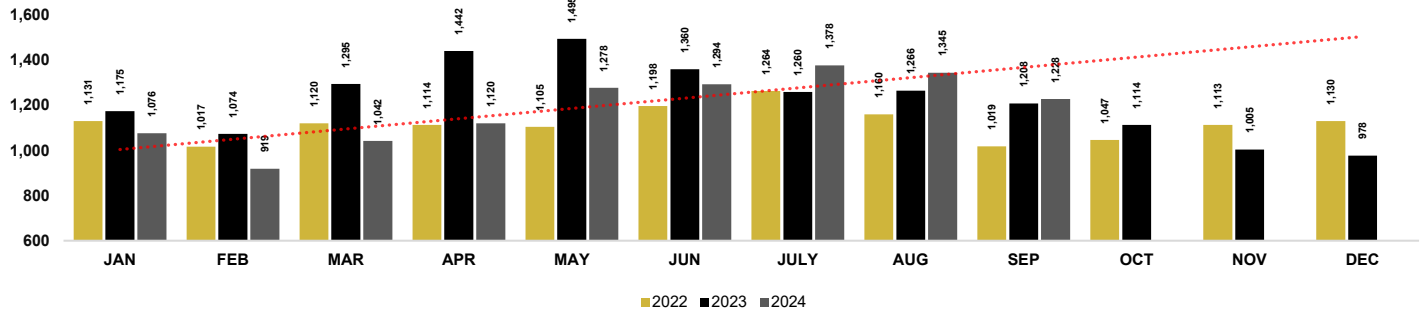
| NOTABLE CALLS FOR SERVICE |           |                                 |                |                                                                                          |
|---------------------------|-----------|---------------------------------|----------------|------------------------------------------------------------------------------------------|
| Case Number               | Date      | Location                        | Alder District | Incident Description                                                                     |
| 24-18094                  | 9/1/2024  | Rimrock Rd/Burdette Ct          | 3              | OWI 1st, Operate w/o Valid License                                                       |
| 24-18095                  | 9/1/2024  | Ninebark Dr/S Syene Rd          | 3              | OWI 1st, Operate w/o Valid License                                                       |
| 24-18133                  | 9/1/2024  | 2600 Norwich St                 | 4              | OWI 1st, Accident                                                                        |
| 24-18284                  | 9/3/2024  | 4400 Sentinel Pass              | 1              | Shots Fired, Disorderly Conduct, Possession of Marijuana & Drug Paraphernalia            |
| 24-18578                  | 9/6/2024  | 5100 Lacy Rd                    | 3              | Contributing to Delinquency of a Child                                                   |
| 24-18681                  | 9/8/2024  | Greenfield Park Rd/East Hill Dr | 4              | OWI 2nd, Ignition Interlock Device Tampering                                             |
| 24-18699                  | 9/8/2024  | 2300 Chalet Gardens Rd          | 1              | Burglary, Theft of Property                                                              |
| 24-18919                  | 9/11/2024 | Greenway Cross/Eggiman Rd       | 2              | OWI 2nd                                                                                  |
| 24-18938                  | 9/11/2024 | 2900 Fish Hatchery Rd           | 3              | Strangulation & Suffocation, Battery, Disorderly Conduct                                 |
| 24-18964                  | 9/11/2024 | 2900 Hardrock Rd                | 4              | OWI 1st, Hit & Run, Reckless Driving, Disorderly Conduct                                 |
| 24-19560                  | 9/18/2024 | 2300 High Ridge Trl             | 2              | OWI 2nd                                                                                  |
| 24-19773                  | 9/20/2024 | 6300 McKee Rd                   | 4              | OWI 3rd, Possession of Narcotic Drugs, Felony Bail Jumping                               |
| 24-20052                  | 9/23/2024 | 2900 Fish Hatchery Rd           | 3              | Possession w/ Intent Heroin & Cocaine, Maintain Drug Trafficking Place, Parole Violation |
| 24-20055                  | 9/23/2024 | 200 Deer Valley Rd              | 3              | Child Abuse-Intentionally Cause Harm, Battery                                            |
| 24-20420                  | 9/28/2024 | 6200 McKee Rd                   | 4              | OWI 1st                                                                                  |
| 24-20551                  | 9/29/2024 | 5300 Irish Ln                   | 3              | Criminal Damage to Property, Disorderly Conduct                                          |
| 24-20665                  | 9/30/2024 | 2600 Smithfield Dr              | 1              | Felon in Possession of Firearm, Disorderly Conduct, Parole Violation                     |

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

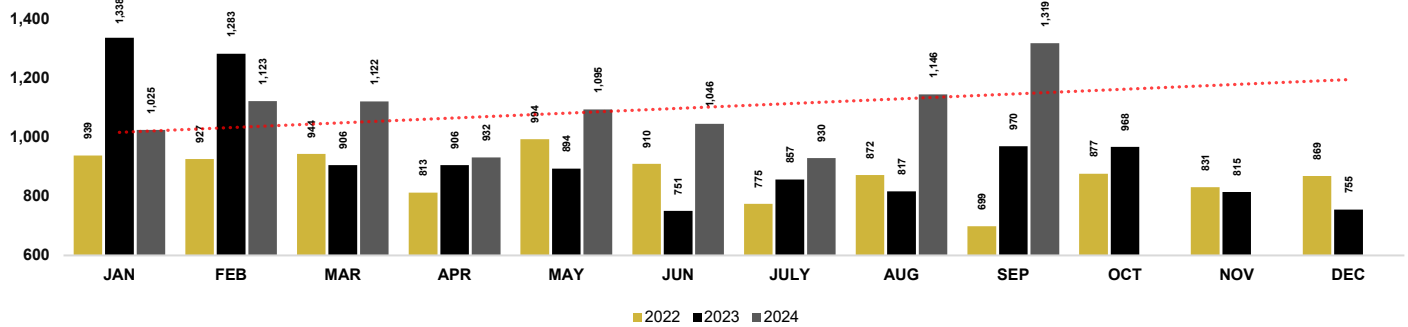
# FITCHBURG POLICE DEPARTMENT MONTHLY ACTIVITY September 2024



## CITIZEN GENERATED CALLS FOR SERVICE



## OFFICER INITIATED CALLS FOR SERVICE



## NOTEABLE INCIDENTS

|                    | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | 2023 YTD | 2024 YTD | YTD % +/- |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-----------|
| Abduction/FI       | 0   | 0   | 1   | 0   | 1   | 2   | 2   | 0   | 1   | 0   | 2   | 1   | 2   | 0   | 0   | 4   | 1   | 2   | 1   | 1   | 1   | 7        | 12       | 71        |
| Murder             | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1        | 0        | -100      |
| Homicide           | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1        | 0        | -100      |
| Robbery            | 1   | 0   | 1   | 2   | 0   | 1   | 1   | 0   | 0   | 2   | 1   | 1   | 0   | 1   | 0   | 0   | 0   | 0   | 2   | 0   | 0   | 6        | 3        | -50       |
| Sexual Assault     | 1   | 3   | 0   | 4   | 2   | 1   | 1   | 1   | 1   | 2   | 0   | 3   | 0   | 1   | 0   | 1   | 1   | 3   | 0   | 0   | 0   | 15       | 9        | -40       |
| Aggravated Assault | 9   | 7   | 4   | 7   | 10  | 5   | 2   | 8   | 5   | 3   | 4   | 5   | 3   | 5   | 2   | 3   | 5   | 5   | 7   | 3   | 4   | 57       | 37       | -35       |
| Burglary           | 8   | 4   | 3   | 5   | 2   | 7   | 8   | 4   | 5   | 1   | 2   | 10  | 5   | 3   | 4   | 3   | 4   | 0   | 4   | 3   | 2   | 46       | 28       | -39       |
| Theft of Auto      | 4   | 1   | 21  | 8   | 9   | 5   | 4   | 11  | 3   | 3   | 4   | 3   | 3   | 4   | 5   | 2   | 2   | 2   | 2   | 2   | 4   | 66       | 26       | -61       |
| Theft from Auto    | 12  | 7   | 5   | 10  | 10  | 6   | 7   | 4   | 3   | 3   | 10  | 5   | 4   | 3   | 2   | 9   | 12  | 7   | 9   | 13  | 14  | 64       | 73       | 14        |

|               | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | 2023 YTD | 2024 YTD | YTD % +/- |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-----------|
| Theft of Auto | 5   | 1   | 23  | 9   | 9   | 6   | 8   | 11  | 3   | 4   | 4   | 4   | 3   | 4   | 5   | 2   | 3   | 2   | 2   | 2   | 4   | 75       | 27       | -64       |
| Shots Fired   | 0   | 2   | 2   | 2   | 4   | 3   | 0   | 2   | 0   | 1   | 2   | 0   | 0   | 0   | 0   | 3   | 0   | 1   | 0   | 2   | 2   | 15       | 8        | -47       |
| Domestic      | 15  | 12  | 18  | 16  | 15  | 16  | 16  | 13  | 17  | 8   | 14  | 17  | 19  | 10  | 7   | 21  | 11  | 20  | 19  | 13  | 25  | 138      | 145      | 5         |

|                 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | 2023 YTD | 2024 YTD | YTD % +/- |     |     |     |
|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-----------|-----|-----|-----|
| Traffic Crashes | 68  | 52  | 39  | 51  | 57  | 66  | 51  | 48  | 56  | 50  | 52  | 49  | 70  | 41  | 54  | 38  | 54  | 37  | 39       | 51       | 44        | 488 | 428 | -12 |

|                    | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | 2023 YTD | 2024 YTD | YTD % +/- |      |      |    |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-----------|------|------|----|
| Traffic Monitoring | 197 | 118 | 143 | 128 | 118 | 107 | 111 | 111 | 189 | 168 | 110 | 51  | 49  | 105 | 130 | 139 | 151 | 150 | 72       | 118      | 231       | 1222 | 1145 | -6 |
| Traffic Stop       | 258 | 251 | 212 | 182 | 185 | 149 | 216 | 205 | 246 | 283 | 238 | 196 | 283 | 504 | 501 | 303 | 405 | 373 | 374      | 427      | 426       | 1904 | 3596 | 89 |



# Public Works Monthly Department Report

For the Month of: September 2024

## Transportation/Transit

- Bus Rapid Transit (BRT): attended East/West BRT elected officials/community leaders tour prior to opening.
- Fitchrona Road Reconstruction: held several utility coordination meetings with communications, electrical, and gas utilities. Issued Request for Proposal (RFP) and received proposals for the property acquisition services.
- 2024 Sidewalk Replacement: award of the construction contract to Potrykus Construction is going through Council approval process.
- 2024 Surface Maintenance: completed project except for pavement markings.
- 2024 Street Resurfacing: project is complete. Issued change order to resurface Fitchrona Road, Seminole Highway, and Nesbitt Road.
- 2025 ARPA Street Resurfacing: added several new streets, finalized plans and specifications.
- Syene Road Phase 2 and 3: construction contracts will be awarded late 2024 or early 2025.
- Whalen Road Paved Shoulders: received list of property owners to contact regarding construction access/easements.
- Reviewed and approved 15 right of way (ROW) permits for driveways, electrical services, and communications services.

## Stormwater

- Opened bids for proposed Area H Stormwater Pond project on September 26, 2024. Six bids were received, with James Peterson Sons providing the low bid in the amount of \$2,491,117.22.
- Continued proposed conditions modeling for the Fitchrona Rd./Goose Lake Stormwater Improvements project.
- Continued work on project manual for the Crescent Road Stormwater Improvements project. Continued discussion with Environmental Protection Agency (EPA) grant coordinator to verify next steps in application process.
- Began to prepare RFP for engineering services for proposed Yarmouth Greenway Streambank Stabilization project.
- Attended Yahara WINs (Watershed Improvement Network) quarterly meeting and attended a technical advisory meeting to update the cost model used for WINs adaptive management planning.

- Completed field review of Greenfield neighborhood stormwater conveyance network following reported drainage concerns.
- Completed site inspections for commercial properties prior to occupancy.

## Utilities

- Well 4 Maintenance: Well 4 work is now scheduled to begin in October.
- Well 12: held preconstruction meeting. Drilling is scheduled to begin on October 21<sup>st</sup>. Notified neighbors about upcoming project.
- Tower D: finalized plans/specifications and released this project for bid. The bid opening is scheduled for October 30<sup>th</sup>.
- Unidirectional Flushing Program: approximately 50% complete with unidirectional flushing in the West Zone. Water main breaks on Woods Edge Way have slowed down flushing. East Zone flushing is complete.
- Large Meter Replacements: continued installation of 1.5" and 2" meters. The Utility is averaging installation of 3 to 4 meters per week.
- Water Service Line Identification: with FACTv's assistance, created a video that explains how to identify water service materials. Sent out ~1,400 letters asking property owners to identify material of their water service between the meter and their outside wall/foundation.
- Sanitary Sewer Cleaning: continued cleaning. On target to clean 1/3 of the system this year.
- Sanitary Sewer Televising: reviewed televising reports.
- Valve Exercising: continued turning valves. On target to exercise one-fifth of the system valves this year.
- Tower B: continued work on Tower B control room build.
- Vehicles: purchased new utility truck (Dodge RAM) and installed tommy lift gate on the Silverado purchased earlier this year.
- Water System and Sanitary System Repairs:
  - three water main breaks on Woods Edge Way. All were the result of bedding consisting of large rocks.

## Parks

- McGaw Pickleball Courts: consultant addressed City comments.
- McKee Siding: plan review in progress.
- Tower Hill Shelter: plan review in progress.
- Stoner Prairie Park Improvements: routed bids for approval.
- Removed old basketball courts and prepped base for new courts at Hillside Heights and Seminole Glen Parks.
- Removed split hazard tree on Nannyberry Drive.
- Placed stakes for fall tree planting.
- Prepared 16 softball diamonds for games.
- Located and repaired electrical fault on a McGaw path lighting circuit.

- Installed new drinking fountain at Chicory Meadows Park.
- Installed two new solar lights at Sunnyside Dog Park.
- Installed two path lights at Huegel Jamestown Shelter.
- Trimmed low hanging tree branches along Dawley Drive.
- Dug out old playground mulch and placed new mulch at Wildwood playground.
- Pruned tree suckers along Fish Hatchery Road and McKee Road.
- Started drinking fountain installation at Huegel Jamestown Park.
- Three staff members attended the Greenfield Equipment Expo.
- Performed daily park rounds and shelter cleaning.
- Emptied trash and recycling containers throughout the park system.
- Painted flag football and soccer fields.
- String trimmed various areas and parks throughout the city.
- Mowed parks and terrace areas throughout the city.

### **Building & Grounds**

- Fitchburg HUB: completed installation of footings/foundations. Began masonry work and installation of water and sanitary services.
- Library Chiller: continued punchlist work.
- Police Station: continued design.
- Installed TV on wall in two meeting rooms at City Hall.
- Repaired kitchen range hood at Fire Station No. 3.
- Constructed bump out wall at Library for new meeting room.
- Replaced cooling valve at Senior Center.
- Replaced faulty board on boiler at City Hall.
- Cleaned ground level outside windows at Senior Center.
- Met with Hill Electric to get cost of multiple EV charging stations for City Hall campus.
- Painted walls at Library for new staff meeting room.

### **Refuse & Recycling**

- Completed and submitted Wisconsin Department of Natural Resources (DNR) recycling grant application for responsible units.
- Completed analysis for the 2025 trash rate recommendation.
- Began updating address list for tax billing.
- Held the annual fall paper shredding and electronics recycling event on September 14<sup>th</sup>.
- Worked with FACTV to prepare new informational video on Fitchburg's curbside collection program.

## Streets

- Helped with the set up for the annual fall paper shredding and electronics recycling event.
- Mowed the rural ditch lines for visibility and brush control.
- Swept 54 tons of debris from the streets.
- Performed vehicle maintenance on 3 vehicles/equipment and made 19 vehicle/equipment repairs.
- Installed six radar speed feedback signs throughout the city.
- Shoveled 13 tons of blacktop into potholes.
- Cleaned 54 stormwater catch basin sumps on Lacy Road.
- Completed shoulder dirt work in the Briarwood Neighborhood.
- Purchased a light and heavy-duty scan tool for vehicle maintenance.
- Staff attended the Greenfield Equipment Expo.

## Other

- Developments:
  - Anna O'Brien CSM: no updates.
  - Hartung Fields: continued management and inspection of this project. Contractor completed remaining improvements needed prior to placement of asphalt binder on Botanical Drive.
  - Highfield (Phases IA, IB, 2): continued work on punchlists. Completed concrete replacements in Phase 2.
  - Highfield (Phase 3): working on punchlist.
  - Highfield (Phase 4): reviewed plans and issued Owner Approval Letters.
  - Inspiration at Swan Creek: water and sanitary installations began on Sassafras Drive.
  - Lacy Ridge: surfaced asphalt pavement on Notre Dame Drive.
  - Oak Meadow Reserve: design phase.
  - Ochalla: paved surface asphalt.
  - Terravessa: continued work on warranty punchlist. Completed pavement markings.
  - Terravessa (2<sup>nd</sup> Addition): continued work on warranty punchlist. Completed pavement markings.
  - Terravessa (3<sup>rd</sup> Addition): completed pavement markings.
  - Terravessa (4<sup>th</sup> Addition): continued management and inspection of this project. Contractor worked on street construction, utility installations (MG&E, AT&T, etc.), and televising.
  - ThermoFisher: no updates.
  - Wingra: reviewed plat, required improvements, and Traffic Analysis & Design, Inc. (TADI) with Verona School.
  - Usona: completed path.
  - Commercial Developments: continued follow-up on occupancy punchlists.

- Planning & Building Permit Reviews: Completed approximately eight reviews.

Assembled and installed a new park sign at Southdale Park.



Fitchburg HUB footings/foundations.



Water main repair on Woods Edge Way.





# Senior Center Monthly Department Report

For the Month of: September 2024

## Programs

### 8 New 1X Programs

- National Senior Center Month Celebration
- Minds In Motion: Sessions for the Brain, Body & Soul
- National Falls Prevention Week – teamed up with Jeff Dostalek, Fitch-Rona EMS
- Journey Mental Health  
Mental Wellness – Anesis Therapy
- A Space for the Stressed – best practices for managing stress

### 31 ongoing programs

### E-Newsletters Subscriptions

Surpassed 1,500 subscribers

## Meals

**Congregate Meals:** 490

**Home Delivered Meals:** 918

**Grand Total:** 1408

## Case Management

**New client referrals:** 15

**Case Management clients served:** 78

**Medicaid clients served:** 22

**Client trends and other notables:**

We are partnering with JFF to host a housing clinic aimed at assisting adults in finding and completing housing applications. The clinic will take place on Wednesdays from 11 AM to 1 PM at the Boys and Girls Club, coinciding with pantry hours to help inform attendees about other community services.

The clinic will be run by volunteers, and we are currently seeking additional help. The commitment is just 3 hours per month, with training sessions scheduled for October and November.

- Blood pressure clinics being held at the senior apts. with Edgewood nursing students.
- Medicare open enrollment will start on Oct. 15 and commence on Dec. 15 which will keep the social workers very busy.

## **Volunteer Program Update**

**New Volunteers:** 13 new since August

**Volunteer Replacements in September:** 15 (number of volunteers that were unable to fulfill their commitments and required a replacement)

### **Recruitment Efforts**

**Social Media:** NextDoor, Facebook, Senior Center Website

**Publications:** Capitol City Hues

### **Noteworthy of new volunteers:**

- Two volunteers speak Spanish
- One volunteer speaks Portuguese
- Three volunteers are persons of color

## **Admin/Other**

- Attended re-occurring meetings: Department Head, Deputy Administrator, Bi-weekly staff meetings, Commission on Aging Well, Fitchburg Senior Center Friends, Multi-Cultural Work Group, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg, Highline Management.
- Advocated at the Dane County budget hearing for increased funding for case management and nutrition.
- Awarded re-accreditation by the Wisconsin Association of Senior Centers.
- Attended 3-day training put on by Wisconsin Association of Senior Centers.
- Continued to investigate supplemental transportation options by inviting Ben Lyman, Greater Madison Planning Organization, to speak to COAW about 5310 grant opportunities.



Celebrating National Senior Center Month with the Red Hot Horn Dawgs  
Thank you to the Fitchburg Senior Center Friends for supporting this event and to Mayor Julia for her cardio drumming skills. Great people, amazing music, lots of laughs and dancing!

# MONTHLY REPORTS OCTOBER 2024

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

**For the Month of: October 2024**

## Meetings

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 monthly meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings  
Attended Committee of the Whole meeting and special budget meetings  
Attended weekly Police Services Facility meetings  
Attended DCCVA meeting  
Met with Revelation, Promega, Avante & Oregon officials  
Meetings with referendum workgroup  
Meetings with strategic plan workgroup  
Meetings with Mueller Communications  
Attended bi-weekly Hub construction meetings  
Attended weekly communication meetings

## Staff Projects

Worked with staff on various projects and policies including but not limited to: Kyle Stiegert Greenway project, Country View Mobile Home Park Community, 2025 operating budget, WPPA & IAFF negotiations, Police Services Facility, EV charging infrastructure, inclement weather procedure, Teen Center, Park & Open Space Plan, 2025 Tap grants, Gorman housing proposal, Fitchrona IGA, Fitchrona road construction, Emergency Management, Fitchrona EMS, and Quantum Workplace employee engagement.

## Events and Collaboration with Businesses & Residents

Provided a monthly video update and Council meeting recap for residents via FACTv  
Attended KL Engineering and Bela Springs ribbon cuttings  
Attended Hispanic Heritage annual luncheon

Attended League of WI Municipalities fall conference  
Held referendum information sessions





# Assessing Monthly Department Report

For the Month of: October 2024

## Inspections Completed Over the Past Month

- 180 scheduled inspections completed
- 78 exterior inspections completed
- Tagging of non-responsive properties ongoing

## Projects Completed Over the Past Month

- Inspection request letters sent out
  - 59 letters sent on 10/9/24
  - 122 letters sent on 10/23/24
- Notified by Department of Revenue that assessments were sustained on two properties previously appealed to DOR under State Statute 70.85
- Notified by Department of Revenue of official assessment ratio for 2024 at 94.17% which brings the City's assessments back into compliance with rolling 5-year statutory requirement of 90-110% level of assessment.
- Completed appraiser quality control checks for first wave of inspections
- Held 1:1's with all staff

## Major Projects in Progress

- Field inspections for properties that sold and/or taken out permits in January-August
- Inspections of properties not visited in over 5 years
- Continued sketching of floorplans of properties not visited in several years
- Tagging and conducting exterior inspections on properties that have not responded to request for inspection
- Continued work on properties currently in litigation
- Review of neighborhoods for data consistency and accuracy
- Work on parcel splits and combinations

## Projects in the Next Month

- Continued inspections on properties that have sold, have had permits taken out, or have not been recently visited
- Review of agricultural use parcels
- Begin prep work for annual new construction reviews
- Discovery, response to interrogatories, and prep for upcoming excessive assessment trials



# Building Inspection Monthly Department Report

For the Month of: October 2024

## All Permits Issued

160

## Commercial Projects

3 New Multi-Family (0 units)  
1 New Commercial  
22 Alteration/Repair/Addition/Other

## Other Permits

9 New Single Family  
1 New Two Family  
  
124 1 & 2 Family Alterations/Additions/Other

## Total Construction Value (All Permits)

\$22,866,410



## Clerk Monthly Department Report

For the Month of: October 2024

### Elections

- Continued to process an average of 55 absentee ballot request by mail through the entire month of October.
- Conducted a three hour in-person training for 30 new Election Inspectors.
- Ran mandatory update on all 42 Badger Book Units.
- Conducted absentee voting in five assisted living facilities: going out two days for each facility.
- In-person absentee voting for the November Election took place October 22<sup>nd</sup> through November 1<sup>st</sup>. Staff assisted an average of 800 residents per day with registration and in-person absentee voting. A total of 7,004 people came through the doors during this timeframe.
- Conducted public test on 17 pieces of Election Equipment as required by State Statutes.
- Continued review and approval of voter registration and absentee ballot request through the [www.myvote.wi.gov](http://www.myvote.wi.gov) website.

### Permits

- Approved Trolls Vape & Smoke Fitchburg, LLC permit

### Licensing

- Approved 5 new operator licenses
- Approved 3 sound permit applications
- Approved the Diwali Celebration and Birdie Derby event.

### Other

- Created agendas for and attended two PSHS and Common Council meetings



## Economic Development Monthly Department Report

For the Month of: October 2024

### Economic Development

Prepared plaques for KL Engineering, Bela Springs, reviewed Ag Zone and R-H Zoning updates, business luncheon prep, reviewed draft lighting ordinance, CEDA packet and agenda

### Business/Developer Outreach

30 business and/or developer contacts. Several required additional outreach and follow up, providing information or data.

### Housing

Researched annual appreciation, UW Capstone Housing Submittal, met with H & A Advisors

### Meetings

Attended Buxton webinar, Efficiency Navigator Next Steps meeting, attended KL Office expansion ribbon cutting, WEDC/MadREP meeting, BioForward Summit, postal delivery issue meetings with USPS, Michael Christopher, NHTI/Fitchburg Entrepreneurship meetings, JFF Community Team meeting, Fitchburg Development team meeting, HUD Homebuyer class, Becky Bintz, South Stoner Prairie Neighborhood Housing, Fitchburg Business After Hours, UW Capstone, met with Tina with the USPS on site for job fair, met with Jessica in Planning to discuss HNI, South Stoner Neighborhood Internal meeting, met with Communication consultant, CEDA meeting

### Marketing/Tourism

Worked with FCVBB on ad for Early-Stage Symposium,

### Professional Development

GIS training, attended the WI RE and Economic Outlook conference, attended the BioForward Health Summit

### Other

Lighting ordinance review, daycares/school project for Public Works



Patrick Anderson, EMS Chief

101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## November-2024

| EMS Calls for Service |              |              |             |                           |
|-----------------------|--------------|--------------|-------------|---------------------------|
| Month                 | 2022         | 2023         | 2024        | Change from Previous Year |
| January               | 341          | 432          | 412         | -5%                       |
| February              | 285          | 359          | 386         | 8%                        |
| March                 | 346          | 411          | 384         | -7%                       |
| April                 | 328          | 376          | 382         | 2%                        |
| May                   | 381          | 391          | 414         | 6%                        |
| June                  | 370          | 403          | 469         | 16%                       |
| July                  | 349          | 359          | 457         | 27%                       |
| August                | 372          | 440          | 464         | 5%                        |
| September             | 369          | 445          | 431         | -3%                       |
| October               | 342          | 414          | 464         | 12%                       |
| November              | 387          | 405          |             |                           |
| December              | 427          | 423          |             |                           |
| <b>Total</b>          | <b>4,267</b> | <b>4,858</b> | <b>4263</b> | <b>6.2%</b>               |

| Runs by Municipality  |        |        |              |                               |
|-----------------------|--------|--------|--------------|-------------------------------|
| Municipality          | Oct-24 | Oct-23 | Year to Date | Percent of Total Runs to Date |
| City of Fitchburg     | 299    | 274    | 2846         | 67%                           |
| City of Verona        | 105    | 108    | 1079         | 25%                           |
| Town of Verona        | 20     | 13     | 122          | 3%                            |
| City of Madison       | 9      | 5      | 59           | 1%                            |
| Belleville (District) | 9      | 7      | 34           | 1%                            |
| Mount Horeb (Dist)    | 8      | 3      | 62           | 1%                            |
| Other                 | 14     | 4      | 61           | 1%                            |

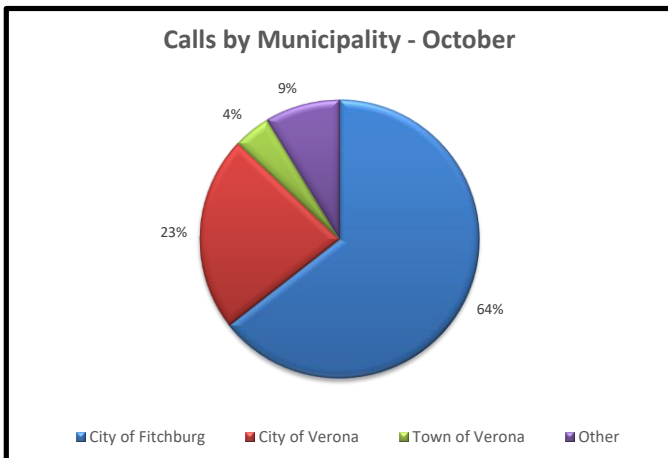
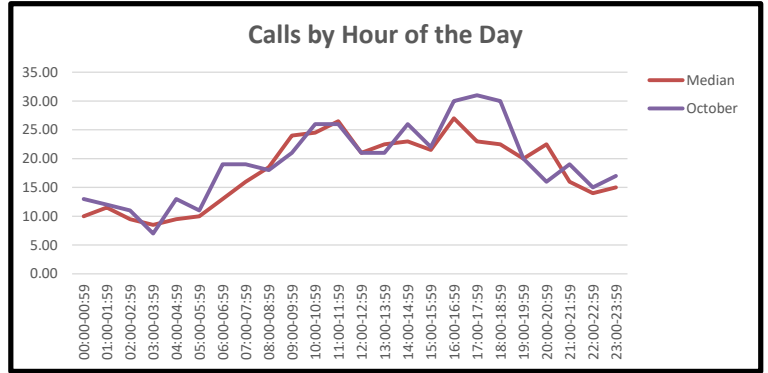
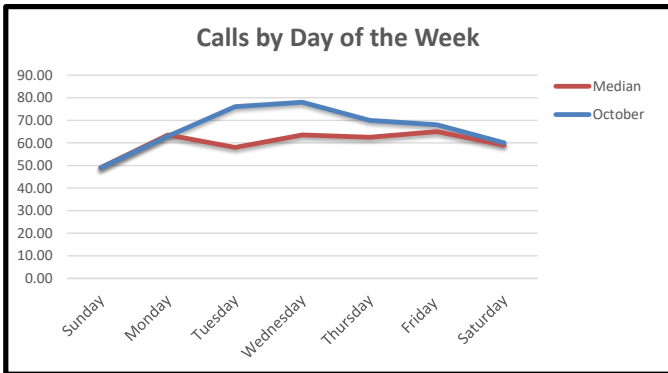
| Fractile Times for Previous Month |                             |                              |
|-----------------------------------|-----------------------------|------------------------------|
|                                   | Service Median (in minutes) | 90th Percentile (in minutes) |
| Notified to Enroute               | 1.45                        | 2.74                         |
| En Route to Arrived on Scene      | 4.83                        | 9.71                         |
| Notified to Arrived on Scene      | 6.54                        | 11.59                        |
| On scene to Transporting          | 14.70                       | 24.25                        |
| Transporting to Destination       | 15.27                       | 23.46                        |
| At Destination to Unit in Service | 11.87                       | 19.74                        |

| Special Reporting             |                            |          |
|-------------------------------|----------------------------|----------|
|                               | 2024 Estimated Call Volume | 5159     |
|                               | Oct-24                     | Oct-23   |
| Naloxone Administration       | 3                          | 4        |
| Car 15/17 Responses           | 4                          | 12       |
| Out of Resources              | 2024                       | 2023     |
| All trucks on calls - October | 19                         | 22       |
| Mutual Aid Required - YTD     | 37                         | 42 Total |

|                                              |       |
|----------------------------------------------|-------|
| Average calls per day - Previous Year (2023) | 13.31 |
| Average calls per day - Year to date         | 13.98 |

| Community Events October 10th - November 11 |                               |
|---------------------------------------------|-------------------------------|
| VAHS Varsity Football                       | Ross, Macayla, Kristy         |
| VAHS Cross Country Sectionals               | Mollie Olson, Kristy, Macayla |
| FB Fire Department Open House               | Ross Williams                 |
| CPR/First Aid class for Latitude Corp       | Patrick                       |
| Ambulance demo for Verona Girl Scouts       | Jamie                         |

### Statistics



| Top 70% Dispatch Reasons for Calls for Service - October |               |                         |                |
|----------------------------------------------------------|---------------|-------------------------|----------------|
| Previous Month                                           | Current Month | Complaint               |                |
| 1                                                        | 1             | Falls                   | 18.32 %        |
| 2                                                        | 2             | Sick Person             | 17.24 %        |
| 5                                                        | 3             | Unknown Problem         | 7.11 %         |
| 6                                                        | 4             | Chest Pain              | 6.68 %         |
| 3                                                        | 5             | Breathing Problems      | 6.25 %         |
| 4                                                        | 6             | Unconscious/Fainting    | 6.25 %         |
| 7                                                        | 7             | Traffic Incident        | 4.74 %         |
| 8                                                        | 8             | Abdominal Pain/Problems | 4.31 %         |
|                                                          |               |                         | <b>70.90 %</b> |

| Calls by Station - October |     |     |
|----------------------------|-----|-----|
| Verona                     | 130 | 30% |
| FB Sta 2                   | 182 | 42% |
| FB Sta 3                   | 152 | 35% |

## Financial Report

### A/R Aging (as of October 31st, 2024)

|                  | 0-30               | 31-60            | 61-90            | 91-120           | 121-180          | 180+             | Total              |
|------------------|--------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| 3Rivers          | \$3,934            | \$3,091          | \$4,386          | \$3,536          | \$5,985          | \$243,395        | \$264,326          |
| EMS MC           | \$1,015,980        | \$420,509        | \$177,008        | \$137,597        | \$245,281        | \$307,241        | \$2,303,615        |
| <b>Total</b>     | <b>\$1,019,914</b> | <b>\$423,600</b> | <b>\$181,393</b> | <b>\$141,132</b> | <b>\$251,266</b> | <b>\$550,636</b> | <b>\$2,567,941</b> |
| <b>Current %</b> | <b>39.7%</b>       | <b>16.5%</b>     | <b>7.1%</b>      | <b>5.5%</b>      | <b>9.8%</b>      | <b>21.4%</b>     | <b>100.0%</b>      |
| Goals            | 40.0%              | 20.0%            | 10.0%            | 7.0%             | 8.0%             | 3.0%             |                    |

