

Regular City Council Meeting  
March 12, 2024, at 6:00pm  
City of Palmer, Alaska  
Palmer City Council Chambers  
231 W Evergreen Avenue, Palmer, Alaska 99645  
[www.palmerak.org](http://www.palmerak.org)



Mayor Steven J. Carrington  
Deputy Mayor Carolina Anzilotti  
Council Member John Alcantra  
Council Member Richard W. Best  
Council Member Jim Cooper  
Council Member Pamela Melin  
Council Member Joshua Tudor

City Manager John Moosey  
City Clerk Shelly M. Acteson, CMC  
City Attorney Sarah Heath, Esq.

- A. CALL TO ORDER:
- B. ROLL CALL:
- C. PLEDGE OF ALLEGIANCE:
- D. APPROVAL OF AGENDA:
  - 1. Approval of consent agenda
    - A. Introduction of Ordinance No. 24-002  
Amending the Palmer Municipal Code, Title 4, to Reflect Changes in Federal and State Laws and to Include Current Employment Law Best Practices, and set the Public Hearing for March 26, 2024
    - B. Action Memorandum No. 24-011:  
Authorizing the City Manager to Spend \$60,000 in Pass Through Funds from the COSSAP Grant that was Approved by the Council on December 12, 2022
    - C. Action Memorandum No. 24-014:  
Authorizing the City Manager to Purchase an Exmark Lazer Z Lawn Mower From Alaska Electric & Control Inc. DBA Jewell Equipment for an Amount not to Exceed \$21,720.28
    - D. Action Memorandum No. 24-015:  
Authorizing the City Manager to Sign a Professional Service Contract for Structural Evaluation for the Repair of the Palmer Public Library with Wolf Architecture Not to Exceed \$21,416
  - 2. Approval of Minutes of Previous Meetings
    - A. February 27, 2024, Regular Meeting
- E. COMMUNICATIONS AND APPEARANCE REQUESTS:
  - 1. Elected Officials in Attendance
  - 2. Board/Commission Members in Attendance
  - 3. Mobile Crisis Team (MCT) presentation by James Savage

- F.      REPORTS:
1.      City Manager's Report
  2.      Mayor's Report
  3.      City Clerk's Report
  4.      City Attorney's Report
- G.      AUDIENCE PARTICIPATION:
- H.      PUBLIC HEARINGS:
1.      Resolution No. 23-005-B  
A Resolution of the Palmer City Council Amending the City of Palmer Budget for the Fiscal Year Ending December 31, 2023
  2.      Resolution No. 24-016:  
A Resolution Authorizing the City Manager to Create a New Position of an On-Call Evidence and Records Custodian at the Palmer Police Department.
- I.      ACTION MEMORANDA:
1.      Action Memorandum No. 24-010:  
Approving a Council Community Grant to the 49th State Street Rodders in the Amount Of \$1,500 for Their Valley Chrome and Wheel Car Show.
  2.      Action Memorandum No. 24-012:  
Authorizing the City Manager to Purchase a Vehicle Lift System for Fire Apparatus from Mohawk Lifts Utilizing Insurance Reimbursement Funding from the Flood event at the Fire Department Shop Building
  3.      Action Memorandum No. 24-013:  
Authorizing the City Manager to Approve High Performance Team Training for Palmer Fire and Rescue in an Amount Not to Exceed \$16,832
  4.      Action Memorandum No. 24-016:  
Authorizing the City Manager to Negotiate and Execute a Three-Year Contract with the Palmer Museum of History and Art for the Custodial Care and Curation of City of Palmer's Museum Artifacts In the Amount of \$55,400 to Reflect for 2024 Payment
- J.      UNFINISHED BUSINESS:
- K.      NEW BUSINESS:
- L.      RECORD OF ITEMS PLACED ON THE TABLE:
- M.      AUDIENCE PARTICIPATION:
- N.      COMMITTEE OF THE WHOLE  
Discussion Regarding City Manager Recruitment (Note: Action may be taken following Committee of the Whole)
- O.      COUNCIL COMMENTS:
- P.      ADJOURNMENT







D. 1. A.

**Palmer City Council Meeting**

**Meeting Date:** 03/12/2024  
**Submitted For:** Kimberly Green, HR Director  
**Department:** City Manager's Office  
**Agenda Category:** Ordinance  
**Legislation Number:** ORD 24-002

---

**Subject**

Amending the Palmer Municipal Code, Title 4, to Reflect Changes in Federal and State Laws and to Include Current Employment Law Best Practices, and set the Public Hearing for March 26, 2024

**Summary Statement/Background**

PMC Title 4 has had various sections updated over the years, but the regulation remains largely unchanged since it's original creation in 2008. The revisions reflect both changes and corrections to various Federal and State regulations, as well additions to match current regulations and best practices.

**Administration's Recommendation:**

Approve Ordinance 24-002

---

**Fiscal Impact**

**Total Amount of funds listed in this legislation:** 0.00

**Line Item(s):** No fiscal impact

---

**Attachments**

Title 4 Listing of Substantive Changes  
ORD 24-002

---

## Palmer Municipal Code Title 4

### Substantive Changes

- Annual driver's license checks for all city drivers – currently requiring license checks on new hires and only CDL operators have license checks annually.
- Removed waiting requirements for longevity in accordance with council's approval of the pay plan.
- Travel reimbursement to match US Office of Personnel Management (OPM) Guidelines.
- Human Resources to conduct investigations – currently department directors conduct investigations and determine disciplinary action.
- Workplace Violence definition – previously Title 4 referenced WPV but did not include a definition.
- Updated/references federal and state regulations for USERRA, FMLA, AFLA, COBRA – currently federal and state regulations are listed, and several are outdated/incorrect.
- Updated EEO definitions
- Updated part-time employee hours worked to receive an evaluation to 1,040 to match other part of regulation.
- Changed bereavement leave to 5 days (previously 3) and included part-time employees.
- Created regulation to allow for 2 volunteer days per year – cannot be cashed in and must be used locally.
- Created regulation for waste, fraud, abuse.
- Changed reclassification of job descriptions to one time per year and included finance approval requirement.
- Changed max merit step increase to limit to one step at align with new pay plan.
- Created regulation to require a mandatory pay change for voluntary downgrades.
- Created a driver's license matrix – regulations currently require an “acceptable” driver's record but did not include a matrix to designate what was acceptable.
- Changed background check from SOA Troopers to allow for national background service due to number of new hires who are relatively new to Alaska.
- Updated application process to online application system.
- Changed probationary period extension to require city manager approval – currently only requires department director and HR approval.
- Restrictions on who can drive vehicles home.
- Changed leave accrual to allow for partial accrual in case of LWOP – currently any LWOP causes an employee to lose all leave accrued in a pay period.
- Updated sexual harassment definition/regulation.
- Updated harassment definition/regulation.
- Updated discrimination definition/regulation.
- Updated drug-free workplace policy to match federal guidelines.
- Added Employee assistance program which was added to the city's benefit package in 2020.
- Added post-accident drug testing to include any accident requiring medical attention.
- Updated Federal Motor Carriers Safety Association (FMSCA) commercial driver's license (CDL) drug testing policy to match federal regulations.
- Added regulations regarding computer access/use.

**City of Palmer  
Ordinance No. 24-002**

**Subject:** Approval of Revisions to Palmer Municipal Code, Title 4 - Personnel

**Agenda of:** March 12, 2024

**Council Action:**    ☐ **Adopted**                      ☐ **Amended:** \_\_\_\_\_  
                                 ☐ **Defeated**

**Originator Information:**

**Originator:**    Kimberly Green, Human Resources Manager

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ \_\_\_\_\_

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$	_____
<input type="checkbox"/>	Creates expenditure in the amount of:	\$	_____
<input type="checkbox"/>	Creates a saving in the amount of:	\$	_____
<input type="checkbox"/>	Has no fiscal impact		

Funds are (√):

<input type="checkbox"/>	Budgeted	Line item(s):	_____
<input type="checkbox"/>	Not budgeted		_____

Director of Finance Signature: \_\_\_\_\_

**Approved for Presentation By:**

	<b>Signature:</b>	<b>Remarks:</b>
City Manager	_____	_____
City Attorney	_____	_____
City Clerk	_____	_____

**Attachment(s):**

1. Ordinance No. 24-002

**Summary Statement/Background:**

PMC Title 4 was last fully updated in 2008. Since that time, there have been numerous changes to Federal and State employment laws, as well as changes in best practices. This update brings Title 4 current with various regulations and includes updated definitions, policies, and procedures.

**Administration's Recommendation:**

Adopt Ordinance No. 24-002

**LEGISLATIVE HISTORY**

Introduced by:

Date:

Public Hearing:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

**Ordinance No. 24-002**

**An Ordinance of the Palmer City Council Amending Palmer Municipal Code, Title 4 to Reflect Changes in Federal and State Laws and to Include Current Employment Law Best Practices.**

WHEREAS, Palmer City Code, Title 4, was created in 2008; and

WHEREAS, Palmer City Code, Title 4 has been occasionally updated since that time but largely remains unchanged; and

WHEREAS, the city recognizes the need to updated the code to reflect changes in employment law.

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Palmer Municipal Code Section \_\_\_\_\_ is hereby amended to read as follows (new language is underlined and deleted language is stricken):

**INSERT CODE CHANGES HERE (not in bold)**

- 4.05 — ~~General Provisions~~
- 4.10 — ~~Position Classifications~~
- 4.15 — ~~Employment~~
- 4.20 — ~~Hours of Work, Holidays with Pay, and Overtime~~
- 4.30 — ~~Types of Leave~~
- 4.40 — ~~Grievances~~
- 4.50 — ~~Disciplinary Action and Termination~~
- 4.60 — ~~Expenses Related to City Business~~
- 4.70 — ~~Computer Use, Social Media Use, and Facebook Standard Policy~~
- 4.80 — ~~Personnel Inquiries and Requests~~
- 4.90 — ~~Sexual Harassment Policy~~

- ~~4.100 Harassment and Discrimination Policy~~
- ~~4.110 Drug-Free Workplace Policy~~
- ~~4.120 Alcohol and Controlled Substance Definitions and Testing~~
- ~~4.130 Drug-Free Workplace Policy Applicability for Commercial Drivers~~
- ~~4.140 Whistleblowers Protection Policy~~
- ~~4.150 Legal Representation~~

Chapters:

- 4.05 General Provisions
- 4.10 Position Classifications
- 4.15 Employment
- 4.20 Hours of Work, Holidays with Pay, and Overtime
- 4.30 Types of Leave
- 4.40 Grievances
- 4.50 Disciplinary Action, Termination, Layoffs, Resignations and Retirements
- 4.60 Expenses Related to City Business
- 4.70 Computer Use, Social Media Use, and Facebook Standard Policy
- 4.80 Personnel Inquiries and Requests
- 4.90 Sexual Harassment Policy
- 4.100 Harassment and Discrimination Policy
- 4.110 Drug-Free Workplace Policy
- 4.140 Whistleblowers Protection Policy
- 4.150 Legal Representation
- 4.160 ADA Accommodations

Palmer Municipal Code Section 4.05.005 Definitions is hereby amended as follows (new language is underlined and deleted language is stricken):

~~D. "At will employee" means an employee that is employed at the will of the city and can be dismissed at any time for any reason. All temporary, on call, seasonal employees, the police chief, the fire chief, and all department directors are at will.~~

D. "At- will Employee" means an employee that is employed at the will of the city and can be dismissed at any time for any reason. All temporary, on-call, and seasonal employees, police chief, fire chief, and all Department Directors are at-will. Temporary, on-call, and seasonal employees may be terminated at the completion of their assignment (season) or may be retained based on the needs of the city.

~~E. "Certified trainer" means an employee who is certified by a state or federal agency or a recognized professional organization to provide training.~~

E. "Certified Trainer" means an employee who is certified by a state or federal agency or a recognized professional organization to provide training.

~~F. "City manager" means city manager or designee, and acting city manager in the absence of the city manager.~~

F. "City Manager" means City Manager or designee or acting City Manager in the absence of the City Manager.

~~G. "Classified service" shall be comprised of all positions with the exception of elective and appointive officers, and at will employees.~~

G. "Classified Service" shall be comprised of all positions except for elective, appointive officers, and at-will employees.

~~H. "Computation of time," except when otherwise provided, means the time within which an act is required to be done and shall be computed by excluding the day of the act, event or default from which the designated period of time begins to run and including the last day of the period unless the last day is Sunday or a holiday, in which case it shall also be excluded.~~

H. "Computation of Time" except when otherwise provided, means the time within which an act is required to be done and shall be computed by excluding the day of the act, event, or default from which the designated period of time begins to run and including the last day of the period unless the last day is Sunday or a holiday, in which case it shall also be excluded.