### Cash on Hand

|                    | 10/31/2024             | Previous Month         | Previous Year          | Change from Prev Month | Change from Prev Year |
|--------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|
| Checking/Market    | \$ 1,147,760.06        | \$ 1,322,281.96        | \$ 962,965.55          | \$ (174,521.90)        | \$ 184,794.51         |
| Savings            | \$ 52,652.46           | \$ 96,768.64           | \$ 17,440.59           | \$ (44,116.18)         | \$ 35,211.87          |
| Oak Bank - CD 8518 | \$ 150,931.43          | \$ 150,931.43          | \$ 150,931.43          | \$ -                   | \$ -                  |
| Oak Bank - CD 0852 | \$ 100,000.00          | \$ 100,000.00          | \$ 100,993.45          | \$ -                   | \$ (993.45)           |
| Oak Bank - CD 1824 | \$ 200,000.00          | \$ 200,000.00          | \$ -                   | \$ -                   | \$ 200,000.00         |
| WISC Funds         | \$ 265,756.17          | \$ 264,709.90          | \$ 251,363.31          | \$ 1,046.27            | \$ 14,392.86          |
| <b>Total Cash</b>  | <b>\$ 1,917,100.12</b> | <b>\$ 2,134,691.93</b> | <b>\$ 1,483,694.33</b> | <b>\$ (217,591.81)</b> | <b>\$ 433,405.79</b>  |

### Assigned Fund Balances - Oak Bank

|                             | 10/31/2024          | Previous Month      | Previous Year       | Change from Prev Month | Change from Prev Year |
|-----------------------------|---------------------|---------------------|---------------------|------------------------|-----------------------|
| FAP Funds (Restricted)      | \$ 9,367.13         | \$ 9,367.13         | \$ -                | \$ -                   | \$ 9,367.13           |
| 2024 EPIC Grant             | \$ 580.00           | \$ 580.00           | \$ -                | \$ -                   | \$ 580.00             |
| Labor Contract Funds        | \$ 24,000.00        | \$ 24,000.00        | \$ 24,000.00        | \$ -                   |                       |
| <b>Total Assigned Funds</b> | <b>\$ 33,947.13</b> | <b>\$ 33,947.13</b> | <b>\$ 24,000.00</b> | <b>\$ -</b>            | <b>\$ 9,947.13</b>    |

### Assigned Fund Balances - WISC - Health Retirement Account Funds

|                             | 10/31/2024           | Previous Month       | Previous Year        | Change from Prev Month | Change from Prev Year |
|-----------------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| Money Market                | \$ 657.33            | \$ 654.54            | \$ 624.39            | \$ 2.79                | \$ 32.94              |
| Investment Acct             | \$ 265,098.84        | \$ 264,055.36        | \$ 250,738.92        | \$ 1,043.48            | \$ 14,359.92          |
| <b>Total Assigned Funds</b> | <b>\$ 265,756.17</b> | <b>\$ 264,709.90</b> | <b>\$ 251,363.31</b> | <b>\$ 1,046.27</b>     | <b>\$ 14,392.86</b>   |

### October Donations

### November Milestones

Jeff Dostalek - 9-Years  
Eric Anderson - 3-Years

### Comparables - Calls for Service

| Service         | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | Percent Change<br>2022-2023 |
|-----------------|------|------|------|------|------|------|------|-----------------------------|
| Fitch-Rona EMS  | 3077 | 3245 | 3443 | 3505 | 4184 | 4267 | 4858 | 13.9%                       |
| Middleton EMS   | 1816 | 1825 | 1969 | 1898 | 2254 | 2543 | 2715 | 6.8%                        |
| Sun Prairie EMS | 2828 | 2839 | 3165 | 3213 | 3368 | 3692 | 4424 | 19.8%                       |

### Other Updates

Replacement ambulance delivery (2023) now expected to be delayed until **January**  
DC position was reposted to get a larger applicant pool  
Had a full-time medic step down to an LTE position. Filled the position with Mollie Olson from the LTE pool/Paramedic Internship.  
Partnered with Madison Fire to provide paramedic staffing support to the Badger Football Game (10/26) and Hockey (11/9)

### SHOUT OUTS

Jamie and Justin received a "Nice work" from UW Peds nurse on great patient care  
Thank You card for Hayden and Ryan D for great care from a pediatric patient  
Jamie Ennis helped with an ambulance tour and first aid course for Verona Girl Scout Troop! Nice job!  
Thank you to Fitchburg FACTv for assisting in updating employee photos (and as always, for providing commission meeting coverage!)  
Thank you to Sarah Olson (City of Fitchburg), JR (Commission), Chief Lang (Deer-Grove), Chief Tatar (City of Madison), Chief Backus (Belleville EMS), Deputy Chief Austad (City of Sun Prairie), Lane and Amy from FitchRona, for helping with the interviews and teaching demos  
Shout out to Greg and Andrew from VPD who assisted a family involved in a crash who were not injured, but provided them a ride to a place where they could wait for a ride out of the elements and providing a change of clothes  
Thank you from a patients family for compassionate care during the loss of a family member to Kristy and Chip



# FACTv Monthly Department Report

For the Month of: October 2024

## Current Productions

- 33 Productions completed in October.
- 35 Meetings completed in October.
- 25 (1 show per day) Talking Fitchburg updates in October.
- 30 Productions scheduled for November.
- 24 Meetings scheduled for November.

## Upcoming Productions

- Rolling Pin Bake Shop Expansion Ribbon Cutting
- General Beverage Ribbon Cutting
- TF Council Recap Show
- Fitchburg Historical Society Fall Annual Meeting
- Lions Club/ Hy-Vee Team Up for A1C Screenings
- Fitchburg Chamber Focus Lunch
- Veterans Day Ceremony
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects- Spotlight Series
- Fitchburg Fire Department Video Projects (On Hold)
- Safe Communities Project (Paid Project) Completed November
- LWM Local Government Basics Video Series (Paid Project) Completed October

## Department Projects

- Fitchburg Room AV Update Project- coming soon.
- FACTv Marketing Project 2024- started sharing weekly update about FACTv and Talking Fitchburg.
- FACTv Marketing Project 2024- setting up meetings with council members and the Mayor to discuss FACTv and future opportunities.

## Department Focus

- FACTv Marketing Project 2024.
- Full review of FACTv operations for 2024 (November- December)

Rolling Pin Bake Shop Ribbon Cutting on new expansion.



Annual Veterans Day Celebration at the Fitchburg Community Center.





**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

OCTOBER 2024



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF OCTOBER

## CALLS FOR SERVICE

EMERGENCY MEDICAL  
SERVICES ASSIST

\* 140

STILL ALARM

🔔 68

MOTOR VEHICLE  
ACCIDENTS

🚗 6

STRUCTURE FIRES

🏠 2

TOTAL CALLS THIS MONTH

245

TOTAL CALLS FOR THE YEAR

2,179

2023

TOTAL CALLS THIS MONTH

235

TOTAL CALLS FOR THE YEAR

2,402

2024

AVERAGE RESPONSE TIME FOR THE MONTH:

6 mins 45 secs

## STAFFING

CAREER  
STAFF

19

\*Approved staffing = 19

PAID-ON-CALL/PAID-ON-  
PREMISES STAFF

20

\*Approved staffing = 50

INTERN  
FIREFIGHTERS

5

\*Approved staffing = 6

SUPPORT  
STAFF

9

\*Approved staffing = 10

TOTAL MEMBERS **53**

## AT A GLANCE

INSPECTIONS

378

PUBLIC EDUCATION  
EVENTS

6

TRAINING HOURS

634



## STRUCTURE FIRE OVERVIEW

The Department responded to a total of 2 structure fires this past month.

Compared to last month:

Structure Fire calls were the same as last month.

Mutual aid, House Fire in Village of Oregon and Mutual aid, House Fire in City of Verona

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

|            |                                                     |            |
|------------|-----------------------------------------------------|------------|
| 10/9/2024  | 104 Oak Street - Mutual Aid City of Verona          | House Fire |
| 10/30/2024 | 416 E Lincoln Street - Mutual Aid Village of Oregon | House Fire |

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 7 public education event this past month.

- 10/4/24 - Fire Extinguisher training at Firehouse 3
- 10/10/24 - Engine visit to Mariposa learning center
- 10/10/24 - Engine visit to La Petite Academy
- 10/12/24 - Fire Open House at Firehouse 2
- 10/18/24 - Engine visit to Forest Edge School
- 10/26/24 - Engine to Trunk or Treat event

## PERSONNEL NOTES

- Leave of Absence: Stewart
- Recommendation for 2nd year intern
- Resignation received from Dustin Roder

## RECRUITMENT

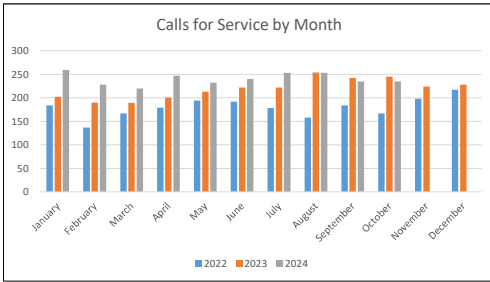
- **POX firefighter recruitment process:**
  - No new updates



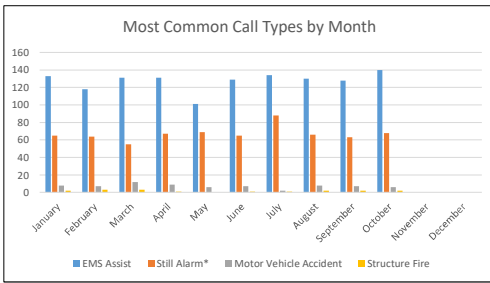
**FIRE DEPARTMENT STAFFING REPORT**  
 As of November 5, 2024

**Fire Department Activity Report**  
 As of October 31, 2024

| Calls for Service by Month |      |      |      |        |
|----------------------------|------|------|------|--------|
| Month                      | 2022 | 2023 | 2024 | Change |
| January                    | 184  | 202  | 259  | 28%    |
| February                   | 137  | 190  | 228  | 20%    |
| March                      | 167  | 189  | 220  | 16%    |
| April                      | 179  | 200  | 247  | 24%    |
| May                        | 194  | 213  | 232  | 9%     |
| June                       | 192  | 222  | 240  | 8%     |
| July                       | 178  | 222  | 253  | 14%    |
| August                     | 158  | 254  | 253  | 0%     |
| September                  | 184  | 242  | 235  | -3%    |
| October                    | 167  | 245  | 235  | -4%    |
| November                   | 198  | 224  |      | -100%  |
| December                   | 217  | 228  |      | -100%  |
| Total                      | 2155 | 2631 | 2402 | 127%   |
| Projection                 |      |      |      |        |

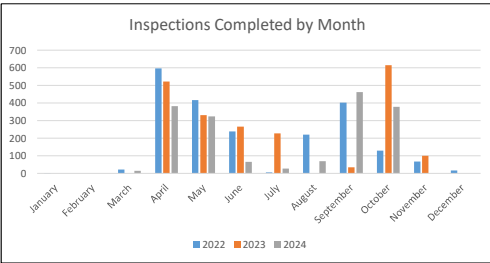


| Most Common Call Types by Month |            |              |                        |                |
|---------------------------------|------------|--------------|------------------------|----------------|
| Month                           | EMS Assist | Still Alarm* | Motor Vehicle Accident | Structure Fire |
| January                         | 133        | 65           | 8                      | 2              |
| February                        | 118        | 64           | 7                      | 3              |
| March                           | 131        | 55           | 12                     | 3              |
| April                           | 131        | 67           | 9                      | 1              |
| May                             | 101        | 69           | 6                      | 0              |
| June                            | 129        | 65           | 7                      | 1              |
| July                            | 134        | 88           | 2                      | 1              |
| August                          | 130        | 66           | 8                      | 2              |
| September                       | 128        | 63           | 7                      | 2              |
| October                         | 140        | 68           | 6                      | 2              |
| November                        |            |              |                        |                |
| December                        |            |              |                        |                |



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

| Inspections Completed by Month |      |      |      |
|--------------------------------|------|------|------|
| Month                          | 2022 | 2023 | 2024 |
| January                        | 1    | 0    | 0    |
| February                       | 0    | 0    | 0    |
| March                          | 23   | 0    | 15   |
| April                          | 596  | 522  | 382  |
| May                            | 416  | 332  | 324  |
| June                           | 238  | 266  | 66   |
| July                           | 6    | 227  | 27   |
| August                         | 221  | 0    | 70   |
| September                      | 403  | 35   | 462  |
| October                        | 129  | 615  | 378  |
| November                       | 67   | 101  |      |
| December                       | 17   | 0    |      |
| Total                          | 2117 | 2098 | 1724 |



|                        | Authorized Headcount | Number of Members | Light Duty / On Leave | TOTAL     | +/- Headcount |
|------------------------|----------------------|-------------------|-----------------------|-----------|---------------|
| <b>Career Staff</b>    | <b>20</b>            |                   |                       | <b>19</b> |               |
| Chiefs                 | 5                    | 4                 | 0                     | 4         | -1            |
| Lieutenants            | 3                    | 3                 | 0                     | 3         | 0             |
| Firefighters           | 11                   | 11                | 0                     | 11        | 0             |
| Admin Services Mng     | 1                    | 1                 | 0                     | 1         | 0             |
| <b>Part-Time Staff</b> | <b>66</b>            |                   |                       | <b>33</b> |               |
| Chiefs                 | 2                    | 1                 | 0                     | 1         | -1            |
| Lieutenants            | 3                    | 0                 | 0                     | 0         | -3            |
| Firefighters           | 45                   | 18                | 0                     | 18        | -27           |
| Intern Staff           | 6                    | 5                 | 0                     | 5         | -1            |
| Support Staff          | 10                   | 9                 | 0                     | 9         | -1            |
| <b>Total</b>           | <b>86</b>            | <b>52</b>         | <b>0</b>              | <b>52</b> | <b>-34</b>    |

**PERSONNEL NOTES**

- Leave of Absence: Stewart
- Recommendation for 2nd year intern
- Resignation received from Dustin Roder

**RECRUITMENT**

- POX firefighter recruitment process:
- No new updates

**PROMOTIONS**

**FIREFIGHTER OVERTIME**

| Month | Total Hours |
|-------|-------------|
| Jan   | 214         |
| Feb   | 287         |
| Mar   | 449.5       |
| Apr   | 246         |
| May   | 250         |
| Jun   | 239.5       |
| Jul   | 442         |
| Aug   | 320         |
| Sep   | 632         |
| Oct   | 824         |
| Nov   |             |
| Dec   |             |

**YEAR-TO-DATE MANDATES**

| Month                  | # of Mandates | Total Hours |
|------------------------|---------------|-------------|
| Jan                    | 0             | 0           |
| Feb                    | 0             | 0           |
| Mar                    | 0             | 0           |
| Apr                    | 1             | 10          |
| May                    | 0             | 0           |
| Jun                    | 2             | 20          |
| Jul                    | 6             | 96          |
| Aug                    | 8             | 117         |
| Sep                    | 5             | 92          |
| Oct                    | 13            | 226         |
| Nov                    |               |             |
| Dec                    |               |             |
| <b>TOTAL HOURS:</b>    | <b>561</b>    |             |
| <b>TOTAL MANDATES:</b> | <b>35</b>     |             |

**CURRENT MONTH MANDATES - SEPTEMBER**

| Date     | Firehouse      | Position      | Hours |
|----------|----------------|---------------|-------|
| 10/4/24  | S Syene Rd     | Officer       | 10    |
| 10/5/24  | S Syene Rd     | Officer       | 24    |
| 10/5/24  | Marketplace Dr | Officer       | 10    |
| 10/5/24  | S Syene Rd     | Aerial Driver | 24    |
| 10/10/24 | S Syene Rd     | FF            | 10    |
| 10/19/24 | Marketplace Dr | Officer       | 24    |
| 10/19/24 | Marketplace Dr | Driver        | 24    |
| 10/20/24 | S Syene Rd     | Aerial Driver | 8     |
| 10/20/24 | Marketplace Dr | Driver        | 10    |
| 10/26/24 | Marketplace Dr | Officer       | 24    |
| 10/26/24 | Marketplace Dr | FF            | 25    |
| 10/26/24 | S Syene Rd     | Aerial Driver | 26    |
| 10/30/24 | S Syene Rd     | Officer       | 10    |

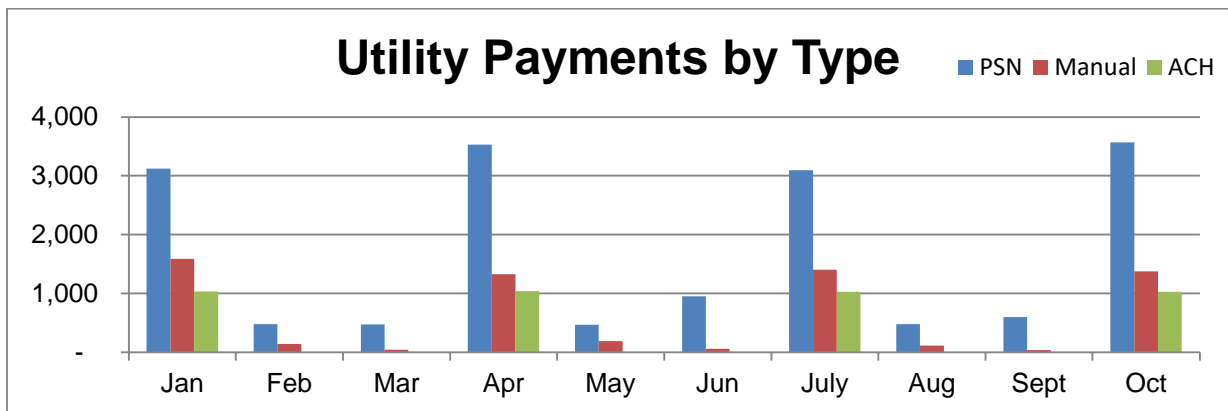


# Finance Monthly Department Report

For the Month of: October 2024

## Routine Finance Cycles

- Debt payments completed without issue.
- A special Finance Committee meeting was held over two nights for Department Head discussions on the 2025 budget requests and a public hearing was held to hear feedback from the public on the proposals. Council proposed amendments to the budget were discussed, received, compiled, and released to the public. Discussion occurred on the proposed amendments at the October Committee of the Whole (COW) meeting. Adoption of the budget and establishment of the property tax levy is scheduled for November. <http://www.fitchburgwi.gov/1998/Financial-Records-Reports>
- Submitted resolution authorizing the levy limit adjustment available for Fitchrona EMS.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- Participated in a variety of conference calls with the League of Wisconsin Municipalities to learn about recent legislative and other activities.
- Certified police, fire, and refuse costs to the State for the annual Payment of Municipal Services (PMS) program.
- Third quarter room tax collection included \$161,339.51 collected from six operators.
- Attended tax collection kick-off meeting coordinated by Dane County.
- In anticipation of the upcoming tax roll certification process, 319 utility customer and 119 co-signor letters were mailed about delinquent balances. This is a slight increase from prior years due to a change in policy to not disconnect customers due to non-payment; however, the increase is manageable and the benefits of discontinuing that disconnection process outweigh the increase in delinquent notices.



## Special Projects

- Continued to work with the police department to deposit unclaimed evidence funds.
- Participated in discussions and information gathering for union negotiations.
- Various internal meetings and meetings with the outreach vendor were held about the upcoming levy limit referendum. Compiled information and responses to various questions about the referendum.
- Worked with a developer on documentation needed prior to issuance of a TID incentive.
- Participated in a process discussion with various partners about the efficiency navigator program next steps.
- Streamlined the process for billable time invoicing.
- Participated in discussions about revising the Fitchrona Intergovernmental Agreement.
- Met with various staff to discuss purchasing policies, CIP projects, and grant opportunities.
- Met with the consultant to discuss the Finance Department's communication methods.
- Contracted with Ehler's to review the City's financial policies and make recommendations based on current best practices. The recommended policies will be presented to Council for consideration in the next few months.

## Staff

- Weekly, bi-weekly, monthly, and quarterly team meetings were held.
- Participated in confidential information training held by CVMIC.
- Attended levy limit workshop to stay current on strategies and best practices.
- Wore purple on October 17<sup>th</sup> to support Domestic Violence Awareness.



**Statistics**

|                                | <b>2022</b> | <b>2023</b> | <b>Current Month</b> | <b>YTD 2024</b> | <b>Projected 2024</b> |
|--------------------------------|-------------|-------------|----------------------|-----------------|-----------------------|
| Special Assessment Letters     | 625         | 496         | 47                   | 469             | 500                   |
| Payroll Payments               |             |             |                      |                 |                       |
| Checks                         | 182         | 141         | 9                    | 134             | 150                   |
| ACH Payments                   | 7,038       | 7,327       | 533                  | 6,173           | 7,300                 |
| Cash Receipts (non-tax)        |             |             |                      |                 |                       |
| Utility Billing                | 28,522      | 30,435      | 5,970                | 27,158          | 31,000                |
| Library                        | 521         | 202         | 23                   | 201             | 250                   |
| General*                       | 44,692      | 41,922      | 453                  | 4,390           | 6,000                 |
| OpenGov                        | -           | -           | 62                   | 763             | 1,000                 |
| Budget Amendments              |             |             |                      |                 |                       |
| Administrative Approval        | 33          | 68          | 8                    | 37              | 50                    |
| Council Action                 | 40          | 49          | 4                    | 37              | 50                    |
| Purchasing Transactions        |             |             |                      |                 |                       |
| Accounts Payable Checks        | 1,478       | 1,796       | 144                  | 1,702           | 2,000                 |
| P-Card Transactions            | 4,267       | 4,169       | 369                  | 3,605           | 4,200                 |
| Invoices Generated             |             |             |                      |                 |                       |
| General Customer Invoices      | 470         | 497         | 30                   | 379             | 500                   |
| Quarterly/Annual Utility Bills | 28,612      | 30,126      | -                    | 22,576          | 30,000                |
| Final Utility Bills            | 708         | 1,338       | 59                   | 590             | 1,300                 |

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



# Human Resources Monthly Department Report

**For the Month of: October 2024**

## **Projects & Initiatives**

- Amy completed the job description update project! This project ensures our job descriptions are up to date, in the updated template, and includes required language. This was a very large project that started in January.
- Open Enrollment period ended for health, dental, vision and accident benefit. We had 24 updates.
- Kicked off Flexible Spending Account open enrollment.
- Continued meetings with the Police & Fire unions for contract negotiations.
- Started work on the Fire Chief recruitment process for presentation to the Police & Fire Commission.
- Amy and Olson attended CVMIC's HR roundtable that was held at the City of Sun Prairie.
- Amy and Olson started exploring apprenticeship programs with the Police Department. The Dane County School Consortium has a great program in place and free funding for this in 2025.
- Olson participated as a panelist to select Fitchrona's next Deputy Chief.
- Held our quarterly safety meeting and covered the following items:
  - Election safety, (location for safe delivery of ballots and established safety precautions when opening ballots).
  - Active Shooter training and future updates with City Hall remodel and AlertMedia.
  - Stop the Bleed kit locations and first aid kits in all City vehicles.
  - New Overdose Aid Kit in the entryway of PD.
- The Fitchburg Diversity & Equity employee resource group has been busy. Check out the following happenings:
  - Dia De Los Muertos – the ofrenda will be up and staff are invited to bring a picture of a loved one that has passed on. The ofrenda (altar) will be located on the 2<sup>nd</sup> floor in the coat room nook across from the Council Chambers. On Thursday, October 31<sup>st</sup>, employees are invited to bring foods loved ones enjoyed most for a potluck.
  - Rolling out the New Buddy program. This is a program designed to help a new employee feel welcomed and connected during their first few months of employment.
  - Looking to honor all employees and their spouses who are veterans and/or actively serving on Monday, November 11<sup>th</sup> at 11 am at the Senior Center.
  - We will be sending out an all-employee engagement and DEI survey likely in January.

### Current Permanent Recruitments

- Police Officer – Continuous recruitment. Three vacancies remain.
- Parks Maintenance Worker – Conditional offer extended. In the background steps.
- Library Assistant (50%)– Closes November 3<sup>rd</sup>

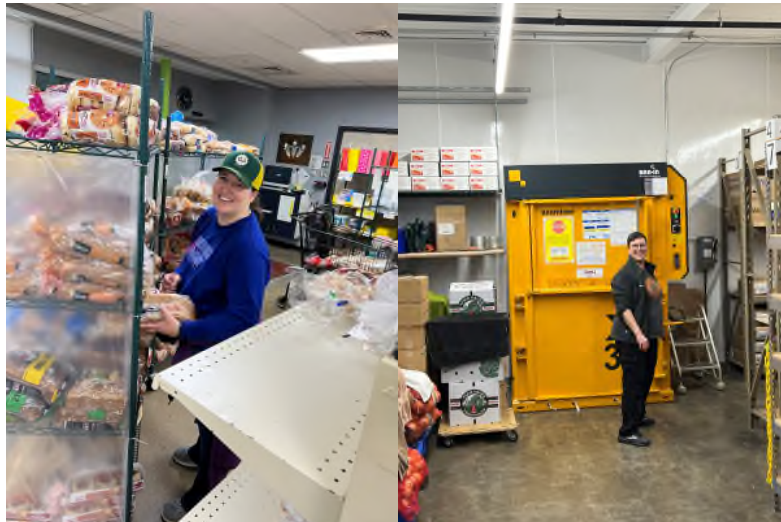
### Turnover of Permanent Employees

- Library Assistant I (50% FTE)

### Workers Compensation Claims

- Police Department (1)

A few of us took off a couple hours early one afternoon to volunteer at the Badger Prairie Food Pantry. Wendy spent time in the freezer, Sarah was stocking shelves and Misty oversaw the bread. It seems Misty oversees the dough, no matter where she goes!





# Information Technology Monthly Department Report

For the Month of: October 2024

## Projects

The IT team is working on:

- Computer replacements continue
  - Replacements for Public Works, Police, Senior Center
- Wireless access points replacements in progress
  - City Hall, Senior Center and Maintenance
- Virtual Infrastructure updates
- Windows updates

## Other Items

- Senior Center people counter
- UDE/BWC/ICV upgrade
- OnBase upgrade

## GIS Initiatives

- Provide Clerks with address update spreadsheet for WisVote
- Records request from Wisconsin Historical Society
- Update Parks apps/Stories with new round of FACT park photos
- Create paratransit map

## Statistics

ServiceDesk

181 Helpdesk tickets were processed, 16 remain open.



## Legal Monthly Department Report

For the Month of: October 2024

### Development/Land Use Update

- Comprehensive Plan

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Municipal trial, October 16, 2024
- Country View Mobile Home Park issues
- IAFF & WPPA Negotiations – assist internal team
- Budget Presentations
- Fitchrona IGA
- Wisconsin Election Law – The Citizen Lawyer CLE seminar



# Library Monthly Department Report

For the Month of: October 2024

## Checkouts/Renewals/Holds

Checkouts – 18,347

Renewals – 5,981

Holds Filled – 6,275

## Programming for Adults

Adult Programs – 6

Adult Program Attendees – 61

## Programming for Kids

Youth Programs – 30

Youth Program Attendees – 841

Youth Self Directed Programs – 2

Youth Self Directed Attendees – 243

Teen Programs – 2

Teen Program Attendees – 8

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## Outreach

Programs – 2

Program Attendees – 140

## Computer & Wireless Sessions

Computer Sessions – 569

Wireless Sessions – 38,110

## Meeting Room Reservations

Meeting Room Reservations – 67

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,424

Overdrive Audio Checkouts – 2,950

### Photos with descriptions:

Library staff celebrated our favorite holiday of the year with costumes (even Skelly dressed up!) and literary-themed pumpkins.



In collaboration with Midwest Mujeres and Beyond the Page, the library hosted a wonderful Día de Muertos celebration.



Veronica Hinke presents on the recipes and ingredients used on the Titanic.





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: October 2024

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry

### Urban Forestry

- Completed and submitted the City of Fitchburg Tree City USA application.
- Completed and submitted the City of Fitchburg Tree City USA Growth Award application.
- Answered questions from DNR about the City of Fitchburg Urban Forestry Grant application.
- Facilitated a partnership with the Urban Tree Alliance to plant trees (funded by an Inflation Reduction Act grant) in the City of Fitchburg Healthy Neighborhoods in 2025, 26, and 27.
- Attended a CVMIC leadership training on Leadership Soft Skills.
- Completed the CVMIC Emerging Leader Certification Program.
- Attended a CVMIC leadership training on Retaining & Training starting the Perfecting Leadership certification program.
- Facilitated a Tree Advisory meeting.
- Attended an ERG meeting.
- Marked Callery pear trees for removal as appropriate.
- Continued to mark ash trees for removal as necessary.
- Took an alder on a tour of McGaw Park.
- Worked with FACTv to film a short tour of McGaw Park.
- Responded to resident's requests for service. Particularly dead ash trees and storm damage.
- Participated in two planning meetings for Southdale Park.
- Participated in the sidewalk construction pre-construction meeting regarding root cutting.
- Participated in an interview panel for the City of Madison Forestry Inspector position.

### Naturalist

- Facilitated the planting of a native shrub demonstration area in McGaw Park.
- Facilitated weed management in City of Fitchburg natural areas.
- Communicated natural area management requests to vendors and volunteers.
- Submitted invoices as appropriate.

### Volunteer Coordination

- Assisted volunteers in seed collecting at the Library.

## Recreation

- Hosted 6<sup>th</sup> & 7<sup>th</sup>/8<sup>th</sup> grade end of season flag football tournaments @ McGaw Park.
- Received quote from EBI re: Community Center table & chair replacement project.
- Coordination of 2<sup>nd</sup>/3<sup>rd</sup> grade basketball programs (form teams, create practice & game schedules, order equipment, etc.)
- No School Day Programming – Block Builders LEGO Fun on Oct. 3 (MMSD) & Oct. 17 (VASD).
- Monthly meeting with Activenet account manager.
- Finalized details for youth volleyball leagues (5<sup>th</sup>-8<sup>th</sup>) and opened registration.
- Schedule 2025 re-occurring programs held at the Community Center.
- Reservations for 2025 large annual events.
- Discussion with Oregon Basketball Club on possibility of adding their 5/6 grade girls' teams to our current traveling league with other local communities.
- Submitted budget amendment increase for CC Attendant hours due to increased building usage.
- Park Shelter & Community Center rentals.
- Payments for various program instructors.
- October Rec program revenue = \$9,201.00
- October CC rental revenue = \$1,277.50
- October Shelter/athletic facility rental revenue = \$1,310.00

## Projects-Park Commission

- Attended monthly Park & Recreation, Building, and Grounds meeting with City Administration.
- Held monthly update meeting with City Forester/Naturalist Anna Healy on related Urban Forestry items.
- Had 3 locates/meetings with families at Oak Hall Cemetery.
- Met with Dan Larsen at Nine Spring Golf Course.
- Attended biweekly construction meeting regarding the HUB project.
- Attended Finance and Common Council meetings to discuss Stoner Prairie Park Plan Implementation and Budget Amendment for additional park maintenance hours.
- Attended administrative POSP update meeting.
- Instructed Micro Soccer for the Recreation Department on Sundays in October.
- Participated in Park Maintenance crew interviews.
- Met with EOR and staff at Southdale Park to review the updated plan.
- Met with CORP representatives to discuss future improvements at Quarry Ridge – this will appear on a future Park Commission agenda.
- Met with McKee Farms Park memorial bench donator to discuss details.



# Planning & Zoning Monthly Department Report

For the Month of: October 2024

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Ordinance 2024-O-30 & Plan Commission Resolution PCR-11-24](#) Adopting and Recommending the Fall 2024 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map for Property Located Off S Seminole Highway & Lacy Road from BUS (Business) to HDR (High Density Residential) PCR 11-24 approved. Ordinance 2024-O-30 recommended approval.
- B. [Public Hearing and Consideration of Ordinance 2024-O-31 & Plan Commission Resolution PCR-12-24](#) Adopting and Recommending the Fall 2024 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map for Property Located off Notre Dame Drive & Lacy Road from M-U (Mixed Use) to HDR (High Density Residential) This item was withdrawn by the applicant. Plan Commission did not take action. Council will hold the public hearing on December 10th, but not take action.
- C. [Public Hearing and Consideration of Ordinance 2024-O-28 & Plan Commission Resolution PCR-09-24](#) Adopting and Recommending the Fall 2024 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map for Property Located Off Borchert Road Specifically from AG & OS (Agriculture & Open Space) to R-R (Rural Residential) PCR-09-24 approved. Ordinance 2024-O-28 recommended approval.
- D. [Public Hearing and Consideration of Ordinance 2024-O-29 & Plan Commission Resolution PCR-10-24](#) Adopting and Recommending the Fall 2024 Amendment to the Comprehensive Plan, Amending Map 4.3 Future Land Use Plan Map for Property Located Off Central Park Place from P&C (Park & Conservancy) to HDR (High Density Residential) PCR-10-24 approved. Ordinance 2024-O-29 recommended approval.
- E. [Public Hearing and Consideration of Rezone RZ-2570-24](#) Request by Edward Hoyt, Agent for Hartung Brothers Inc, to Rezone Properties from PDD-GIP (Planned Development District - General Implementation Plan) to PDD-SIP (Planned Development District - Specific Implementation Plan) to Develop a Multi-Family Facility on Property Associated with 2674 Botanical Drive Approved.