~~O. "Exempt employee" means an employee who is exempt from the payment of overtime as determined by the personnel officer based on the Federal Fair Labor Standards Act.~~

O. "Exempt Employee" means an employee who is exempt from the payment of overtime as determined by the Human Resources Manager based on the Federal Fair Labor Standards Act.

~~P. "Family" means spouse, eligible same-sex domestic partner, siblings, parents and children. In-laws are covered under the term "family."~~

P. "Family" means a spouse, eligible same-sex domestic partner, siblings, parents, in-laws, and children.

~~Q. "Flex-schedule" means variable work hours requiring employees to work a standard number of core hours within a specified period of time, allowing the city greater flexibility in an employee's starting and ending times.~~

Q. "Flex Schedule" means variable work hours requiring employees to work a standard number of core hours within a specified period.

~~S. "Light duty" is alternative work for employees who are unable to perform some or all of their routine duties due to illness or injury. The work is physically or mentally less demanding than normal job duties. An employee must present a physician's note to be placed on light duty.~~

S. "Light Duty" is alternative work for employees who are unable to perform some or all their routine duties due to illness or injury. The employee must present a physician's note to be placed on light duty. Light duty is not automatically approved and requires review from the Human Resources Manager and Department Director. Light duty is subject to the needs of the city.

~~T. "Merit anniversary date" means the month and day that the employee completes his or her probationary period. The anniversary date will be advanced by the number of calendar days that the employee's total leave without pay exceeds 30 days during any anniversary year of the employee.~~

T. "Merit Anniversary Date" is the day an employee completes his or her probationary period. The anniversary date will be advanced by the number of calendar days that the employee's total leave without pay exceeds 30 days during any anniversary year of the employee.

~~W. "Personnel officer" is the human resources specialist and designated employee representative (DER).~~

W. "Personnel Officer" is the Human Resources Manager; this person is also the designated employee representative (DER).



~~Y. "Promotion" means a change in status of an employee from a position of one class to a position of another class having a higher maximum salary limit.~~

Y. "Promotion" is a change in status of an employee from a position of one level to a position of a different level which has a higher maximum salary limit.

~~Z. "Regular full-time employee" means an employee who has completed the initial probationary period including any extensions together and who is not a seasonal or temporary employee and regularly works 30 or more hours a week.~~

Z. "Regular Full-Time Employee" is an employee who has completed the initial probationary period including any extensions, who is not a seasonal or temporary employee and regularly works 30 or more hours a week.

~~AA. "Regular part-time employee" means an employee who is hired to work on a regular and continuing basis for less time than a full-time employee.~~

AA. "Regular Part-Time Employee" is an employee who has completed the initial probationary period, including any extensions, who is not a seasonal or temporary employee and regularly works less than 30 hours per week.

~~BB. "Seasonal employee" refers to an employee who occupies a position for less than 12 months each year where it is anticipated that the same employee may return to the position when needed.~~

BB. "Seasonal Employee" refers to an employee who occupies a position for no more than 6 months per year and where it is anticipated that the same employee may return to the position when needed. Seasonal employees must have a break in service between working periods but may remain in active status providing he/she does not return to work until the following season.

~~DD. "Temporary employee" means an employee who is needed for a certain period, which may exceed 12 consecutive months.~~

DD. Temporary Employees means an employee who is needed for a certain period , which may not exceed 12 consecutive months.

~~EE. "Transfer" means the movement of an employee from a classification to another having the same maximum salary.~~

EE. "Lateral Transfer" means the movement of an employee from one classification to another having the same maximum salary.

HH. "Workplace Violence" is violence or the threat of violence against workers. It can occur outside of or within the workplace and may range from threats and verbal abuse up to physical assaults and homicide.

II. "Waste/Fraud/Abuse" is defined as:

A. Fraud: Any intentional act or omission designed to deceive others, resulting in the victim (City of Palmer) suffering a loss and/or the perpetrator achieving a gain. Examples include but are not limited to falsifying financial records to conceal the theft of money or city property; theft or misuse of the City of Palmer money, equipment, supplies and/or other materials and/or labor; solicit or accepting a bribe or kickback; falsifying payroll information.

B. Waste: The intentional or unintentional, thoughtless, or careless expenditure, consumption, mismanagement, use, or squandering of city resources. Waste also includes incurring unnecessary costs because of inefficient or

ineffective practices, systems, or controls. Examples include but are not limited to unnecessary spending of city funds to purchase supplies or equipment; failure to reuse or recycle major resources or reduce waste generation.

C. Abuse: Intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of city resources. Extravagant or excessive use as to abuse one's position or authority. Abuse can occur in financial or non-financial settings. Examples include, but are not limited to: failure to report damage to city equipment or property; receiving favor for awarding contracts to certain vendors; creating unneeded overtime; misusing the employee's position for personal gain; travel choices that are contrary to existing travel policies or are unnecessarily expensive; using one's position as a city employee to garner personal favors (i.e. having an employee complete work for one's home, vehicles, personal errands, etc.); using a city vehicle for personal use; using city fuel supplies in personal vehicles.

Palmer Municipal Code Section 4.05.010 Application is hereby amended as follows (new language is underlined and deleted language is stricken):

~~B. The chief of police may, with the approval of the city manager, prepare policies for the conduct of peace officers, as defined by the Alaska Police Standards Council, as well as dispatchers and other police department related personnel ("others").~~

B. The chief of police may, with the approval of the City Manager and after review by the city attorney, prepare policies for the conduct of peace officers, as defined by the Alaska Police Standards Council, as well as dispatchers and other police department related personnel ("others"). These policies must be on file with the Human Resources Manager prior to implementation.

~~C. Elected officials and appointive officers are not classified employees. The council may make some or all of the personnel regulations applicable to the city manager and clerk.~~

C. Appointive officers are not classified employees. The council may make some or all the personnel regulations applicable to the City Manager and clerk.

~~D. At will employees are subject to all provisions of this title with the exception of PMC 4.50.005 through 4.50.080.~~

D. At-will employees are subject to all provisions of this title except for PMC 4.50.

~~E. The following sections of this title shall apply to volunteer firefighters: this section, PMC 4.15.080(B) and (C), and Chapters 4.70, 4.90, 4.100, and 4.110 PMC. (Ord. 15-012 § 4, 2015; Ord. 12-001 § 3, 2013; Ord. 08-016 § 4, 2008)~~

Palmer Municipal Code Section 4.05.020 General Purpose is hereby amended as follows (new language is underlined and deleted language is stricken):

~~D. Duty to Report. City employees have a responsibility to promptly report problems in the workplace to city management so that such problems may be investigated and remedied as necessary, without retaliation. (Ord. 12-001 § 3, 2013)~~

D. City employees have a responsibility to promptly report problems in the workplace to city management so that such problems may be investigated and remedied as necessary, without retaliation. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.05.030 Equal Opportunity Employer is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. The city is an equal opportunity employer. The city will not unlawfully discriminate against qualified applicants or employees with respect to compensation, or in a term, condition or privilege of employment, because of the~~

~~person's race, religion, color, national origin, sexual orientation, gender identity, or other basis protected by law, or because of the person's age, physical or mental disability, genetic information, gender, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical or mental disability, gender, marital status, changes in marital status, pregnancy or parenthood.~~

A. The City of Palmer is an Equal Employment Opportunity (EEO) employer. As an EEO employer, the city will conduct its staffing activities, selection, promotion, demotion, transfer, training, and separation in accordance with Federal, State and Local EEO laws and regulations as they affect the city. The City of Palmer will not discriminate against any applicant or employee based on race, color, national origin, sex, sexual orientation, age, religion, pregnancy, veteran status, genetic information, or disability.

~~B. When necessary, the city will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position. It is the applicant's and employee's responsibility to notify the personnel officer regarding requests for reasonable accommodations. (Ord. 15-014 § 3, 2015; Ord. 12-001 § 3, 2013)~~

B. When accommodations are requested, the city will provide accommodations in accordance with the American's Disability Act (ADA) to allow employees and applicants with qualified disabilities to safely perform the essential functions of the position or completion of an employment application. It is the applicant's and employee's responsibility to notify the Human Resources Manager regarding requests for reasonable accommodation. (Ord. 15-014 § 3, 2015; Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.05.040 Personnel File is hereby amended as follows (new language is underlined and deleted language is stricken):

~~B. Access to Personnel Files:~~

~~1. In accordance with AS 23.10.430, an employee or a former employee may inspect and make copies of his or her own personnel file during normal office hours; provided, the employee or former employee shall pay the reasonable costs of any duplication.~~

~~2. A personnel file may be inspected by the employee's department director in the presence of the personnel officer.~~

~~3. Review of any personnel files shall be conducted in the presence of the personnel officer or designee. No document shall be removed from a personnel file without prior written approval from the personnel officer and notice to the employee. Any person examining a personnel file shall sign for the personnel record and the signature shall be dated.~~

B. Access to Personnel Files

1. In accordance with AS 23.10.430, an employee or a former employee may inspect and make copies of his or her own personnel file during normal office hours; provided, the employee or former employee shall pay the reasonable costs of any duplication.

2. A personnel file may be inspected by the employee's Department Director in the presence of the Human Resources Manager.

3. Review of any personnel files shall be conducted in the presence of the Human Resources Manager or designee. No document shall be removed from a personnel file without prior written approval from the Human Resources Manager and notice to the employee. Any person examining a personnel file shall sign for the personnel record and the signature shall be dated.

4. To the extent required by law, medical information regarding an employee's medical condition must be kept in a separate medical file and treated as a confidential medical record.

Palmer Municipal Code Section 4.05.050 Conflicts of Interest is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. It shall be the responsibility of each city employee to remain free from indebtedness or favors which tend to create a conflict of interests between personal and official interest, or might reasonably be interpreted as affecting the impartiality of the individual employee.~~

A. It shall be the responsibility of each city employee to remain free from indebtedness or favors which tend to create a conflict of interests between personal and official interest or might reasonably be interpreted as affecting the impartiality of the individual employee.

Palmer Municipal Code Section 4.10.005 Job Descriptions is hereby amended as follows (new language is underlined and deleted language is stricken):

~~Job descriptions shall be established and maintained by the human resources specialist for each of the job classifications.~~

~~A. Once every 12 months, department directors will review all job descriptions for their departments to assure descriptions are accurate.~~

~~B. A job description may be revised or a new description may be prepared by a department director at any time in order to document the establishment of a new job classification or changes in the nature and scope of job responsibilities of an existing job classification that are considered significant.~~

~~C. New or revised job descriptions shall be reviewed and approved by the city manager or designee.~~

~~D. Once approved, the new or revised job title must be on the current year pay plan and presented to city council if the new or revised job description has a title or level change. (Ord. 12-001 § 3, 2013)~~

Job descriptions shall be established and maintained by the Human Resources Manager for each of the job classifications.

A. Annually, as determined by the City Manager, Department Directors will review all job descriptions for their departments to ensure the descriptions are accurate.

B. A job description may be revised, or a new description may be prepared by a Department Director during the annual review to document the establishment of a new job classification or changes in the nature and scope of job responsibilities of an existing job classification that are considered significant. Job descriptions that have been updated shall be reviewed with employee(s) currently occupying that position. Employees must sign their job descriptions annually.

C. New or revised job descriptions shall be reviewed and approved by the City Manager or designee.

D. Job descriptions All active job descriptions must be on the current year pay plan and presented to city council if the job description has a title or level change. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.10.010 Classification Plan for City Service is hereby amended as follows (new language is underlined and deleted language is stricken):

~~B. The city manager shall establish and maintain the classification plan which shall group together under the same title those positions that are sufficiently similar in knowledge, skills, and abilities of work to warrant application of the same pay rate or levels of rates and same general selection standards. Such groupings shall be based upon the current essential functions and responsibilities of positions in the municipal service.~~

~~C. The classification plan shall be amended or modified from time to time by the city manager.~~

~~D. The city manager shall have the duty of assigning positions to the appropriate classes when changes in duties and responsibilities justify such action. Departmental requests for reclassification shall be submitted to the city manager for review at such times and in the required form. Changes shall become effective upon approval of the city manager. Initial request shall be made by the employee through the appropriate departmental chain of command up to the city manager. (Ord. 12-001 § 3, 2013)~~

A. The classes of positions, job titles and job descriptions shall constitute the classification plan. All positions shall be placed on the classification plan.

B. The City Manager shall establish and maintain the classification plan which shall group together under the same title those positions that are sufficiently similar in knowledge, skills, and abilities of work to warrant application of the same pay rate or levels of rates and same general selection standards. Such groupings shall be based upon the current essential functions and responsibilities of positions in the municipal service.

C. Amendments or modifications to the classification plan, or exceptions to position levels based on the point leveling guide, shall be approved by the City Manager with concurrence required from the Finance Director and Human Resources Manager. Amendments, modifications or exceptions shall become effective upon approval of City Council.

D. Departmental requests for reclassification shall be submitted by the director to the City Manager for review at such times and in the required form. Jobs will be evaluated by the Human Resources Manager to determine the proper level on the classification plan; this information will be presented to the City Manager along with the Human Resources Manager's recommendations. Changes shall become effective upon approval of the city council. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.10.020 Pay Plan is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. The pay plan table with biweekly and hourly rates for all positions shall be established by resolution of the council. The salary rates are based on full-time employment. New or revised job descriptions that have a title or level change must be added or changed on the pay plan.~~

A. The pay plan table with biweekly and hourly rates for all positions shall be established by resolution of the council. The salary rates are based on full-time employment.

Upon approval from the City Manager, a new or revised job description that has a title or level change must be added or changed to the pay plan. The change must be approved by the City Council prior to becoming effective.

Palmer Municipal Code Section 4.10.030 Compensation is hereby amended as follows (new language is underlined and deleted language is stricken):

~~B. The policy of the city is to provide compensation after considering that paid by other employers within the region for work comparable in duties and responsibilities to those of city employees. The city manager shall periodically review the pay plan with pay scales of other employers and recommend pay plan amendments to the council.~~

B. The policy of the city is to provide compensation after considering the duties and responsibilities of the position and considering local market wages for similarly situated positions. The City Manager or Human

Resources Manager shall periodically review the pay plan with pay scales of other employers and recommend pay plan amendments to the City Manager who will submit recommended amendments to city council for their review.

Palmer Municipal Code Section 4.10.040 Pay Ranges and Merit Increases is hereby amended as follows (new language is underlined and deleted language is stricken):

~~The pay ranges provided for the several classes shall be applied as follows:~~

The pay ranges shall be applied as follows:

~~A. The minimum rate for each range shall be the normal entering rate. However, the city manager may authorize initial appointment above the minimum rate:~~

~~2. In the case of a candidate who possesses exceptional skills or superior training or whose experience or special achievements are such that his or her addition to the city staff at a higher rate is deemed warranted.~~

A. The minimum rate for each range shall be the normal entering rate. However, the Department Director, with concurrence of the City Manager, may authorize initial appointment above the minimum rate:

2. In the case of a candidate who possesses exceptional skills, superior training, or whose experience or special achievements are such that his or her addition to the city staff at a higher rate is deemed warranted.

B. Regular Full-Time Employees.

~~2. If the probationary period has not been completed satisfactorily, the department director, with the approval of the city manager, may extend the probationary period as indicated in PMC 4.15.050, or the employee shall be terminated. The employee, if retained, following satisfactory probation, may be advanced not more than two step increments in the salary level in which the employee was hired and then shall be eligible for the next advancement within the salary range on the employee's merit anniversary date.~~

2. If the probationary period has not been completed satisfactorily, the Department Director, with the concurrence of the Human Resources Manager and approval of the City Manager, may extend the probationary period as indicated in PMC 4.15.050, or the employee shall be terminated. The employee, if retained, following satisfactory probation, may be advanced not more than one step i in the salary level in which the employee was hired and then shall be eligible for the next advancement within the salary range on the employee's merit anniversary date.

C. Regular Part-Time Employees.

~~1. Upon satisfactory completion of the probationary period (as established in PMC 4.15.050) after initial appointment, the salary of the employee is limited to two steps in accordance with the current city of Palmer pay plan.~~

~~2. If the probationary period has not been completed satisfactorily, the department director, with the approval of the city manager, may extend the probationary period as indicated in PMC 4.15.050, or the employee shall be terminated. The employee, if retained, following satisfactory probation, may not be advanced more than two steps in the salary level in which the employee was hired and then shall be eligible for the next advancement after an additional 2,080 hours worked.~~

1. Upon satisfactory completion of the probationary period after the initial appointment, the salary of the employee is limited to a one step increase in accordance with the current city of Palmer pay plan.
2. If the probationary period has not been completed satisfactorily, the Department Director, with the concurrence of the Human Resources Manager and approval of the City Manager, may extend the probationary period as indicated in PMC 4.15.050, or the employee shall be terminated. The employee, if retained, following satisfactory probation, may not be advanced more than one step in the salary level at which the employee was hired and then shall be eligible for the next advancement after an additional 1,040 hours worked.

#### D. Employee Performance

~~The performance of each employee (including temporary and continuous part-time employees) shall be reviewed as outlined in PMC 4.10.050.~~

The performance of each employee shall be reviewed as outlined in PMC 4.10.050.

~~1. A department director shall submit to the personnel officer a performance appraisal to determine eligibility for an increase in salary to the next higher step within the established level.~~

1. A Department Director shall submit to the Human Resources Manager a performance appraisal to determine eligibility for an increase in salary to the next higher step within the established level.

~~2. A step increase shall not be automatic merely upon completion of a specific period of service.~~

2. A step increase shall not be automatic merely upon completion of a specific period of service but rather should be contingent upon performance based on job knowledge, skills, abilities, and qualifications as well as metrics outlined in the evaluation form.

~~4. The employee may not be advanced more than two steps.~~

4. The employee may not be advanced more than one step.

Palmer Municipal Code Section 4.10.050 Employee Performance Appraisal (EPA) is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. The city manager shall, in cooperation with the personnel officer, department directors, and others, develop and adopt a system of evaluating the performance of employees in the classified service.~~

A. The City Manager shall, in cooperation with the Human Resources Manager, develop and adopt a system of evaluating the performance of employees in the classified service.

#### C. Preparation

~~1. Each department director, with the assistance of the personnel officer, shall develop and use performance standards suited to the requirements of his or her department.~~

~~2. Standards of performance established as a basis for personnel appraisal shall have reference to the quality and quantity of work, the manner in which service is rendered, and such characteristics as will measure the value of the employee to the classified service.~~

~~3. Employees should be informed of such standards.~~

1. Each Department Director, with the assistance of the Human Resources Manager, shall develop and use performance standards suited to the requirements of his or her department.

2. Standards of performance established as a basis for personnel appraisal shall have reference to the quality and quantity of work, the way service is rendered, and such characteristics as will measure the value of the employee to the classified service.

3. Employees should be informed of such standards via their job descriptions and feedback provided by his/her supervisor and/or Department Director.

#### D. Nature, Form and Frequency of Reports

~~1. The personnel officer shall prescribe the nature, form and frequency of reports, and will confer with the department director concerning the EPA prior to distribution to the employee.~~

~~2. Department directors who desire assistance in preparation of the EPA should consult with the personnel officer prior to their review of the employee.~~

~~3. Employee performance appraisals will be completed:~~

~~a. Prior to completion of probation, six months for regular full-time employees, or 1,040 hours worked for regular part-time employees, exclusive of overtime, from the date of hire;~~

~~b. For regular full-time employees one month prior to merit anniversary date for regular part-time employees when the employee has completed 2,080 work hours.~~

1. The Human Resources Manager shall prescribe the nature, form, and frequency of reports, and will confer with the Department Director concerning the EPA prior to distribution to the employee.

2. Department Directors who desire assistance in the preparation of the EPA should consult with the Human Resources Manager prior to their review of the employee.

3. Employee performance appraisals will be completed:

a. Prior to completion of probation, six months, or 1,040 hours of work, exclusive of overtime, for regular full-time employees. For regular part-time employees, upon completion of six months and 520 hours worked, exclusive of overtime, from the date of hire.

b. For regular full-time employees one month prior to merit anniversary date. For regular part-time employees when the employee has completed 1,040 work hours.



E. Review of EPA with Employee

~~1. Employee's direct supervisor shall prepare the EPA.~~

1. Employee's direct supervisor shall prepare the EPA. EPA must be reviewed and approved by the Human Resources Manager prior to presenting the evaluation to the employee.

~~F. Distribution of EPA. Upon completion of the review, the personnel officer shall furnish the employee with a copy of the EPA. The original shall be filed in the employee's personnel file.~~

F. Upon completion of the review, if requested, the Human Resources Manager shall furnish the employee with a copy of the EPA. The original shall be filed in the employee's personnel file.

~~G. Appraisals Are Not Grievable. The EPA shall not be the subject of a grievance.~~

G. The EPA shall not be the subject of a grievance.

~~H. Employee's Signature Not Concurrence. The employee's signature on the appraisal does not constitute concurrence with the substance of the appraisal.~~

H. The employee's signature on the appraisal does not constitute concurrence with the substance of the appraisal.

J. After a regular full-time employee has successfully completed six months or 1,040 hours of work for his/her probationary period or a regular part-time employee six months and 520 hours of work for his/her probationary period, exclusive of overtime, the employee may be advanced a maximum of one step in accordance with the adopted City of Palmer pay plan to the next higher pay step in the salary level in which the employee was hired. That date becomes the employee's merit anniversary date.

Palmer Municipal Code Section 4.10.060 Salary Adjustment on Transfer, Promotion and Demotion is hereby amended as follows (new language is underlined and deleted language is stricken):

~~4.10.060 — Salary adjustment on transfer, promotion and demotion~~

4.10.060 Salary Adjustment on Transfer, Promotion, and Demotion

A. Transfer

~~3. After a regular full time employee has successfully completed six months or a regular part time employee 1,040 hours of work, exclusive of overtime, the employee may be advanced a maximum of two steps in accordance with the adopted city of Palmer pay plan to the next higher pay step in the salary level in which the employee was hired. That date becomes the employee's merit anniversary date.~~

B. Promotion

~~2. There shall be a minimum raise equal to a step increase in the employee's previous level.~~

2. There shall be a minimum raise equal to one step increase in the employee's previous level but a maximum raise equal to two step increase in the employee's previous level.

~~3. On satisfactory completion of the probationary period, the employee will be moved to the next merit step and that date becomes the employee's merit anniversary date, except in the case of an employee who is promoted into a level on the longevity scale, in which case the longevity scale increases shall apply.~~

3. On satisfactory completion of the probationary period, the employee will be moved to the next merit step and that date becomes the employee's merit anniversary date.

#### C. Voluntary Demotion

3. Employees requesting a voluntary downgrade will receive a reduction in salary of one step, from their current pay rate, for each level between their current position and the new position however their new rate of pay will not be lower than the mid-range of the pay scale for the new position.

Palmer Municipal Code Section 4.15.005 General Provisions is hereby amended as follows (new language is underlined and deleted language is stricken):

~~B. Minimum Age. The minimum age for city employment shall be in accordance with the minimum ages prescribed by state law.~~

B. Minimum Age. All classified employees and volunteers, except for the Palmer Fire & Rescue Explorer program, must be at least 18 years of age.

~~C. No person who seeks employment or promotion with respect to any position may directly or indirectly give, render or pay any money, service or other valuable thing to any person for or in connection with his or her tests, appointment, proposed appointment, promotion or proposed promotion.~~

C. No person who seeks employment or promotion with respect to any position may directly or indirectly give, render, or pay any money, service, or other valuable thing to any person for or in connection with his or her tests, appointment, proposed appointment, promotion, or proposed promotion.

~~D. A person reemployed shall be appointed to the position in accordance with the pay and benefits scale in effect at the time of the new appointment. The fact that the person was formerly employed in accordance with a higher scale shall not be considered in making the new appointment.~~

D. A person reemployed shall be appointed to the position in accordance with the pay and benefits scale in effect at the time of the new appointment. The fact that the person was formerly employed on a higher scale shall not be considered in making the new appointment, however previous work experience may be considered when determining the rate of pay.

#### E. Nepotism

~~1. No person may be employed in a position by the city who is a spouse, domestic partner, or close relative of the city manager.~~

1. No person may be employed in a position by the city who is a spouse, domestic partner, or close relative of the City Manager or Human Resources Manager.

Palmer Municipal Code Section 4.15.010 Recruitment is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. Each department director shall notify in writing both the city manager and the personnel officer as soon as practicable of the need to fill a vacant or a new position. The personnel officer shall coordinate with the department director and city manager to prepare the job announcement.~~

A. Each Department Director shall notify in writing both the City Manager and the Human Resources Manager as soon as practicable of the need to fill a vacancy or a new position. The Human Resources Manager shall be responsible for posting all recruitment announcements.

~~B. The personnel officer shall utilize appropriate recruiting measures to obtain qualified applicants. The personnel officer will provide the following information in the job announcement: the title and salary range of the class or position, the minimum qualifications required, the final date and time when applications will be accepted, whether examinations or testing will be required, and other pertinent information and requirements. If certain categories of individuals will receive preference in filling vacant positions, those categories should be listed.~~

B. The Human Resources Manager shall utilize appropriate recruiting measures to obtain qualified applicants. The Human Resources Manager will provide the following information in the job announcement: the title and salary range of the class or position, the minimum qualifications required, the final date and time when applications will be accepted, and other pertinent information and requirements. If certain categories of individuals will receive preference in filling vacant positions, those categories should be listed.