- F. **Public Hearing and Consideration of Conditional Use CU-2568-24** Request by Shawn Kerns to Obtain a Landscaping Sales and Services Conditional Use Permit to Operate a Landscaping Service Facility on Property Associated with 2186 County Highway MM

Approved with the amended conditions:

1. *No other permit or approval is waived or deemed satisfied except for the approval provided herein.*
2. *Any outstanding fees or assessments must be paid prior to issuance of building permits.*
3. *Occupancy of the facility, in conjunction with the existing gym facility, shall not exceed 25 combined persons at any one time due or 50 persons per day due to septic and parking capacity.*
4. *Permitted hours are 7 am to 7 pm.*
5. *Signage shall conform to the requirements of the City's Chapter 26 sign ordinance.*
6. *Any exterior alterations to the site will obtain Architectural Design Review approval prior to construction.*

- G. **Public Hearing and Consideration of Conditional Use CU-2569-24** Request by Dale Sticha, Agent for World Wide World LLC, to Obtain an Amusement and Recreational Services Conditional Use in Order to Expand the Arts Education Facility Associated with 2841 Index Road

Approved with the amended conditions:

1. *No other permit or approval is waived or deemed satisfied except for the approval provided herein.*
2. *Approval is for an Amusement and Recreation Services use at property associated with 2841 Index Rd, specifically allowing indoor practice and arts facilities as well as public performances, recitals, exhibits, performances, and workshops. Activities and uses shall conform to the applicant's letter dated September 16, 2024, and the applicant's response included in the packet.*
3. *The sale and consumption of alcohol shall be properly permit.*
4. *Outdoor use is allowed up to eight (8) individual events annually with proper sound, liquor, and festival event permits. This covers 2841, 2823 & 2825 Index Road properties under the ownership of World Wide World LLC. Sale of one or more these properties invalidates this condition allowing outdoor use.*
5. *During the duration of this conditional use permit, the parking lots of 2841, 2823 & 2825 Index Road shall remain in good condition with visible parking space striping.*
6. *Permitted hours of operation are 6 a.m. to 11 p.m.*
7. *Building shall continue to comply with all building codes applicable to the Amusement and Recreations Services use and the requirements of the B-H (Business Highway) zoning district.*
8. *Building shall continue to comply with all fire code requirements for fire detection, suppression systems, and fire prevention related to the Amusement and Recreations Services use.*

9. *Applicant's responsibility to confirm with Building Inspection and Fire Department that all proper safety requirements are in place. Applicant's responsibility to comply with all Building Inspection and Fire Department requirements.*

- H. **Conditional Use CU-2563-24** Request by Wade Wyse, Agent For Tim O'Brien, to Obtain a Drinking Places and Restaurant Conditional Use Permit in Association with an Athletic Facility, Specifically Pickleball, on Property Associated with 2747 S Seminole Highway

Approved with the amended conditions:

1. *No other permit or approval is waived or deemed satisfied except for the approval provided herein.*
2. *Any outstanding fees or assessments must be paid prior to issuance of building permits.*
3. *Permitted uses include indoor recreation, sale of food, sale of alcohol, and outdoor recreation uses.*
4. *Amplified music and events are not permitted outdoors under this conditional use permit.*
5. *A maximum occupancy shall be determined by the Fire Department. Capacity of 200 persons or Fire Department-determined capacity, whichever is less, is permitted on site at any one time.*
6. *Permitted hours of operation are 7 am to 10 pm.*
7. *Applicant's responsibility to comply with all Public Works and Fire Department requirements.*

- I. **ADR - Seminole Pickleball Courts** Request by Wade Wyse, Agent for Tim O'Brien, to Obtain Architectural Design Review Approval for a Proposed Pickleball Court and Social Club Facility on Property Associated with 2747 S Seminole Highway.

Approved with the following amended conditions:

1. *No other permit or approval is waived or deemed satisfied except for the approval provided herein.*
2. *Any outstanding fees or assessments must be paid prior to issuance of building permits.*
3. *A multi-modal or pedestrian-specific path connecting to the Badger State Trail to the west will be explored to the extent practical and coordinated with City staff with development of Lots 2 and 3.*
4. *A final landscaping plan, specifically regarding the driveway from Seminole Highway to the site, will be approved by the Zoning Administrator prior to issuance of permits. The final landscaping plan shall not include Quaking Aspens.*
5. *All lighting shall be full cut-off or dark sky compliant. Light should not trespass onto neighboring properties. Final mounting height cut sheets for the light fixtures shall be approved by the Zoning Administrator.*
6. *Final designs for façade materials, specifically to incorporate stone into the façade to be complimentary with the surrounding architecture, shall be approved by the Zoning Administrator.*
7. *Outdoor seating capacity is 30 – 35 persons.*

8. *A shared parking agreement for the benefit of this property and the future mixed-use facility to the east of this property will be recorded prior to issuance of permits.*
9. *Bicycle parking shall be installed and constructed in a manner that meets APBP standards.*
10. *Dumpster enclosures should be constructed of materials complementary to the proposed primary structure façade.*
11. *The CSM creating the lot, and the Subdivision Improvement Agreement shall be recorded prior to issuance of permits.*
12. *Permits shall not be issued prior to substantial completion of require public infrastructure improvements per the Subdivision Improvement Agreement for the certified survey map approved in July 2024 (CS-2554-24).*
13. *The plans shall be updated to reflect the approved public utility plan and profile drawings once they are approved.*
14. *A 10-foot-wide public path along Seminole Highway is required as part of the public improvements and shall be labeled on the drawings.*
15. *Signage shall comply with the City's Chapter 26 sign code and remain consistent with signage shown in the application materials.*
16. *Applicant's responsibility to comply with all Public Works and Fire Department requirements.*

- J. **Public Hearing and Consideration of Ordinance 2024-O-27 & Plan Commission Resolution PCR-08-24** Adopting and Recommending the Fall 2024 Amendment to the Comprehensive Plan, Amending Text on Page 5-3 to Revise the Minor Amendments – Procedures to Require Approval of a Minor Amendment by Plan Commission and Council. **Plan Commission postponed this item to the November 19th Plan Commission Meeting and directed staff to amend the proposed text amendment as discussed at the meeting.** This item will remain on schedule to be reviewed by Council on December 10th.
- K. **\*\*Resolution R-187-24\*\*** Granting an Underground Electric Easement on Outlot 1 in CSM 15059 (North Fish Hatchery HUB) **Approved.**

## Applications Processed

| Type                                            | 2023 Totals | January   | February  | March     | April     | May       | June      | July      | August    | September | October   | November | December |
|-------------------------------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|
| Architectural Design Review                     | 12          | 1         | 1         | 3         | 1         | 0         | 1         | 1         | 1         | 3         | 1         |          |          |
| Rezone / Conditional Use Permit                 | 21          | 1         | 1         | 1         | 4         | 2         | 3         | 3         | 3         | 4         | 4         |          |          |
| Certified Survey Map                            | 18          | 0         | 0         | 0         | 3         | 1         | 0         | 1         | 1         | 1         | 0         |          |          |
| Comprehensive Development Plan Preliminary Plat | 4           | 0         | 2         | 0         | 0         | 1         | 1         | 0         | 2         | 0         | 0         |          |          |
| Final Plat                                      | 5           | 0         | 1         | 1         | 0         | 1         | 1         | 1         | 0         | 1         | 0         |          |          |
| Other                                           | 41          | 1         | 6         | 4         | 2         | 4         | 4         | 0         | 0         | 0         | 6         |          |          |
| Variance                                        | 0           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |          |          |
| Telecommunications Facilities Permit            | 0           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |          |          |
| SmartCode Article 3                             | 1           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |          |          |
| SmartCode Article 5                             | 36          | 3         | 8         | 13        | 5         | 6         | 4         | 5         | 5         | 3         | 6         |          |          |
| Architectural Design Review Admin.              | 17          | 1         | 0         | 1         | 0         | 0         | 0         | 2         | 0         | 1         | 2         |          |          |
| Sign Permits                                    | 52          | 7         | 3         | 1         | 5         | 4         | 2         | 7         | 4         | 3         | 5         |          |          |
| Zoning Permits                                  | 195         | 9         | 20        | 21        | 18        | 17        | 20        | 16        | 28        | 19        | 27        |          |          |
| Early Start Permits                             | 55          | 5         | 8         | 13        | 4         | 6         | 8         | 3         | 8         | 5         | 5         |          |          |
| Zoning Letters                                  | 14          | 2         | 0         | 3         | 0         | 0         | 4         | 0         | 2         | 1         | 0         |          |          |
| <b>Totals</b>                                   | <b>471</b>  | <b>30</b> | <b>50</b> | <b>61</b> | <b>42</b> | <b>42</b> | <b>48</b> | <b>39</b> | <b>54</b> | <b>41</b> | <b>56</b> |          |          |

## Neighborhood Plans

- Staff continues reviewing the utility plans for Greenfield and South Stoner Neighborhood Plans. Planning for water and sanitary utilities across the future development area ensures that the infrastructure is properly sized for development.
- The consultant prepared the goals and strategies for South Stoner Prairie Neighborhood Plan. Staff met with Public Works and Economic Development to review. The consultant and staff continue revising the goals and strategies for the next South Stoner Prairie Neighborhood Plan Steering Committee meeting. This meeting is tentatively scheduled for December 11<sup>th</sup>.

- The next Greenfield Neighborhood Plan Steering Committee meeting is scheduled for December 3<sup>rd</sup>.
- Staff presented an update on the neighborhood plan to the Committee of the Whole on October 23<sup>rd</sup>.

### **Healthy Neighborhoods Programs**

- The Healthy Neighborhoods Advisory Committee met to prepare a survey for the Healthy Neighborhoods Grant Program and discuss the update to the strategic plan.
- Staff prepared Healthy Neighborhoods Grant program survey. It consists of two parts: one designed for grant recipients, and one designed for the public. The survey is open until November 8<sup>th</sup>. Staff will review the survey results and provide a report to the Healthy Neighborhoods Advisory Committee. Survey data will be used to update the materials for the 2025 Healthy Neighborhoods Grant Program.
- The Teen Center Feasibility Study Team met to discuss the final report and plan a presentation to the Committee of the Whole in November.
- Staff is preparing an update to the Healthy Neighborhoods Strategic Plan. The initial staff efforts are creating a data set of all the activities and resources currently directed to the priority neighborhoods.
- The Neighborhood Navigator served six new clients in October.

### **Sustainability**

- Finalized contract with our chosen consultant for the Bicycle & Pedestrian Plan update, to be approved this month by Council.
- Researched options for City's future EV fleet charging infrastructure, began working on an RFP to be issued later.
- Attended a workshop on Dane County climate actions, hosted by the county's Office of Energy and Climate Change.
- Purchased a new traffic counter from Telraam. Staff installed the counter in the library to begin tracking non-vehicular traffic on Lacy Rd.

### **Agricultural & Rural Affairs**

- The Agricultural & Rural Affairs Committee met in October to review two items. The first item was a pre-development discussion. Frostwood Farms is considering a land division and rezone. The second item was a minor comp plan amendment request on Borchert Road. The Committee recommended approval of the minor comp plan amendment.
- The recertification of the Farmland Preservation Zoning Ordinance is on hold due to inconsistencies between official Farmland reservation Map and parcels with Exclusive Agricultural zoning. The State has granted a two-year extension to rezone parcels from Exclusive Agriculture to Transitional Agriculture.

## Other

- The Development Team Meetings:
  - a. Staff housing and zoning discussion
  - b. Former Benvenuto's and Boneyard
  - c. Jamestown Quarry
  - d. Sean O'Brien – Haight Farm Road Townhomes
  - e. Edgewood College Update
- Staff processed five minor comp plan amendments.
- Staff continues to support the finalization of the Park and Open Space Plan.
- Staff is preparing the request for proposal for the comprehensive plan update and the zoning code rewrite.



**MONTHLY UPDATE**  
October 2024

# MONTHLY UPDATE | OCTOBER



## CALL FOR SERVICE OVERVIEW

The Department handled 1,089 citizen-generated calls for service.

Officers initiated 1,449 calls.

### Compared to last month:

Citizen-generated calls decreased by 139. Officer-initiated calls increased by 130.

### Compared to last October:

Citizen-generated calls decreased by 25. Officer-initiated calls increased by 481.

## CRIME

### PROPERTY CRIME

- Two burglaries were reported this month.
- Two vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There was one report of a shooting or shots fired call this month.
- No firearms were seized as evidence this month.
- There was one robbery reported.

### DOMESTIC VIOLENCE

- Officers investigated ten domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Shots Fired | 10/2** | The Fitchburg Police Department received several reports of an individual firing gunshots at a vehicle in the 2600 block of Smithfield Drive. Further updates from 911 callers indicated it was possible the vehicle was shooting back at the individual. Witnesses reported observing an individual carrying a handgun running from the scene. On scene, officers conducted a canvass of the area and interviewed numerous people. Evidence was collected from the scene as well. This case remains under investigation.

**OWI 3<sup>rd</sup>, Operating While Revoked | 10/12** | A Fitchburg officer on routine patrol was flagged down by a citizen reporting a vehicle had just collided into multiple parked vehicles down the street and was fleeing from the scene. The officer located the scene of the multi-vehicle collision and made contact with the driver of the offending vehicle. While in contact with the driver, the officer observed signs of intoxication. After the driver submitting to Standardized Field Sobriety Tests, the driver was placed under arrest for operating a motor vehicle while under the influence. The driver, a 44-year-old Fitchburg man, was ultimately cited for Operating While Under the

## MONTHLY UPDATE | OCTOBER



Influence 3<sup>rd</sup> offense, Operating with a Prohibited Alcohol Concentration 3<sup>rd</sup> offense, and Operating While Revoked (due to alcohol).

**Child Abuse – Intentionally Cause Harm, Damage to Property | 10/15** | Officers were dispatched to a residence in the 2600 block of Smithfield Drive for the report of a disturbance. The caller reported her children (15-years-old and 18-years-old) were physically fighting in the residence. Investigation revealed the 18-year-old became upset with the 15-year-old over having people over at the residence and a verbal argument turned physical with the 15-year-old sustaining injuries to her fingers and back of head. As a result of the incident, the 18-year-old Fitchburg female, was arrested and booked into the Dane County Jail on charges of Child Abuse – Intentionally Causing Harm, Disorderly Conduct, and Criminal Damage to Property.

**Battery, Disorderly Conduct, Resisting/Obstructing Officer | 10/21** | Fitchburg officers were dispatched to the 5100 block of Lacy Road for the report of a physical fight involving residents of two separate units. After all involved persons were separated and the incident diffused, officers conducted interviews and reviewed surveillance camera footage from the complex. The investigation showed that one unit was having their own fight inside of their residence. The fight was loud and volatile enough that things were being knocked off the walls of the adjoining unit. These residents decided to confront the unit that was fighting, which is when all parties began to physically fight one another outside. Ultimately, all five participants in the fight, one being a juvenile, were arrested for Battery and Disorderly Conduct and all transported to the Dane County Jail/Juvenile Reception Center.

**Robbery, Disorderly Conduct, Retail Theft, Battery | 10/22** | Officers were dispatched to a fast food restaurant in the 3000 block of Fish Hatchery Road for a disturbance. Through interviews with involved persons, it was learned a subject entered the restaurant and engaged in violent and abusive behavior due to the business not providing a refund for their food. The subject, a 19-year-old Fitchburg woman, then walked behind the counter and punched a restaurant employee. The woman then stole food that was located behind the counter. As a result of the woman stealing food with the use of force, she was arrested and booked into the Dane County Jail on charges of Robbery, Disorderly Conduct, Retail Theft, Battery and Obstructing.

**Lewd & Lascivious Behavior - Exposure | 10/23** | Fitchburg Police Dispatch received a complaint of a nude male walking the hallways of an apartment complex in the 2100 block of High Ridge Trail. The complainant reported they encountered this male while they were leaving for work with their children. Officers made contact with apartment management, who was able to provide security camera footage of the incident. Management assisted in the identification of the male and officers made contact with him. The male, a 22-year-old Fitchburg resident, admitted to the day's earlier events and advised he was walking around fully nude. Due to this, he was placed under arrest and booked into the Dane County Jail on one count of Lewd & Lascivious Behavior – Exposure.

**Substantial Battery, Strangulation & Suffocation, Disorderly Conduct | 10/29** | While conducting a traffic stop, a Fitchburg officer was approached by a woman wishing to report a domestic violence incident with her ex-boyfriend that occurred in the City of Fitchburg in May of 2024. The woman advised she did not initially report this to police out of fear her ex-boyfriend would kill her. The woman reported to the officer that due to the domestic violence incident, she

## MONTHLY UPDATE | OCTOBER



received a broken nose, had a tooth broken out, and had multiple broken ribs. She stated during the incident, she was choked by the suspect and was close to losing consciousness. The victim stated at no time did she provide consent to be physically harmed and strangled. Ultimately, the offender, a 32-year-old Madison man, was arrested and booked into the Dane County Jail on charges of Strangulation & Suffocation (Felony), Substantial Battery (Felony), and Disorderly Conduct.

**Burglary Suspect Arrest | 10/16** | On September 27, 2024, Fitchburg officers responded to an apartment complex in the 6200 block of Limestone Lane to multiple reports of vehicles broken into in the underground parking garage. Officers determined the suspect likely used a tool to shatter windows of vehicles to access and take belongings. At least five vehicles had damaged windows and other unlocked vehicles were entered. Fitchburg detectives worked with detectives from the Madison Police Department who were investigating similar incidents. Following review of evidence collected from multiple cases, Fitchburg detectives were able to tie Donyell Love, 22, Madison, to the September burglary.

On Wednesday, October 16, 2024, members of the Fitchburg Police Department Special Response Team executed a search warrant at a Madison apartment where they took Love into custody. During the search of the apartment, officers located evidence linking Love to the burglary investigation.

Love was charged with one count of Burglary, five counts of Criminal Damage to Property, four counts of Entry to a Locked Vehicle, and two counts of Theft for the September 27, 2024 incident.

On Friday, October 18, 2024, Love made his initial appearance in Dane County Circuit Court on these charges and other cases from the Madison Police Department.

# MONTHLY UPDATE | OCTOBER



| <b>NOTABLE CALLS FOR SERVICE</b> |             |                           |                       |                                                                             |
|----------------------------------|-------------|---------------------------|-----------------------|-----------------------------------------------------------------------------|
| <b>Case Number</b>               | <b>Date</b> | <b>Location</b>           | <b>Alder District</b> | <b>Incident Description</b>                                                 |
| 24-20793                         | 10/2/2024   | 2600 Smithfield Dr        | 1                     | Shots Fired                                                                 |
| 24-21025                         | 10/5/2024   | McKee Rd/Verona Rd        | 4                     | OWI 4 <sup>th</sup> (Felony), Possession THC                                |
| 24-21690                         | 10/12/2024  | 5500 Williamsburg Way     | 1                     | OWI 3rd, Operating While Revoked                                            |
| 24-21934                         | 10/15/2024  | 2600 Smithfield Dr        | 1                     | Child Abuse-Intentionally Cause Harm, Criminal Damage to Property           |
| 24-22213                         | 10/19/2024  | 2900 Fish Hatchery Rd     | 3                     | Strangulation & Suffocation, Battery, Resisting Officer, Damage to Property |
| 24-22293                         | 10/20/2024  | 2000 Pike Dr              | 2                     | False Imprisonment, Battery, Disorderly Conduct, Damage to Property         |
| 24-22325                         | 10/20/2024  | Fish Hatchery Rd/McKee Rd | 3                     | OWI, Hit & Run                                                              |
| 24-22371                         | 10/21/24    | 5100 Lacy Rd              | 3                     | Battery, Disorderly Conduct, Resisting/Obstructing Officer                  |
| 24-22507                         | 10/22/24    | 3000 Fish Hatchery Rd     | 3                     | Robbery, Disorderly Conduct, Retail Theft                                   |
| 24-22576                         | 10/23/2024  | 2100 High Ridge Trail     | 2                     | Lewd/Lascivious Behavior - Exposure                                         |
| 24-22702                         | 10/25/2024  | W Beltline Hwy/Coho St    | N/A                   | OWI 8 <sup>th</sup> (Felony)                                                |
| 24-22848                         | 10/27/2024  | Rimrock Rd/USH 12         | 3                     | Flee/Elude Officer, Take & Drive Vehicle w/o Consent, Reckless Driving      |
| 24-22903                         | 10/27/2024  | Verona Rd/McKee Rd        | 1                     | OWI 6 <sup>th</sup> (Felony), Accident                                      |
| 24-23068                         | 10/29/2024  | 2100 Rosenberry Rd        | 1                     | Substantial Battery, Strangulation & Suffocation, Disorderly Conduct        |

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.





# Public Works Monthly Department Report

For the Month of: October 2024

## Transportation/Transit

- Bus Rapid Transit (BRT): Reviewed 30% plans, began outreach efforts to businesses on Rapid Route B. Reviewed traffic modelling with Dane County.
- Fitchrona Road Reconstruction: Began property acquisition and coordinated outreach efforts with the Town of Verona.
- 2024 Sidewalk Replacement: Awarded construction contract to Potrykus Construction, LLC on October 22, 2024, and held preconstruction meeting on October 30, 2024. Construction is anticipated to be complete by the end of November.
- 2024 Surface Maintenance: Continue with punch list.
- 2024 Street Resurfacing: Completed paving of Seminole Highway, Fitchrona Road, and Nesbitt Road. Pavement marking will be completed in November.
- Phase 2 ARPA Street Resurfacing: Finalized plans and specs and advertised project.
- Syene Road Phase 2 and 3: Construction contracts will be awarded early 2025. Solicited construction engineering proposals.
- Whalen Road Paved Shoulders: Contacted affected residents and reviewed partial plans from design engineer.
- CTH MM Underpass: Coordinated project scope with WisDOT and engineering consultant.
- Reviewed and approved 11 right of way (ROW) Permits for driveways, electrical services, and communications services.
- Coordinated with FACTv on informational videos regarding yearly projects.

## Stormwater

- Completed survey of Quarry Hill Pond. Staff are preparing plans and specs for 2025 stormwater facility maintenance project.
- Staff is continuing to work on Crescent Road and Fitchrona Road stormwater improvement projects.
- Staff participated in Badger Mill Creek Stakeholder and Green Tier meetings.
- Completed design of Seminole Glen swale.
- Advanced Total Maximum Daily Load (TMDL) water quality model and received draft TMDL report.
- Began preparing summary of stormwater best management practices (BMPs) installation timeline and associated phosphorus reductions for retroactive credit from

Yahara Watershed Improvement Network (WINs) to decrease required annual contributions.

## Utilities

- Well 4 Maintenance: Completed chemical treatment.
- Well 11 HVAC: Worked through pre-approval process for adding air conditioning.
- Well 12 Drilling: Held preconstruction meeting. Contractor mobilized and installed outer casing.
- Tower D: Project is out to bid. The bid opening date has been extended to November 14, 2024.
- Unidirectional Flushing Program: Finished unidirectional flushing in the West Zone.
- Large Meter Replacements: Continued installation of 1.5" and 2" meters. The Utility is averaging installation of 3 to 4 meters per week.
- Aztec Trail Water Main Replacement: Surveyed the right of way for water main replacement project.
- Water Service Line Identification: Submitted Water Service Line Inventory to the Wisconsin Department of Natural Resources (DNR).
- Sanitary Sewer Cleaning: Continued cleaning. On target to clean 1/3 of the system this year.
- Valve Exercising: Continued turning valves. On target to exercise one-fifth of the system valves this year.
- Tower B: Continued work on Tower B control room build.
- Water System and Sanitary System Repairs:
  - Three (3) water main breaks on Woods Edge Way. All were the result of bedding consisting of large rocks.
  - Three (3) water main breaks on same pipe along Richmond Drive.

## Parks

- McGaw Pickleball Courts: Final plan review and prepare documentation for bidding.
- McKee Shelter Siding: Reviewed plans and specifications.
- Tower Hill Shelter: Reviewed plans and specifications. Comments submitted to consultant.
- Stoner Prairie Park Improvements: Notice of award issued to Parisi Construction.
- Prepared 9 softball fields for games.
- Set new basketball hoops and restored new courts at Hillside Height and Seminole Glen Parks.
- Contracted out the painting of Byrne and Quarry Ridge gazebos.
- Installed two new bike racks at City Hall.
- Contracted out new fence fabric installation on McGaw Park west ball diamond.
- Installed new park identification sign at Clayton Park.
- Performed fall cleanups of various parks, City Hall and Library campus.

- Restored disturbed area from new drinking fountain installation at Huegel-Jamestown Park.
- Winterized the splash pad.
- Restored edges of new asphalt paths at Wildwood South, Mickelson Woods, Quarry Hill, and E. Cheryl Drive.
- Started installation of Belmar Hills Park drinking fountain.
- Set up three additional flag football fields for the end of year tournament.
- Held interviews for parks maintenance full time position.
- Prepped and poured concrete for two bench installations at McKee Farms Park.
- Shut down and blew out thirty-four drinking fountains and community garden water lines.
- Made repairs on inclusive playground at McKee Farms Park.
- Performed daily park rounds.
- Emptied trash and recycling containers throughout the park system.
- String trimmed various areas and parks throughout the city.
- Mowed parks and terrace areas throughout the city.

### **Building & Grounds**

- Fitchburg HUB: Worked on masonry, underground plumbing, interior wall footings, electrical, MG&E easements, etc.
- Police Station: Continued design work. Sent out quote request for geothermal test wells.
- Repaired air handler on roof at Fire Station No. 3.
- Changed filters on roof top air handler unit at Library.
- Replaced two variable air volume (VAV) controllers at City Hall.
- Installed people counters at Senior Center.
- Installed rubber base in meeting room at Library.
- Replaced photosensor for exterior lights at Fire Station No. 3.
- Repaired blinking lights in Prairie View room at Community Center.
- Installed LED lights in the front of City Hall.
- Repaired entrance door at Library.

### **Refuse & Recycling**

- Finalized 2025 Solid Waste Collection Calendar.
- Finalized information packet to residents outlining the change in service for 2025. Letters are anticipated to be mailed out in November.

### **Streets**

- Ran two street sweepers.
- Swept 750 cubic yards of leaves and 21 tons of dirt from the roads.

- Performed eleven vehicle repairs and serviced/DOT inspections on six plow trucks.
- Repaired multiple street signs citywide.
- Placed 16.57 tons of asphalt.
- Dug up storm sewer at ThermoFisher to inspect cause of sink holes.
- Regraded swale in Seminole Glen Park.
- Painted yellow curbs citywide.
- Moved the street sweeper dump area to a different location at the Public Works Maintenance Facility.

## Other

- Developments:
  - Anna O'Brien Certified Survey Map (CSM): Received updated plans for review.
  - Hartung Fields: Continued management and inspection of this project. Drafted punchlist. Reviewed letter of credit reduction.
  - Highfield (Phases IA, IB, 2): Continued work on punchlists. Surfaced Phase 2 and completed pavement markings. Drafted supplement to Subdivision Improvement Agreement (SIA) for Lot 144 CSM.
  - Highfield (Phase 3): Continued work on punchlist.
  - Highfield (Phase 4): Reviewed plans and drafted SIA amendment.
  - Inspiration at Swan Creek: Completed water and sanitary installations other than testing.
  - Lacy Ridge: Drafted warranty punchlist.
  - No Oaks CSM: Drafted SIA, calculated fees, worked through CSM requirements.
  - Oak Meadow Reserve: Drafted SIA.
  - Ochalla: Continued work on warranty punchlist.
  - Terravessa: Continued work on warranty punchlist.
  - Terravessa (2<sup>nd</sup> Addition): Reviewed warranty punchlist and sent update.
  - Terravessa (4<sup>th</sup> Addition): Continued management and inspection of this project. Placed binder on October 29, 2024.
  - ThermoFisher: Worked with YMCA and ThermoFisher attorneys on SIA and Assignment.
  - Wingra: Drafted SIA and reviewed with subdivider.
  - Usona: Sent construction punchlist.
  - Commercial Developments: Continued follow-up on occupancy punchlists.
  - Planning & Building Permit Reviews: Completed approximately seven reviews.

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Water main repair on Richmond Drive.



Removed old mulch and installed new mulch at Pine Ridge Park playground.



Hosted a Wisconsin Salt Wise training on October 23, 2024, at the Fitchburg Public Works Maintenance Facility. Event was attended by approximately 50 public works staff members from the City of Fitchburg and other nearby municipalities.





# Senior Center Monthly Department Report

For the Month of: **October 2024**

## Programs

### 9 New One Time Programs

- From Holocaust to Civil Rights – three sisters' stories of their grandparents
- Avoiding Falls 7-week series – collaboration w/ Safe Communities
- Your Voice/Your Choice – who will speak for you if you can't (two-part series)
- Fire Safety & Prevention – Mark Mlekush (Division Chief)
- Holiday Gnomes w/ Lisa Sanford
- Halloween dance party
- Managing Lower Back Pain – Dr. Jason Sansone MD

### 31 ongoing programs

### E-Newsletters Subscriptions

1,530 subscribers

## Meals

**Congregate Meals:** 502

**Home Delivered Meals:** 1061

**Grand Total:** 1563

## Case Management

**New client referrals:** 14

**Case Management clients served:** 82

**Medicaid clients served:** 22

### Client trends and other notables:

- Two volunteer Housing Navigators have been recruited for a training in November at the Boys & Girls Club. This is a collaborative program with Joining Forces for Families.
- Attended National Social Work conference held in Milwaukee.
- Social Workers working closely with Edgewood nursing students to provide extra support to vulnerable clients.

- Holiday Giving tree will be on display in the Senior Center lobby after Thanksgiving.

## Volunteer Program Update

**New Volunteers:** 2

**Volunteer Replacements in October:** 13 (number of volunteers that were unable to fulfill their commitments and required a replacement)

**Recruitment Efforts:** Next-Door, Facebook, Senior Center website

**Noteworthy:** New volunteers saw advertisements on Facebook and Next-Door.

## Director Report/Other

- Attended re-occurring meetings: Department Head, Deputy Administrator, bi-weekly staff meetings, Commission on Aging Well, Fitchburg Senior Center Friends, Multi-Cultural Work Group, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg, Highline Management.
- Presented at City budget meetings.
- Working with UW Community Engagement program involving medical students and a PhD Pharmacy student.
- Installation of people counter software, FacilitySight, completed.
- Met with LPI to explore possibility of using their services for Senior Center newsletter publication.
- Prepared for a Town Hall meeting with US Department of Health & Human Services Deputy Secretary, Andrea Palm. Event pulled by organizers at the last minute.





# Administration Monthly Report

**For the Month of: November 2024**

## Meetings

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 monthly meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings, Committee of the Whole and Personnel meetings  
Attended weekly Police Services Facility meetings  
Attended DCCVA meeting  
Quarterly check-in with Court Clerk  
Met with Alexander Co., YMCA, Town of Verona, and Avante representatives  
Meeting with referendum workgroup  
Meetings with Mueller Communications and Revelation  
Attended bi-weekly Hub construction meetings  
Attended weekly communication meetings  
Led a class at the Senior Center and coordinated the annual Mayoral Awards ceremony  
Coordinated the purchase of a pool vehicle for use by all city departments  
Continued planning for the 5<sup>th</sup> Holiday Lights Tour & Jubilee event and submitted an article for the November Fitchburg Star  
Attended CVMIC virtual Artificial Intelligence webinar  
Attended 3CMA Digital Accessibility webinar

## Staff Projects

Worked with staff on various projects and policies including but not limited to: Kyle Stiegert Greenway project, Country View Mobile Home Park Community, referendum, Crime Analyst position, Central Park Place, WPPA & IAFF negotiations, Police Services Facility, Election, Park & Open Space Plan, strategic plan, and the city's financial audit.

## Events and Collaboration with Businesses & Residents

Provided a monthly video update and Council meeting recap for residents via FACTv

Attended Rolling Pin and General Beverage ribbon cuttings  
Attended the annual Veterans Day program  
Attended Safe Communities 25<sup>th</sup> Anniversary event



# Assessing Monthly Department Report

For the Month of: November 2024

## Inspections Completed Over the Past Month

- 108 full inspections completed
- 77 exterior inspections completed
- Tagging of non-responsive properties ongoing

## Projects Completed Over the Past Month

- Inspection request letters sent out
  - 104 letters sent on 11/12/24
- Attended 11/19 Ag & Rural Affairs Committee meeting
- Held 1:1's with all staff

## Major Projects in Progress

- Field inspections for properties that sold and/or have taken out permits in January-September
- Inspections of properties not visited in over 5 years
- Inspections of rural residential and farm properties
- Continued sketching of floorplans for properties not visited in several years
- Tagging and conducting exterior inspections on properties that have not responded to request for inspection
- Continued work on properties currently in litigation
- Review of neighborhoods for data consistency and accuracy
- Work on parcel splits and combinations
- Review of properties with agricultural land use value

## Projects in the Next Month

- Continued inspections on properties that have sold, have had permits taken out, or have not been recently visited
- Discovery, response to interrogatories, and prep for upcoming excessive assessment trials



# Building Inspection Monthly Department Report

For the Month of: November 2024

## All Permits Issued

93

## Commercial Projects

0 New Multi-Family

0 New Commercial

13 Alteration/Repair/Addition/Other

## Other Permits

5 New Single Family

0 New Two Family

75 1 & 2 Family Alterations/Additions/Other

## Total Construction Value (All Permits)

\$3,819,400



# Clerk Monthly Department Report

For the Month of: November 2024

## Elections

- In-person absentee voting for the November Election took place October 22<sup>nd</sup> through November 1st. Staff assisted 7,004 residents with in-person absentee voting.
- Administered the November 5, 2024, Presidential General Election.
- Citywide turnout was 96%. This was the largest turnout for any Election in the history of the City of Fitchburg.
- Total absentee voters were 12,000
- Total participation was 19,452.
- Conducted Board of Canvass to Certify the Election results on November 11<sup>th</sup>.
- Began prep work for a potential recount.

| City Totals                                        | W1-5<br>D1 | W6-10, 22<br>D2 | W 11,13,14<br>D3 | W 12,23-25<br>D3 | W15-18,20,21<br>D4 | W 19<br>D4 | Totals |
|----------------------------------------------------|------------|-----------------|------------------|------------------|--------------------|------------|--------|
| Number of Voters Including Absentee Voters         | 3367       | 4396            | 3692             | 2290             | 3242               | 1784       | 18771  |
| Number of Absentee Voters                          | 1912       | 2787            | 2438             | 1239             | 2418               | 1206       | 12000  |
| Number of Registrations at the Polls               | 339        | 350             | 404              | 368              | 117                | 121        | 1699   |
| Outstanding Provisional Ballots                    | 0          | 1               | 1                | 2                | 0                  | 2          | 6      |
| Total Registered by Ward/District                  | 3606       | 4621            | 3764             | 2274             | 3390               | 1797       | 19452  |
| <b>Turnouts</b>                                    |            |                 |                  |                  |                    |            |        |
| Percentage Turnout District #1                     | 93%        |                 |                  |                  |                    |            |        |
| Percentage Turnout District #2                     | 96%        |                 |                  |                  |                    |            |        |
| Percentage Turnout District #3 Wards 11, 13, 14    | 98%        |                 |                  |                  |                    |            |        |
| Percentage Turnout District #3 Wards 12, 23-25     | 101%       |                 |                  |                  |                    |            |        |
| Percentage Turnout District #4 Wards 15-18, 20, 21 | 96%        |                 |                  |                  |                    |            |        |
| Percentage Turnout District #4 Ward 19             | 99%        |                 |                  |                  |                    |            |        |
| Percentage Turnout City                            | 96%        |                 |                  |                  |                    |            |        |

## Licensing

- Approved 19 new operator licenses
- Approved 1 sound permit application
- Approved Get Festive with Agora event

## Other

- Processed 8 Open Records Request.
- Completed work on event license applications to go live in OpenGov for the 2025 license year.