~~C. Job announcements will be published for no less than 10 working days, unless a shorter period is approved by the city manager. The city manager may authorize a job announcement for five working days when necessary.~~

C. Job announcements will be published for no less than 10 working days unless a shorter period is approved by the City Manager. The City Manager may authorize a job announcement for five working days when necessary.

~~D. Subject to subsection (E) of this section, a copy of the job description will be furnished with the announcement and both are to be distributed to all city departments and the Mat-Su office of the Alaska State Employment Service.~~

D. All classified positions within the city will be posted, either internally, externally, or both. Non-competitive placement for classified positions, including Department Directors, is not authorized.

~~E. A department director may restrict recruitment for a vacancy to current employees of the department, provided all of the following are met:~~

E. A department director may restrict recruitment for a vacancy to current employees of the department, provided all the following are met:

~~1. The department director has submitted a written request to the city manager and the personnel officer requesting in department only recruitment;~~

1. The department director has submitted a written request to the City Manager and the Human Resources Manager requesting in-department-only recruitment.

~~3. The city manager and personnel officer both approve the request in writing.~~3. The City Manager and Human Resources Manager both approve of the request in writing.

Palmer Municipal Code Section 4.15.020 Selection is hereby amended as follows (new language is underlined and deleted language is stricken):

#### 4.15.020 Selection

##### A. Filing Applications

~~1. To be considered for a position, each applicant (including current city employees) must submit a city of Palmer application to the city of Palmer, Human Resource Department, 231 W. Evergreen Avenue, Palmer, Alaska 99645.~~

1. To be considered for a position, each applicant (including current city employees) must apply via the city's recruitment system.

~~3. Applications received after the closing deadline shall not be accepted for the particular position in the announcement.~~

3. Applications received after the closing deadline shall not be accepted.

##### B. Minimum Qualification/Disqualification

~~1. The personnel officer or designee shall screen applicants by reviewing the job applications.~~

1. The Human Resources Manager or designee shall review applications received to ensure proper minimum qualifications criteria were met. Department Directors may choose to defer minimum qualifications if the applications received do not meet those criteria.

~~C. Examinations. An applicant will be eligible to take examinations if he or she meets the minimum qualifications established by the department director. These qualifications may include education, experience, and other factors as related to the ability of the applicant to perform with reasonable efficiency the essential functions of the position with or without an accommodation.~~

C. Examinations. An applicant will be eligible to take examinations if he or she meets the minimum qualifications established by the Department Director. These qualifications may include education, experience, and other factors related to the ability of the applicant to perform with reasonable efficiency the essential functions of the position with or without accommodation.

##### D. Examination Contents and Procedure

~~1. All examinations required shall be practical and shall relate to the duties and responsibilities of the position for which the applicant is being examined and shall measure the relative capacity and fitness of the person examined to perform the essential functions of the class of positions to which they seek to be appointed (or promoted). The examination or other tests found reasonable by the personnel officer used to determine the fitness and relative ability of the applicant may consist of one or more of the following:~~

- ~~a. Written tests;~~
- ~~b. Performance tests;~~
- ~~c. Physical tests of strength, stamina or dexterity;~~
- ~~d. Evaluation of education, training and experience as shown on the application;~~
- ~~e. Interviews designed to determine general fitness for the position;~~
- ~~f. Pre-employment health examinations;~~
- ~~g. Drug test; and~~
- ~~h. Interviews.~~

1. All examinations required shall be practical and shall relate to the duties and responsibilities of the position for which the applicant is being examined and shall measure the relative capacity and fitness of the person examined to perform the essential functions of the class of positions to which they seek to be appointed (or promoted). The examination or other tests found reasonable by the Human Resources Manager used to determine the fitness and relative ability of the applicant may consist of one or more of the following:

- a. Written tests
- b. Performance test.
- c. Physical tests demonstrating the applicant's ability to perform the essential functions and duties of the position.
- d. Evaluation of education, training and experience as shown on the application
- e. Interviews which are designed to determine general fitness for the position.
- f. Pre-employment health examinations as needed to demonstrate the applicant's ability to perform the essential functions and duties of the position.
- g. Drug tests
- h. Interviews

~~In addition, for police officers, additional testing requirements may be required, including, but not limited to: polygraph examination, psychological examination, fingerprinting, extensive background investigation and criminal background review.~~

For police officers and firefighters, additional testing requirements may be required, including, but not limited to polygraph examination, psychological examination, fingerprinting, extensive background investigation and criminal background reviews.

~~In addition, for all other police department employees, additional testing requirements may be required, including, but not limited to: fingerprinting, extensive background investigation and criminal background review.~~

For all other police department employees or those employees requiring access to the building, additional testing requirements may be required, including, but not limited to fingerprinting, extensive background investigation and criminal background reviews.

~~2. Five working days before applications for the position close, the department director will submit for the personnel officer's approval any examinations to be used to rank the applicants.~~

2. Prior to the closing of a position for recruitment, the Department Director or authorized designee, will submit for the Human Resources Manager's approval any examinations to be used to rank the applicants.

~~3. The department director may require information as to education, training and experience of applicants and such other information as the department director may reasonably deem pertinent. If the department director determines a need to contact any applicant for further information, the personnel officer shall contact the applicant and all applicants similarly situated shall be extended this same opportunity. The personnel officer may require any applicant for examination to submit documented proof of the possession of any license, certificate, degree or other qualification claimed or required and may refuse credit for such qualifications in the absence of proof.~~

3. The Department Director or designee may require information as to the education, training and experience of applicants and such other information as the Department Director may reasonably deem pertinent. If the Department Director determines a need to contact any applicant for further information, the Human Resources Manager shall contact the applicant and all applicants similarly situated shall be extended this same opportunity. The Human Resources Manager may require any applicant for examination to submit documented proof of the possession of any license, certificate, degree, or other qualification claimed or required and may refuse credit for such qualifications in the absence of proof.

~~E. Conduct of Examinations. Examinations shall be conducted at a testing site approved by the personnel officer or under the supervision of the department director. All examiners and monitors used in the conducting of examinations shall be provided with such instructions as may be required for fair and impartial administration.~~

E. Conduct of Examinations. Examinations shall be conducted at a testing site approved by the Human Resources Manager or under the supervision of the Department Director. All examiners and monitors used in the conducting of examinations shall be provided with such instructions as may be required for fair and impartial administration. Examination results shall be retained in accordance with the city's records retention schedule.

~~F. Interviews. When an interview panel forms a part or all of the examination for a position, the city manager or designee shall appoint an interview board. This board shall consist of at least three members:~~

- ~~1. The director or designee of the department having the vacancy;~~
- ~~2. City of Palmer employee with the same job classification or higher as the position being filled; and~~
- ~~3. The personnel officer or designee. As a general rule, all applicants selected for interview shall be interviewed and rated by the same panel. Alternate members may be used only when determined necessary by the personnel officer.~~

F. Interviews. When an interview panel forms a part or all of the examination for a position, the Department Director or designee shall appoint an interview board. This board shall consist of at least three members:

1. The director or designee of the department having the vacancy.
2. City of Palmer employee with the same job classification or higher as the position being filled; and
3. The Human Resources Manager or designee.
4. As a general rule, all applicants selected for an interview shall be interviewed and rated by the same panel. Alternate members may be used only when determined necessary by the personnel officer.

#### G. Method of Ranking

~~2. Five working days before applications for the position close, the department director shall submit for the personnel officer's approval the interview questions and the method of ranking to be used for hiring list eligibility.~~

2. Prior to the closing of a position for recruitment, the Department Director shall submit for the Human Resources Manager's approval the interview questions and the method of ranking to be used for hiring list eligibility.

#### H. Offering Positions

##### ~~1. Pre Offer Procedure:~~

~~a. Qualified Candidates. The department director shall provide the names of the most qualified applicant(s) to the personnel officer.~~

~~b. Additional Information. If additional information is needed to document qualifications, a memo to the personnel officer shall be included.~~

~~c. References. Prior to selection of a candidate, the personnel officer shall check the references for the top candidates.~~

- a. Qualified Candidates. Upon conclusion of interviews, the Human Resources Manager shall provide the Department Director or designee with the ranking of those candidates interviewed.
- b. Additional Information. If additional information is needed to document qualifications, the Department Director will send a memo to the Human Resources Manager who will contact the applicant for the information as appropriate.
- c. References. Prior to selection of a candidate, the Human Resources Manager shall check the references for the top candidate(s).

## 2. Conditional Offers

~~a. Notification of Conditions. Before making final selection of the most qualified applicant, the department director shall notify the personnel officer of any conditions of employment in writing.~~

a. Notification of Conditions. Before making the final selection of the most qualified applicant, the Department Director shall notify the Human Resources Manager of any conditions of employment in writing.

~~b. Examples. Examples of conditions include without limitation the successful completion of a background investigation or post-offer medical examination, receipt of negative results of a post-offer drug test, or Alaska licensing.~~

b. Examples. Examples of conditions may include the successful completion of a background investigation or post-offer medical examination, receipt of negative results of a post-offer drug test, or Alaska licensing.

~~c. Conditional Job Offer. The personnel officer will make conditional job offers for all non-department of public safety employees.~~

c. Conditional Job Offer. The Human Resources Manager will make conditional job offers for all non-police and fire department employees.

~~d. Conditional Job Offer — Palmer Police Department.~~

~~i. The chief of police shall make conditional job offers for Palmer police department employees.~~

~~ii. The conditions shall be based on the examples listed in this section.~~

~~iii. The chief of police shall forward all conditions of employment to the personnel officer.~~

d. Conditional Job Offer – Palmer Police Department and Palmer Fire & Rescue

i. The chief of police or Fire Chief shall make conditional job offers for their respective departments.

ii. The conditions shall be based on the examples listed in this section.

iii. The chief shall forward all conditions of employment to the Human Resources Manager.

## 4. Employment

~~a. All applicants must successfully pass the pre-employment drug screening prior to starting employment with the city.~~

~~b. All applicants must submit a copy of their driving record and a background report from the State Troopers during orientation with the personnel officer or designee.~~

~~c. The cost of the driving record and background report will be reimbursed during normal account payables procedures.~~

a. All applicants to include non-classified fire department personnel, must successfully pass the pre-employment drug screening prior to start working with the city.

b. If driving for their position is a requirement of the job, applicants must submit a copy of their driving record.

c. A completed background check is required no later than their first day of employment.

d. The cost of the driving record will be reimbursed during normal account payables procedures.

## I. Eligibility List

~~1. The department director may include in the position announcement that not only a position opening exists but that an eligibility list may be made of top qualified applicants based on the examination. In such case, the department director may establish an eligibility list and provide a copy to the personnel officer.~~

1. The Department Director may include in the position announcement that an eligibility list may be made of top qualified applicants based on the examination. In such a case, the Department Director may establish an eligibility list and provide a copy to the Human Resources Manager.

~~2. Within 30 days of the establishment of the eligibility list, the personnel officer shall notify all qualified applicants in writing whether their names have or have not been included on the eligibility list.~~

2. Within 30 days of the establishment of the eligibility list, the Human Resources Manager shall notify all qualified applicants in writing whether their names have or have not been included on the eligibility list.

~~3. If a position for which an eligibility list exists becomes open for hiring, the personnel officer at the request of the department director and approval of the city manager may choose to hire from the eligibility list.~~

3. If a position for which an eligibility list exists becomes open for hiring, the Human Resources Manager at the request of the Department Director and approval of the City Manager may choose to hire from the eligibility list.

## 4. Filling Vacancy from Eligibility List

~~a. To fill a vacancy by selection of a candidate from an eligibility list, the department director shall submit the eligibility list to the personnel officer and city manager.~~

a. To fill a vacancy by selection of a candidate from an eligibility list, the Department Director shall submit the eligibility list to the Human Resources Manager and City Manager.

~~d. The request shall be subject to approval of both the personnel officer and city manager.~~

d. The request shall be subject to the approval of both the Human Resources Manager and City Manager.

~~6. The department director, after notifying the personnel officer in writing and receiving written approval from the personnel officer, may remove the name of an eligible candidate from the list for the following reasons:~~

6. The Department Director, after notifying the Human Resources Manager in writing and receiving written approval from the Human Resources Manager, may remove the name of an eligible candidate from the list for the following reasons:

## J. Recruitment and Selection Records

~~1. Within five days of the offer being accepted by the employee or the establishment of the eligibility list, the department director shall organize in an orderly manner and deliver to the personnel officer all records and documents pertinent to the recruitment and selection.~~



1. Within five days of the offer being accepted by the employee or the establishment of the eligibility list, the Department Director shall organize in an orderly manner and deliver to the Human Resources Manager all records and documents pertinent to the recruitment and selection.

Palmer Municipal Code Section 4.15.040 Promoted Employee is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A promoted employee shall begin their probationary period subject to PMC 4.15.050. The probationary employee retains eligibility to take leave subject to Chapter 4.30 PMC. (Ord. 12-001 § 3, 2013)~~

A promoted employee shall begin their probationary period subject to PMC 4.15.050.

Palmer Municipal Code Section 4.15.050 Probationary Period is hereby amended as follows (new language is underlined and deleted language is stricken):

~~B. At any time during the probationary period, the department director or city manager may summarily discharge the probationary employee from the position, with or without cause and without right of hearing or appeal; provided, however, such discharge will be made in conjunction with prior attorney consultation.~~

B. At any time during the probationary period, the Department Director or City Manager may summarily discharge the probationary employee from the position, with or without cause and without right of hearing or appeal; provided, however, prior to such discharge will be made in conjunction with the Human Resources Manager and city attorney consultation.

~~1. Full-time employees shall serve a probationary period of six months or 1,040 hours worked, exclusive of overtime.~~

~~a. When an employee in a probationary status is transferred to another level, the probationary period for the new level shall start on the date of the transfer.~~

~~b. After an employee has successfully completed six months and 1,040 hours of work, exclusive of overtime, in the new level the employee may be advanced a maximum of two steps to the next higher pay step in the salary range of the class. That date becomes the employee's merit anniversary date.~~

~~c. The probationary period may be extended at the discretion of the department director and approval of the personnel officer.~~

a. When an employee in a probationary status is transferred to another level, the probationary period for the new level shall start on the date of the transfer.

b. After a full-time employee successfully completes six months or 1,040 hours of work, exclusive of overtime, the employee may be advanced a maximum of one step to the next higher pay step in the salary range of the class. That date becomes the employee's merit anniversary date.

c. The probationary period may be extended at the discretion of the Department Director, concurrence of the Human Resources Manager and approval of the City Manager.

~~2. Part-time employees shall serve a probationary period of six months and 520 hours worked, exclusive of overtime.~~

~~a. After an employee has successfully completed six months and 520 hours of work, exclusive of overtime, the employee may be advanced a maximum of two steps to the next higher pay step in the salary range of class. That date becomes the employee's merit anniversary date.~~

~~b. The probationary period may be extended at the discretion of the department director and approval of the personnel officer.~~

2. Regular Part-time employees shall serve a probationary period of six months and 520 hours worked, exclusive of overtime.

a. After an employee has successfully completed six months and 520 hours of work, exclusive of overtime, the employee may be advanced a maximum of one step to the next higher pay step in the salary range of class. That date becomes the employee's merit anniversary date.

b. The probationary period may be extended at the discretion of the Department Director, concurrence of the Human Resources Manager and approval of the City Manager.

~~F. During the probationary period, a probationary employee accrues leave time, and shall be eligible for holiday benefits.~~

~~1. Repealed by Ord. 20-009.~~

~~2. The leave accrual will not be paid for an employee who leaves employment with the city of Palmer for any reason prior to successfully completing the probationary period including any extensions. (Ord. 20-009 § 3, 2020; Ord. 16-012 § 3, 2016; Ord. 12-001 § 3, 2013)~~

F. During the probationary period, a probationary employee accrues leave time, and shall be eligible for holiday benefits.

1. Repealed by Ord. 20-009.

2. Providing an employee completes his/her required probationary period (including any extensions) and has no disciplinary actions or Performance Improvement Plans issued, he/she will receive payment for all accrued leave upon his/her separation. (Ord. 20-009 § 3, 2020; Ord. 16-012 § 3, 2016; Ord. 12-001 § 3, 2013).

Palmer Municipal Code Section 4.15.070 Driving License Required is hereby amended as follows (new language is underlined and deleted language is stricken):

~~4.15.070 — Driver's license required.~~

4.15.070 Driver License Requirements

~~All employees whose job description requires a valid Alaska driver's license of a specific class or with or without endorsements, including a commercial driver's license (CDL), shall obtain and maintain such driver's license.~~

A. All employees whose job description requires a valid Alaska driver's license of a specific class or with or without endorsements, including a commercial driver's license (CDL), shall obtain and maintain such driver's license.

B. Employees who drive on behalf of the city must meet the following driving guidelines (regardless of what vehicle is driven):

Category	Type of Conviction(s)	Number of Convictions	0 to 3 Years	4 to 5 Years	6 to 10 Years	11 Years & Beyond
I	DUI/DWI or Refusal to submit to a Chemical Test	1	Not Acceptable	Acceptable	Acceptable	Acceptable
	DUI/DWI, Reckless, or Refusal to Submit to a Chemical Test	2+	Not Acceptable	Not Acceptable	Not Acceptable	Not Acceptable
II	Driving with a suspended, revoked, or cancelled license	1	Not Acceptable	Acceptable	Acceptable	Acceptable
III	Combination of Category I and II	2	Not Acceptable	Not Acceptable	Not Acceptable	Acceptable
	Combination of Category I and II	3 or more	Not	Not	Not	Not

			Acceptable	Acceptable	Acceptable	Acceptable
IV	Other moving violations	3 or more	Not Acceptable	Acceptable	Acceptable	Acceptable

C. City vehicles may be driven only for city business. Except for fire department responders, public works crew members, airport superintendent, and police officers, employees are not authorized to utilize city vehicles for personal use. Fire department responders, airport superintendent, public works crew members and police officers driving vehicles both on and off duty, are required to limit personal use of city vehicles and may not drive the city vehicle further than 25 miles from city limits unless for work purposes. The Chief of Police may, on a case-by-case basis, approve personal use outside 25 miles based on operational needs. Department Directors may, on a case-by-case basis, allow personal use of city vehicles on a temporary basis (i.e. two weeks or less).

D. Employees who drive on behalf of the city, regardless of if the requirement to drive listed in the employee's job description, must annually submit to review of his/her driving record. Department Directors are responsible for updating their department's eligible drivers list with Human Resources as changes occur.

E. Employees driving city vehicles are required to immediately advise his or her Department Director as well as the Human Resources Manager if the vehicle is involved in an accident, regardless of the amount of damage.

~~A. An employee, who is required to have a CDL whose operating privilege is suspended, revoked or canceled for any period, shall not operate any city vehicle for which such license or endorsement is required during the period of suspension, revocation, cancellation, loss or disqualification.~~

F. An employee who is required to have a CDL or drive as a function of his/her position, whose operating privilege is suspended, revoked, or canceled for any period, shall not operate any city vehicle for which such license or endorsement is required during the period of suspension, revocation, cancellation, loss, or disqualification.

~~B. An employee whose operating privilege is suspended, revoked or canceled, who loses the privilege to operate a motor vehicle in any state for any period, shall notify his or her department director or the city manager of that fact before the end of the business day following the day the employee receives notice of the suspension, revocation, cancellation, loss or disqualification. An employee whose operating privilege is suspended, revoked, or canceled from operating a motor vehicle may not operate a city vehicle or his or her own personal vehicle for city business.~~

G. An employee whose operating privilege is suspended, revoked, or canceled, who loses the privilege to operate a motor vehicle in any state for any period, shall notify his or her Department Director or the City Manager of that fact before the end of the business day following the day the employee receives notice of the suspension, revocation, cancellation, loss, or disqualification. An employee whose operating privilege is suspended, revoked, or canceled from operating a motor vehicle may not operate a city vehicle or his or her own personal vehicle for city business.

~~C. Violation of subsection (A) or (B) of this section constitutes cause for termination.~~

H. Violation of subsection (F) or (G) of this section constitutes cause for termination.

~~D. The suspension, revocation, cancellation, loss or disqualification of the operating privilege constitutes cause for involuntary demotion to a lower job classification for which the employee is qualified without the privilege. If there is no opening available in a lower job classification for which the employee is qualified without the operating privilege, the employee may be terminated.~~

I. The suspension, revocation, cancellation, loss, or disqualification of the operating privilege constitutes cause for involuntary demotion to a lower job classification for which the employee is qualified without the operating privilege. If there is no opening available in a lower job classification for which the employee is qualified without the operating privilege, the employee may be terminated.

~~E. In addition to the above, the employee may be terminated at the discretion of the city manager or may be required to:~~

~~1. Obtain a new, valid driver's license of such class or with such endorsements, including a commercial driver's license, that meets the requirements of his or her job description within 60 calendar days of the effective date of the suspension, revocation, cancellation, loss or disqualification;~~

~~2. Obtain a reinstatement of the prior operating privileges within 60 calendar days of the suspension, revocation, cancellation, loss or disqualification; or~~

~~3. Obtain limited license privileges and a new valid driver's license or have the prior operating privileges reinstated such that the employee does not lack the driver's license authority meeting the requirements for his or her job description for more than 60 calendar days, consecutive or nonconsecutive.~~

J. In addition to the above, the employee may be terminated at the discretion of the City Manager or may be required to:

1. Obtain a new, valid driver's license of such class or with such endorsements, including a commercial driver's license, that meets the requirements of his or her job description within 60 calendar days of the effective date of the suspension, revocation, cancellation, loss or disqualification.

2. Obtain a reinstatement of the prior operating privileges within 60 calendar days of the suspension, revocation, cancellation, loss, or disqualification; or

3. Obtain limited license privileges and a new valid driver's license or have the prior operating privileges reinstated such that the employee does not lack the driver's license authority meeting the requirements for his or her job description for more than 60 calendar days, consecutive or nonconsecutive.

~~F. If an employee is subject to adverse action resulting from any change in license status or driving privileges, the provisions of PMC 4.50.040 and 4.50.050 must be followed. (Ord. 12-001 § 3, 2013)~~

K. If an employee is subject to adverse action resulting from any change in license status or driving privileges, the provisions of PMC 4.50.050 must be followed. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.15.080 Physical Examination is hereby amended as follows (new language is underlined and deleted language is stricken):

~~B. If the city manager or department director has reason to believe that a current employee has a physical or mental condition which substantially interferes with the employee's ability to perform the essential functions of his/her position in a safe and proficient manner, the personnel officer or department director, with the prior written approval of the personnel officer, may in writing require the employee to submit to a fitness for duty examination. If the city selects the medical or mental health professional, the city shall pay for the fitness for duty examination. If the employee elects to obtain a second opinion it will be at the employee's expense.~~

B. If the City Manager or Department Director has reason to believe that a current employee has a physical or mental condition which substantially interferes with the employee's ability to perform the essential functions of his/her position in a safe and proficient manner, the Department Director, with the prior written approval of the Human Resources Manager, may in writing require the employee to submit to a fitness for duty examination. If the city selects a health professional, the city shall pay for the fitness for duty examination. If the employee elects to obtain a second opinion it will be at the employee's expense.

~~C. If an employee suffers an injury or illness which prevents the employee from fully performing his or her essential functions of his/her job, the employee's department director may offer the employee light duty where such is approved by a medical or mental health professional and where the medical or mental health professional has released the employee for such light duty. The personnel officer shall be notified of the light duty status.~~

~~3. If light duty is not available, the employee must remain off the job until released by a medical or mental health professional to perform the essential functions of his/her position with or without accommodation.~~

~~4. When the employee is able to perform the essential functions of his/her position and a medical or mental health professional's written release to that effect has been received by the personnel officer, the employee shall be reassigned to the normal position in due course; provided, that:~~

C. If an employee suffers an injury or illness which prevents the employee from fully performing his or her essential functions of his/her job, the employee's Department Director, with concurrence of the Human Resources Manager, may offer the employee light duty if the health professional has released the employee for such light duty.

4. When the employee can perform the essential functions of his/her position and a health professional's written release to that effect has been received by the Human Resources Manager, the employee shall be reassigned to the normal position in due course; provided, that:

a. The medical release is received within 18 weeks of notice of the injury or illness; and

b. The position still exists and is not then filled by a regular employee who is not in a promotional probationary period.

~~D. If an employee is unable to return to work due to injury or illness that prevents them from performing essential job functions due to injury or illness, the employee shall advise his or her department director in writing. The department director may request physician updates on the status of the employee. (Ord. 12-001 § 3, 2013)~~

D. If an employee is unable to return to work due to injury or illness that prevents them from performing essential job functions due to injury or illness, the employee shall advise his or her Department Director in writing. The Human Resources Manager may request physician updates on the status of the employee. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.20.018 Floating Holidays is hereby amended as follows (new language is underlined and deleted language is stricken):

D. Floating holidays may not be cashed in.

Palmer Municipal Code Section 4.20.019 Floating Volunteer Days is hereby amended as follows (new language is underlined and deleted language is stricken):

4.20.019 Floating Volunteer Days

A. Martin Luther King, Jr., Day of Service (MLK Day) is the only federal holiday that is also designated by Congress as a National Day of Service – a “day on, not a day off.”

B. The City of Palmer understands the importance of service to the community and encourages employees to volunteer at local non-profit agencies, churches/synagogues/religious organizations, and community events. Full and part-time employees may, upon approval from and in coordination with their Department Director, provide service to local non-profit agencies, churches/synagogues/religious organizations and community events in lieu of performing regular work. Employees are entitled to two floating volunteer days per year, these days are not subject to cash-in and will be forfeited if not used by December 31st. Employees are encouraged to utilize one of the volunteer days on Martin Luther King Day if possible.