# Economic Development Monthly Report

For the Month of: November 2024

## Economic Development

General Beverage ribbon cutting, Rolling Pin Bakery ribbon cutting, Score event-Black Business Hub, attended and had booth at the Early-Stage Symposium, finalized business luncheon invite, updated database for invite, prepared invite database for Chamber, field audit of new businesses

## Business/Developer Outreach

40 business and/or developer contacts with additional follow-up or outreach

## Community Development

Met with Jessica - Community Development Specialist, South Stoner Neighborhood Planning meeting, Greenfield staff meeting, Ross Kahler, Bus Rapid Transit meeting, Tamera Stanley-Verona School District

## Housing

November 20<sup>th</sup> COW meeting, coordinate with Gorman & Company and H & A Advisors on their program materials, Shinning a Light on Homelessness Dane County, WHEDA conference, Efficiency Navigators, Advocacy in the AM – Workforce Housing

## Meetings

Met with County Supervisor Udell to get an update on broadband at the county level, FACTv on the video for the business luncheon, attended the Fitchburg Focus with MadREP, Promega regarding the business luncheon

## Professional Development

Workforce Development Board of South-Central WI Annual Meeting Luncheon

## Alder Contacts

Talking points for the Mayor for General Beverage and Rolling Pin ribbon cuttings

## Other

Tim Saboda – Metro Transit, Fitchburg Lighting Ordinance



Patrick Anderson, EMS Chief

101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## December-2024

| EMS Calls for Service |              |              |             |                           |
|-----------------------|--------------|--------------|-------------|---------------------------|
| Month                 | 2022         | 2023         | 2024        | Change from Previous Year |
| January               | 341          | 432          | 412         | -5%                       |
| February              | 285          | 359          | 386         | 8%                        |
| March                 | 346          | 411          | 384         | -7%                       |
| April                 | 328          | 376          | 382         | 2%                        |
| May                   | 381          | 391          | 414         | 6%                        |
| June                  | 370          | 403          | 469         | 16%                       |
| July                  | 349          | 359          | 457         | 27%                       |
| August                | 372          | 440          | 464         | 5%                        |
| September             | 369          | 445          | 431         | -3%                       |
| October               | 342          | 414          | 464         | 12%                       |
| November              | 387          | 405          | 454         | 12%                       |
| December              | 427          | 423          |             |                           |
| <b>Total</b>          | <b>4,267</b> | <b>4,858</b> | <b>4717</b> | <b>6.7%</b>               |

| Runs by Municipality  |        |        |              |                               |
|-----------------------|--------|--------|--------------|-------------------------------|
| Municipality          | Nov-24 | Nov-23 | Year to Date | Percent of Total Runs to Date |
| City of Fitchburg     | 289    | 286    | 3135         | 66%                           |
| City of Verona        | 131    | 88     | 1210         | 26%                           |
| Town of Verona        | 11     | 12     | 133          | 3%                            |
| City of Madison       | 5      | 6      | 64           | 1%                            |
| Belleville (District) | 8      | 2      | 42           | 1%                            |
| Mount Horeb (Dist)    | 7      | 4      | 69           | 1%                            |
| Other                 | 3      | 7      | 64           | 1%                            |

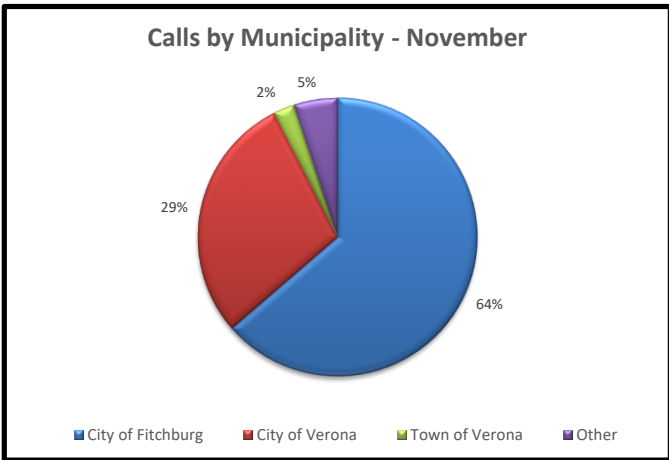
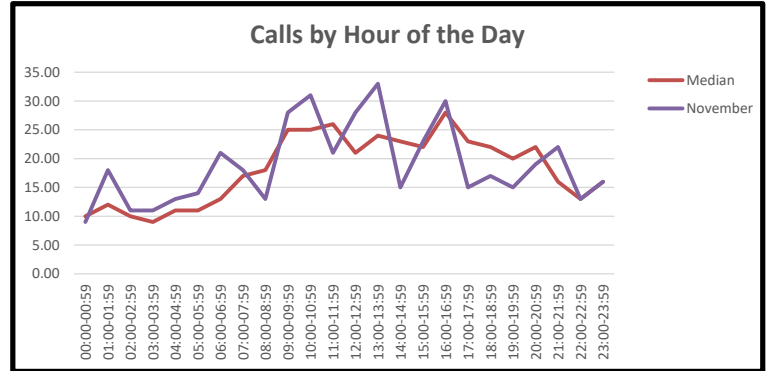
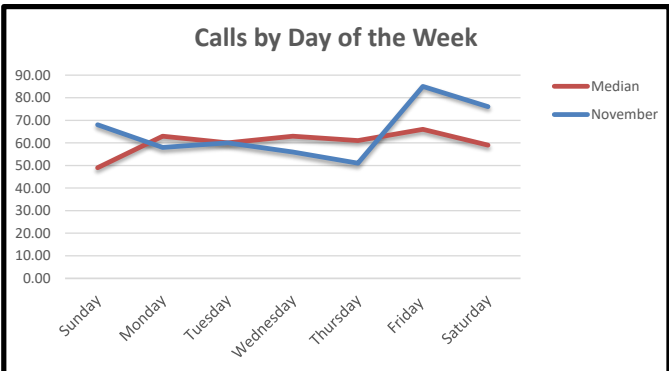
| Fractile Times for Previous Month |                             |                              |
|-----------------------------------|-----------------------------|------------------------------|
|                                   | Service Median (in minutes) | 90th Percentile (in minutes) |
| Notified to Enroute               | 1.59                        | 2.78                         |
| En Route to Arrived on Scene      | 4.68                        | 8.62                         |
| Notified to Arrived on Scene      | 6.47                        | 9.85                         |
| On scene to Transporting          | 14.73                       | 23.56                        |
| Transporting to Destination       | 14.57                       | 22.51                        |
| At Destination to Unit in Service | 12.07                       | 18.25                        |

| Special Reporting              |                            |               |
|--------------------------------|----------------------------|---------------|
|                                | 2024 Estimated Call Volume | 5185          |
| <b>Naloxone Administration</b> | <b>Nov-24</b>              | <b>Nov-23</b> |
|                                | 5                          | 5             |
| <b>Car 15/17 Responses</b>     | 7                          | 7             |
| <b>Out of Resources</b>        | <b>2024</b>                | <b>2023</b>   |
| All trucks on calls -November  | 22                         | 24            |
| Mutual Aid Required - YTD      | 43                         | 42 Total      |

|                                                     |       |
|-----------------------------------------------------|-------|
| <b>Average calls per day - Previous Year (2023)</b> | 13.31 |
| <b>Average calls per day - Year to date</b>         | 14.08 |

| Community Events November 12th -December 9th              |                                         |
|-----------------------------------------------------------|-----------------------------------------|
| Berdie Derby EMS Support                                  | Sara and Kristy                         |
| EMS Internship opportunities with the MATC NexGen Academy | DC Dostalek                             |
| Falls Lunch and Learn - Fitchburg Senior Center           | DC Dostalek                             |
| Leadership Development Course                             | Patrick, Jeff, Sara, Kristy, and Chanse |
|                                                           |                                         |
|                                                           |                                         |
|                                                           |                                         |
|                                                           |                                         |
|                                                           |                                         |
|                                                           |                                         |

### Statistics



| Top 70% Dispatch Reasons for Calls for Service - November |               |                      |         |
|-----------------------------------------------------------|---------------|----------------------|---------|
| Previous Month                                            | Current Month | Complaint            |         |
| 1                                                         | 1             | Falls                | 24.01 % |
| 2                                                         | 2             | Sick Person          | 18.5 %  |
| 4                                                         | 3             | Chest Pain           | 8.15 %  |
| 6                                                         | 4             | Unconscious/Fainting | 7.49 %  |
| 3                                                         | 5             | Unknown Problem      | 5.29 %  |
|                                                           | 6             | Hemorrhage           | 5.29 %  |
| 7                                                         | 7             | Traffic Incident     | 3.52 %  |
|                                                           |               |                      | %       |
|                                                           |               |                      | 72.25 % |

| Calls by Station - November |     |     |
|-----------------------------|-----|-----|
| Verona                      | 155 | 34% |
| FB Sta 2                    | 159 | 35% |
| FB Sta 3                    | 140 | 31% |

## Financial Report

### A/R Aging (as of November 30th, 2024)

|           | 0-30         | 31-60        | 61-90        | 91-120      | 121-180     | 180+         | Total         |
|-----------|--------------|--------------|--------------|-------------|-------------|--------------|---------------|
| 3Rivers   | \$3,890      | \$3,211      | \$3,090      | \$4,285     | \$4,198     | \$236,897    | \$255,571     |
| EMS MC    | \$1,129,796  | \$378,289    | \$268,312    | \$116,575   | \$170,910   | \$277,648    | \$2,341,529   |
| Total     | \$1,133,686  | \$381,500    | \$271,402    | \$120,860   | \$175,108   | \$514,545    | \$2,597,100   |
| Current % | <b>43.7%</b> | <b>14.7%</b> | <b>10.5%</b> | <b>4.7%</b> | <b>6.7%</b> | <b>19.8%</b> | <b>100.0%</b> |
| Goals     | 40.0%        | 20.0%        | 10.0%        | 7.0%        | 8.0%        | 3.0%         |               |

### Cash on Hand

|                    | 11/29/2024             | Previous Month         | Previous Year           | Change from Prev Month | Change from Prev Year     |
|--------------------|------------------------|------------------------|-------------------------|------------------------|---------------------------|
| Checking/Market    | \$ 1,086,806.54        | \$ 1,147,760.06        | \$ 79,679,715.00        | \$ (60,953.52)         | \$ (78,592,908.46)        |
| Savings            | \$ 52,894.32           | \$ 52,652.46           | \$ 17,447.76            | \$ 241.86              | \$ 35,446.56              |
| Oak Bank - CD 8518 | \$ 150,931.43          | \$ 150,931.43          | \$ 150,931.43           | \$ -                   | \$ -                      |
| Oak Bank - CD 0852 | \$ 100,000.00          | \$ 100,000.00          | \$ 100,993.45           | \$ -                   | \$ (993.45)               |
| Oak Bank - CD 1824 | \$ 200,000.00          | \$ 200,000.00          | \$ -                    | \$ -                   | \$ 200,000.00             |
| WISC Funds         | \$ 266,748.39          | \$ 265,756.17          | \$ 253,763.89           | \$ 992.22              | \$ 12,984.50              |
| <b>Total Cash</b>  | <b>\$ 1,857,380.68</b> | <b>\$ 1,917,100.12</b> | <b>\$ 80,202,851.53</b> | <b>\$ (59,719.44)</b>  | <b>\$ (78,345,470.85)</b> |

### Assigned Fund Balances - Oak Bank

|                             | 11/30/2024          | Previous Month      | Previous Year       | Change from Prev Month | Change from Prev Year |
|-----------------------------|---------------------|---------------------|---------------------|------------------------|-----------------------|
| FAP Funds (Restricted)      | \$ 9,367.13         | \$ 9,367.13         | \$ -                | \$ -                   | \$ 9,367.13           |
| 2024 EPIC Grant             | \$ 580.00           | \$ 580.00           | \$ -                | \$ -                   | \$ 580.00             |
| Labor Contract Funds        | \$ 24,000.00        | \$ 24,000.00        | \$ 24,000.00        | \$ -                   |                       |
| <b>Total Assigned Funds</b> | <b>\$ 33,947.13</b> | <b>\$ 33,947.13</b> | <b>\$ 24,000.00</b> | <b>\$ -</b>            | <b>\$ 9,947.13</b>    |

### Assigned Fund Balances - WISC - Health Retirement Account Funds

|                             | 11/30/2024           | Previous Month       | Previous Year        | Change from Prev Month | Change from Prev Year |
|-----------------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| Money Market                | \$ 659.84            | \$ 657.33            | \$ 627.09            | \$ 2.51                | \$ 32.75              |
| Investment Acct             | \$ 266,088.55        | \$ 265,098.84        | \$ 253,136.80        | \$ 989.71              | \$ 12,951.75          |
| <b>Total Assigned Funds</b> | <b>\$ 266,748.39</b> | <b>\$ 265,756.17</b> | <b>\$ 253,763.89</b> | <b>\$ 992.22</b>       | <b>\$ 12,984.50</b>   |

### November Donations

Donation from Placon

### December Milestones

Chip Hankley - 4-Years  
Hayden Latsch - 4 Years

### Comparables - Calls for Service

| Service         | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | Percent Change<br>2022-2023 |
|-----------------|------|------|------|------|------|------|------|-----------------------------|
| Fitch-Rona EMS  | 3077 | 3245 | 3443 | 3505 | 4184 | 4267 | 4858 | 13.9%                       |
| Middleton EMS   | 1816 | 1825 | 1969 | 1898 | 2254 | 2543 | 2715 | 6.8%                        |
| Sun Prairie EMS | 2828 | 2839 | 3165 | 3213 | 3368 | 3692 | 4424 | 19.8%                       |

### Other Updates

Replacement ambulance delivery (2023) now expected to be delayed until January  
2024 Financial Audit scheduled for 2/13

### SHOUT OUTS

Lane and Sara for assisting with the interview panels for the second round to DC hiring



# FACTv Monthly Department Report

For the Month of: November 2024

## Current Productions

- 29 productions completed in November.
- 21 meetings completed in November.
- 23 (1 show per day) Talking Fitchburg updates in November.
- 26 productions scheduled for December.
- 21 meetings scheduled for December.

## Upcoming Productions

- Shop with a Cop
- Greater Heights Climbing Gym Ribbon Cutting
- TF Council Recap Show
- CEDA Fitchburg Business Appreciation Luncheon
- The Loxley ribbon cutting
- FPD badge pinning ceremony
- Holiday Lights Tour & Jubilee
- Get Festive with Agora
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee health segments

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv marketing videos
- Fitchburg Police Department video projects- Spotlight Series
- Fitchburg Fire Department video projects (On Hold)
- FPD- alternate side parking video- in progress
- McGaw Park tree tour video- in progress
- Refuse, Recycling, Brush, Yardwaste Pickup video- in progress
- Fitch-Rona EMS staff photo- in progress

## Department Projects

- Fitchburg Room AV update project- coming soon.
- FACTv Marketing Project 2024- started sharing weekly update about FACTv and Talking Fitchburg.
- FACTv Marketing Project 2024- setting up meetings with council members and the Mayor to discuss FACTv and future opportunities – in progress

## Department Focus

- FACTv Marketing Project 2024
- Alternate side parking discussion with the Fitchburg Police Department and Public Works Department.



Badger Prairie Needs Network held a ground breaking at their facility in Verona, WI.



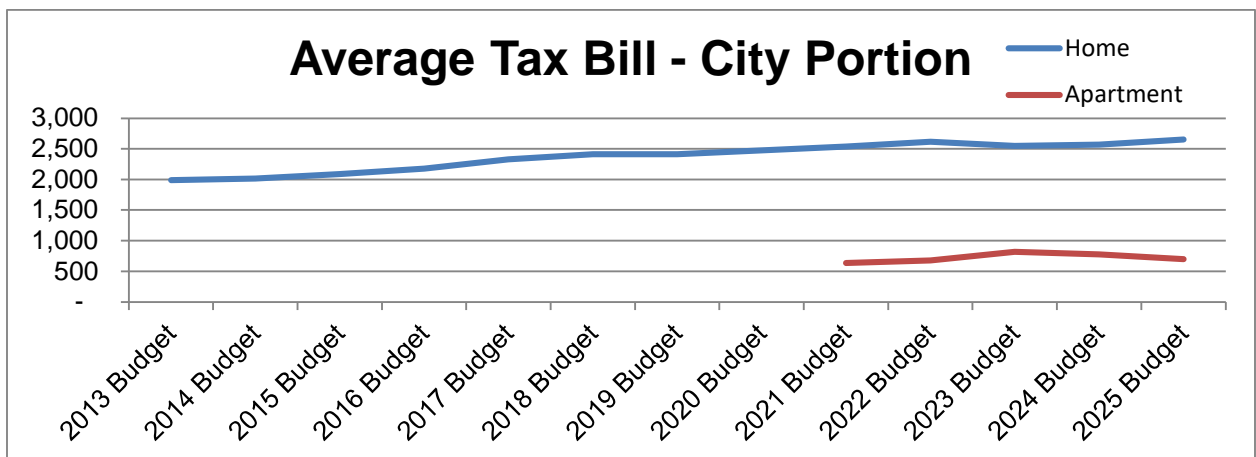


# Finance Monthly Department Report

For the Month of: November 2024

## Routine Finance Cycles

- Debt payments completed without issue.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council. October Treasurer's Report presented to Finance Committee.
- Work with HR and Clerks to compile and submit the CVMIC Risk Reduction Grant.
- Participated in a variety of conference calls with the League of Wisconsin Municipalities to learn about recent legislative and other activities.
- A public hearing was held to hear feedback from the public on the Council proposed amendments to the 2025 Mayor's Proposed Budget. Each amendment was voted upon, the final 2025 budget was adopted, and the 2024 property tax levy was set. The final City property tax levy is \$31,942,530, an increase of 3.3%. Remaining levy capacity on adoption night was \$637.
- Updated end-of-year information/checklists and distributed to all Departments.
- The external auditors completed their preliminary fieldwork for the 2024 audit. This fieldwork focused on the financial processes and other preparation for the final fieldwork to occur in mid-March.
- Mailed 898 past due notices for utility customers. Created 3 bulk water invoices.
- Confirmed and submitted the special assessments and special charges to the County. Tax roll information was compiled and remitted to the County for property tax bill calculation. Tax Increment Worksheet was balanced and filed with the State. Tax bills are expected to be mailed in early- to mid-December.



## Special Projects

- Participated in discussions and information gathering for union negotiations.
- Various internal meetings and meetings with the outreach vendor were held about the levy limit referendum. Compiled information and responses to various questions about the referendum.
- Met with various staff to discuss purchasing policies, CIP projects, and grant opportunities.
- Various meetings to discuss payroll questions and employee handbook updates.
- Met with staff team about the proposed Kyle Stiegert Greenway and the financial processes that would be required.
- Reviewed the draft RFP for HR/Timekeeping/Payroll services and provided comments to the consultant. Held status meetings and provided a list of unique requirements for a new provider. The RFP is expected to be issued in December.
- Reviewed funding available to reduce the amount to be borrowed in future years for projects already authorized. Drafted a budget amendment resolution to Council for the funding shifts with action scheduled in December.
- Upgraded the Connect accounting software to the current version.

## Staff

- Weekly, bi-weekly, monthly, and quarterly team meetings were held.
- Finance Director and Accountant attended Winter WGFOA conference with an Accounting theme. Key sessions included various GASB updates that will be effective in the near future and DOR updates for innovation grants and maintenance of effort.
- Hired three LTE staff to assist with tax collection, all returning employees.
- Robert Cornelius, Accountant, successfully passed all seven exams to become a Certified Public Finance Officer (CPFO). Congrats! He is the 15<sup>th</sup> CPFO in Wisconsin and the 985<sup>th</sup> in the entire nation-wide program.



**Statistics**

|                                | <b>2022</b> | <b>2023</b> | <b>Current Month</b> | <b>YTD 2024</b> | <b>Projected 2024</b> |
|--------------------------------|-------------|-------------|----------------------|-----------------|-----------------------|
| Special Assessment Letters     | 625         | 496         | 27                   | 496             | 500                   |
| Payroll Payments               |             |             |                      |                 |                       |
| Checks                         | 182         | 141         | 9                    | 143             | 150                   |
| ACH Payments                   | 7,038       | 7,327       | 804                  | 6,977           | 7,300                 |
| Cash Receipts (non-tax)        |             |             |                      |                 |                       |
| Utility Billing                | 28,522      | 30,435      | 526                  | 27,684          | 31,000                |
| Library                        | 521         | 202         | 16                   | 217             | 250                   |
| General*                       | 44,692      | 41,922      | 408                  | 4,798           | 6,000                 |
| OpenGov                        | -           | -           | 47                   | 810             | 1,000                 |
| Budget Amendments              |             |             |                      |                 |                       |
| Administrative Approval        | 33          | 68          | -                    | 37              | 50                    |
| Council Action                 | 40          | 49          | 6                    | 43              | 50                    |
| Purchasing Transactions        |             |             |                      |                 |                       |
| Accounts Payable Checks        | 1,478       | 1,796       | 146                  | 1,848           | 2,000                 |
| P-Card Transactions            | 4,267       | 4,169       | 361                  | 3,966           | 4,200                 |
| Invoices Generated             |             |             |                      |                 |                       |
| General Customer Invoices      | 470         | 497         | 46                   | 425             | 500                   |
| Quarterly/Annual Utility Bills | 28,612      | 30,126      | -                    | 22,576          | 30,000                |
| Final Utility Bills            | 708         | 1,338       | 53                   | 643             | 1,300                 |

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments



**FITCHBURG FIRE DEPARTMENT** >>>

**MONTHLY UPDATE** >>>

NOVEMBER 2024



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF NOVEMBER

## CALLS FOR SERVICE

EMERGENCY MEDICAL  
SERVICES ASSIST

**\* 130**

STILL ALARM

**57**

MOTOR VEHICLE  
ACCIDENTS

**9**

STRUCTURE FIRES

**1**

TOTAL CALLS THIS MONTH

**224**

TOTAL CALLS FOR THE YEAR

**2,403**

**2023**

TOTAL CALLS THIS MONTH

**233**

TOTAL CALLS FOR THE YEAR

**2,635**

**2024**

AVERAGE RESPONSE TIME FOR THE MONTH:

**5 mins 46 secs**

## STAFFING

CAREER  
STAFF

**19**

\*Approved staffing = 20

PAID ON CALL  
FIREFIGHTERS

**18**

\*Approved staffing = 50

INTERN  
FIREFIGHTERS

**5**

\*Approved staffing = 6

SUPPORT  
STAFF

**9**

\*Approved staffing = 10

TOTAL MEMBERS **51**

## AT A GLANCE

INSPECTIONS

**37**

PUBLIC EDUCATION  
EVENTS

**4**

TRAINING HOURS

**315**



## STRUCTURE FIRE OVERVIEW

The Department responded to a total of 1 structure fire this past month.

Compared to last month:

Structure Fire calls are down one from last month.

Mutual aid, Shed Fire in Town of Brooklyn.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

11/23/2024

18402 W Holt Road - Mutual Aid Town of Brooklyn

Shed Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 3 public education event this past month.

- 11/2/24 - Firehouse 2 Station Tour
- 11/5/24 - Fire Extinguisher training for SARIS
- 11/20/24 - FutureQuest Event at Alliant Energy Center
- 11/27/24 - Blood Drive for Oak Bank at Station 2

## PERSONNEL NOTES

- Leave of Absence: Stewart
- Resignation received from Corey Dahmen
- Carter Sherry (2nd year intern) start date December 9

## RECRUITMENT

- **POX firefighter recruitment process:**
  - Recommendations
- **Intern firefighter recruitment process:**
  - Open recruitment December 23rd

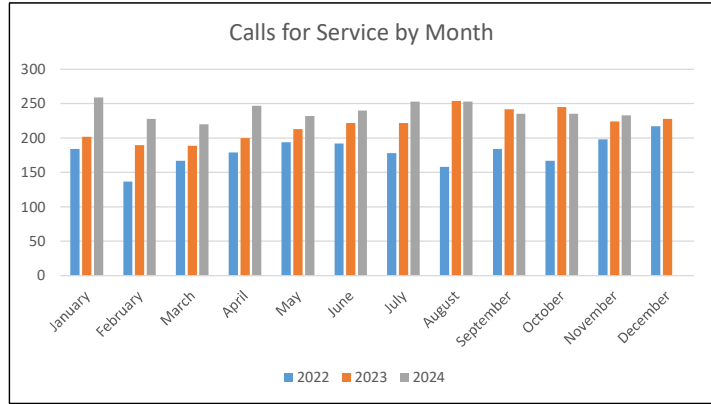


**FITCHBURG FIRE DEPARTMENT**  
 Interim Fire Chief Chad Grossen  
 5791 Lacy Road Fitchburg, WI 53711  
 Station: 608-270-7070 Fax: 608-270-7041  
 www.fitchburgwi.gov/fire

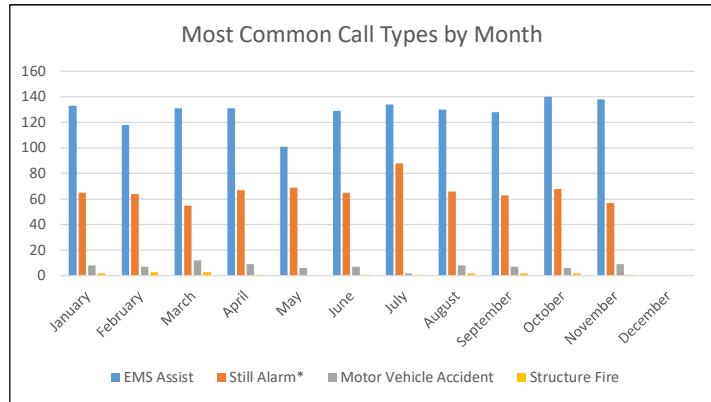


**Fire Department Activity Report**  
 As of November 30, 2024

| Calls for Service by Month |      |      |      |        |
|----------------------------|------|------|------|--------|
| Month                      | 2022 | 2023 | 2024 | Change |
| January                    | 184  | 202  | 259  | 28%    |
| February                   | 137  | 190  | 228  | 20%    |
| March                      | 167  | 189  | 220  | 16%    |
| April                      | 179  | 200  | 247  | 24%    |
| May                        | 194  | 213  | 232  | 9%     |
| June                       | 192  | 222  | 240  | 8%     |
| July                       | 178  | 222  | 253  | 14%    |
| August                     | 158  | 254  | 253  | 0%     |
| September                  | 184  | 242  | 235  | -3%    |
| October                    | 167  | 245  | 235  | -4%    |
| November                   | 198  | 224  | 233  | 4%     |
| December                   | 217  | 228  |      | -100%  |
| Total                      | 2155 | 2631 | 2635 | 127%   |
| Projection                 |      |      |      |        |

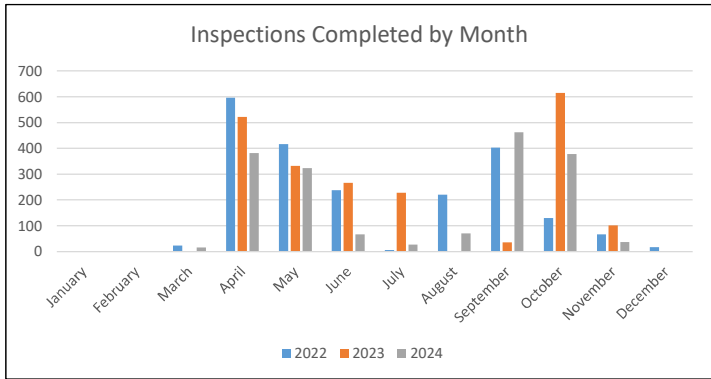


| Most Common Call Types by Month |            |              |                        |                |
|---------------------------------|------------|--------------|------------------------|----------------|
| Month                           | EMS Assist | Still Alarm* | Motor Vehicle Accident | Structure Fire |
| January                         | 133        | 65           | 8                      | 2              |
| February                        | 118        | 64           | 7                      | 3              |
| March                           | 131        | 55           | 12                     | 3              |
| April                           | 131        | 67           | 9                      | 1              |
| May                             | 101        | 69           | 6                      | 0              |
| June                            | 129        | 65           | 7                      | 1              |
| July                            | 134        | 88           | 2                      | 1              |
| August                          | 130        | 66           | 8                      | 2              |
| September                       | 128        | 63           | 7                      | 2              |
| October                         | 140        | 68           | 6                      | 2              |
| November                        | 138        | 57           | 9                      | 1              |
| December                        |            |              |                        |                |



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

| Inspections Completed by Month |      |      |      |
|--------------------------------|------|------|------|
| Month                          | 2022 | 2023 | 2024 |
| January                        | 1    | 0    | 0    |
| February                       | 0    | 0    | 0    |
| March                          | 23   | 0    | 15   |
| April                          | 596  | 522  | 382  |
| May                            | 416  | 332  | 324  |
| June                           | 238  | 266  | 66   |
| July                           | 6    | 227  | 27   |
| August                         | 221  | 0    | 70   |
| September                      | 403  | 35   | 462  |
| October                        | 129  | 615  | 378  |
| November                       | 67   | 101  | 37   |
| December                       | 17   | 0    |      |
| Total                          | 2117 | 2098 | 1761 |



**FIRE DEPARTMENT STAFFING REPORT**  
As of November 30, 2024

|                        | Authorized Headcount | Number of Members | Light Duty / On Leave | TOTAL     | +/- Headcount | M/F           | Black    | Hispanic | Asian    | Two or More |
|------------------------|----------------------|-------------------|-----------------------|-----------|---------------|---------------|----------|----------|----------|-------------|
| <b>Career Staff</b>    | <b>20</b>            |                   |                       | <b>19</b> |               |               |          |          |          |             |
| Chiefs                 | 5                    | 4                 | 0                     | 4         | -1            | 4 / 0         | 0        | 0        | 0        | 0           |
| Lieutenants            | 3                    | 3                 | 0                     | 3         | 0             | 3 / 0         | 0        | 0        | 0        | 0           |
| Firefighters           | 11                   | 11                | 0                     | 11        | 0             | 11 / 0        | 0        | 1        | 0        | 1           |
| Admin Services Mng     | 1                    | 1                 | 0                     | 1         | 0             | 0 / 1         | 0        | 1        | 0        | 0           |
| <b>Part-Time Staff</b> | <b>66</b>            |                   |                       | <b>32</b> |               |               |          |          |          |             |
| Chiefs                 | 2                    | 1                 | 0                     | 1         | -1            | 1 / 0         | 0        | 0        | 0        | 0           |
| Lieutenants            | 3                    | 0                 | 0                     | 0         | -3            | 0 / 0         | 0        | 0        | 0        | 0           |
| Firefighters           | 45                   | 17                | 0                     | 17        | -28           | 18 / 2        | 0        | 1        | 1        | 1           |
| Intern Staff           | 6                    | 5                 | 0                     | 5         | -1            | 3 / 2         | 0        | 0        | 0        | 0           |
| Support Staff          | 10                   | 9                 | 0                     | 9         | -1            | 8 / 1         | 0        | 0        | 1        | 0           |
| <b>Total</b>           | <b>86</b>            | <b>51</b>         | <b>0</b>              | <b>51</b> | <b>-35</b>    | <b>46 / 6</b> | <b>0</b> | <b>3</b> | <b>2</b> | <b>2</b>    |

**PERSONNEL NOTES**

- Leave of Absence: Stewart
- Resignation received from Corey Dahmen
- Carter Sherry (2nd year intern) start date December 9

| Demographics       |    |       |
|--------------------|----|-------|
| Female             | 6  | 11.7% |
| Male               | 45 | 88.3% |
|                    |    |       |
| White              | 44 | 86.3% |
| Black              | 0  | 0.0%  |
| Hispanic           | 3  | 5.8%  |
| Asian              | 2  | 3.9%  |
| Other/Multi-Racial | 2  | 3.9%  |

**RECRUITMENT**

- POX firefighter recruitment process:
  - Recommendations
- Intern firefighter recruitment process:
  - Open recruitment December 23rd

**PROMOTIONS**

**FIREFIGHTER OVERTIME**

| Month | Total Hours |
|-------|-------------|
| Jan   | 214         |
| Feb   | 287         |
| Mar   | 449.5       |
| Apr   | 246         |
| May   | 250         |
| Jun   | 239.5       |
| Jul   | 442         |
| Aug   | 320         |
| Sep   | 632         |
| Oct   | 824         |
| Nov   | 800         |
| Dec   |             |

**YEAR-TO-DATE MANDATES**

| Month                  | # of Mandates | Total Hours |
|------------------------|---------------|-------------|
| Jan                    | 0             | 0           |
| Feb                    | 0             | 0           |
| Mar                    | 0             | 0           |
| Apr                    | 1             | 10          |
| May                    | 0             | 0           |
| Jun                    | 2             | 20          |
| Jul                    | 6             | 96          |
| Aug                    | 8             | 117         |
| Sep                    | 5             | 92          |
| Oct                    | 13            | 226         |
| Nov                    | 8             | 107         |
| Dec                    |               |             |
| <b>TOTAL HOURS:</b>    | <b>668</b>    |             |
| <b>TOTAL MANDATES:</b> | <b>43</b>     |             |

**CURRENT MONTH MANDATES**

| Date     | Firehouse      | Position      | Hours |
|----------|----------------|---------------|-------|
| 11/1/24  | S Syene Rd     | FF            | 10    |
| 11/3/24  | Marketplace Dr | Driver        | 10    |
| 11/3/24  | S Syene Rd     | Aerial Driver | 10    |
| 11/3/24  | S Syene Rd     | Officer       | 24    |
| 11/9/24  | Marketplace Dr | Officer       | 10    |
| 11/16/24 | Marketplace Dr | Officer       | 10    |
| 11/24/24 | Marketplace Dr | FF            | 9     |
| 11/25/24 | Marketplace Dr | FF            | 24    |



# Human Resources Monthly Department Report

For the Month of: November 2024

## Projects & Initiatives

- Flexible spending account open enrollment closed Dec. 2<sup>nd</sup>.
- Continued contract negotiations with the Police & Fire unions.
- Continued work on the Fire Chief recruitment. Held a meeting with subject matter experts to use the Equitable Hiring tool.
- Amy and Olson are starting work on the City's employee engagement survey. The City's first all staff employee engagement survey will go out in late January/early February.
- Personnel committee meeting with the following updates made:
  - Title change from Community Development Specialist to Community Development Program Coordinator.
  - Update to allow LTE/hourly/seasonal/intern employees to hold more than one position with the City with HR approval. Example: an LTE employee working in the am can be a paid poll worker with the City in the afternoon.
  - Clarify that an employee working 2496 hours per year may carryover up to 48 hours of PTO.
- The [HR Report](#) was shared.
- The City participated in FutureQuest 2024! Thank you to Police and Fire for sharing your time with the youth for this amazing outreach event to over 5,000 Dane County middle school students.
- HR attended the Latino Academy of Workforce Development's "Tapping the Untapped Workforce" job fair the evening of November 21<sup>st</sup> to highlight our current openings.
- Olson participated in the use of the Equitable Hiring Tool with the City of Madison for an HR position that will be posted.
- HR is the staff contact for the Community Equity Committee. We meet every other week on Tuesdays from 4-5:45 pm in the Jeanie Sieling room. Anyone is welcome to attend! At the November Community Equity Committee meeting, the team finalized their mission and vision statements:

### Mission Statement (what we do and how we work toward our goals)

Through collaboration, education, and advocacy we will take action to challenge and disrupt systems of oppression and promote equity and justice. We are dedicated to ensuring that residents, staff, and visitors feel heard, valued, and empowered.