C. Full-time employees will receive pay not to exceed 8 hours per volunteer day. Regular part-time employees will receive pay equivalent to one regularly scheduled shift of work. Volunteer days are paid as straight-time hours; these hours are not subject to overtime pay.

D. Employees must complete the verification of service on a form and submit it to the Human Resource department.

Palmer Municipal Code Section 4.20.020 Overtime, Holiday Pay, Standby, Callout and Flex Schedule is hereby amended as follows (new language is underlined and deleted language is stricken):

~~C. In accordance with the Fair Labor Standards Act (FLSA), overtime pay shall apply when a nonexempt employee actually works more than 40 hours in a work week. Overtime work shall be paid at the rate of time and one-half.~~

C. In accordance with the Fair Labor Standards Act (FLSA), overtime pay shall apply when a nonexempt employee works more than 40 hours in a work week. Overtime work shall be paid at the rate of time and one-half; leave and holiday pay does not count towards overtime.

Palmer Municipal Code Section 4.20.030 Shift Differential for Police Officer and Dispatch Personnel is hereby amended as follows (new language is underlined and deleted language is stricken):

~~B. Differential shall not be paid for the standard work day of 8:00 a.m. to 4:00 p.m.~~

B. Differential shall not be paid for the standard workday of 8:00 a.m. to 4:00 p.m.

Palmer Municipal Code Section 4.30.007 Personal Leave is hereby amended as follows (new language is underlined and deleted language is stricken):

~~4.30.007 Personal leave Employees ineligible.~~

~~The following employees are ineligible to accumulate personal leave:~~

- ~~A. On-call employees;~~
- ~~B. Temporary employees;~~
- ~~C. Seasonal employees;~~
- ~~D. Volunteer firefighters; and~~
- ~~E. Part-time employees working less than 20 hours per week. (Ord. 13-008 § 3, 2013)~~

4.30.007 Personal leave – Ineligible Employees

The following employees are ineligible to accumulate personal leave:

- A. On call employees
- B. Temporary employees
- C. Seasonal employees
- D. Non-classified fire department personnel; and
- E. Part-time employees working less than 20 hours per week. (Ord. 13-008 § 3, 2013)

Palmer Municipal Code Section 4.30.010 Personal Leave – Full-time Employees is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. Personal leave shall be earned only upon completion of each full pay period.~~

A. Personal leave shall be credited at the end of each pay period. Employees who are on approved leave without pay during a pay period will be credited with a prorated amount of leave based on hours in a pay status for the pay period.

~~C. Upon completion of 1,040 continuous full-time hours exclusive of overtime, full-time employees shall be credited with the accrual as provided in this section, retroactive to the date of hire to the current full-time position.~~

C. For the purposes of this section, continuous service means the total amount of hours served in a regular full-time position as defined in PMC 4.05.005(Z). (Ord. 13-008 § 4, 2013; Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.30.020 Personal Leave – Part-time Employees is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. Part-time employees shall accumulate personal leave at an equivalent ratio of hours worked.~~

A. Regular part-time employees shall accumulate personal leave at an equivalent ratio of hours worked.

~~B. Personal leave shall be earned only upon completion of each full pay period.~~

B. Regular part-time employees who work 20-24 hours a week will accrue personal leave at the rate of 50 percent of the full-time employee in accordance with the following schedule:

1. 3.53 hours per pay period for employees with less than two years of continuous regular part-time service.
2. 4.46 hours per pay period for employees with two years and less than five years of continuous regular part-time service.
3. 4.92 hours per pay period for employees with five years and less than 10 years of continuous regular part-time service; and
4. 5.84 hours per pay period for employees with 10 years or more of continuous regular part-time service.

~~C. Part-time employees who work 20 or more hours a week will accrue personal leave at the rate of 50 percent of the full-time employee in accordance with the following schedule:~~

- ~~1. 3.53 hours per pay period for employees with less than two years of continuous part-time service;~~
- ~~2. 4.46 hours per pay period for employees with two years and less than five years of continuous part-time service;~~



~~3. 4.92 hours per pay period for employees with five years and less than 10 years of continuous part-time service; and~~

~~4. 5.84 hours per pay period for employees with 10 years or more of continuous part-time service.~~

C. Regular part-time employees who work 25-29 hours a week will accrue personal leave at the rate of 70 percent of the full-time employee in accordance with the following schedule:

1. 4.95 hours per pay period for employees with less than two years of continuous regular part-time service.

2. 6.24 hours per pay period for employees with two years and less than five years of continuous regular part-time service.

3. 6.89 hours per pay period for employees with five years and less than 10 years of continuous regular part-time service; and

4. 8.18 hours per pay period for employees with 10 years or more of continuous regular part-time service.

~~D. Upon completion of 1,040 continuous part-time hours exclusive of overtime, part-time employees shall be credited with the accrual as provided in this section, retroactive to the date of hire to the current part-time position.~~

D. For the purposes of this section, continuous service means the total amount of hours served in a regular part-time position as defined in PMC 4.05.005(AA). (Ord. 13-008 § 4, 2013; Ord. 12-001 § 3, 2013)

~~E. For the purposes of this section, continuous service means the total amount of hours served in a regular part-time position as defined in PMC 4.05.005(Z). (Ord. 13-008 § 4, 2013; Ord. 12-001 § 3, 2013)~~

Palmer Municipal Code Section 4.30.040 Leave Without Pay Absence During Probationary Status is hereby amended as follows (new language is underlined and deleted language is stricken):

~~In the event there is a leave without pay absence during the probationary status, the merit anniversary date of the employee shall be adjusted forward to account for such leave. (Ord. 12-001 § 3, 2013)~~

In the event there is a leave without pay absence during the probationary status which exceeds 30 days, the merit anniversary date of the employee shall be adjusted forward to account for such leave. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.30.060 Maximum Accrual is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. Unused leave in excess of the maximum accumulation as of December 31st of any calendar year shall be forfeited unless a written request is submitted to the personnel officer no later than December 15th of each year requesting to cash in the excess personal leave.~~

A. Unused leave more than the maximum accumulation as of December 31st of any calendar year shall be forfeited unless a written request is submitted to the Finance Director no later than December 15th of each year requesting to cash in the excess personal leave. Department directors track leave usage and inform employees in advance of such forfeit. Failure of the Department Director to advise employees of potential forfeiture does not negate the loss.

~~B. Payment for accrued leave shall not exceed the monetary equivalent of 500 hours of such leave, plus accumulated leave since January 1st of the year in which termination occurs. While an employee is on probation, the personal leave has no cash value.~~

B. Payment for accrued leave shall not exceed the monetary equivalent of 500 hours of such leave, plus accumulated leave from January 1st of the year in which termination occurs.

Palmer Municipal Code Section 4.30.070 Use of Mandatory Leave is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. Each full-time employee shall take at least 10 days or 80 hours of personal leave each calendar year.  
1. It shall be the responsibility of the department director to ensure that each employee is given the opportunity to use this leave, scheduled in accordance with the department work load.  
2. In the event the employee does not take 10 days or 80 hours of leave in the calendar year, the employee will lose the unused balance of the 80 hours of accrued leave.~~

A. Each full-time employee shall take at least 10 days or 80 hours of personal leave each calendar year.  
1. It shall be the responsibility of the Department Director to ensure that each employee is given the opportunity to use this leave, scheduled in accordance with the department workload.  
2. In the event the employee does not take 10 days or 80 hours of leave in the calendar year, the employee will lose the unused balance of the 80 hours of accrued leave. Waivers for mandatory leave usage are prohibited.

~~C. The department director may require that the employees apply for personal leave a reasonable length of time in advance of taking planned leave. The request for personal leave shall be approved or disapproved within 10 working days from date received. (Ord. 14-006 § 3, 2014; Ord. 12-001 § 3, 2013)~~

C. The Department Director may require that the employees apply for personal leave a reasonable length of time in advance of taking planned leave. The request for personal leave shall be approved or disapproved within 10 working days from the date received. (Ord. 14-006 § 3, 2014; Ord. 12-001 § 3, 2013)

~~D. The city manager may cancel the leave and/or payout of accrued leave for employees who resign either before, during, or after leave is approved. (Ord. 22-003 § 3, 2022; Ord. 14-006 § 3, 2014; Ord. 12-001 § 3, 2013)~~

D. A full-time employee who has received a promotion and is currently in a probationary period is required to use mandatory leave that corresponds to his/her date that he/she was first placed into a full-time position regardless of probationary status.

Palmer Municipal Code Section 4.30.075 Cancellation of Approved Leave is hereby amended as follows (new language is underlined and deleted language is stricken):

#### 4.30.075 Cancellation of Approved Leave

D. Employees who are approved for leave, who resign their employment with the City of Palmer either before, during or after such leave has commenced will, at the direction of the City Manager:

1. Have their leave cancelled
2. Have their termination date changed to the last day the employee worked
3. Receive a payout for all available accrued leave if otherwise eligible to do so
4. If the employee is benefit eligible, their benefits will be terminated effective on the last day of the month in which they last worked.
5. Approved leave under 4.30.160 is not eligible to be cancelled under this section.

Palmer Municipal Code Section 4.30.080 Bereavement Leave is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. Regardless of probation status, full-time employees will receive three days of paid bereavement leave for the death of an employee's immediate family member (spouse, children, grandchildren, grandparents, mother, father, sister, or brother). For purposes of this section, in laws are not included in the term "immediate family member."~~

A. Regardless of probation status, full and regular part-time employees will receive five days of paid bereavement leave for the death of an employee's immediate family member (spouse, children, grandchildren, grandparents, mother, father, sister, brother, mother, and father in-law).

~~B. The employee shall provide appropriate documentation of death to the personnel officer. (Ord. 13-007 § 3, 2013; Ord. 12-001 § 3, 2013)~~

B. If requested, the employee shall provide appropriate documentation of death to the Human Resources Manager. (Ord. 13-007 § 3, 2013; Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.30.090 Absence Without Prior Approval is hereby amended as follows (new language is underlined and deleted language is stricken):

~~B. Failure to do so shall be cause for the time off to be charged as leave without pay.~~

B. Failure to do so may subject the employee to disciplinary action.

Palmer Municipal Code Section 4.30.100 Personal Leave Donations is hereby amended as follows (new language is underlined and deleted language is stricken):

~~B. Long Term Illness Defined. A long term illness is defined as a medical condition involving either the employee or the employee's family member and:~~

- ~~1. Requires the employee to be absent from work for a prolonged period of two or more weeks; and~~
- ~~2. Results in a loss of income because of the employee's lack of available accrued leave.~~

B. Long-Term Illness Defined. A long-term illness is defined as a medical condition involving either the employee or the employee's immediate family member and:

1. Requires the employee to be absent from work for a period of two consecutive weeks or more; and
2. Results in a loss of income because of the employees' lack of available accrued leave.

E. Employee Leave Donations

3. The form will be approved or denied by the city manager.

3. Employees are prohibited from requesting leave donations from other employees.

~~4. Employees are prohibited from requesting leave donations from other employees.~~

Palmer Municipal Code Section 4.30.130 Other Leave is hereby amended as follows (new language is underlined and deleted language is stricken):

A. Jury Duty Leave. The city will grant an employee administrative leave for jury duty. Fees paid by the court (other than travel and subsistence allowances) will be turned in for deposit to the city's general fund.

A. Jury Duty Leave. The city will grant an employee administrative leave for jury duty. Fees paid by the court (other than travel and subsistence allowances) will be turned in to the Finance Department for a deposit to the city's general fund.

~~B. Short Term Military Leave with Pay.~~

~~1. A regular, full-time employee who has served with the city for six months or more immediately preceding an application for military leave and who is a member of the National Guard or a reserve component of the armed~~

~~forces of the United States is entitled to a leave of absence from their duties for a period not exceeding 15 calendar days in any calendar year.~~

~~2. Such leave shall be granted without loss of time, pay, or benefits to which they are entitled.~~

~~3. Employees receiving short term military leave pay shall tender pay received from the military.~~

~~4. Military leave with pay may be granted only when an employee receives bona fide orders to active or training duty for a temporary period and shall not be paid if the employee does not return to their position immediately following the expiration of the period for which they were ordered to duty.~~

~~5. Military leave with pay shall not be granted to employees entering the service for extended and indefinite period of active duty.~~

#### B. Short-Term Military Leave with Pay.

1. Short-term military leave will be provided as outlined in AS 39.20.

#### C. Extended Military Leave without Pay.

~~1. An employee serving in the Guard or Reserve who is called to active duty for an extended tour of duty is eligible for an extended military leave of absence, which may continue up to five years.~~

~~2. Upon return from active duty service, they shall return to a position in the same range as their last position at the salary step prevailing for such position without loss of seniority or employment rights.~~

~~3. If it is established that they are not physically qualified to perform the duties of their former position by reason of such service, he or she shall be reinstated in other work that they are able to perform at the nearest appropriate level of the pay of their former position.~~

~~4. Such employees shall make application for reinstatement within 45 days of discharge or return and shall report to work within three months following separation from active duty.~~

~~5. Failure to comply will terminate the extended military leave.~~

~~6. When an employee voluntarily reenlists or extends his or her period of military service, this military leave shall be deemed canceled.~~

~~7. This rule shall apply so long as it does not violate 38 USC 2021—2026 pertaining to reinstatement of city employees returning from active duty. Only to the extent necessary to comply with 38 USC 2021—2026, those provisions shall prevail over this rule. (Ord. 12-001 § 3, 2013)~~

#### C. Extended Military Leave without Pay.

All city employees called for military duty shall receive benefits as required under the Uniformed Services Employment and Reemployment Rights Act (USERRA), including five years of unpaid leave.