### Vision Statement (where we're headed)

We collectively envision a thriving Fitchburg, rooted in solidarity, where diversity, equity, inclusion, and accessibility foster belonging, community, and access to opportunities for all.

### Permanent Hires and Promotions

- Connor MacLeod – Parks Maintenance Worker (promoted from an LTE role)
- Isabella Shearer – Library Assistant I (50%) (Welcome back!)
- Matt Harried promoted to Public Works Utility Leadworker

### Current Permanent Recruitments

- Police Officer – Continuous recruitment. Three vacancies remain.
- Community Center/Recreation Coordinator – accepting applications
- Public Works Maintenance Worker – Utility – accepting applications

### Turnover of Permanent Employees

- Recreation Coordinator – closer to home
- Parks Maintenance Worker – left for a promotional opportunity

### Workers Compensation Claims

- Police Department (1)

FutureQuest 2024 – Thousands of Dane County middle school students travel to the Alliant Center to learn about careers in a hands-on setting! Thank you, Fitchburg Fire and PD, for attending this year to represent Fitchburg.





# Information Technology Monthly Department Report

For the Month of: November 2024

## Projects

The IT team is working on:

- Computer replacements continue
  - Fire Station 2
  - Clerks
- Wireless access point replacements in progress
- Virtual infrastructure updates
- Windows updates

## Other Items

- Obtaining final quotes for copier/print assessment
- OnBase work with various departments
- Network Switch updates at Fire 2
- Ongoing work for PD's UDE
- Alert Media updates and documentation
- Caselle Connect update
- Right of Way Registration OpenGov form
- 

## GIS Initiatives

- Update Election layers with new reps
- Tree inventory update
- Inspiration at Swan Creek address update
- Update water lines and drains for Park drinking fountains

## Statistics

ServiceDesk

189 Helpdesk tickets were processed, 29 remain open.



## Legal Monthly Department Report

For the Month of: November 2024

### Development/Land Use Update

- Comprehensive Plan

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Country View Mobile Home Park issues
- IAFF & WPPA Negotiations – assist internal team
- Central Park Place early start



# Library Monthly Department Report

For the Month of: November 2024

## Checkouts/Renewals/Holds

Checkouts – 18,334

Renewals – 5,416

Holds Filled – 6,032

## Programming for Adults

Adult Programs – 7

Adult Program Attendees – 61

## Programming for Kids

Youth Programs – 33

Youth Program Attendees – 740

Youth Self Directed Programs – 1

Youth Self Directed Attendees – 160

Teen Programs – 2

Teen Program Attendees – 5

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 20

## Outreach

Programs – 4

Program Attendees – 127

## Computer & Wireless Sessions

Computer Sessions – 483

Wireless Sessions – 35,169

## Meeting Room Reservations

Meeting Room Reservations – 63

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,405

Overdrive Audio Checkouts – 2,813

### Photos with descriptions:

Patrons created macramé gnomes at this month's Craft Café.



Skelly and Wishbone are preparing for the holidays!



Little readers enjoying a Wednesday morning at Toddler Explorers.





# Planning & Zoning Monthly Department Report

For the Month of: November 2024

## Plan Commission Applications Processed

- A. [Public Hearing and Consideration of Rezone RZ-2574-24](#) Request by Gregory Held, Agent for David Fahey, to Rezone Property from R-L (Low Density Residential) to PDD-GIP (Planned Development District – General Implementation Plan) to Permit a Development Consisting of a Multi-Family Residential Facility and a Proposed School on Property Associated with 5335 Nobel Drive **Approved**
- B. [Public Hearing and Consideration of Rezone RZ-2573-24](#) Request by Jeff Hundley, Agent for Wingra Real Estate LLC, to Rezone Property from PDD-GIP (Planned Development District – General Implementation Plan) to PDD-SIP (Planned Development District – Specific Implementation Plan) to Permit a Commercial Development on Property Located at the Corner of Fitchrona and McKee Road **Approved with amended Condition #4 as follows:**  
*4. Upon approval by Plan Commission and Council, the applicant shall provide the original signed and notarized PDD-GIPSIP document to the city within 30 days of the date of Council adoption for recordation.*
- C. [Public Hearing and Consideration of Rezone RZ-2572-24](#) Request by Bryan Stueck, Agent for Gary Gorman J Gorman & Farm Property LLC, to Rezone Properties from A-X (Exclusive Agriculture) & A-T (Transitional Agriculture) to R-L (Low Density Residential) & A-S (Small Lot Agriculture) to Permit a Single-Family Residence on Property Associated with 5539 Whalen Road **Approved with amended Condition #4 as follows:**  
*4. The new lot shall conform to the standards of the R-L (Low density Residential) zoned and the lot to the west shall conform to the standards of the A-S (Small Lot Agriculture) zone and not create new nonconformities.*
- D. [Public Hearing and Consideration of Conditional Use CU-2571-24](#) Request by David Porto, Agent for MPS2P LLC, to Obtain a Restaurant, Drinking Places, and Amusement & Recreational Services Conditional Use Permit to Operate an Event Space in Conjunction with a Catering Prep Kitchen Located on Property Associated with 5302 Anton Drive **Postponed to the December 17th Plan Commission Meeting.**
- E. [ADR - German Auto Expansion](#) Request by James McFadden, Agent for German Auto House LLC, to Obtain Architectural Design Review Approval for a Proposed Expansion to an Existing Car Sales and Service Facility on Property Associated with 3000 Rimrock Road. **Approved**

- F. [Minor PDD - Inspiration SIP](#) Request by Fred DeVillers, Agent for IP Holdings LLC, to Obtain a Minor PDD Modification in Order to Reduce the Number of Allowed Dwelling Units from 60 to 57 on Property Located off E Cheryl Parkway. [Approved](#)
- G. [Early Issuance of Permits - Jamestown Apartments SIP](#) Request by Cory Frank, Agent for Craig Frank, to Obtain an Early Issuance of Permits for the Jamestown Quarry Apartments on Property Associated with 2975 Kapec Road. [Approved](#)
- H. [Pre-App - Fitchburg Police Station](#) Request by Paul Woodard, Agent for City of Fitchburg, to Obtain Pre-Application Review for the Proposed City of Fitchburg Police Services Facility on Property Associated with 5550 Research Park Drive. [No action was taken on this item.](#)
- I. [Ordinance 2024-O-27 & Plan Commission Resolution PCR-08-24](#) Adopting and Recommending the Fall 2024 Amendment to the Comprehensive Plan, Amending Text on Page 5-3 to Revise the Minor Amendments – Procedures to Require Approval of a Minor Amendment by Plan Commission and Council PCR-08-24 [approved. Ordinance 2024-O-27 recommended approval.](#)
- J. [Resolution R-174-24](#) Approving Second Amendment to the Agreement for Subdivision Improvements in the Plat of Highfield Reserve [Approved](#)
- K. [Resolution R-201-24](#) Approving Agreement for Subdivision Improvements in the Plat of Thermo Fisher Subdivision [Approved](#)
- L. [Resolution R-189-24](#) Granting an Underground Electric Easement on Lot 1 in CSM 5147 (Nine Springs Golf Course) [Approved](#)
- M. [Resolution R-204-24](#) Accepting a Public Sanitary Sewer Easement on Outlot 40 in the Terravessa Plat [Approved](#)
- N. [Resolution R-205-24](#) Accepting a Public Sanitary Sewer and Water Main Easement on Lot 1 in CSM 13827 (Inspiration at Swan Creek CSM) [Approved](#)
- O. [Resolution R-206-24](#) Releasing a Public Utility Easement on Lots 6 and 7 in the Jamestown Commercial Addition Plat [Approved](#)
- P. [Resolution R-208-24](#) Approval of the 2025 -- 2030 Parks and Open Space, and Recreation Plan [Approved with recommended changes per discussion.](#)
- \* Q. [Resolution R-207-24](#) Accepting a Public Pedestrian/Bike Path Easement and Maintenance Agreement on Lot 7 in Hartung Fields [Approved](#)
- \* R. [Resolution R-181-24](#) Approving Agreement for Subdivision Improvements in the Plat of Jamestown Quarry (Postponed from October 8, 2024, Common Council Meeting) [Approved](#)

### Applications Processed

| Type                                            | 2023 Totals | January   | February  | March     | April     | May       | June      | July      | August    | September | October   | November  | December |
|-------------------------------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Architectural Design Review                     | 12          | 1         | 1         | 3         | 1         | 0         | 1         | 1         | 1         | 3         | 1         | 1         |          |
| Rezone / Conditional Use Permit                 | 21          | 1         | 1         | 1         | 4         | 2         | 3         | 3         | 3         | 4         | 4         | 4         |          |
| Certified Survey Map                            | 18          | 0         | 0         | 0         | 3         | 1         | 0         | 1         | 1         | 1         | 0         | 0         |          |
| Comprehensive Development Plan Preliminary Plat | 4           | 0         | 2         | 0         | 0         | 1         | 1         | 0         | 2         | 0         | 0         | 0         |          |
| Final Plat                                      | 5           | 0         | 1         | 1         | 0         | 1         | 1         | 1         | 0         | 1         | 0         | 0         |          |
| Other                                           | 41          | 1         | 6         | 4         | 2         | 4         | 4         | 0         | 0         | 0         | 6         | 11        |          |
| Variance                                        | 0           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |          |
| Telecommunications Facilities Permit            | 0           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |          |
| SmartCode Article 3                             | 1           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 1         |          |
| SmartCode Article 5                             | 36          | 3         | 8         | 13        | 5         | 6         | 4         | 5         | 5         | 3         | 6         | 5         |          |
| Architectural Design Review Admin.              | 17          | 1         | 0         | 1         | 0         | 0         | 0         | 2         | 0         | 1         | 2         | 2         |          |
| Sign Permits                                    | 52          | 7         | 3         | 1         | 5         | 4         | 2         | 7         | 4         | 3         | 5         | 3         |          |
| Zoning Permits                                  | 195         | 9         | 20        | 21        | 18        | 17        | 20        | 16        | 28        | 19        | 27        | 11        |          |
| Early Start Permits                             | 55          | 5         | 8         | 13        | 4         | 6         | 8         | 3         | 8         | 5         | 5         | 6         |          |
| Zoning Letters                                  | 14          | 2         | 0         | 3         | 0         | 0         | 4         | 0         | 2         | 1         | 0         | 4         |          |
| <b>Totals</b>                                   | <b>471</b>  | <b>30</b> | <b>50</b> | <b>61</b> | <b>42</b> | <b>42</b> | <b>48</b> | <b>39</b> | <b>54</b> | <b>41</b> | <b>56</b> | <b>48</b> |          |

### Neighborhood Plans

- Staff continues revising the utility plans for Greenfield and South Stoner Prairie Neighborhood Plans with the Public Works team. Planning for water and sanitary utilities across the future development area ensures that the infrastructure is properly sized and staged for development. Staff also needs to plan for utility serve beyond the neighborhood study areas.
- Staff prepared for a Greenfield Neighborhood Plan Steering Committee meeting and a South Stoner Prairie Neighborhood Steering Committee meeting in December.
- A South Stoner Prairie Neighborhood Plan open house is scheduled in December.

### Healthy Neighborhoods Programs

- Staff reviewed the Healthy Neighborhoods Grant survey results and prepared a summary for the Healthy Neighborhoods Grant committee. Survey data will be used to update the materials for the 2025 Healthy Neighborhoods Grant Program.
- The Teen Center Feasibility Study Team presented final findings to the Committee of the Whole.
- Staff continues preparing an update to the Healthy Neighborhoods Strategic Plan. Staff interviewed nonprofits supporting Fitchburg residents and began to collect census data.

### Sustainability

- Continued working on implementation plan for Sustainability Plan
- Prepared to launch Bicycle & Pedestrian Plan update with planning team and MSA-PS consultant team
- Distributed Nov-Dec “Green E-News” newsletter
- Attended Sustain Dane Summit at Monona Terrace

### Agricultural & Rural Affairs

- The Agricultural & Rural Affairs Committee met in November to review the Gorman rezone. The committee also discussed current issues in the agricultural community.

### Other

- Development Team Meetings:
  - a. Staff housing and zoning discussion
  - b. Lighting Ordinance
  - c. Olive Tree Residences
  - d. General Beverage Expansion
- Staff continues to support the finalization of the Park and Open Space Plan.
- Staff is preparing the request for proposal for the comprehensive plan update and the zoning code rewrite.



# Parks, Rec. & Forestry Monthly Department Report

For the Month of: November 2024

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry

### Urban Forestry

- Finalized cooperative agreement with the Urban Tree Alliance on an Inflation Reduction Act grant funding tree planting project in City of Fitchburg Healthy Neighborhoods.
- Attended Tree Fund webinar on Tree Caused Power Outages.
- Attended a meeting regarding the Kyle Stiegert Greenway.
- Attended a CVMIC leadership training on “Performance Reviews” and “Negotiations” as part of the Perfecting Leadership certification program.
- Attended a Parks Commission meeting.
- Attended Urban Forestry Today webinar “New Technologies in Urban Forestry: Terrestrial Laser Scanning.”
- Marked Callery pear trees for removal as appropriate.
- Continued to mark Ash trees for removal as necessary.
- Attended the Arbor Day Foundation “Partners in Community Forest” conference.
- Worked with FACTv to film a short tour of McGaw Park.
- Met with Urban Tree Alliance about Arbor Day 2025 and tree planting in Southdale.
- Responded to resident’s requests for service. Particularly dead Ash trees and storm damage.
- Participated in two planning meetings for Southdale Park.
- Participated in the sidewalk construction pre-construction meeting regarding root cutting.
- Participated in an interview panel for the City of Madison Forestry Inspector position.

### Naturalist

- Sent the 2025 prescribed fire project out to bid.
- Submitted invoices as appropriate.

### Volunteer Coordination

- Helped a volunteer put together a tree related article for the Fitchburg Star.
- Facilitated weed management in City of Fitchburg natural areas.
- Communicated natural area management requests to vendors and volunteers.
- Submitted invoices as appropriate.

## Recreation

Items from the Rec Dept.

- Update website with 2025 park shelter and Community Center rental fees.
- Began approval/referral process for CC table/chair replacement project.
- 2<sup>nd</sup>/3<sup>rd</sup> grade basketball team practices began. Completed game schedules.
- Monthly meeting with Activenet account manager.
- Adult volleyball league play ended 3<sup>rd</sup> week of November.
- Met with Tina M. to discuss youth arts & crafts programming.
- Finalized details for holiday basketball camps with Marc S.
- Opened registration for youth volleyball leagues.
- Schedule 2025 re-occurring programs held at the Community Center.
- Reservations for 2025 large annual events.
- Travel basketball coordination meeting with other local communities.
- Community Center rentals.
- Payments for various program instructors.
- Met with Judy from USTA to discuss junior team tennis program.
- November (to date 11/23) Rec program revenue = \$5,321.00
- November (to date 11/23) CC rental revenue = \$1,470.00
- November (to date 11/23) Shelter/athletic facility rental revenue = \$3,425.00

## Projects-Park Commission

- Attended monthly Park & Recreation, Building, and Grounds meeting with City Administration.
- Held monthly update meeting with City Forester/Naturalist Anna on related Urban Forestry items.
- Had 3 locates/meetings with families at Oak Hall Cemetery.
- Attended biweekly construction meeting regarding the HUB project.
- Attended Finance and Common Council meetings to discuss budget amendment for CC LTE position along with the Kyle Stiegert Grenway proposal.
- Participated in Park Maintenance crew interviews.
- Met with EOR and staff at Southdale Park to review the updated plan.
- Met with staff to discuss filling of Community Center/Recreation Coordinator position.
- Attended Stoner Prairie and Greenfield Neighborhood Plan meetings to discuss parks.
- Attended City Strategic Plan meeting.
- Attended CVMIC Training Course – External Communication for Leaders ELM4D1 in Waukesha.
- Met with McKee Farms Park memorial bench donator to discuss details.



**MONTHLY UPDATE**  
November 2024

# MONTHLY UPDATE | NOVEMBER



## CALL FOR SERVICE OVERVIEW

The Department handled 1,085 citizen-generated calls for service.

Officers initiated 1,346 calls.

### Compared to last month:

Citizen-generated calls decreased by 4. Officer-initiated calls decreased by 103.

### Compared to last November:

Citizen-generated calls increased by 80. Officer-initiated calls decreased by 103.

## CRIME

### PROPERTY CRIME

- Four burglaries were reported this month.
- Eight vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were two reports of a shooting or shots fired call this month.
- Three firearms were seized as evidence this month.
- There was one robbery reported.

### DOMESTIC VIOLENCE

- Officers investigated fifteen domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**OWI Cause Injury (Felony), Hit & Run – Involve Injury (Felony) | 11/6** | Fitchburg officers were dispatched to the area of USH 14 and Lacy Road for a two vehicle accident with injuries. It was reported while officers were en route that the offending vehicle in the crash had fled from the crash scene. Officers located the offending vehicle at a nearby residence and after making contact with the driver, determined they were intoxicated. Field sobriety tests were conducted with the driver, a 26-year-old Fitchburg man, and they were ultimately placed under arrest for OWI Causing Injury – 2<sup>nd</sup> offense and Hit & Run – Involve Injury. The occupant of the victim vehicle suffered from several injuries to include a fractured vertebrae and soft tissue bruising.

**Burglary, Theft, Criminal Damage to Property | 11/7** | The Fitchburg Police Department received a complaint of damage to property to a business in the 5500 block of Nobel Drive. Officers observed broken glass doors, drywall damage, a broken TV, damaged fire extinguishers, and overturned tables, chairs, and planters. Through review of video surveillance, officers observed a subject on camera enter the business after hours and begin to damage property in the business lobby. A responding officer recognized the subject as someone they encountered

## MONTHLY UPDATE | NOVEMBER



on a call for service earlier in the day and was able to identify them. The suspect, a 25-year-old Madison man, was located later in the day and arrested. He was booked into the Dane County Jail on charges of Burglary, Criminal Damage to Property, and Theft. There was more than \$15,000 in damage done to the business.

**1<sup>st</sup> Degree Recklessly Endangering Safety, Felon in Possession of Firearm | 11/21 |** Fitchburg officers were dispatched to a residence in the 2800 block of Coho Street for the report of a shooting. After making contact with involved parties still on scene, it was determined a verbal disagreement occurred outside the residence between two parties. The verbal disagreement escalated into a physical altercation, which eventually resulted in one of the parties brandishing a firearm and firing shots and then fleeing from the scene. Further canvassing of the neighborhood and reviewing of surveillance video led to a suspect being identified. The suspect, an 18-year-old Janesville man, was arrested and booked into the Dane County Jail on charges of 1<sup>st</sup> Deg. Recklessly Endangering Safety and Felon in Possession of a Firearm. This case remains open with Fitchburg detectives still conducting follow-up.

**Intimidate Victim, Domestic/Family Trouble | 11/24 |** Fitchburg officers responded to a residence in the 5600 block of King James Court for a 911 disconnect. Upon arrival, it was determined a male and female had been involved in a disturbance in the residence. The male half was reported to have been preventing the female from speaking with their child by blocking her from entering a room. The female made the decision to call 911 and the male took the phone from her and hung it up. He then disconnected the phone service to the phone, preventing her further from contacting 911 for assistance. The male, a 42-year-old Fitchburg man, was arrested and booked into the Dane County Jail on charges of Intimidate Victim and Disorderly Conduct.

# MONTHLY UPDATE | NOVEMBER



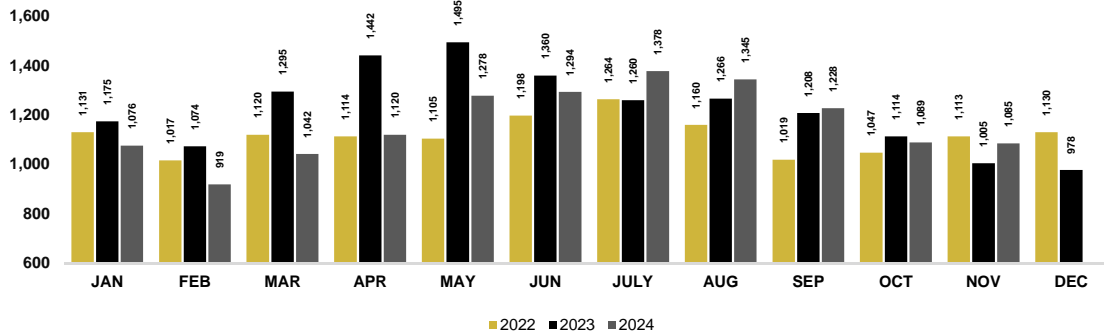
| Case Number | Date       | Location              | Alder District | Incident Description                                                                |
|-------------|------------|-----------------------|----------------|-------------------------------------------------------------------------------------|
| 24-23394    | 11/2/2024  | 5600 Williamsburg Way | 1              | Theft of Auto, Theft from Auto                                                      |
| 24-23420    | 11/2/2024  | 4500 Thurston Ln      | 1              | Substantial Battery, Intimidate Victim, Disorderly Conduct                          |
| 24-23433    | 11/3/2024  | 5400 Williamsburg Way | 1              | Domestic/Family Trouble                                                             |
| 24-23624    | 11/5/2024  | 2000 Greenway Cross   | 2              | Bail Jumping - Felony, Domestic/Family Trouble                                      |
| 24-23719    | 11/6/2024  | Lacy Rd/USH 14        | 3              | OWI Cause Injury (Felony), Hit & Run - Involve Injury (Felony)                      |
| 24-23752    | 11/7/2024  | 5500 Nobel Dr         | 4              | Burglary - Building, Theft - Movable Property, Criminal Damage to Property          |
| 24-23844    | 11/8/2024  | USH 14/Haight Farm Rd | 4              | OWI 4th (Felony)                                                                    |
| 24-23901    | 11/8/2024  | 2600 Country Rose Ct  | 3              | Armed Robbery, Bail Jumping - Felony                                                |
| 24-23937    | 11/9/2024  | 2600 High Ridge Trl   | 2              | Theft from Auto                                                                     |
| 24-23982    | 11/10/2024 | 5400 Williamsburg Way | 1              | Theft of Auto                                                                       |
| 24-24215    | 11/13/2024 | 2800 Coho St          | 2              | Bail Jumping - Felony, Domestic/Family Trouble                                      |
| 24-24539    | 11/16/2024 | 5400 Williamsburg Way | 1              | Theft of Auto                                                                       |
| 24-24606    | 11/16/2024 | 2100 County Hwy MM    | 4              | 2nd Deg. Recklessly Endangering Safety, Shots Fired                                 |
| 24-24628    | 11/17/2024 | 5100 Anton Dr         | 1              | Burglary - Building, Theft - Movable Property                                       |
| 24-24722    | 11/9/2024  | 5500 Cheryl Dr        | 4              | Substantial Battery, Intimidate Victim, Disorderly Conduct                          |
| 24-24984    | 11/21/2024 | 2800 Coho St          | 2              | 1st Deg. Recklessly Endangering Safety, Felon in Possession of Firearm, Shots Fired |
| 24-25071    | 11/22/2024 | 2600 Smithfield Dr    | 1              | Burglary                                                                            |
| 24-25085    | 11/22/2024 | 5100 Anton Dr         | 1              | Theft from Auto                                                                     |
| 24-25105    | 11/23/2024 | 5600 Williamsburg Way | 1              | Theft of Auto                                                                       |
| 24-25118    | 11/23/2024 | 4500 Thurston Ln      | 1              | Burglary – Room w/in Building, Criminal Damage to Property                          |
| 24-25164    | 11/23/2024 | 2100 County Hwy MM    | 4              | Domestic/Family Trouble                                                             |
| 24-25219    | 11/24/2024 | 5600 King James Ct    | 1              | Intimidate Victim, Domestic/Family Trouble                                          |
| 24-25220    | 11/24/2024 | 2300 High Ridge Trl   | 2              | Domestic/Family Trouble                                                             |
| 24-25315    | 11/25/2024 | 1900 Pike Dr          | 2              | Domestic/Family Trouble                                                             |
| 24-25391    | 11/25/2024 | 2900 Fish Hatchery Rd | 3              | Theft of Auto                                                                       |
| 24-25510    | 11/27/2024 | 2400 Post Rd          | 3              | 4th Deg. Sexual Assault, Criminal Trespass to Dwellings, Disorderly Conduct         |

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# FITCHBURG POLICE DEPARTMENT MONTHLY ACTIVITY November 2024

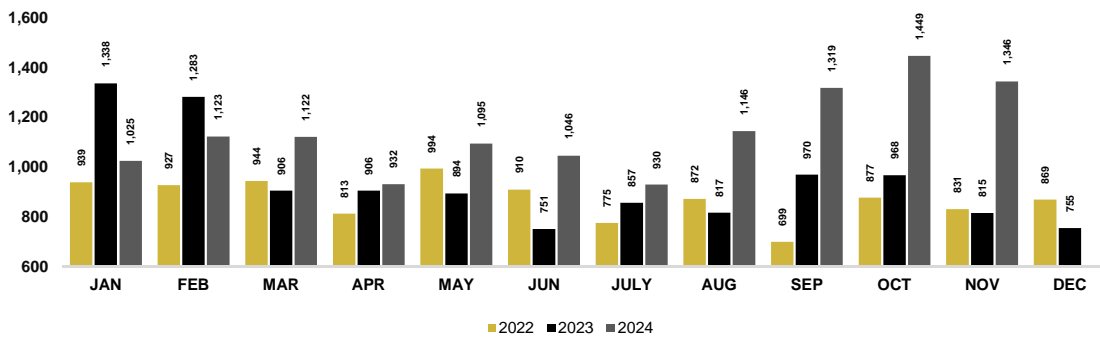


## CITIZEN GENERATED CALLS FOR SERVICE



| 2023 YTD | 2024 YTD | YTD % +/- |
|----------|----------|-----------|
| 13,694   | 12,854   | -6%       |

## OFFICER INITIATED CALLS FOR SERVICE



| 2023 YTD | 2024 YTD | YTD % +/- |
|----------|----------|-----------|
| 10,505   | 12,533   | 19        |

## NOTABLE INCIDENTS

|                    | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | 2023 YTD | 2024 YTD | YTD % +/- |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-----------|
| Abduction/FI       | 0   | 0   | 1   | 0   | 1   | 2   | 2   | 0   | 1   | 0   | 2   | 1   | 2   | 0   | 0   | 4   | 1   | 2   | 1   | 1   | 1   | 1   | 0   | 9        | 13       | 44        |
| Murder             | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1        | 0        | -100      |
| Homicide           | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1        | 0        | -100      |
| Robbery            | 1   | 0   | 1   | 2   | 0   | 1   | 1   | 0   | 0   | 2   | 1   | 1   | 0   | 1   | 0   | 0   | 0   | 0   | 2   | 0   | 0   | 1   | 1   | 9        | 5        | -44       |
| Sexual Assault     | 1   | 3   | 0   | 4   | 2   | 1   | 2   | 1   | 1   | 1   | 2   | 0   | 3   | 0   | 1   | 0   | 1   | 1   | 3   | 0   | 0   | 1   | 1   | 18       | 11       | -39       |
| Aggravated Assault | 9   | 7   | 4   | 7   | 10  | 5   | 2   | 8   | 5   | 3   | 4   | 5   | 3   | 5   | 2   | 3   | 5   | 5   | 7   | 3   | 4   | 5   | 5   | 64       | 47       | -27       |
| Burglary           | 8   | 4   | 3   | 5   | 2   | 7   | 8   | 4   | 5   | 1   | 2   | 10  | 5   | 3   | 4   | 3   | 4   | 0   | 4   | 3   | 3   | 2   | 4   | 49       | 35       | -29       |
| Theft of Auto      | 4   | 1   | 21  | 8   | 9   | 5   | 4   | 11  | 3   | 3   | 4   | 3   | 3   | 4   | 5   | 2   | 2   | 2   | 2   | 2   | 4   | 2   | 8   | 73       | 36       | -51       |
| Theft from Auto    | 12  | 7   | 5   | 10  | 10  | 6   | 7   | 4   | 3   | 3   | 10  | 5   | 4   | 3   | 2   | 9   | 12  | 7   | 9   | 13  | 14  | 0   | 3   | 77       | 76       | -1        |

- Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

|               | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | 2023 YTD | 2024 YTD | YTD % +/- |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-----------|
| Theft of Auto | 5   | 1   | 23  | 9   | 9   | 6   | 8   | 11  | 3   | 4   | 4   | 4   | 3   | 4   | 5   | 2   | 3   | 2   | 2   | 2   | 4   | 2   | 8   | 83       | 37       | -55       |
| Shots Fired   | 0   | 2   | 2   | 2   | 4   | 3   | 0   | 2   | 0   | 1   | 2   | 0   | 0   | 0   | 0   | 3   | 0   | 1   | 0   | 2   | 2   | 1   | 2   | 18       | 11       | -39       |
| Domestic      | 15  | 12  | 18  | 16  | 15  | 16  | 16  | 13  | 17  | 8   | 14  | 17  | 19  | 10  | 7   | 21  | 11  | 20  | 19  | 13  | 25  | 10  | 15  | 160      | 170      | 6         |

- These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

|                 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | 2023 YTD | 2024 YTD | YTD % +/- |
|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-----------|
| Traffic Crashes | 68  | 52  | 39  | 51  | 57  | 66  | 51  | 48  | 56  | 50  | 52  | 49  | 70  | 41  | 54  | 38  | 54  | 37  | 39  | 51  | 44  | 56  | 49  | 590      | 533      | -10       |

| Officer Initiated  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | 2023 YTD | 2024 YTD | YTD % +/- |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-----------|
| Traffic Monitoring | 197 | 118 | 143 | 128 | 118 | 107 | 111 | 111 | 189 | 168 | 110 | 51  | 49  | 105 | 130 | 139 | 151 | 150 | 72  | 118 | 231 | 213 | 133 | 1500     | 1491     | -1        |
| Traffic Stop       | 258 | 251 | 212 | 182 | 185 | 149 | 216 | 205 | 246 | 283 | 238 | 196 | 283 | 504 | 501 | 303 | 405 | 373 | 374 | 427 | 426 | 600 | 503 | 2425     | 4699     | 94        |



# Public Works Monthly Department Report

For the Month of: November 2024

## Transportation/Transit

- Bus Rapid Transit (BRT): Reviewed 30% plans at the Transportation and Transit Commission (TTC).
- Fitchrona Road Reconstruction: Property acquisition work continued. Transportation Project Plat (TPP) updates in progress.
- 2024 Sidewalk Replacement: 40% of work completed. The remaining work will be completed in spring 2025. Notification letters were sent out to property owners the week of December 10, 2024.
- 2024 Surface Maintenance: 90% of pavement marking completed. Remainder to be completed in December 2024, weather dependent.
- 2024 Street Resurfacing: Work completed. Punch list in progress.
- Syene Road Phase 2 and 3: Utility coordination continued. Construction engineering contract is under review.
- Whalen Road Paved Shoulders: Design engineer is completing 3:1 and 4:1 slope exhibits for use in contacting property owners for construction on their property.
- Vision Zero draft ordinance presented to TTC. Staff to review the draft ordinance during December 2024.
- Reviewed and approved 15 right of way (ROW) permits for driveways, electrical services, and communications services.