Palmer Municipal Code Section 4.30.140 Leave Without Pay is hereby amended as follows (new language is underlined and deleted language is stricken):

~~C. Leave in Excess of Five Working Days. Leave without pay in excess of five working days must be approved by the manager with the recommendation of the personnel officer and an accompanying report and recommendation from the department director.~~

C. Leave in Excess of Five Working Days. Leave without pay more than five working days in a calendar year must be approved by the City Manager with the recommendation of the Human Resources Manager and an accompanying report and recommendation from the Department Director.

~~D. Health Insurance. Health insurance to the extent provided for other employees shall continue in effect during leave without pay (including that resulting from suspension without pay).~~

~~1. Leave Without Pay Not Related to Family Medical Leave Act. An employee on leave without pay, not related to the family medical leave, shall pay both the employer and employee share of the monthly health insurance premium at a pro-rated amount when the employee's leave without pay exceeds two weeks;~~

~~2. Leave Without Pay Related to the Family Medical Leave Act. The city shall continue to pay the health insurance premium, for a period not to exceed 18 weeks, for an employee on approved family medical leave.~~

D. Health Insurance. Health insurance to the extent provided for other employees shall continue in effect during leave without pay (including that resulting from suspension without pay).

1. Leave Without Pay Not Related to Family Medical Leave Act or Alaska Family Leave Act. An employee on leave without pay, not related to the family medical leave or Alaska Family Leave Act, shall pay both the employer and employee share of the monthly health insurance premium at a pro-rated amount when the employee's leave without pay exceeds two weeks.

2. Leave Without Pay Related to the Family Medical Leave Act or Alaska Family Leave Act. The city shall continue to pay the city's portion of the health insurance premium, for a period not to exceed 18 weeks, for an employee on approved family leave. Employees are required to pay any employee portion of the premium within time limits prescribed by the Finance Director, not to exceed 30 days from the premium due date.

Palmer Municipal Code Section 4.30.160 Family and Medical Leave is hereby amended as follows (new language is underlined and deleted language is stricken):

~~4.30.160 — Family and medical leave.~~

4.30.160 Family and Medical Leave/Alaska Family Leave

~~A. When leave is due to a "qualifying exigency" an eligible employee may take up to 12 workweeks of leave during any 12-month period.~~

~~B. When leave is to care for an injured or ill service member, an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.~~

~~Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.~~

~~C. Certification:~~

~~1. An employee requesting family and medical leave shall provide to the personnel officer certification of the circumstances on which the request is being made, to include documentation of placement or adoption proceedings, the statement of a health care provider of the employee's pregnancy, spouse's pregnancy or a serious health condition of the employee or the employee's spouse, child, or parent.~~

~~2. Prior to returning to work, an employee who has been on family and medical leave due to his or her own serious health condition shall present a certificate from the employee's health care provider that the employee is released for duty.~~

~~D. Definition. A covered service member is:~~

~~1. A current member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or~~

~~2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.~~

~~E. Measuring Period. The 12-month period during which an employee is eligible for family and medical leave shall be the "rolling" 12-month period measured backward from the date an employee begins any family and medical leave.~~

The Alaska Family Leave Act and the federal Family and Medical Leave Act of 1993 entitle employees to periods of leave for childbirth, adoption, to care for a close relative with a serious health condition, or if the employee is unable to perform his or her duties because of a serious health condition. The city shall abide by both the federal Family and Medical Leave Act (FMLA) of 1993 and its subsequent amendments and the provisions of Alaska Family Leave Act (AFLA) under AS 39.20.500.

~~F. Coordination with Other Leave:~~

~~1. An employee requesting family and medical leave shall first exhaust accrued annual personal leave before utilizing leave without pay.~~

~~2. Injury leave due to a serious health condition is considered family and medical leave because of a serious health condition that makes the employee unable to perform the functions of his or her job and shall run concurrently with family and medical leave.~~

~~G. Health Insurance Benefit. Health insurance coverage for an employee on family and medical leave shall be maintained on the same basis as such coverage is available to an employee who is actively at work during the first 12 weeks of family and medical leave during the measuring period. An employee on extended family leave shall be eligible for such coverage only to the extent he or she pays for it, which shall be in the manner prescribed by the personnel officer.~~

~~H. Personal leave and holidays with pay will accumulate during family and medical leave.~~

~~I. Replacement of Employee on Family and Medical Leave. An employee on family and medical leave may be replaced by a temporary or substitute employee depending on the needs of the department and the duration of the family and medical leave. An employee shall resume his or her position upon completion of family and medical leave.~~

~~J. In the event that the employee is unable to work upon the expiration of the family and medical leave, such employee would be terminated without prejudice, subject to the discharge procedures in PMC 4.50.060 through 4.50.080.~~

~~K. In the event of disability discharge, the city will notify the employee of his or her right to extend health plan coverage. This notice will be in accordance with COBRA, the Consolidated Omnibus Budget Reconciliation Act of 1985. (Ord. 12-001 § 3, 2013)~~

A. Coordination with Other Leave.

1. An employee requesting FMLA or AFLA leave shall first exhaust accrued annual personal leave before utilizing leave without pay.

2. Leave resulting from a workplace (Workers' Compensation) injury is considered FMLA/AFLA leave if the condition prohibits the employee from being able to perform the functions of his or her job and shall run concurrently with FMLA/AFLA.

3. FMLA and AFLA will be run concurrently.

B. Personal leave and holidays with pay will accumulate during FMLA and AFLA leave.

C. Replacement of Employee on FMLA/AFLA leave. An employee on FMLA/AFLA leave may be replaced by a temporary employee depending on the needs of the department and the duration of the leave.

D. If the employee is unable to work upon the expiration of the FMLA/AFLA leave, such employee would be terminated without prejudice, subject to the discharge procedures in PMC 4.50.060 through 4.50.080.

E. In the event of disability discharge, the city will notify the employee of his or her right to extend health plan coverage. This notice will be in accordance with COBRA, the Consolidated Omnibus Budget Reconciliation Act of 1985. (Ord. 12-001 § 3, 2013).

Palmer Municipal Code Section 4.40.005 Scope of Coverage - Definitions is hereby amended as follows (new language is underlined and deleted language is stricken):

Any employee of the city having a work-related complaint is required to seek resolution of the complaint by following the procedures described in this section.

The intent of this procedure is to seek resolution of the complaint at the lowest level of the organization possible, to foster sound interpersonal relations between each level of the city's departments, and to be supportive of open communication between supervisors and subordinates.

4.40.010 ——— Timely — Definition.

~~In this chapter, "timely" means the grievance must be filed within 60 days of the grievable event. (Ord. 12-001 § 3, 2013)~~

Palmer Municipal Code Section 4.40.020 Procedure is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. When an employee has a grievance, the employee shall timely present the grievance in writing to his or her immediate supervisor who shall endeavor to resolve it within five working days. If the supervisor is unable to do so the supervisor shall refer it to the department director who shall have five working days for the settlement of the grievance.~~

A. When an employee has a grievance, the employee shall timely present the grievance in writing to his or her immediate supervisor who shall endeavor to resolve it within five working days. If the supervisor is unable to do so the supervisor, he/she shall refer it to the Department Director who shall have five working days from his/her receipt for the settlement of the grievance.

~~B. If the employee's supervisor is a department director, then the department director shall have seven working days to settle the grievance. If not resolved at the department director level, the grievance shall be reported in writing to the personnel officer.~~

B. If the employee's supervisor is a Department Director, then the Department Director shall have seven working days to settle the grievance. If not resolved at the Department Director's level, the grievance shall be reported in writing to the Human Resources Manager.

~~C. Once reported to the personnel officer or designee, the personnel officer or designee shall conduct an investigation. The decision on the findings shall be provided to the employee within 15 working days. If the grievance is not resolved at the personnel officer level, it shall be reported in writing along with the personnel officer's findings and decision to the city manager who shall conduct an investigation and hearings as may be appropriate and report his or her findings and decision to the employee within 15 working days. The decision of the city manager shall be final.~~

C. Once reported to the Human Resources Manager, the Human Resources Manager shall investigate. The decision on the findings shall be provided to the employee within 15 working days from receipt. If the grievance is not resolved at the Human Resources Manager level, it shall be reported in writing along with the Human Resources Manager's findings and decision to the City Manager who may accept the Human Resources Manager's findings or investigate, and hearings as may he or she deems appropriate and report his or her findings and decision to the employee within 15 working days from receipt. The decision of the City Manager shall be final.

~~D. In presenting grievances throughout the procedure, the aggrieved employee may have the assistance of any representatives as he or she considers desirable, at the employee's expense. Any employee of the city having a work-related complaint is required to seek resolution of the complaint by following the procedures described in this section.~~

D. Throughout the process, the aggrieved employee may have the assistance of any representative he or she considers desirable, at the employee's expense. City employees may not be compelled to assist an aggrieved employee and, if they choose to participate, may not do so while on duty.

~~E. The intent of this procedure is to seek resolution of the complaint at the lowest level of the organization possible, to foster sound interpersonal relations between each level of the city's departments, and to be supportive of open communication between supervisors and subordinates.~~

E. Once an employee has given notice of resignation or has been served with the notice of intent for adverse action according to Chapter 4.50 PMC, Disciplinary Action and Termination, their grievance rights cease. (Ord. 12-001 § 3, 2013)

F. Once an employee has given notice of resignation or has been served with the notice of intent for adverse action according to Chapter 4.50 PMC, Disciplinary Action and Termination, their grievance rights cease. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.50 Disciplinary Action and Termination hereby amended as follows (new language is underlined and deleted language is stricken):

~~Chapter 4.50 DISCIPLINARY ACTION AND TERMINATION~~

CHAPTER 4.50 DISCIPLINARY ACTION, TERMINATION, LAYOFFS, RESIGNATIONS AND RETIREMENTS

Sections:

- ~~4.50.005 Scope of coverage.~~
- ~~4.50.010 Suspension.~~
- ~~4.50.020 Involuntary demotion.~~
- ~~4.50.030 Category 1 Actions that may result in discipline.~~
- ~~4.50.040 Category 2 Actions that may result in discipline.~~
- ~~4.50.050 Department director procedure for imposing adverse action.~~
- ~~4.50.060 Classified employee's right to a hearing on department director's intent to impose adverse action.~~

Sections:

- 4.50.005 Scope of Coverage
- 4.50.010 Suspension
- 4.50.020 Involuntary Demotion
- 4.50.030 Actions That May Result in Discipline
- 4.50.050 Department Director Procedure for Imposing Adverse Action
- 4.50.060 Classified Employee's Right to a Hearing on Department Director's Intent to Impose Adverse Action
- 4.50.070 City Manager's Procedure for Imposing Adverse Action
- 4.50.080 Layoffs
- 4.50.090 Resignation
- 4.50.100 Retirement
- 4.50.110 COBRA

~~4.50.020 Involuntary demotion.~~

~~A department director or the city manager with concurrence of the personnel officer may notify an employee of intent to involuntarily demote an employee whose ability to perform required duties falls below an acceptable standard or for disciplinary purposes. The department director or city manager may notify the employee only after following the applicable procedures set forth in PMC 4.50.060 or 4.50.080, respectively. (Ord. 12-001 § 3, 2013).~~

4.50.020 Involuntary Demotion

A Department Director or the City Manager with concurrence of the Human Resources Manager may notify an employee of intent to involuntarily demote an employee whose ability to perform required duties falls below an acceptable standard or for disciplinary purposes. The Department Director or City Manager may notify the employee only after following the applicable procedures set forth in PMC 4.50.050. (Ord. 12-001 § 3, 2013).