## Stormwater

- Assisted with set-up and hosting of the Rock River Coalition annual conference at the Fitchburg Community Center.
- Met with Strand and Associates to negotiate a scope of work for design and permitting of the Yarmouth Greenway Stabilization project. Received a proposal at the end of November.
- Attended Madison Area Municipal Stormwater Partnership (MAMSwAP) quarterly meeting.
- Prepared draft grant application for Madison Metropolitan Sewerage District (MMSD) salt reduction grant. Anticipate to order equipment this December.
- Met with MMSD staff regarding their sewer replacement project near Goose Lake and discussed data sharing opportunities.
- Advanced Crescent Road, Stormwater Facility Maintenance, and Fitchrona Rd drainage projects.

- Attended the November 19, 2024, Agriculture & Rural Affairs Committee meeting to gauge interest in potential beneficial reuse of dredged materials.

## Utilities

- Well 11 HVAC: Air conditioning addition awarded to Harker Heating & Cooling.
- Well 12 Drilling: Completed drilling through the shale layer and into the upper Mount Simon Sandstone. Municipal Well & Pump will be installing inner casing in early December.
- Tower D: Opened bids on November 14, 2024. MaGuire Iron, Inc. submitted the lowest responsive bid. Submitted bids for approval in December.
- Tower E AT&T Upgrades: Held preconstruction meeting.
- Aztec Trail and Sentinel Pass Water Main Replacements: Completed survey work and worked on plan design.
- Large Meter Replacements: Continued installation of 1.5" and 2" meters. The Utility is averaging installation of 3 to 4 meters per week.
- Water Service Line Identification: Sent notices, per EPA requirements, to residents with unidentified water service pipe materials. Continued work on inventory.
- Sanitary Sewer Cleaning: Continued cleaning. On target to clean 1/3 of the system this year.
- Valve Exercising: Continued turning valves. On target to exercise one-fifth of the system valves this year.
- Tower B: Finished Tower B control room build.
- Water System and Sanitary System Repairs:
  - A 12-inch watermain was repaired on November 1, 2024, on Nesbitt Road.
  - On November 6, 2024, a leaky valve gasket was replaced on Anton Drive.

## Parks

- McGaw Pickleball Courts: Final plan review and prepare documentation for bidding.
- McKee Shelter Siding: Final plan review and prepare documentation for bidding.
- Tower Hill Shelter: Final plan review and prepare documentation for bidding.
- Performed daily park rounds on McKee Farms Park and Huegel Park shelters.
- Emptied trash and recycling containers throughout the city.
- Finished winterizing park restrooms without heat.
- Pruned suckers from trees in various areas throughout the city.
- Removed approximately 44 trees from various areas throughout the city.
- Completed last mowing round prior to winter.
- Prepared equipment for snow removal season.
- Rough mowed long grass areas in parks.
- Filled McKee Farms Park ice rink to prepare for skating.
- Installed new park bench in McKee Farms Park.

## Building & Grounds

- Fitchburg HUB: Worked on masonry, underground plumbing, interior wall footings, electrical, MG&E easements, etc.
- Police Station: Continued design work. Sent out second quote request for geothermal test wells.
- New software added to fire panel at Fire Station No. 3.
- Removed security gates at Library entrances.
- Received quote for City Hall air handler controller replacement.
- Installed Wi-Fi device on exterior of City Hall.
- Shut down chiller and cooling tower at City Hall.
- Shut down outside condensers at Senior Center/Community Center.
- Set up holiday decorations at City Hall and Community Center.
- Set up Oak Hall for Senior Center event.
- Replaced several office lights at City Hall.

## Refuse & Recycling

- Finalized letters to residents regarding refuse and recycling program changes. Letter to be sent out in December.
- Set up string light recycling bin at City Hall.
- Worked with Pellitteri on promotional materials for new recycling drop-off site services. These services are to be offered at a to be determined date in 2025. Services will include ridged and film plastic recycling. There will be no additional cost to the city for this service.

## Streets

- Hauled 1,500 cubic yards of leaves from recycling center to compost area.
- Swept up 520 cubic yards of leaves from streets using two sweepers.
- Performed vehicle maintenance on 8 vehicles/equipment and made 7 vehicle/equipment repairs.
- Help set up and take down voting locations.
- Painted one new crosswalk on Seminole Highway.
- On November 21<sup>st</sup>, patrolled and spot treated roadways for 2.5" of snow.

## Other

- Developments:
  - Anna O'Brien Certified Survey Map (CSM): Reviewed plans and drafted Subdivision Improvement Agreement (SIA).
  - Hartung Fields: Drafted and distributed punchlist. Drafted and approved pedestrian/bike path maintenance agreement. Submitted acceptance resolution.
  - Highfield (Phases IA, IB, 2): Continued work on warranty punchlists.

- Highfield (Phase 3): Continued work on punchlist. Drafted and submitted acceptance resolution.
- Highfield (Phase 4): Reviewed plans, reviewed and approved Letter of Credit (LOC) estimate, and drafted/approved SIA amendment.
- Inspiration at Swan Creek: Completed water and sanitary installations. Drafted and approved sanitary sewer and water main easement and second amendment to SIA.
- Jamestown: Drafted SIA and discussed the transportation improvements with the County/Subdivider/WisDOT.
- Lacy Ridge: Continued work on warranty punchlist.
- No Oaks CSM: SIA approved. Worked through CSM requirements.
- Oak Meadow Reserve: Reviewed plans and approved SIA.
- Ochalla: Sent warranty punchlist review update.
- Terravessa: Reviewed and updated warranty punchlist.
- Terravessa (2<sup>nd</sup> Addition): Continued work on warranty punchlist.
- Terravessa (4<sup>th</sup> Addition): Drafted and approved sanitary easement. Generated and distributed punchlist. Submitted acceptance resolution.
- ThermoFisher: Finalized and approved SIA and Assignment.
- Usona: Continued work on punchlist.
- 5380 King James Way: Drafted and approved public utility easement release.
- Commercial Developments: Continued follow-up on occupancy punchlists.
- Planning & Building Permit Reviews: Completed approximately twelve reviews.

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Poured concrete for the Belmar Hills Park drinking fountain.



Installed pavement patch for three large water main breaks on Anton Drive, Richmond Drive, and Woods Edge Road.





# Senior Center Monthly Department Report

For the Month of: November 2024

## Programs

### 8 New One-time Programs

- Citywide Veterans Day Recognition
- Burial Option Planning – Gunderson Funeral Home
- Indoor Walking at the Boys & Girls Club – collaboration (60 registered)
- Falls Prevention with Fitchrona EMS & Safe at Home Communities
- St. Vincent DePaul Charitable Pharmacy Lunch & Learn
- Diwali Festival of Lights Lunch & Learn
- Mindfulness & Food Safety Strategies – Edwood Nursing Students
- Thanksgiving Gnome Making with Lisa Sanford

### 31 ongoing programs

#### E-Newsletters Subscriptions

1,530 (October) 1,554 current subscribers

**Monthly Average of Daily Foot Traffic 8am-4pm – 225** (excludes early and in person voting days)

## Meals

**Congregate Meals:** 616

**Home Delivered Meals:** 867

**Grand Total:** 1483

## Case Management

**New client referrals:** 13

**Case management clients served:** 105

**Medicaid clients served:** 22

**Client trends and other notables:**

- Kicked off the Housing Search clinic assisting older adults in the community seeking affordable housing. This has been a collaborative effort with Social Workers through Joining Forces for Families.

- Edgewood students wrapping up their semester and providing extra support to vulnerable clients.
- Coordinated Thanksgiving holiday meals to isolated older adults.
- Assisted community members during open enrollment with Medicare Part D plan reviews, saving older adults thousands of dollars in medication costs.

## Volunteer Program Update

**Volunteer Replacements in November:** 13 (number of volunteers that were unable to fulfill their commitments and required a replacement)

### Recruitment Efforts

Next-door, Facebook, Senior Center website

**Noteworthy:** This month we celebrated the efforts and dedication of our volunteers with a mix and mingle party. We have the best volunteers, and we wouldn't be able to offer half of the programs and services we have without their continued support and hard work.



### **Director Report/Other**

- Attended re-occurring meetings: Department Head, Deputy Administrator, bi-weekly staff meetings, Commission on Aging Well, Fitchburg Senior Center Friends, Multi-Cultural Work Group, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg, Highline Management.
- Continue to work on an agreement with LPI to take over Senior Center newsletter publishing.
- Continue to explore shared ride taxi options.
- Staff worked with IT to add text alerts for program cancellations.
- Met with Assessing Department to educate staff about programs/services available through the Center.
- Worked on creating reports through people counting software, Facility Sight.

# MONTHLY REPORTS DECEMBER 2024

Updates from City Departments and Monthly Activities



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CITY OF FITCHBURG, WISCONSIN



# Administration Monthly Report

**For the Month of: December 2024**

## Meetings

Held 1:1 meetings with each of the 16 department heads  
Attended Development Team meetings  
Attended weekly update meetings with Mayor  
Held DH meetings for Council agenda review and roundtable discussion  
Attended monthly League of Municipalities Administrator Zoom meeting  
Attended WCMA Region 5 monthly meeting  
Attended various developer meetings  
Held monthly meetings with Community Resource Team, Traffic/Safety Team, Buildings & Grounds, and Park, Recreation & Forestry staff  
Attended Finance and Council meetings  
Attended weekly Police Services Facility meetings  
Attended DCCVA meeting  
Met with City of Verona, Forward Development Group, Wedgewood Valley Development, Promega, and Avante  
Attended bi-weekly Hub construction meetings  
Attended weekly communication meetings  
Attended implementation training related to the Strategic Plan  
Attended Advocacy in the AM – Workforce Housing  
Continued planning for the 5<sup>th</sup> Holiday Lights Tour & Jubilee event

## Staff Projects

Worked with staff on various projects and policies including but not limited to: IAFF negotiations, Country View Mobile Home Park Community, Fitchrona EMS, WPPA, employee engagement survey, issues at The Ridge, USPS issues, fire chief recruitment, Bowman Plaza TIF request, and 2025 development.

## Events and Collaboration with Businesses & Residents

Provided a monthly video update and Council meeting recap for residents via FACTv  
Attended Get Festive with Agora  
Attended the Saturday Holiday Lights Tour event at Fire Station 1  
Attended the Greater Heights Climbing and Loxley ribbon cutting  
Attended the Fitchburg Business Appreciation luncheon  
Attended the Police Department badge pinning ceremony



# Assessing Monthly Department Report

For the Month of: December 2024

## Inspections Completed Over the Past Month

- 80 full inspections completed
- 88 exterior inspections completed
- 55 inspections of new construction properties on 12/30/24
- Tagging of non-responsive properties ongoing

## Projects Completed Over the Past Month

- Inspection request letters sent out
  - 103 letters sent on 12/04/24
- Sketched over 100 new construction properties
- Held 1:1's with all staff

## Major Projects in Progress

- Field inspections for properties that sold and/or have taken out permits in January-October
- Inspections of properties not visited in over 5 years
- Inspections of rural residential and farm properties
- Continued sketching of floorplans of properties not visited in several years
- Tagging and conducting exterior inspections on properties that have not responded to request for inspection
- Continued work on properties currently in litigation
- Review of neighborhoods for data consistency and accuracy
- Work on parcel splits and combinations
- Review of properties with agricultural land use value

## Projects in the Next Month

- Continued inspections on properties that have sold, have had permits taken out, or have not been recently visited
- Discovery, response to interrogatories, and prep for upcoming excessive assessment trials
- Annual review of mobile homes
- Continued review of new construction properties and ongoing work-in-progress properties
- Work to complete inspections and processing of all sales from 2024

## 2024 Summary Statistics

- 910 property transfers in 2024
  - 495 sales to report on to the Department of Revenue
- 222 open book appointments for the 2024 assessment roll
- 44 Board of Review objections
- 9,168 Notices of Changed Assessment sent out in May
  - Average assessment change was an increase of roughly 20%
- 725 full inspections completed
- 267 drive by/exterior inspections completed
- 386 properties non-responsive to inspection request



# Building Inspection Monthly Department Report

For the Month of: December 2024

## All Permits Issued

Dec. Total Permits: 103  
YTD Total Permits: 1395

## Commercial Projects

|      |                                  |                            |
|------|----------------------------------|----------------------------|
| Dec. | 1 New Multi-Family               |                            |
| YTD  | 14 New Multi-Family              | 4 New Commercial Buildings |
|      | Alteration/Repair/Addition/Other |                            |
| Dec. | 5 Multi-Family                   | 9 Commercial               |
| YTD  | 104 Multi-Family                 | 105 Commercial             |

## Other Permits

|      |                     |
|------|---------------------|
| Dec. | 9 New Single Family |
| YTD  | 100                 |
| Dec. | 0 New Two Family    |
| YTD  | 22                  |

1& 2 Family Alterations/Additions

|      |      |
|------|------|
| Dec. | 78   |
| YTD  | 1046 |

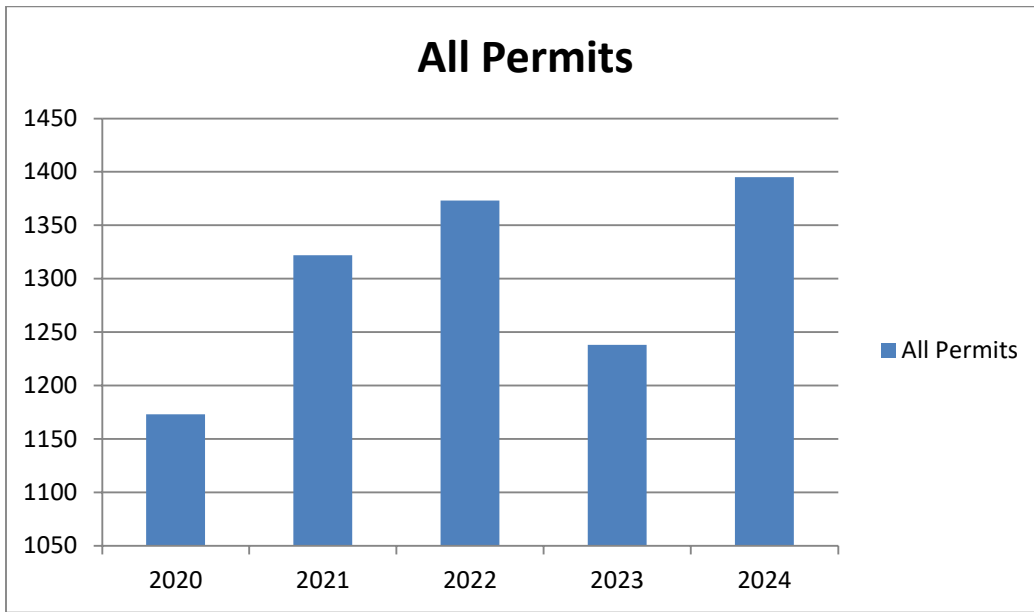
## Total Construction Value (All Permits)

|      |               |
|------|---------------|
| Dec. | \$8,045,075   |
| YTD  | \$196,286,655 |

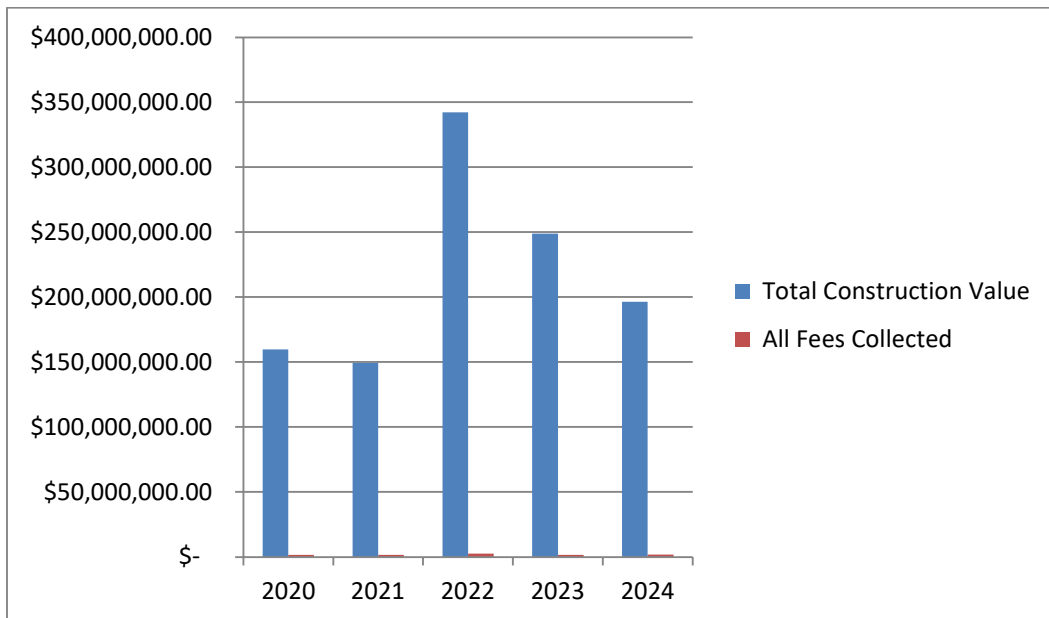
## Total Fees

|     |             |
|-----|-------------|
| YTD | \$1,859,749 |
|-----|-------------|

### All Permits



### Total Construction Value and Fees Collected



**BUILDING INSPECTION DEPARTMENT  
2024 PERMIT ACTIVITY REPORT**

| YEAR  | A   | B  | C   | D   | E    | F  | G | H   | I   | J    | K             | L           |
|-------|-----|----|-----|-----|------|----|---|-----|-----|------|---------------|-------------|
| 2008  | 30  | 4  | 7   | 58  | 372  | 12 | 0 | 11  | 96  | 645  | \$39,397,229  |             |
| 2009  | 27  | 0  | 3   | 59  | 388  | 17 | 1 | 4   | 86  | 515  | \$23,823,289  |             |
| 2010  | 25  | 2  | 3   | 12  | 480  | 16 | 2 | 6   | 41  | 634  | \$31,554,378  |             |
| 2011  | 32  | 1  | 1   | 32  | 449  | 10 | 3 | 4   | 66  | 642  | \$24,509,347  |             |
| 2012  | 46  | 1  | 2   | 84  | 416  | 15 | 2 | 6   | 132 | 628  | \$127,699,029 | \$834,767   |
| 2013  | 39  | 3  | 7   | 207 | 454  | 9  | 2 | 10  | 252 | 653  | \$72,542,212  | \$971,971   |
| 2014  | 21  | 1  | 5   | 255 | 472  | 16 | 0 | 5   | 278 | 644  | \$69,159,076  | \$942,439   |
| 2015  | 32  | 5  | 9   | 421 | 472  | 13 | 2 | 3   | 463 | 682  | \$87,049,190  | \$1,508,112 |
| 2016  | 36  | 10 | 5   | 249 | 606  | 6  | 0 | 7   | 161 | 870  | \$78,914,963  | \$1,056,238 |
| 2017  | 49  | 8  | 2   | 202 | 746  | 8  | 0 | 1   | 267 | 965  | \$63,461,764  | \$956,561   |
| 2018  | 105 | 10 | 12  | 358 | 704  | 8  | 1 | 9   | 483 | 1050 | \$118,064,136 | \$1,464,548 |
| 2019  | 89  | 6  | 10  | 362 | 793  | 16 | 4 | 102 | 457 | 1080 | \$433,408,021 | \$2,447,082 |
| 2020  | 112 | 26 | 5   | 560 | 821  | 36 | 3 | 170 | 724 | 1173 | \$159,750,214 | \$1,566,161 |
| 2021  | 132 | 30 | 5   | 304 | 1052 | 15 | 4 | 85  | 496 | 1322 | \$149,423,373 | \$1,514,465 |
| 2022  | 134 | 12 | 4   | 382 | 900  | 19 | 2 | 92  | 540 | 1373 | \$342,319,309 | \$2,511,008 |
| *2023 | 85  | 16 | 8   | 394 | 920  | 15 | 1 | 101 | 511 | 1227 | \$248,657,009 | \$1,597,109 |
| 2024  | 100 | 22 | 104 | 323 | 1134 | 14 | 2 | 114 | 467 | 1395 | \$196,286,655 | \$1,859,749 |

- |   |                                     |   |                                  |
|---|-------------------------------------|---|----------------------------------|
| A | SINGLE FAMILY DWELLINGS             | H | COMMERCIAL BUILDINGS/ALTERATIONS |
| B | TWO FAMILY DWELLINGS                | I | TOTAL LIVING UNITS               |
| C | MULTI-FAMILY DWELLINGS              | J | TOTAL PERMITS                    |
| D | TOTAL MULTI-FAMILY UNITS            | K | TOTAL CONSTRUCTION VALUE         |
| E | ADDITIONS/ALTERATIONS (RESIDENTIAL) | L | TOTAL FEES COLLECTED             |
| F | GARAGE/STORAGE (RESIDENTIAL)        |   |                                  |
| G | SWIMMING POOLS (IN GROUND)          |   |                                  |

\*Building permit software switched in Feb 2023



# Clerk Monthly Department Report

For the Month of: December 2024

## Elections

- Collected alder candidate paperwork, checked for completeness and verified address information on nomination paperwork.
- We will have a February Primary for District 3, Seat 5 with three candidates running and State Superintendent.
- We will have a total of five candidates on the April ballot. Three seats are running unopposed, the other seat will have two candidates running against each other after the February Primary.
- Updated the city website as candidate paperwork was turned in.

## Licensing

- Approved 12 new operator licenses.
- Processed new alcohol license for Wyndham Garden Hotel under new ownership.

Issued 1,169 pet licenses in 2024.

Issued 119 operator licenses in 2024.

Issued 54 alcohol licenses in 2024.

Issued 20 street/use event licenses in 2024.

Issued 64 sound permits in 2024.

2024  
TOTALS

| Pet Licenses Issued                         |       |
|---------------------------------------------|-------|
| Cats                                        | 148   |
| Dogs                                        | *1015 |
| *Includes 9 replacement and 18 service dogs |       |
| Kennel Licenses - with 50 dogs total        | 6     |
| Event Related Permits                       |       |
| Temporary Class B Beer/Wine Permits         | 9     |
| Fireworks Displays                          | 1     |
| Large Scale Festival Events                 | 7     |
| Large Scale Street Events                   | 9     |
| Residential Neighborhood Street Events      | 4     |
| Sound Permits                               | 64    |

## Projects

- Completed work on event license applications to go live in OpenGov for the 2025 license year

## Other

- Processed 9 open records request. Clerks' department processed 112 open records requests in 2024
- Created agendas for and attended one (1) PSHS and Common Council meeting



# Economic Development Monthly Report

For the Month of: December 2024

## Economic Development

Business luncheon: sent out invitation, updated database, purchased decorations, purchased beverages, purchased door prizes, made name tags, decorated the venue, setup and tear down, prepared presentation for Mayor, worked with FACTv on the video, Loxley ribbon cutting.

## Housing

Attended the GMCC Advocacy in the AM housing discussion, put together draft contract for Phase II of Efficiency Navigator program, Own It Black Wealth, South Stoner Prairie Steering Committee, Stoner Prairie Open House

## Meetings

Attended the Workforce Development Board of South-Central WI awards luncheon, met with Vandewalle staff, staff meeting to discuss developer roundtable, met with Mark Hamilton to go over business luncheon presentation and MC duties, met with Promega IT team to do a trial of program, attended weekly staff meeting, attended weekly check in, attended Supreme Structure holiday event, Community Team Meeting (Badger Prairie Network), met with Jack Pearson about ordinances, met with Mitch, Economic Justice Institute at the UW Law School, regional housing meeting, regional housing dinner, discussion regarding potential UW-LaFollette intern.

## Alder Contact/Projects

Talking points and plaques for Mayor - Greater Heights and The Loxley ribbon cuttings.





Patrick Anderson, EMS Chief

101 Lincoln Street  
 Verona, WI 53593  
 608-497-2909 (Business Office)  
 608-845-9455 (Fax)  
 www.fitchronaems.com

# Chief's Report

## January-2025

| EMS Calls for Service |              |              |             |                           |
|-----------------------|--------------|--------------|-------------|---------------------------|
| Month                 | 2022         | 2023         | 2024        | Change from Previous Year |
| January               | 341          | 432          | 412         | -5%                       |
| February              | 285          | 359          | 386         | 8%                        |
| March                 | 346          | 411          | 384         | -7%                       |
| April                 | 328          | 376          | 382         | 2%                        |
| May                   | 381          | 391          | 414         | 6%                        |
| June                  | 370          | 403          | 469         | 16%                       |
| July                  | 349          | 359          | 457         | 27%                       |
| August                | 372          | 440          | 464         | 5%                        |
| September             | 369          | 445          | 431         | -3%                       |
| October               | 342          | 414          | 464         | 12%                       |
| November              | 387          | 405          | 454         | 12%                       |
| December              | 427          | 423          | 467         | 10%                       |
| <b>Total</b>          | <b>4,267</b> | <b>4,858</b> | <b>5184</b> | <b>7.0%</b>               |

| Runs by Municipality  |        |        |              |                               |
|-----------------------|--------|--------|--------------|-------------------------------|
| Municipality          | Dec-24 | Dec-23 | Year to Date | Percent of Total Runs to Date |
| City of Fitchburg     | 305    | 284    | 3440         | 66%                           |
| City of Verona        | 113    | 105    | 1323         | 26%                           |
| Town of Verona        | 16     | 14     | 149          | 3%                            |
| City of Madison       | 10     | 5      | 74           | 1%                            |
| Belleville (District) | 3      | 3      | 45           | 1%                            |
| Mount Horeb (Dist)    | 14     | 3      | 83           | 2%                            |
| Other                 | 6      | 9      | 70           | 1%                            |

| Fractile Times for Previous Month |                             |                              |
|-----------------------------------|-----------------------------|------------------------------|
|                                   | Service Median (in minutes) | 90th Percentile (in minutes) |
| Notified to Enroute               | 1.43                        | 2.65                         |
| En Route to Arrived on Scene      | 4.88                        | 8.97                         |
| Notified to Arrived on Scene      | 6.53                        | 10.28                        |
| On scene to Transporting          | 14.75                       | 24.33                        |
| Transporting to Destination       | 14.77                       | 23.03                        |
| At Destination to Unit in Service | 11.55                       | 18.38                        |

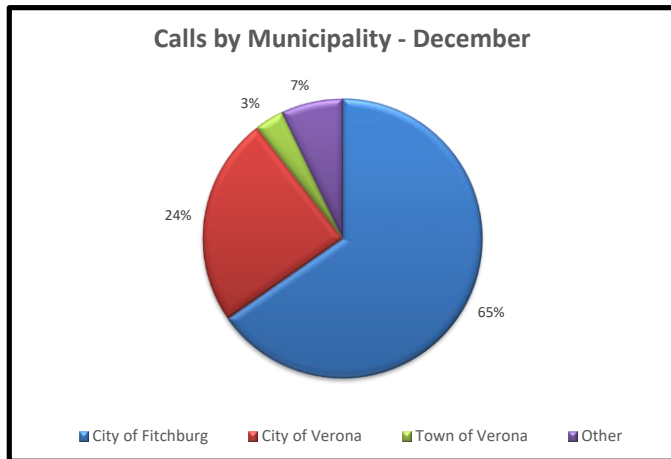
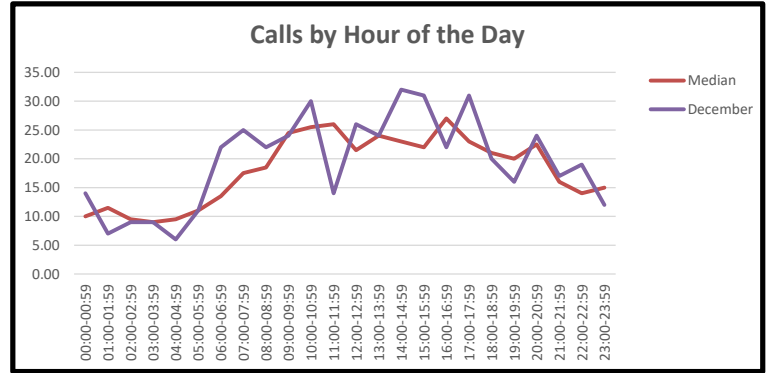
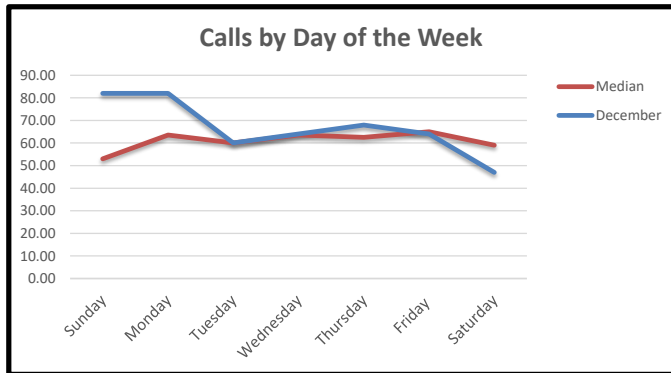
| Special Reporting             | Dec-24 | Dec-23   |
|-------------------------------|--------|----------|
| Naloxone Administration       | 1      | 3        |
| Car 15/17 Responses           | 5      | 0        |
| Out of Resources              | 2024   | 2023     |
| All trucks on calls -December | 27     | 20       |
| Mutual Aid Required           | 45     | 42 Total |

|                                              |       |
|----------------------------------------------|-------|
| Average calls per day - Previous Year (2023) | 13.31 |
| Average calls per day - Year to date         | 14.16 |

### Community Events December 10th - January 8th

|                               |                 |
|-------------------------------|-----------------|
| Fitchburg Holiday Lights Tour | Sara and Kristy |
|                               |                 |
|                               |                 |
|                               |                 |

### Statistics



| Top 70% Dispatch Reasons for Calls for Service - December |               |                      |            |
|-----------------------------------------------------------|---------------|----------------------|------------|
| Previous Month                                            | Current Month | Complaint            | Percentage |
| 1                                                         | 1             | Falls                | 19.91 %    |
| 2                                                         | 2             | Sick Person          | 16.06 %    |
| 3                                                         | 3             | Breathing Problems   | 11.13 %    |
| 5                                                         | 4             | Unknown Problem      | 7.92 %     |
| 3                                                         | 5             | Chest Pain           | 4.83 %     |
| 4                                                         | 6             | Unconscious/Fainting | 4.28 %     |
| 7                                                         | 7             | Traffic Incident     | 3.64 %     |
| 8                                                         | 8             | Seizure              | 2.36 %     |
|                                                           |               |                      | 70.13 %    |

| Calls by Station - December |       |            |
|-----------------------------|-------|------------|
| Station                     | Count | Percentage |
| Verona                      | 144   | 31%        |
| FB Sta 2                    | 186   | 40%        |
| FB Sta 3                    | 137   | 29%        |

## Financial Report

### A/R Aging (as of December 31st, 2024)

|           | 0-30         | 31-60        | 61-90        | 91-120      | 121-180     | 180+         | Total         |
|-----------|--------------|--------------|--------------|-------------|-------------|--------------|---------------|
| 3Rivers   | \$9,511      | \$3,308      | \$622        | \$2,111     | \$5,310     | \$249,659    | \$270,522     |
| EMS MC    | \$743,530    | \$587,125    | \$232,406    | \$136,162   | \$85,071    | \$79,972     | \$1,864,266   |
| Total     | \$753,041    | \$590,433    | \$233,028    | \$138,273   | \$90,381    | \$329,631    | \$2,134,788   |
| Current % | <b>35.3%</b> | <b>27.7%</b> | <b>10.9%</b> | <b>6.5%</b> | <b>4.2%</b> | <b>15.4%</b> | <b>100.0%</b> |
| Goals     | 40.0%        | 20.0%        | 10.0%        | 7.0%        | 8.0%        | 3.0%         |               |

### Cash on Hand

|                    | 12/31/2024             | Previous Month         | Previous Year          | Change from Prev Month | Change from Prev Year |
|--------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|
| Checking/Market    | \$ 1,020,644.17        | \$ 1,086,806.54        | \$ 443,909.34          | \$ (66,162.37)         | \$ 576,734.83         |
| Savings            | \$ 52,940.69           | \$ 52,894.32           | \$ 17,454.69           | \$ 46.37               | \$ 35,486.00          |
| Oak Bank - CD 8518 | \$ 150,931.43          | \$ 150,931.43          | \$ 150,931.43          | \$ -                   | \$ -                  |
| Oak Bank - CD 0852 | \$ 100,000.00          | \$ 100,000.00          | \$ 100,993.45          | \$ -                   | \$ (993.45)           |
| Oak Bank - CD 1824 | \$ 200,000.00          | \$ 200,000.00          | \$ 200,000.00          | \$ -                   | \$ -                  |
| WISC Funds         | \$ 267,737.27          | \$ 266,748.39          | \$ 254,879.62          | \$ 988.88              | \$ 12,857.65          |
| <b>Total Cash</b>  | <b>\$ 1,792,253.56</b> | <b>\$ 1,857,380.68</b> | <b>\$ 1,168,168.53</b> | <b>\$ (65,127.12)</b>  | <b>\$ 624,085.03</b>  |

### Assigned Fund Balances - Oak Bank

|                             | 12/31/2024          | Previous Month      | Previous Year       | Change from Prev Month | Change from Prev Year |
|-----------------------------|---------------------|---------------------|---------------------|------------------------|-----------------------|
| FAP Funds (Restricted)      | \$ 9,367.13         | \$ 9,367.13         | \$ -                | \$ -                   | \$ 9,367.13           |
| 2024 EPIC Grant             | \$ 580.00           | \$ 580.00           | \$ -                | \$ -                   | \$ 580.00             |
| Labor Contract Funds        | \$ 24,000.00        | \$ 24,000.00        | \$ 24,000.00        | \$ -                   |                       |
| <b>Total Assigned Funds</b> | <b>\$ 33,947.13</b> | <b>\$ 33,947.13</b> | <b>\$ 24,000.00</b> | <b>\$ -</b>            | <b>\$ 9,947.13</b>    |

### Assigned Fund Balances - WISC - Health Retirement Account Funds

|                             | 12/31/2024           | Previous Month       | Previous Year        | Change from Prev Month | Change from Prev Year |
|-----------------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| Money Market                | \$ 662.62            | \$ 659.84            | \$ 629.88            | \$ 2.78                | \$ 32.74              |
| Investment Acct             | \$ 267,074.65        | \$ 266,088.55        | \$ 254,249.74        | \$ 986.10              | \$ 12,824.91          |
| <b>Total Assigned Funds</b> | <b>\$ 267,737.27</b> | <b>\$ 266,748.39</b> | <b>\$ 254,879.62</b> | <b>\$ 988.88</b>       | <b>\$ 12,857.65</b>   |

### December Donations

### January Milestones

Patrick Anderson - 24 Years  
 Hayden Latsch completed his 1-year probation as an FTE

### Comparables - Calls for Service

| Service         | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | Percent Change 2023-2024 |
|-----------------|------|------|------|------|------|------|------|--------------------------|
| Fitch-Rona EMS  | 3245 | 3443 | 3505 | 4184 | 4267 | 4858 | 5184 | 7.6%                     |
| Middleton EMS   | 1825 | 1969 | 1898 | 2254 | 2543 | 2715 |      | 6.8%                     |
| Sun Prairie EMS | 2839 | 3165 | 3213 | 3368 | 3692 | 4424 |      | 19.8%                    |

### Other Updates

Replacement ambulance delivery (2023) expected to be February 10th  
 2024 Financial Audit scheduled for 2/13

### SHOUT OUTS

Appreciation for FFD crew Brueggeman, Suchomel, Bergum, and Block for assistance on a call and actions to assist the patient with above and beyond.  
 Thank you to Ross and Jonah for coming in on short notice to upstaff an ambulance during the ALCS incident  
 Thank you to Simon Hesch from the City of Verona Facilities helping to install the Cell Booster at the Verona Fire Station  
 Chip and Thomas H and Ellie from VFD for helping deliver meals for Culvers during their donation to the ALCS funds on 1/6  
 Huge thank you from Med Student who did her EMS exposure and had high praises for the crew and FFD for a very positive experience



# FACTv Monthly Department Report

For the Month of: December 2024

## Current Productions

- 23 productions completed in December
- 17 meetings completed in December
- 17 (1 show per day) Talking Fitchburg updates in December
- 26 productions scheduled for January
- 24 meetings scheduled for January

## Upcoming Productions

- Senior Center Emergency Meal Kits
- Holiday Lights Tour Winner Interview
- TF Council Recap Show
- Chamber Fitchburg Focus
- VFW 100 Years Celebration Preview & Event Coverage
- Employee Recognition Ceremony
- TF Department of Ag, Trade, and Consumer Protection
- TF Better Business Bureau
- What's Happening at the Fitchburg Senior Center
- Two TF Hy-Vee Health Segments

## Long Term Productions

- FACTv Marketing Plan 2024- FACTv Marketing Videos
- Fitchburg Police Department Video Projects- Spotlight Series
- Fitchburg Fire Department Video Projects (On Hold)
- FPD- Alternate Side parking Video- In Progress
- McGaw Park Tree Tour Video- In Progress
- Refuse, Recycling, Brush, Yardwaste Pickup Video- In Progress
- Fitch-Rona EMS Staff Photo- In Progress
- Government 101

## Department Projects

- Fitchburg Room AV Update Project- coming soon
- FACTv Marketing Project 2024- started sharing weekly update about FACTv and Talking Fitchburg
- FACTv Marketing Project 2024- setting up meetings with council members and the Mayor to discuss FACTv and future opportunities - In Progress

## Department Focus

- FACTv Marketing Project 2024- move this project to 2025

### Community & Economic Development Annual Fitchburg Business Luncheon



### Annual Holiday Lights Tour and Yuletide Jubilee.



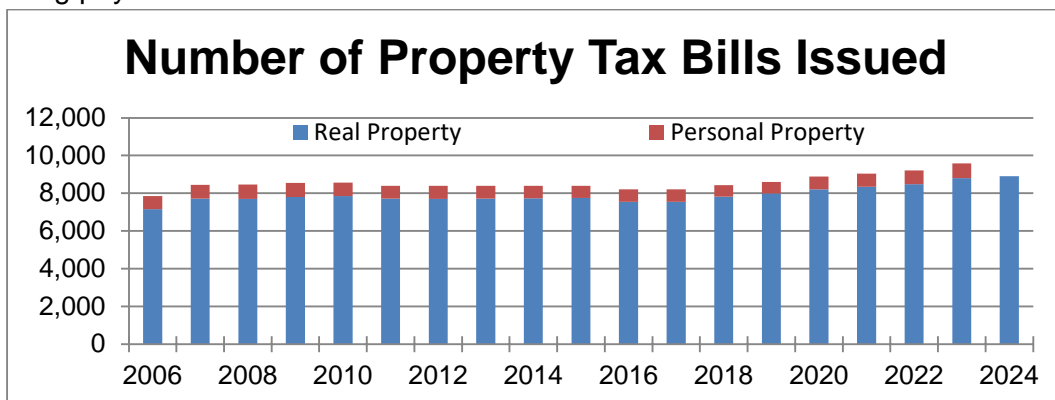


## Finance Monthly Department Report

For the Month of: December 2024

### Routine Finance Cycles

- Debt payments completed without issue.
- Monthly reports on purchasing card and ACH transactions and semi-monthly reports on checks issued submitted to Finance Committee and Council.
- Participated in a variety of conference calls with the League of Wisconsin Municipalities to learn about recent legislative and other activities.
- Submitted the annual sewer rate information and calculated the rate increase required. The average increase is about 4.5% with residential charges increasing \$2 per quarter and the usage rate increasing 15¢ per 1,000 gallons.
- Reconciled the final property tax roll with the County and reviewed sample tax bills to verify the calculations were done correctly. Updated the tax bill insert, FAQs, and other statistics that were shared with Council and on the website. Filed the Statement of Taxes (PA-632a), Referendum Data Worksheet (PA-687), and Tax Roll Certificate (PA-601f). Filed the mill rate worksheet with the DNR for PILT payments. Filed the levy limit worksheet. The total tax roll, including the overlying jurisdictions, tax increment, special assessments/charges is \$116 million. A total of 8,906 property tax bills were mailed on December 11th, 5 days before statutory deadline of December 16th.
- Held interview with FACTv about tax collection process and how to calculate a tax bill.
  - 2024 Property Tax Bill Breakdown:  
<http://factv.fitchburgwi.gov/CablecastPublicSite/show/16310?site=2>
  - Property Tax Payment Frequently Asked Questions:  
<http://factv.fitchburgwi.gov/CablecastPublicSite/show/16312?site=2>
- Through December 31<sup>st</sup>, a total of \$31.0 million was collected. The majority of the collections (93.0%) was by check. Online payments accounted for 6.9% with the remaining payments made in cash.



## Special Projects

- Participated in discussions and information gathering for union negotiations.
- Met with various staff to discuss purchasing policies, CIP projects, grant opportunities, and LTE staff proposals.
- Various meetings to discuss payroll questions and employee handbook updates.
- Issued the RFP for HR/Timekeeping/Payroll services. Responses are due January 24<sup>th</sup>. <http://www.fitchburgwi.gov/2979/Request-for-Proposals>
- Compiled the information to close-out the 2020A debt issuance. Final arbitrage reporting is expected in the first quarter of 2025.
- Compiled the information on the 2021A debt issuance. An arbitrage rebate payment will likely be required due to the delay in spend-down of the proceeds. The exact amount will be calculated in 2025 with payment likely in early 2026.
- Various TID development incentives and strategies were discussed and reviewed. Engaged Ehler's for a pro-forma review of a proposed new development in TID #14. Council action will be required prior to the execution of any Development Agreements.

## Staff

- Weekly, bi-weekly, monthly, and quarterly team meetings were held.
- Attended the annual Fitchburg Business Luncheon.

## Statistics

|                                | 2020   | 2021   | 2022   | 2023   | 2024   |
|--------------------------------|--------|--------|--------|--------|--------|
| Special Assessment Letters     | 895    | 730    | 625    | 496    | 538    |
| Payroll Payments               |        |        |        |        |        |
| Checks                         | 152    | 179    | 182    | 141    | 151    |
| ACH Payments                   | 7,543  | 6,974  | 7,038  | 7,327  | 7,523  |
| Cash Receipts (non-tax)        |        |        |        |        |        |
| Utility Billing                | 23,233 | 23,336 | 28,522 | 30,435 | 29,046 |
| Library                        | 1,531  | 1,565  | 521    | 202    | 231    |
| General*                       | 33,189 | 36,809 | 44,692 | 41,922 | 5,379  |
| OpenGov                        | -      | -      | -      | -      | 845    |
| Budget Amendments              |        |        |        |        |        |
| Administrative Approval        | 39     | 32     | 33     | 68     | 50**   |
| Council Action                 | 23     | 29     | 40     | 49     | 47**   |
| Purchasing Transactions        |        |        |        |        |        |
| Accounts Payable Checks        | 1,417  | 1,353  | 1,478  | 1,796  | 1,979  |
| Purchasing Card Payments       | 4,109  | 3,959  | 4,267  | 4,169  | 4,262  |
| Invoices Generated             |        |        |        |        |        |
| General Customer Invoices      | 309    | 522    | 470    | 497    | 475    |
| Quarterly/Annual Utility Bills | 26,785 | 27,674 | 29,162 | 30,085 | 30,744 |
| Final Utility Bills            | 45     | 802    | 708    | 630    | 675    |

|                                   | 2020    | 2021    | 2022    | 2023    | 2024    |
|-----------------------------------|---------|---------|---------|---------|---------|
| 1099 Filings                      |         |         |         |         |         |
| NEC                               | 44      | 50      | 62      | 77      | 73      |
| MISC                              | 9       | 8       | 20      | 10      | 10      |
| S                                 | 12      | 0       | 0       | 2       | 3       |
| W-2 Filings                       | 545     | 406     | 405     | 405     | 420     |
| Utility Customers                 |         |         |         |         |         |
| Water                             | 6,996   | 7,239   | 7,387   | 7,563   | 7,698   |
| Sewer                             | 6,303   | 6,529   | 6,799   | 6,970   | 7,095   |
| Stormwater                        | 6,439   | 6,665   | 6,928   | 7,064   | 7,172   |
| Tax Increment Districts (TID)     |         |         |         |         |         |
| Active Districts                  | 7       | 7       | 8       | 8       | 9       |
| Amended                           | 1       | -       | -       | -       | -       |
| Added                             | -       | -       | 2       | 2       | 1       |
| Closed                            | -       | -       | 1       | 2       | -       |
| TID Development Incentives        |         |         |         |         |         |
| Active PAYGO                      | 6       | 8       | 9       | 9       | 9       |
| New PAYGO                         | 2       | 3       | 2       | 3       | -       |
| Closed PAYGO                      | -       | 1       | 1       | 3       | -       |
| In Progress PAYGO                 | 7       | 5       | 4       | 2       | 3       |
| Projects Within Adopted Plan      |         |         |         |         |         |
| Capital Improvement Plan          | 97      | 105     | 116     | 120     | 122     |
| ARPA/TID Investment Plan          | -       | -       | 58      | 68      | 71      |
| Debt Service (in millions)        |         |         |         |         |         |
| Issued During Year                | \$19.3  | \$15.5  | -       | -       | \$8.8   |
| Outstanding as of 12/31           | \$63.3  | \$67.9  | \$62.3  | \$56.0  | \$60.9  |
| Limit Allowed by Statute          | \$185.3 | \$205.0 | \$241.8 | \$286.7 | \$308.4 |
| Limit Allowed by Policy           | \$111.2 | \$123.0 | \$145.1 | \$172.0 | \$185.0 |
| Moody's Credit Rating             | Aa1     | Aa1     | Aa1     | Aa1     | Aaa     |
| Expenditure Budgets (in millions) |         |         |         |         |         |
| General Fund                      | \$21.9  | \$22.6  | \$24.5  | \$27.0  | \$31.4  |
| Debt Service                      | \$5.7   | \$12.6  | \$7.4   | \$8.3   | \$7.3   |
| Capital Projects Fund             | \$18.3  | \$12.1  | \$7.4   | \$20.0  | \$35.5  |
| All Other Funds                   | \$20.6  | \$40.5  | \$25.3  | \$52.2  | \$40.1  |
| Total City                        | \$66.5  | \$87.8  | \$64.6  | \$107.5 | \$114.3 |

\*with the implementation of OpenGov, most permit payments are imported as a single daily transaction rather than individual payments

\*\*additional amendments may be completed for 2024 as the end of year process continues into 2025



**FITCHBURG FIRE DEPARTMENT** >>>>

**MONTHLY UPDATE** >>>>

DECEMBER 2024



# FITCHBURG FIRE DEPARTMENT MONTHLY REPORT

FOR THE MONTH OF NOVEMBER

## CALLS FOR SERVICE

EMERGENCY MEDICAL  
SERVICES ASSIST

**\* 159**

STILL ALARM

**53**

MOTOR VEHICLE  
ACCIDENTS

**14**

STRUCTURE FIRES

**2**

TOTAL CALLS THIS MONTH

**228**

TOTAL CALLS FOR THE YEAR

**2,631**

**2023**

TOTAL CALLS THIS MONTH

**240**

TOTAL CALLS FOR THE YEAR

**2,875**

**2024**

AVERAGE RESPONSE TIME FOR THE MONTH:

**6 mins 13 secs**

## STAFFING

CAREER  
STAFF

**19**

\*Approved staffing = 20

PAID ON CALL  
FIREFIGHTERS

**19**

\*Approved staffing = 50

INTERN  
FIREFIGHTERS

**6**

\*Approved staffing = 6

SUPPORT  
STAFF

**9**

\*Approved staffing = 10

TOTAL MEMBERS **54**

## AT A GLANCE

INSPECTIONS

**102**

PUBLIC EDUCATION  
EVENTS

**1**

TRAINING HOURS

**301**



## STRUCTURE FIRE OVERVIEW

The Department responded to a total of 2 structure fire this past month.

Compared to last month:

Structure Fire calls are up one from last month.

*DATE*

*LOCATION*

*FIRE DESCRIPTION*

12/01/2024

18509 CTH D - Mutual Aid Town of Exeter

Shed Fire

12/12/2024

4520 Thurston Road

Apartment Fire

## PUBLIC EDUCATION EVENTS OVERVIEW

The Department participated in 1 public education event this past month.

- 12/14/24 - Holiday Light Tour at Station 1

## PERSONNEL NOTES

- Leave of Absence: Stewart

## RECRUITMENT

- **POX firefighter recruitment process:**
  - Opened
- **Intern firefighter recruitment process:**
  - Opened
- **Fire Chief recruitment process:**
  - Opened

## PROMOTIONS

- FF Sutter and FF Westphal promoted to Lieutenants on January 6, 2025



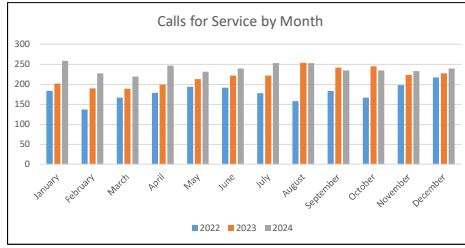
**FITCHBURG FIRE DEPARTMENT**  
 Interim Fire Chief Chad Grossen  
 5791 Lacy Road Fitchburg, WI 53711  
 Station: 608-270-7070 Fax: 608-270-7041  
 www.fitchburgwi.gov/fire



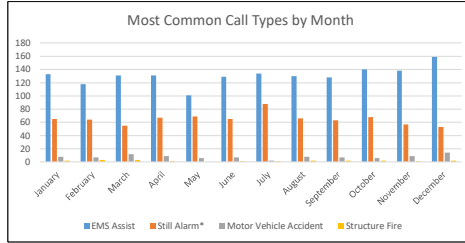
**FIRE DEPARTMENT STAFFING REPORT**  
 As of December 31, 2024

**Fire Department Activity Report**  
 As of December 31, 2024

| Calls for Service by Month |      |      |      |        |
|----------------------------|------|------|------|--------|
| Month                      | 2022 | 2023 | 2024 | Change |
| January                    | 184  | 202  | 259  | 28%    |
| February                   | 137  | 190  | 228  | 20%    |
| March                      | 167  | 189  | 220  | 16%    |
| April                      | 179  | 200  | 247  | 24%    |
| May                        | 194  | 213  | 232  | 9%     |
| June                       | 192  | 222  | 240  | 8%     |
| July                       | 178  | 222  | 253  | 14%    |
| August                     | 158  | 254  | 253  | 0%     |
| September                  | 184  | 242  | 235  | -3%    |
| October                    | 167  | 245  | 235  | -4%    |
| November                   | 198  | 224  | 233  | 4%     |
| December                   | 217  | 228  | 240  | 5%     |
| Total                      | 2155 | 2631 | 2875 | 127%   |
| Projection                 |      |      |      |        |

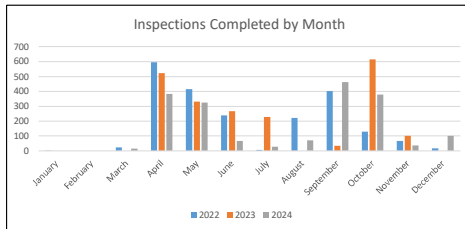


| Most Common Call Types by Month |            |              |                        |                |
|---------------------------------|------------|--------------|------------------------|----------------|
| Month                           | EMS Assist | Still Alarm* | Motor Vehicle Accident | Structure Fire |
| January                         | 133        | 65           | 8                      | 2              |
| February                        | 118        | 64           | 7                      | 3              |
| March                           | 131        | 55           | 12                     | 3              |
| April                           | 131        | 67           | 9                      | 1              |
| May                             | 101        | 69           | 6                      | 0              |
| June                            | 129        | 65           | 7                      | 1              |
| July                            | 134        | 88           | 2                      | 1              |
| August                          | 130        | 66           | 8                      | 2              |
| September                       | 128        | 63           | 7                      | 2              |
| October                         | 140        | 68           | 6                      | 2              |
| November                        | 138        | 57           | 9                      | 1              |
| December                        | 159        | 53           | 14                     | 2              |



\*Still Alarms include: Alarm Sounding, Car Fires, Odor Investigations

| Inspections Completed by Month |      |      |      |
|--------------------------------|------|------|------|
| Month                          | 2022 | 2023 | 2024 |
| January                        | 1    | 0    | 0    |
| February                       | 0    | 0    | 0    |
| March                          | 23   | 0    | 15   |
| April                          | 596  | 522  | 382  |
| May                            | 416  | 332  | 324  |
| June                           | 238  | 266  | 66   |
| July                           | 6    | 227  | 27   |
| August                         | 221  | 0    | 70   |
| September                      | 403  | 35   | 462  |
| October                        | 129  | 615  | 378  |
| November                       | 67   | 101  | 37   |
| December                       | 17   | 0    | 102  |
| Total                          | 2117 | 2098 | 1863 |



|                        | Authorized Headcount | Number of Members | Light Duty / On Leave | TOTAL     | +/- Headcount | M/F         |
|------------------------|----------------------|-------------------|-----------------------|-----------|---------------|-------------|
| <b>Career Staff</b>    | <b>20</b>            |                   |                       | <b>19</b> |               |             |
| Chiefs                 | 5                    | 4                 | 0                     | 4         | -1            | 4/C         |
| Lieutenants            | 5                    | 5                 | 0                     | 5         | 0             | 3/C         |
| Firefighters           | 9                    | 9                 | 0                     | 9         | 0             | 11/F        |
| Admin Services Mng     | 1                    | 1                 | 0                     | 1         | 0             | 0/F         |
| <b>Part-Time Staff</b> | <b>66</b>            |                   |                       | <b>34</b> |               |             |
| Chiefs (POX)           | 2                    | 1                 | 0                     | 1         | -1            | 1/C         |
| Lieutenants (POX)      | 3                    | 0                 | 0                     | 0         | -3            | 0/C         |
| Firefighters (POX)     | 45                   | 19                | 0                     | 19        | -26           | 18/F        |
| Intern Staff           | 6                    | 6                 | 0                     | 6         | 0             | 3/F         |
| Support Staff          | 10                   | 8                 | 0                     | 8         | -2            | 8/F         |
| <b>Total</b>           | <b>86</b>            | <b>53</b>         | <b>0</b>              | <b>53</b> | <b>-33</b>    | <b>46/F</b> |

**PERSONNEL NOTES**

- Leave of Absence: Stewart

**RECRUITMENT**

- POX firefighter recruitment process:
  - Opened
- Intern firefighter recruitment process:
  - Opened
- Fire Chief recruitment process:
  - Opened

**PROMOTIONS**

- FF Sutter and FF Westphal promoted to Lieutenants on January 6, 2025

**FIREFIGHTER OVERTIME**

| Month            | Total Hours |
|------------------|-------------|
| Jan              | 214         |
| Feb              | 287         |
| Mar              | 449.5       |
| Apr              | 246         |
| May              | 250         |
| Jun              | 239.5       |
| Jul              | 442         |
| Aug              | 320         |
| Sep              | 632         |
| Oct              | 824         |
| Nov              | 800         |
| Dec              | 572         |
| <b>TOTAL HRS</b> | <b>5276</b> |

**YEAR-TO-DATE MANDATES**

| Month                  | # of Mandates | Total Hours |
|------------------------|---------------|-------------|
| Jan                    | 0             | 0           |
| Feb                    | 0             | 0           |
| Mar                    | 0             | 0           |
| Apr                    | 1             | 10          |
| May                    | 0             | 0           |
| Jun                    | 2             | 20          |
| Jul                    | 6             | 96          |
| Aug                    | 8             | 117         |
| Sep                    | 5             | 92          |
| Oct                    | 13            | 226         |
| Nov                    | 8             | 107         |
| Dec                    | 7             | 88          |
| <b>TOTAL HOURS:</b>    | <b>756</b>    |             |
| <b>TOTAL MANDATES:</b> | <b>50</b>     |             |

**CURRENT MONTH MANDATES**

| Date     | Firehouse      | Position      | Hours |
|----------|----------------|---------------|-------|
| 12/7/24  | S Syene Rd     | Aerial Driver | 10    |
| 12/12/24 | S Syene Rd     | FF            | 10    |
| 12/21/24 | S Syene Rd     | FF            | 24    |
| 12/25/24 | Marketplace Dr | Driver        | 10    |
| 12/25/24 | S Syene Rd     | FF            | 10    |
| 12/25/24 | S Syene Rd     | Officer       | 14    |
| 12/29/24 | S Syene Rd     | Aerial Driver | 10    |



# Human Resources Monthly Department Report

**For the Month of: December 2024**

## **Projects & Initiatives**

- The 2024 employee luncheon was held, and milestone anniversaries were celebrated. An end of year slideshow highlighting accomplishments was shown.
- The internal MVV team met to score the nominations for the first Employee Recognition Ceremony. This new annual ceremony will be held after hours recognizing four (4) staff members who embody one of the City's core values. The ceremony will be held on Wednesday, January 29<sup>th</sup> in the Chambers at 6 pm. Staff and their family/friends are invited where we will read their nominations, and they will receive a plaque. Light food and refreshments and pictures following. The staff nominated by their peers to be recognized:
  - Amy Jordan for Service
  - Joyce Frey for Teamwork
  - Scott Yarbrough for Innovation
  - Misty Dodge for Accountability
- Continued contract negotiations with the Police & Fire unions.
- Continued work on the Fire Chief recruitment. Presentation to the Police & Fire Commission in December where the recruitment process and timeline was approved. The Fire Chief position will be posted on January 2, 2025.
- Continued work on the City's employee engagement survey. The City's first all staff employee engagement survey will go out on January 27, 2025.
- Olson sat on the hiring panel for the Fitchrona Division Chief of Training.

## **Permanent Hires and Promotions**

- Matthew Sutter promoted to Fire Lieutenant
- Scott Westphal promoted to Fire Lieutenant

## **Current Permanent Recruitments**

- Police Officer – continuous recruitment; three vacancies remain.
- Community Center/Recreation Coordinator – interviews in early January.
- Utility Maintenance Worker – one conditional offer accepted.
- Streets Maintenance Worker – utility employee transferring to Streets.
- Building Maintenance Technician/Lead Custodian – currently accepting applications.

## **Turnover of Permanent Employees**

- Streets Maintenance Worker (promotion to a Director level maintenance position elsewhere)
- Building Maintenance Technician/Lead Custodian - Retirement

## Workers Compensation Claims

- Police Department (2)
- Fire (1)
- Public Works (1)

**That's a wrap. Thank you for the opportunity to support such a talented workforce!**





# Information Technology Monthly Department Report

For the Month of: December 2024

## Projects

The IT team is working on:

- Computer replacements continue
  - PD (5), Econ. Dev. (1), Fire (1), Legal (1)
- Wireless access points replacements in progress
- Virtual infrastructure updates
- Windows updates
- Network hardware updates in progress at Fire Station 2

## Other Items

- Updated Alert Media Users and registration information
- Updated credit card machines
- UPS replacement Fire 2

## GIS Initiatives

- ☁ Storm updates of inlets, manholes, storm sewer (~350)
- 👤 🚒 FD walkthrough at Forest Edge
- 📄 Updated zoning and future land use feature services in AGO
- 📄 Open Gov update
- 📦 Geodatabase maintenance
- 📄 Parcel updates
- 💧 Sanitary/Water utility updates

## Statistics

ServiceDesk

156 Helpdesk tickets were processed, 33 remain open



## Legal Monthly Department Report

For the Month of: December 2024

### Development/Land Use Update

- Bowman Plaza TIF request
- Access & Addressing at The Ridge

### Other

- Ongoing existing tax assessment cases coordinate/oversee litigation with tax assessment counsel.
- Municipal pretrials for municipal and Circuit Court cases
- Country View Mobile Home Park issues & special chronic nuisance hearing
- Completed CLE hours



# Library Monthly Department Report

For the Month of: December 2024

## Checkouts/Renewals/Holds

Checkouts – 16,398

Renewals – 6,176

Holds Filled – 5,953

## Programming for Adults

Adult Programs – 5

Adult Program Attendees – 49

## Programming for Kids

Youth Programs – 22

Youth Program Attendees – 414

Youth Self Directed Programs – 1

Youth Self Directed Attendees – 153

Teen Programs – 2

Teen Program Attendees – 6

Teen Self Directed Programs – 1

Teen Self Directed Attendees – 28

## Outreach

Programs – 3

Program Attendees – 46

## Computer & Wireless Sessions

Computer Sessions – 429

Wireless Sessions – 29,342

## Meeting Room Reservations

Meeting Room Reservations – 61

## Overdrive Checkouts

Overdrive eBook Checkouts – 2,583

Overdrive Audio Checkouts – 2,898

This December, the story time room was packed with kids excited to decorate their own gingerbread houses.



A collection of books for Spanish speakers learning English was added to the library's collection through a grant from Beyond the Page.



The Quiet Reading Room is the perfect place to spend a December day in front of the fire!





# Parks, Rec. & Forestry Monthly Department Report

For the Month of: December 2024

## Parks

- Park/Forestry Operations included in Public Works report.

## Forestry

### Urban Forestry

- Finalized cooperative agreement with the Urban Tree Alliance on an Inflation Reduction Act grant funded tree planting project in City of Fitchburg Healthy Neighborhoods.
- Attended Tree Fund webinar on Tree Caused Power Outages.
- Attended a meeting regarding the Kyle Stiegert Greenway.
- Attended a CVMIC leadership training on “Performance Reviews” and “Negotiations” as part of the Perfecting Leadership certification program.
- Attended a Parks Commission meeting.
- Attended Urban Forestry today webinar “New Technologies in Urban Forestry: Terrestrial Laser Scanning.”
- Marked Callery pear trees for removal as appropriate.
- Continued to marked ash trees for removal as necessary.
- Attended the Arbor Day Foundation “Partners in Community Forest” conference
- Worked with FACTv to film a short tour of McGaw Park.
- Met with Urban Tree Alliance about Arbor Day 2025 and tree planting in Southdale.
- Responded to resident’s requests for service. Particularly dead ash trees and storm damage.
- Participated in two planning meetings for Southdale Park.
- Participated in the sidewalk construction pre-construction meeting in regard to root cutting.
- Participated in an interview panel for the City of Madison Forestry Inspector position.

### Naturalist

- Sent the 2025 prescribed burn project out to bid.
- Submitted invoices as appropriate.

### Volunteer Coordination

- Helped a volunteer put together a tree related article for the Fitchburg Star.

## Recreation

Items from the Rec. Dept.

- Rec. program revenue = \$2,620.00
- CC rental revenue = \$550.00
- Shelter/athletic facility rental revenue = NA

|                                     | <b>2020<br/>Actual</b> | <b>2021<br/>Actual</b> | <b>2022<br/>Actual</b> | <b>2023<br/>Actual</b> | <b>2024<br/>Actual</b> |
|-------------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Recreation program revenue          | \$21,457               | \$102,509              | \$155,485              | \$173,350              | \$153,719              |
| Community Center rental revenue     | \$17,618               | \$19,773               | \$16,500               | \$17,713               | \$19,589               |
| Park shelter/athletic field revenue | \$9,757                | \$55,198               | \$68,794               | \$78,861               | \$92,636               |
| Total revenues                      | \$48,832               | \$177,480              | \$240,779              | \$269,925              | \$265,944              |

### **Projects-Park Commission**

- Attended monthly Park & Recreation, Building and Grounds meetings with City Administration.
- Held monthly update meeting with City Forester/Naturalist on related Urban Forestry items.
- Had three locates/meetings with families at Oak Hall Cemetery.
- Attended biweekly construction meeting regarding the HUB project.
- Attended Finance and Common Council meetings to discuss budget amendment for CC LTE position along with the Kyle Stiegert Grenway proposal.
- Participated in Park Maintenance crew interviews.
- Met with EOR and staff at Southdale Park to review the updated plan.
- Met with staff to discuss filling of Recreation Coordinator position.
- Attended Stoner Prairie and Greenfield Neighborhood Plan meetings to discuss parks.
- Attended Strategic Plan meeting.
- Attended CVMIC training course – External Communication for Leaders in Waukesha.



# Planning & Zoning Monthly Department Report

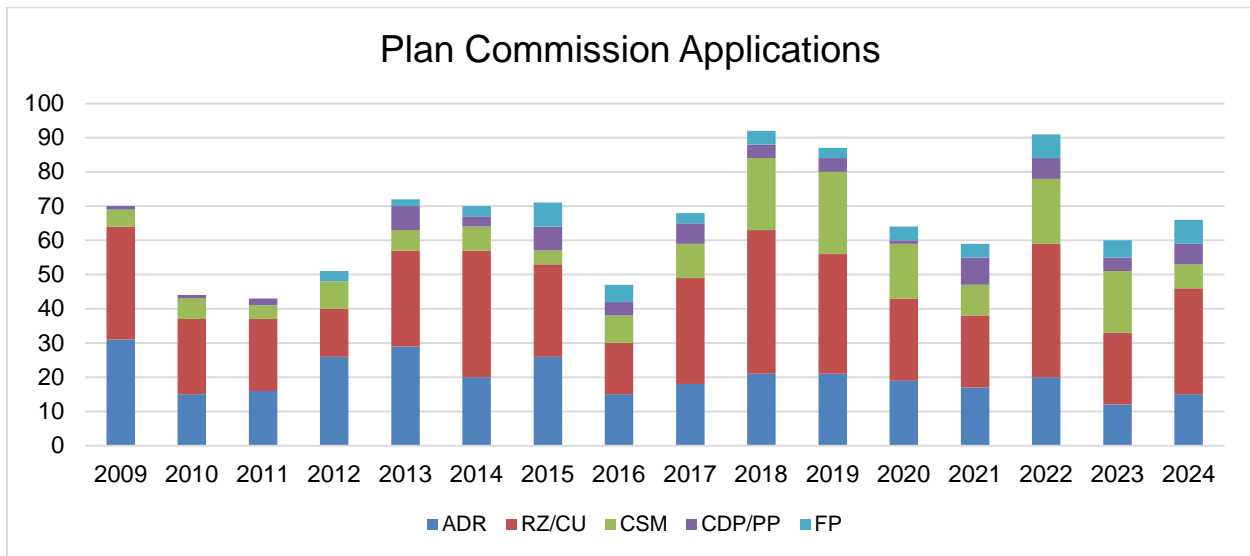
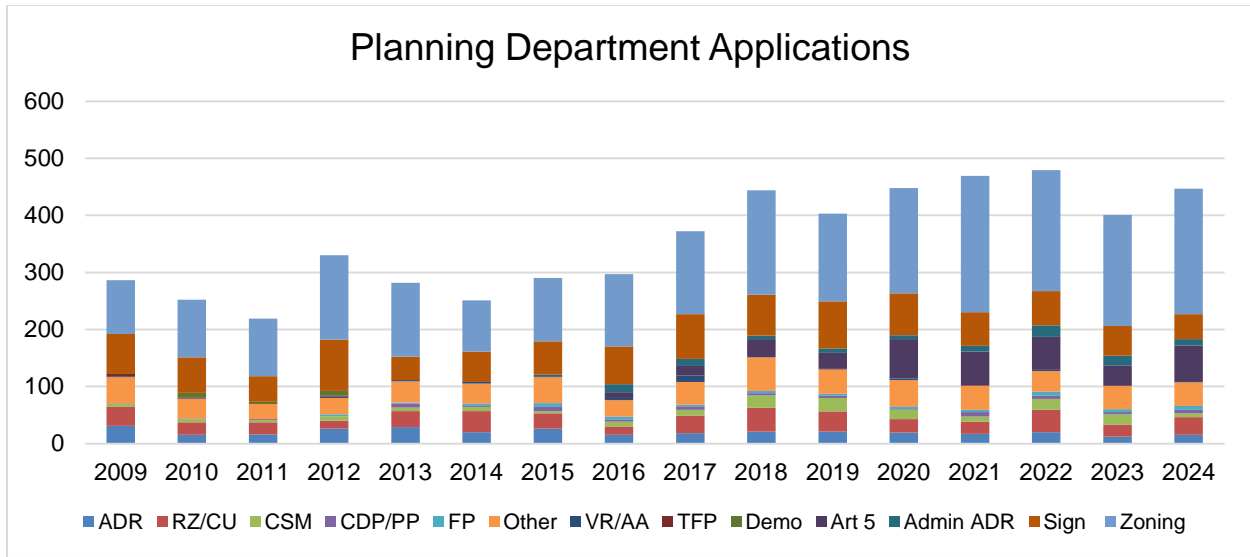
For the Month of: December 2024

## Plan Commission Applications Processed

- A. [Conditional Use CU-2571-24](#) Request by David Porto, Agent for MPS2P LLC, to Obtain a Restaurant, Drinking Places, and Amusement & Recreational Services Conditional Use Permit to Operate an Event Space in Conjunction with a Catering Prep Kitchen Located on Property Associated with 5302 Anton Drive **Approved with the addition of condition #14: Parking for patrons and staff must be accommodated exclusively on private property. On-street parking is not permitted.**
- B. [Final Plat FP-2575-24](#) Request by Sherry Yu, Agent for Fitchburg Lands LLC, to Obtain Final Plat Approval to Replat a Portion of the 4th Addition to Terravessa to Create 28 Buildable Lots on Property Located off Lacy Road **Approved**
- C. [ADR - Doxa Church Expansion](#) Request by John Seamon, Agent for 2700 Novation Parkway LLC, to Obtain Architectural Design Review Approval for an Expansion to the Existing Church Facility on Property Associated with 2700 Novation Parkway. **Approved**
- D. [Pre-App - Olive Tree Condos](#) Request by Ayesha Liaqat and Ali Chaudhry, Agents for Hoophoe Holdings LLC, to Obtain Pre-Application Review for a Proposed Residential Development on Properties Associated with 2735 Rimrock Road. **Approved**
- E. [\\*\\*AMENDED Ordinance 2024-O-37\\*\\*](#) Creating Outdoor Lighting Regulations by Creating Chapter 28 of Fitchburg General Code of Ordinances Postponed until the January 18, 2025, Plan Commission meeting. The commission provided the following comments and considerations:  
Sec. 28-5 (6) - A suggestion from one commissioner to require compliance for one and two-family dwellings. For example, applicability could be expanded to include planned development districts with single-family and duplex residences. Because not all single-family and duplex residences are approved via PDD, this would lead to applicability for some residences and not others.  
Sec. 28-5 (8) - Temporary lighting for emergency services and outdoor events/festivals could be exempted.  
Sec. 28-10 (2) - Clarify how the fine is determined to be \$100 or more?  
How can we address the light spill from the Park Bank TV?
- F. [Resolution R-217-24](#) Granting an Underground Electric Easement on Outlot 5 in Crescent Crossing **Approved**

## Applications Processed

| <i>Type</i>                                     | <i>2023 Totals</i> | <i>2024 Totals</i> | <i>January</i> | <i>February</i> | <i>March</i> | <i>April</i> | <i>May</i> | <i>June</i> | <i>July</i> | <i>August</i> | <i>September</i> | <i>October</i> | <i>November</i> | <i>December</i> |
|-------------------------------------------------|--------------------|--------------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|----------------|-----------------|-----------------|
| Architectural Design Review                     | 12                 | 15                 | 1              | 1               | 3            | 1            | 0          | 1           | 1           | 1             | 3                | 1              | 1               | 1               |
| Rezone / Conditional Use Permit                 | 21                 | 31                 | 1              | 1               | 1            | 4            | 2          | 3           | 3           | 3             | 4                | 4              | 4               | 1               |
| Certified Survey Map                            | 18                 | 7                  | 0              | 0               | 0            | 3            | 1          | 0           | 1           | 1             | 1                | 0              | 0               | 0               |
| Comprehensive Development Plan Preliminary Plat | 4                  | 6                  | 0              | 2               | 0            | 0            | 1          | 1           | 0           | 2             | 0                | 0              | 0               | 0               |
| Final Plat                                      | 5                  | 7                  | 0              | 1               | 1            | 0            | 1          | 1           | 1           | 0             | 1                | 0              | 0               | 1               |
| Other                                           | 41                 | 41                 | 1              | 6               | 4            | 2            | 4          | 4           | 0           | 0             | 0                | 6              | 11              | 3               |
| Variance                                        | 0                  | 1                  | 0              | 0               | 0            | 0            | 1          | 0           | 0           | 0             | 0                | 0              | 0               | 0               |
| Telecommunications Facilities Permit            | 0                  | 0                  | 0              | 0               | 0            | 0            | 0          | 0           | 0           | 0             | 0                | 0              | 0               | 0               |
| SmartCode Article 3                             | 1                  | 1                  | 0              | 0               | 0            | 0            | 0          | 0           | 0           | 0             | 0                | 0              | 1               | 0               |
| SmartCode Article 5                             | 36                 | 64                 | 3              | 8               | 12           | 3            | 5          | 5           | 7           | 6             | 3                | 3              | 5               | 4               |
| Architectural Design Review Admin.              | 17                 | 11                 | 1              | 0               | 1            | 0            | 0          | 0           | 2           | 0             | 1                | 2              | 2               | 2               |
| Sign Permits                                    | 52                 | 44                 | 7              | 3               | 1            | 5            | 4          | 2           | 7           | 4             | 3                | 5              | 3               | 0               |
| Zoning Permits                                  | 195                | 220                | 9              | 20              | 21           | 18           | 17         | 20          | 16          | 28            | 19               | 27             | 11              | 14              |
| Early Start Permits                             | 55                 | 81                 | 5              | 8               | 13           | 4            | 6          | 8           | 7           | 8             | 5                | 5              | 6               | 6               |
| Zoning Letters                                  | 14                 | 17                 | 2              | 0               | 3            | 0            | 0          | 4           | 0           | 2             | 1                | 0              | 4               | 1               |
| <b>Totals</b>                                   | <b>471</b>         | <b>546</b>         | <b>30</b>      | <b>50</b>       | <b>60</b>    | <b>40</b>    | <b>42</b>  | <b>49</b>   | <b>45</b>   | <b>55</b>     | <b>41</b>        | <b>53</b>      | <b>48</b>       | <b>33</b>       |



## Neighborhood Plans

- Staff planned to hold the next Greenfield Neighborhood Plan Steering Committee meeting in early December. However, that meeting was postponed after staff received a petition from Greenfield neighbors. Staff has also received a letter of requests from the Friends of Waubesa Wetlands. Staff will reschedule the steering committee meeting and prepare a response to the petition and to the Waubesa Wetlands letters.
- A South Stoner Prairie Neighborhood Plan steering committee meeting and open house was held in December.
- The planning team is preparing the draft plan documents and finalizing the utility plans.

### Healthy Neighborhoods Programs

- The Healthy Neighborhoods Advisory Committee met in December to approve the Neighborhood Navigator contract for 2025 and discuss the Healthy Neighborhoods Grant program.
- Council approved the 2025 Neighborhood Navigator contract with Dane County.
- Staff continues preparing an update to the Healthy Neighborhoods Strategic Plan. Staff continues to interview nonprofits supporting Fitchburg residents and collect data.
- The Neighborhood Navigators served 40 persons and 12 new persons.

### Sustainability

- Officially kicked off Bicycle & Pedestrian Plan update process, conducting initial calls and tasks with the consultant and holding a kickoff discussion at the December Bicycle & Pedestrian Commission meeting.
- Completed Green Tier Legacy Communities annual report for 2023.
- Selected to present at Growing Sustainable Communities Conference in Dubuque, IA in April, with two neighboring Dane County municipalities.
- Nearing completion of Sustainability Plan implementation matrix; began scheduling January staff meetings to discuss implementation details and practicality.

### Agricultural & Rural Affairs

- The Agricultural & Rural Affairs Committee did not meet in December.

### Other

- Development Team Meetings:
  - a. Osborn Property
  - b. LifePoint/Avante
- Staff supported the finalization and approval of the Park and Open Space Plan.



**MONTHLY UPDATE**  
December 2024

# MONTHLY UPDATE | DECEMBER



## CALL FOR SERVICE OVERVIEW

The Department handled 1,041 citizen-generated calls for service.

Officers initiated 1,381 calls.

### Compared to last month:

Citizen-generated calls decreased by 44. Officer-initiated calls increased by 35.

### Compared to last December:

Citizen-generated calls increased by 63. Officer-initiated calls decreased by 626.

## CRIME

### PROPERTY CRIME

- Four burglaries were reported this month.
- Two vehicles were reported stolen this month.

### SHOTS FIRED/GUN-RELATED CRIME

- There were no reports of a shooting or shots fired this month.
- Six firearms were seized as evidence this month.
- There were two robberies reported.

### DOMESTIC VIOLENCE

- Officers investigated nine domestic violence incidents this month.

## OTHER NOTABLE EVENTS

### INCIDENTS, INVESTIGATIONS, AND ARRESTS

**Bank Robbery, Felon in Possession of Firearm | 12/2** | Fitchburg officers were dispatched to Chase Bank, located at 3052 Cahill Main, for the report that the bank was robbed at gunpoint. It was reported by witnesses to officers that two masked males entered the bank and displayed firearms. One of the males jumped over the teller counter and pointed a firearm at a bank teller demanding cash. The suspects then exited the bank. No bank employees or witnesses were injured during the robbery.

**Battery, Criminal Damage to Property, Disorderly Conduct | 12/2** | Fitchburg officers were dispatched to the report of a disturbance between a male and female at the Main Stay Suites on Caddis Bend. The victim reported that she and the male suspect were experiencing relationship issues and arguing and fighting over keys to a vehicle. When the victim would not provide the male with the vehicle keys, he jumped over a couch and tackled the female to the ground where he began punching her in the face with closed fists. He then began to kick and stomp on her face and body with his feet. The male then exited the hotel and used a rock to smash the windows out of the female's vehicle. He then fled the scene and was located by Fitchburg officers a short time

## MONTHLY UPDATE | DECEMBER



later. The suspect, a 39-year-old Milwaukee man, was arrested and booked into the Dane County Jail on charges of Battery, Criminal Damage to Property, and Disorderly Conduct.

**Resisting Officer, Battery, Disorderly Conduct | 12/8** | Fitchburg officers were dispatched to Ten Pin Alley for the report of a disturbance involving a customer throwing his jacket over a female's head and striking her in the face. The victim reported to officers a male had entered the establishment and appeared to be extremely intoxicated and was placing his head down on the bar top. The on duty bartender informed the intoxicated male he needed to leave, but the male refused to. The intoxicated male then walked over to where the female victim was and put his jacket over her head and punched her in the face. The male then fled the establishment and was located by officers hiding in a nearby marsh area. Officers placed the suspect, a 50-year-old Verona man, under arrest and transported him to the Dane County Jail. During the transport and upon arrival at the jail, the male was uncooperative, refused to exit the squad car, and attempted to kick a Fitchburg officer. He was booked in on the charges of Battery, Disorderly Conduct, and Resisting an Officer.

**Battery, Disorderly Conduct (domestic) | 12/18** | The Fitchburg Police Department received a call from a male stating he had just "put hands" on his fiancé and "could not control himself." Officers responded to the residence located in 2900 block of Fish Hatchery Road and made contact with the involved parties. The victim reported to officers her fiancé arrived to their residence intoxicated and an argument ensued between them. During the argument, the male was attempting to get a set of keys out of the female's hand. The male then lifted her off the ground and slammed her onto a bed, causing her pain. The offender, a 33-year-old Fitchburg man, was arrested and booked into the Dane County Jail on charges of Battery (domestic) and Disorderly Conduct (domestic).

# MONTHLY UPDATE | DECEMBER



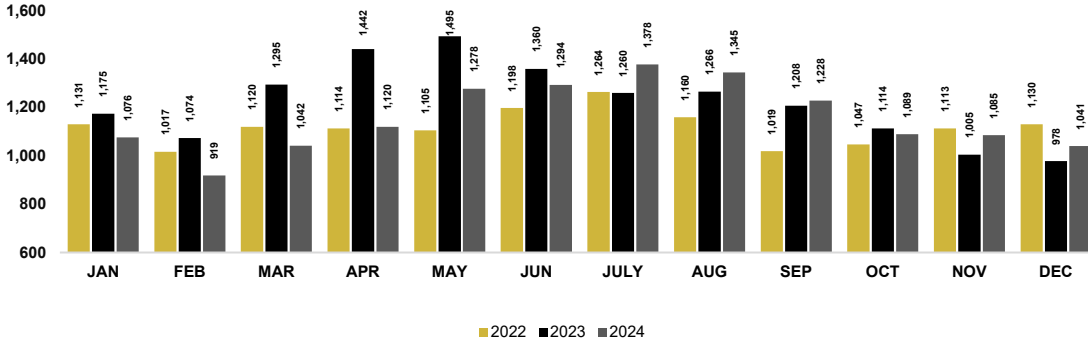
| Case Number | Date       | Location                | Alder District | Incident Description                                                       |
|-------------|------------|-------------------------|----------------|----------------------------------------------------------------------------|
| 24-25843    | 12/2/2024  | 3000 Cahill Main        | 2              | Robbery of Financial Institution                                           |
| 24-25860    | 12/2/2024  | 2800 Fish Hatchery Rd   | 2              | Battery, Disorderly Conduct                                                |
| 24-25824    | 12/2/2024  | 5700 Williamsburg Way   | 1              | Family Trouble                                                             |
| 24-25865    | 12/2/2024  | 5400 Caddis Bend        | 2              | Battery, Criminal Damage to Property, Disorderly Conduct                   |
| 24-25904    | 12/2/2024  | 2600 Country Rose Ct    | 3              | Burglary, Trespass                                                         |
| 24-25906    | 12/3/2024  | 3300 Leopold Way        | 2              | Battery, Disorderly Conduct                                                |
| 24-25973    | 12/3/2024  | 2900 Fish Hatchery Rd   | 3              | Theft from Auto                                                            |
| 24-26352    | 12/8/2024  | 6200 Nesbitt Rd         | 4              | Resisting Officer, Battery, Disorderly Conduct                             |
| 24-26373    | 12/9/2024  | 4800 Brassica Rd        | 3              | Burglary, Theft                                                            |
| 24-26382    | 12/9/2024  | 4800 Brassica Rd        | 3              | Burglary, Theft                                                            |
| 24-26386    | 12/9/2024  | 4800 Brassica Rd        | 3              | Burglary, Theft                                                            |
| 24-26427    | 12/9/2024  | 3300 Leopold Way        | 2              | Disorderly Conduct (Domestic)                                              |
| 24-26764    | 12/13/2024 | 5400 Williamsburg Way   | 1              | Family Trouble                                                             |
| 24-26841    | 12/14/2024 | 3300 Leopold Way        | 2              | Family Trouble                                                             |
| 24-26889    | 12/15/2024 | 2200 High Ridge Trl     | 2              | Battery, Disorderly Conduct                                                |
| 24-26926    | 12/15/2024 | 2900 Richardson St      | 2              | Family Trouble                                                             |
| 24-26997    | 12/16/2024 | 2900 Fish Hatchery Rd   | 3              | Robbery with Use of Force                                                  |
| 24-27134    | 12/18/2024 | 2900 Fish Hatchery Rd   | 3              | Battery, Disorderly Conduct (Domestic)                                     |
| 24-27195    | 12/18/2024 | 2700 Pheasant Ridge Trl | 3              | Sexual Assault                                                             |
| 24-27278    | 12/19/2024 | 2300 Traceway Dr        | 2              | Family Trouble                                                             |
| 24-27385    | 12/20/2024 | 5500 Lacy Rd            | 3              | Sexual Assault                                                             |
| 24-27558    | 12/23/2024 | 5600 Williamsburg Way   | 1              | Motor Vehicle Theft                                                        |
| 24-27695    | 12/25/2024 | 2400 Chalet Gardens Ct  | 1              | Family Trouble                                                             |
| 24-27712    | 12/25/2024 | 3300 Leopold Way        | 2              | Family Trouble                                                             |
| 24-27884    | 12/28/2024 | 2900 Index Rd           | 3              | Battery, Disorderly Conduct (while armed)                                  |
| 24-28060    | 12/30/2024 | 6300 Nesbitt Rd         | 4              | Theft from Auto, Criminal Damage to Property, Credit Card - Fraudulent Use |

Incident descriptions reflect preliminary classifications that may change over the course of the investigation.

# FITCHBURG POLICE DEPARTMENT MONTHLY ACTIVITY December 2024

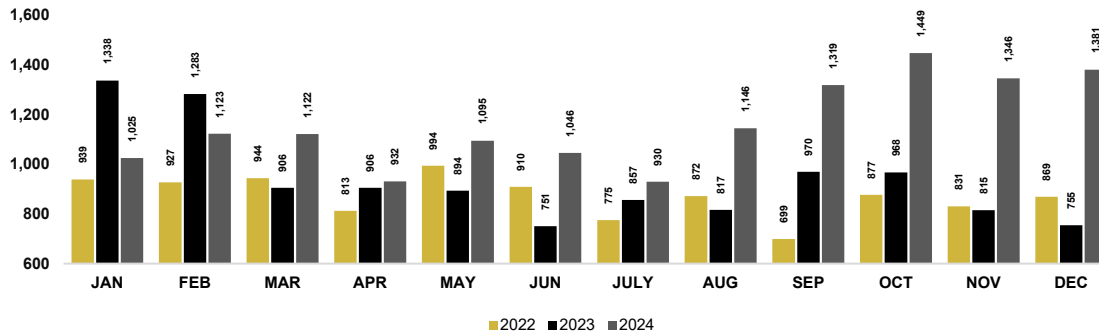


## CITIZEN GENERATED CALLS FOR SERVICE



| 2023 YTD | 2024 YTD | YTD % +/- |
|----------|----------|-----------|
| 13,694   | 13,895   | 1.5       |

## OFFICER INITIATED CALLS FOR SERVICE



| 2023 YTD | 2024 YTD | YTD % +/- |
|----------|----------|-----------|
| 10,505   | 13,914   | 32        |

## NOTABLE INCIDENTS

|                    | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2023 YTD | 2024 YTD | YTD % +/- |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-----------|
| Abduction/FI       | 0   | 0   | 1   | 0   | 1   | 2   | 2   | 0   | 1   | 0   | 2   | 1   | 2   | 0   | 0   | 4   | 1   | 2   | 1   | 1   | 1   | 1   | 0   | 0   | 9        | 13       | 44        |
| Murder             | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1        | 0        | -100      |
| Homicide           | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1        | 0        | -100      |
| Robbery            | 1   | 0   | 1   | 2   | 0   | 1   | 1   | 0   | 0   | 2   | 1   | 1   | 0   | 1   | 0   | 0   | 0   | 0   | 2   | 0   | 0   | 1   | 1   | 2   | 9        | 7        | -22       |
| Sexual Assault     | 1   | 3   | 0   | 4   | 2   | 1   | 2   | 1   | 1   | 1   | 2   | 0   | 3   | 0   | 1   | 0   | 1   | 1   | 3   | 0   | 0   | 1   | 1   | 2   | 18       | 13       | -28       |
| Aggravated Assault | 9   | 7   | 4   | 7   | 10  | 5   | 2   | 8   | 5   | 3   | 4   | 5   | 3   | 5   | 2   | 3   | 5   | 5   | 7   | 3   | 4   | 5   | 5   | 6   | 64       | 53       | -17       |
| Burglary           | 8   | 4   | 3   | 5   | 2   | 7   | 8   | 4   | 5   | 1   | 2   | 10  | 5   | 3   | 4   | 3   | 4   | 0   | 4   | 3   | 3   | 2   | 4   | 4   | 49       | 39       | -20       |
| Theft of Auto      | 4   | 1   | 21  | 8   | 9   | 5   | 4   | 11  | 3   | 3   | 4   | 3   | 3   | 4   | 5   | 2   | 2   | 2   | 2   | 2   | 4   | 2   | 8   | 2   | 73       | 38       | -48       |
| Theft from Auto    | 12  | 7   | 5   | 10  | 10  | 6   | 7   | 4   | 3   | 3   | 10  | 5   | 4   | 3   | 2   | 9   | 12  | 7   | 9   | 13  | 14  | 0   | 3   | 4   | 77       | 80       | 4         |

- Notable incidents excludes unfounded incidents. It also aggregates to the highest offense within a single incident.

|               | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2023 YTD | 2024 YTD | YTD % +/- |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-----------|
| Theft of Auto | 5   | 1   | 23  | 9   | 9   | 6   | 8   | 11  | 3   | 4   | 4   | 4   | 3   | 4   | 5   | 2   | 3   | 2   | 2   | 2   | 4   | 2   | 8   | 2   | 83       | 39       | -53       |
| Shots Fired   | 0   | 2   | 2   | 2   | 4   | 3   | 0   | 2   | 0   | 1   | 2   | 0   | 0   | 0   | 0   | 3   | 0   | 1   | 0   | 2   | 2   | 1   | 2   | 0   | 18       | 11       | -39       |
| Domestic      | 15  | 12  | 18  | 16  | 15  | 16  | 16  | 13  | 17  | 8   | 14  | 17  | 19  | 10  | 7   | 21  | 11  | 20  | 19  | 13  | 25  | 10  | 15  | 9   | 160      | 179      | 12        |

- These 3 categories include a count of all incidents were the related offense occurred whether or not it was the highest offense.

|                 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2023 YTD | 2024 YTD | YTD % +/- |
|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-----------|
| Traffic Crashes | 68  | 52  | 39  | 51  | 57  | 66  | 51  | 48  | 56  | 50  | 52  | 49  | 70  | 41  | 54  | 38  | 54  | 37  | 39  | 51  | 44  | 56  | 49  | 50  | 590      | 583      | -1        |

| Officer Initiated  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2023 YTD | 2024 YTD | YTD % +/- |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|-----------|
| Traffic Monitoring | 197 | 118 | 143 | 128 | 118 | 107 | 111 | 111 | 189 | 168 | 110 | 51  | 49  | 105 | 130 | 139 | 151 | 150 | 72  | 118 | 231 | 213 | 133 | 154 | 1500     | 1645     | 10        |
| Traffic Stop       | 258 | 251 | 212 | 182 | 185 | 149 | 216 | 205 | 246 | 283 | 238 | 196 | 283 | 504 | 501 | 303 | 405 | 373 | 374 | 427 | 426 | 600 | 503 | 547 | 2425     | 5246     | 116       |



## Public Works Monthly Department Report

For the Month of: December 2024

### Transportation/Transit

- Submitted the 2025 Public Transit Assistance Program grant application. Projected 2025 figures are:
  - Transit service expenses: \$2,461,316
    - Fixed route: \$2,280,384
    - Paratransit: \$175,435
    - Admin: \$5,479
  - Revenue: \$410,276
    - Fares: \$397,115
    - Advertising: \$13,161
  - Estimated Grant Funding: \$1,416,733
  - Estimated Local Share: \$634,305
- Submitted the Wisconsin Information System for Local Roads (WISLR) Local Road Certification maps and documents for certification of new and modified roadways in the city.
- Syene Road Phase 2: Selected Ruckert Mielke as construction observation contractor.
- Syene Road Phase 3: Coordinated with WisDOT project managers regarding construction timelines and coordination efforts during construction.
- Whalen Road Paved Shoulders: Finalized the 3:1 and 4:1 slope exhibits in preparation for contacting landowners.
- Rapid Route B (North/South BRT): Reviewed three party maintenance agreement between Dane County, City of Fitchburg, and City of Madison.
- 2025 Street Resurfacing: Reviewed street selections and prepared quantities and plans for January bid.
- Vision Zero: Internally reviewed draft Vision Zero ordinance prior to referral to committees.

### Stormwater

- Finalized the Total Maximum Daily Load (TMDL) report and began working on the Committee of the Whole presentation.
- Purchased salt calibration equipment for plow trucks to increase calibration accuracy.
- Began procurement process for the Yarmouth Greenway Stabilization project and Lacy/Seminole Regional Infiltration project.

- Continued to advance Goose Lake/Fitchrona Rd. stormwater project. Attended Madison Metropolitan Sewerage District (MMSD) Commission meeting regarding potential project funding.
- Began effort to secure stormwater maintenance agreements and as-built information for private Best Management Practices (BMPs) that would be desirable to include in stormwater quality model.
- Attended Yahara Watershed Improvement Network (WINS) and Green Tier meetings.
- All environmental staff attended the North American Stormwater and Erosion Control Association (NASECA) training focused on construction site erosion control.

## Utilities

- Well 11 HVAC: Installed air conditioning.
- Well 12 Drilling: Installed inner casing and completed alignment test. Well alignment meets specifications. Continued drilling well through Mount Simon Sandstone to a depth of 1,033’.
- Tower D: Awarded project to Maguire Iron.
- Tower E AT&T Upgrades: AT&T completed installation of their upgrades on Tower E.
- Aztec Trail and Sentinel Pass Water Main Replacements: Worked on plan design.
- Syene Interceptor Phase II: Released Request for Proposal for Engineering Services for the design of Phase II and review and update of the Syene Interceptor Design Study Report.
- Water Service Line Identification: Continued work on inventory.
- Sanitary Sewer Cleaning: Finished cleaning 1/3 of the system this year.
- Valve Exercising: Completed turning one-fifth of the system valves this year.
- Large Meter Replacements: Continued installation of 1.5” and 2” meters. The Utility is averaging installation of 3 to 4 meters per week.
- Meter Radio Installations: Continued installations in new construction.
- Water System and Sanitary System Repairs:
  - Repaired broken water service line at Well 4 in the building. The service was leaking under the floor.

## Parks

- McGaw Pickelball Courts: Reviewed plans and specifications and released for bid. Bid opening is scheduled for January 10, 2025.
- McKee Shelter Siding: Reviewed plans and specifications and released for bid. Bid opening is scheduled for January 10, 2025.
- Tower Hill Shelter: Reviewed plans and specifications and released for bid. Bid opening is scheduled for January 10, 2025.
- Finished installation of Belmar drinking fountain. Restoration will be completed in spring.
- Performed daily park rounds on McKee Farms Park shelter.
- Emptied trash and recycling containers throughout the city.

- Clearance pruned bike paths and sidewalks for snow removal.
- Removed large oak tree on Adams Rd., Ash tree on Crescent Rd., as well as, completed six forestry work orders.
- Forestry mowed and removed dead willow trees in the dog park.
- Trimmed volunteer trees and brush out of multiple pine trees in McGaw Park.
- Cleaned up fallen/dead trees in Curry Ct. Park.
- Trimmed tree suckers in Quarry Hill, Fahey Fields, and Oak Meadow neighborhoods.
- Rough mowed long grass area in Chicory Meadows and Quarry Hill.
- Started pruning McGaw Park.
- Two snow removal events.

### **Building & Grounds**

- Fitchburg HUB: Construction continued.
- Police Station: FGM continued design work. Reviewed exterior design with Promega.
- Retrofitted four lights to LED in FACTV office.
- Repaired City Hall boiler controls.
- Spot cleaned carpets in Senior Center & Library.
- Put away patio furniture at Senior Center.
- One snow removal event.
- Repaired two locksets at Library.

### **Refuse & Recycling**

- Sent letters city wide outlining refuse and recycling changes.
- Worked with FACTV on refuse/recycling information video.
- Continued collection of holiday lights and plastic films at City Hall.

### **Streets**

- Hauled 165 cubic yards of yard waste from drop off site to compost yard.
- Performed vehicle maintenance on three vehicles/equipment and made 14 vehicle/equipment repairs.
- Performed street sign maintenance and repair throughout City.
- Patched potholes citywide.
- Worked on putting tar around manholes that will catch snowplow.
- Eight winter weather events that included freezing fog, snow, and ice.
- Streets staff completed required Federal Emergency Management Agency (FEMA) training.
- Worked on moving signs on Lacy Road, just west of Seminole, to light poles and removing the wood signposts.
- Attended the holiday lights event.
- Finished street sweeping.

## Other

- Developments:
  - Anna O'Brien Certified Survey Map (CSM): Finalized Subdivision Improvement Agreement (SIA) and drafted resolution. Project placed on hold.
  - Hartung Fields: Finished punchlist items required for acceptance. Accepted improvements on December 10, 2024.
  - Highfield (Phases IA, IB, 2): Continued work on warranty punchlists.
  - Highfield (Phase 3): Finished punchlist items required for acceptance. Public Improvements were accepted on December 10, 2024.
  - Highfield (Phase 4): Held preconstruction meeting. Reviewed and approved construction plans. Grading began.
  - Inspiration at Swan Creek: Recorded sanitary and water easement. Drafted punchlist. Reduced bond.
  - Jamestown: Reviewed Letter of Credit (LOC) estimate, plat updates/requirements, water/sanitary design, declaration, and SIA changes.
  - Lacy Ridge: Completed required warranty punchlist items. Reduced LOC.
  - No Oaks CSM: Recorded SIA. Worked through wetland delineation.
  - Oak Meadow Reserve: Reviewed plans and approved SIA.
  - Ochalla: Continued work on warranty punchlist.
  - Stoner Prairie (1<sup>st</sup> Add): Reviewed and updated warranty punchlist.
  - Terravessa: Continued work on warranty punchlist.
  - Terravessa (2<sup>nd</sup> Addition): Reviewed and updated warranty punchlist.
  - Terravessa (4<sup>th</sup> Addition): Worked on punchlist. Drafted and submitted sidewalk easements for approval. Drafted and submitted resolution for acceptance.
  - ThermoFisher: SIA and Assignment executed. LOC received & fees paid.
  - Usona: Continued work on punchlist. Drafted and submitted resolution for acceptance.
  - Commercial Developments: Continued follow-up on occupancy punchlists.
  - Planning & Building Permit Reviews: Completed approximately nine reviews.

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Performed ice rink maintenance on McKee Farms Park ice rink.



Took down banners and installed snowflakes.



Installed the casing pipe for Well 12.





# Senior Center Monthly Department Report

For the Month of: December 2024

## Programs

### 9 New One Time Programs

- Christmas with the Oregon High School Orchestra
- Holiday Extravaganza with the Fitchburg Singers
- The Giving Tree – BIG success
- Resources To Help Us Stay Safe – Safe Communities
- NEW – Veteran's Support Group
- Artificial Intelligence - Lunch & Learn
- Christmas Altoid Gift Boxes
- Learn to Play Bridge – Collaboration with the Bridge Club of Madison

### 31 ongoing programs

#### E-Newsletters Subscriptions

1,545 (November) 1,557 current subscribers through December

**Total Foot Traffic 8am-4pm – 4,180**

## Meals

#### December:

Congregate Meals: 679

Home Delivered Meals: 852

**Grand Total: 1,531**

2024 Total Congregate Meals: 7,225

2024 Total Home Delivered Meals: 11,709

**Grand Total of 2024 Meals: 18,934 meals served/delivered**

#### For comparison:

2023 Total Congregate Meals: 6,401

2023 Total Home Delivered Meals: 9,955

**Grand Total of 2023 Meals: 16,356 meals served/delivered**

**In 2024 we served 2,578 MORE meals than in 2023.**

## Case Management

**New client referrals: 5**

**Case Management clients served: 110**

**Medicaid clients served: 15**

**Client trends and other notables**

- Completed Medicare Part D plan reviews for residents during open enrollment
- Handed out gifts and necessities donated to our holiday Giving Tree
- Delivered emergency meal kits and conducted wellness checks to vulnerable homebound residents
- Saw ongoing trends with older adults who are unable to afford housing; spent significant time finding/coordinating resources to ensure adults do not move into homeless shelters
- Continue coordinating Housing Search Clinic with Joining Forces for Families social workers
- Met with community resources to offer information to seniors about money management

## Volunteer Program Update

**New Volunteers: 1**

**Volunteer Replacements in December: 15** (number of volunteers that were unable to fulfill their commitments and required a replacement)

**Recruitment Efforts on Social Media:** NextDoor, Facebook, Senior Center website, Fitchburg Citizens Facebook page

**Noteworthy:** Thanks to the help of our amazing volunteers, we were able to package and deliver EMERGENCY MEALS (for days when we are closed) to all our meal recipients. An extra thank you to 3 meal drivers and 4 staff members who delivered the emergency food to our homebound clients.



### Director Report/Other

- Attended re-occurring meetings: Department Head, Deputy Administrator, bi-weekly staff, Commission on Aging Well, Fitchburg Senior Center Friends, Multi-Cultural Work Group, Dane County Focal Point Directors, Wisconsin Association of Senior Centers, Talking Fitchburg, and Highline Management.
- Continue to work on an agreement with LPI to take over Senior Center newsletter publishing.
- Zoomed with Beaver Dam Administrator on their Shared Ride Taxi program.
- Worked with volunteers who are responsible for Black History month programs.
- Zoomed with UW PHD Pharmacy student who volunteered at the Center this semester.
- Made a connection with DaneNet regarding free refurbished computers for older adults



← Spanish Social Group  
celebrating 2 holiday birthdays!

Our amazing LTE exercise instructors!