Palmer Municipal Code Section 4.50.030 Category 1 – Actions That May Result in Discipline is hereby amended as follows (new language is underlined and deleted language is stricken):

~~4.50.030 Category 1 Actions that may result in discipline.~~

~~A. Reasons for disciplinary action up to and including discharge under this section include, but are not limited to, the following:~~

- ~~1. Unsatisfactory work quality or quantity; carelessness or inefficient performance of duties; neglect of duty or refusal to perform work assigned.~~
- ~~2. Refusal or willful disobedience to comply with instructions or lawful orders given by supervisors or designee;~~



- ~~3. Inappropriate conduct towards a supervisor, other employee(s), or member of the public including but not limited to: verbal or physical abuse of a supervisor, other employee(s), or member of the public, raising voice, making false or misleading statements that may damage the integrity or reputation of the supervisor or other employees; obscene or abusive language;~~
- ~~4. Excessive/habitual tardiness and/or absenteeism, unauthorized extension of break and lunch hours, and leaving work before scheduled;~~
- ~~5. Horseplay;~~
- ~~6. Conflict of interests as defined in city policy;~~
- ~~7. Committing or condoning a violation of law, including an ordinance or city rules and regulations;~~
- ~~8. Improper or unauthorized use of city owned or leased property vehicles, telephones, or credit cards. Misuse of city or government funds;~~
- ~~9. Failure to maintain required professional or technical certifications for the position;~~
- ~~10. Uncivil or discourteous acts toward citizens or other city employees, including subordinates, coworkers and superiors;~~
- ~~11. Smoking in prohibited areas including city owned vehicles;~~
- ~~12. Possession of alcoholic beverages on city property during work time;~~
- ~~13. Consumption of an alcoholic beverage or nonprescribed narcotics, tranquilizers, marijuana, or any illegal drugs within four hours before the employee is scheduled to report for work;~~
- ~~14. Willful negligence which results in injury to personnel or damage to city or government property;~~
- ~~15. Destruction, abuse, improper disposition, or unauthorized possession or removal from city premises of any property which does not belong to the employee;~~
- ~~16. Failure to report to the immediate supervisor an on-the-job injury or accident involving equipment, property, or employee;~~
- ~~17. Lewd or suggestive actions or behavior;~~
- ~~18. Failure to use or wear required safety equipment;~~
- ~~19. Other just cause.~~

~~B. These are not to be considered all-inclusive, and nothing herein prevents the city from properly disciplining and/or terminating an employee for any other reason. An employee may be subject to dismissal if he or she repeats an offense in Category 1 or has already received disciplinary action for the same offense.~~

~~C. Except in aggravated cases, before the department director or city manager notifies the employee, the department director or city manager will constructively counsel the employee in an effort to correct the behavior. In the event the employee does not make satisfactory progress and continuation of employment is in jeopardy, the department director or the personnel officer shall counsel the employee, and give the employee a copy of a written plan of improvement listing the requirements which the employee must meet and setting reasonable time limits in which they must be met to avoid termination. Thereafter, if the department director or the city manager believes the employee has failed to meet the requirements, the department director or city manager shall notify the employee of intent to discharge following the procedures set out in PMC 4.50.060 or 4.50.070. (Ord. 12-001 § 3, 2013)~~

#### 4.50.030 Actions that may Result in Discipline

A. These are not to be considered all-inclusive, and nothing herein prevents the city from properly disciplining and/or terminating an employee for any other reason. Reasons for disciplinary action up to and including discharge under this section include, but are not limited to, the following:

1. Unsatisfactory work quality or quantity; carelessness or inefficient performance of duties; neglect of duty or refusal to perform work assigned.
2. Refusal or willful disobedience to comply with instructions or lawful orders given by supervisors or designee.
3. Inappropriate conduct towards a supervisor, other employee(s), or member of the public including but not limited to: verbal or physical abuse of a supervisor, other employee(s), uncivil or discourteous acts, or member of the public, raising voice, making false or misleading statements that may damage the integrity or reputation of the supervisor or other employees; obscene or abusive language.
4. Excessive/habitual tardiness and/or absenteeism, unauthorized extension of break and lunch hours, and leaving work before scheduled.
5. Horseplay

6. Conflict of interests as defined in city policy.
  7. Committing or condoning a violation of law, including an ordinance or city rules and regulations.
  8. Improper or unauthorized use of city owned or leased property vehicles, telephones, or credit cards. Misuse of city or government funds.
  9. Failure to obtain or maintain required professional or technical certifications for the position.
  11. Smoking in prohibited areas including city owned vehicles.
  12. Consumption of an alcoholic beverage or non-prescribed narcotics, tranquilizers, marijuana, or any illegal drugs within four hours before the employee is scheduled to report for work.
  13. Willful negligence which results in injury to personnel or damage to city or government property.
  14. Destruction, abuse, improper disposition, or unauthorized possession or removal from city premises of any property which does not belong to the employee.
  15. Failure to report to the immediate supervisor an on-the-job injury or accident involving equipment, property, or employee.
  16. Lewd or suggestive actions or behavior.
  17. Failure to use or wear required safety equipment.
  18. Other just cause
  19. Dishonesty; including, without limitation, falsifying or making a material omission on an employment application, time record, internal investigation statements, or any other official record.
  20. Deliberate disregard of the law or any other city rules and policies.
  21. Flagrant insubordination, including willful disobedience to a lawful order.
  22. Sexual harassment as defined by city policy.
  23. Harassment and discrimination as defined by city policy.
  24. Bringing firearms or other weapons to working areas (other than sworn officers).
  25. Workplace violence as defined by city policy.
  26. Computer use violation as defined by city policy.
  27. Drug and alcohol use in the workplace or during meal/break periods.
  28. Abuse, destruction, or theft of city property.
  29. Absences without proper notification to respective supervisor.
  30. Possession or use of nonprescribed narcotics, tranquilizers, marijuana, or any other illegal drugs either on city property, during work time or lunch break; or being under the influence of any of these substances during work time or lunch time.
  31. Failure to inform supervisor of prescribed medication where there is likelihood that such medication could affect your job performance and safety or refusal to submit written notification from a medical or mental health professional stating employee's prescription medication will not cause impairment in judgment, coordination, or physical abilities, if requested by supervisor.
  32. Driving a city-owned vehicle at any time the employee's ability to do so is impaired using prescription or nonprescription drugs or intoxicating substances. "Vehicle" includes, but is not limited to road grader, bobcat, front end loader, four-wheeler.
  33. Making false claims of work-related injury or illness.
  34. Engaging in any conduct which creates a safety, security, or health hazard, including disregard of safety rules.
  35. Falsification of city or official records.
  36. Negligence resulting in substantial environmental damage.
  37. Unauthorized sleeping on duty.
  38. Unauthorized use of overtime.
  39. Failure to notify the Department Director of any criminal conviction for a violation occurring no later than one day before such conviction.
  40. Failure to notify the Department Director during the shift of occurrence of any of the following, including but not limited to, work related personal injury, city property damage and/or injury or damage occurring to a third party.
  41. Violation of the city's waste/fraud/abuse or computer use regulations.
- B. If an employee is indicted in state or federal court on a felony charge, they may be placed on administrative leave without pay or benefits pending the outcome of the administrative investigation. (Ord. 12-001 § 3, 2013)

C. Except in aggravated cases, and with concurrence of the Human Resources Manager, before the Department Director or City Manager notifies the employee, the Department Director or City Manager will constructively counsel the employee to correct the behavior. In the event the employee does not make satisfactory progress and continuation of employment is in jeopardy, the Department Director shall give the employee a copy of a written performance improvement plan listing the requirements which the employee must meet and setting reasonable time limits in which they must be met to avoid termination. Thereafter, if the department director or the City Manager believes the employee has failed to meet the requirements, the Department Director or City Manager shall notify the employee of intent to discharge following the procedures set out in PMC 4.50.050. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.50.040 Category 2 – Actions that May Result in Discipline is hereby amended as follows (new language is underlined and deleted language is stricken):

~~4.50.040~~ Category 2 ~~Actions that may result in discipline.~~

~~A. The following rules apply to city employees and are for the protection of city employees and property. Violations of these rules may result in disciplinary action including and up to termination. The following list includes but is not limited to the following prohibitions:~~

- ~~1. Dishonesty; including, without limitation, falsifying or making a material omission on an employment application, time record, internal investigation statements, or any other city record;~~
- ~~2. Deliberate disregard of the law or any other city rules and policies;~~
- ~~3. Flagrant insubordination, including willful disobedience to a lawful order;~~
- ~~4. Sexual harassment as defined by city policy;~~
- ~~5. Harassment and discrimination as defined by city policy;~~
- ~~6. Intoxication or use of alcoholic beverages during work time or lunch breaks;~~
- ~~7. Bringing firearms or other weapons to working areas (other than sworn officers);~~
- ~~8. Work place violence as defined by city policy;~~
- ~~9. Computer use violation as defined by city policy;~~
- ~~10. Drug and alcohol use in the workplace as defined by city policy;~~
- ~~11. Abuse, destruction or theft of city property;~~
- ~~12. Absences without proper notification to respective supervisor;~~
- ~~13. Fighting (verbal threats or physical contact) on city property;~~
- ~~14. Possession or use of nonprescribed narcotics, tranquilizers, marijuana, or any other illegal drugs either on city property, during work time or lunch break; or being under the influence of any of these substances during work time or lunch time;~~
- ~~15. Use of prescription medication that causes impairment in judgment, coordination, and physical abilities;~~
- ~~16. Failure to inform supervisor of prescribed medication where there is likelihood that such medication could affect your job performance and safety;~~
- ~~17. Refusal to submit written notification from a medical or mental health professional stating employee's prescription medication will not cause impairment in judgment, coordination or physical abilities, if requested by supervisor;~~
- ~~18. Driving a city owned vehicle at any time the employee's ability to do so is impaired by the use of prescription or nonprescription drugs or intoxicating substances. "Vehicle" includes, but is not limited to: road grader, bobcat, front end loader, four wheeler;~~
- ~~19. Making false claims of work related injury or illness;~~
- ~~20. Engaging in any conduct which creates a safety, security or health hazard, to include disregard of safety rules;~~
- ~~21. Falsification of city records;~~
- ~~22. Negligence resulting in substantial environmental damage;~~
- ~~23. Unauthorized sleeping on duty;~~
- ~~24. Unauthorized use of overtime;~~
- ~~25. Failure to notify the department director of any criminal conviction for a violation occurring no later than one day of such conviction;~~

~~26. Failure to notify the department director during the shift of occurrence of any of the following, including but not limited to, work related personal injury, city property damage and/or injury or damage occurring to a third party.~~

~~B. If an employee is indicted in state or federal court on a felony charge they may be placed on administrative leave without pay or benefits pending the outcome of the administrative investigation. (Ord. 12-001 § 3, 2013)~~

Palmer Municipal Code Section 4.50.050 Department Director Procedure for Imposing Adverse Action is hereby amended as follows (new language is underlined and deleted language is stricken):

~~4.50.050 — Department director procedure for imposing adverse action.~~

~~A. Except as provided in PMC 4.50.030, before notifying an employee of intent to impose adverse action, a department director must consult with the personnel officer, city manger, and city attorney. Thereafter, the department director shall:~~

- ~~1. Give written notice to the employee of the charge or charges against the employee;~~
- ~~2. Explain to the employee the basis, i.e., the evidence, supporting each charge; and~~
- ~~3. Allow the employee a reasonable opportunity to present their side of the story. If the employee requires time to prepare the presentation, up to three days shall be provided. Such presentation shall not be prepared on city's premises. The employee may be represented by counsel at their own expense.~~

~~B. After steps in subsections (A)(1) through (3) of this section have occurred, the department director shall consult with the city manager and city attorney and determine in writing:~~

- ~~1. Whether there are reasonable grounds to believe the charges against the employee are true; and~~
- ~~2. Whether the charges support the adverse action.~~

~~C. Only after the procedures in subsection (A) of this section have been completed may the department director notify the employee of intent to impose adverse action.~~

~~D. The notice of intent to impose adverse action shall notify the employee:~~

- ~~1. Of the department director's intent to impose a specified adverse action on the employee;~~
- ~~2. Of the statement of cause for the action including the determination of items in subsection (A) of this section;~~
- ~~3. That the employee has the right to a hearing before a hearing officer to contest the imposition of the adverse action; and~~
- ~~4. That if the employee does not deliver a written request for the hearing to the city manager within two working days after service upon the employee of the notice of intent, the adverse action shall be imposed and the employee shall have waived all right of appeal.~~

~~E. For administrative investigation purposes only, a department director may require written statements from any employee, including the charged employee, describing or explaining the charged employee's conduct or omissions at any time. Failure by any employee to provide a complete and truthful statement may be grounds for expedited discharge. (Ord. 16-018 § 3, 2016; Ord. 12-001 § 3, 2013)~~

#### 4.50.050 Procedures for Imposing Adverse Action

A. Except as provided in PMC 4.50.030, before notifying an employee of intent to impose adverse action, a Department Director must consult with the Human Resources Manager, City Manager, and city attorney. Administrative investigations will be conducted by the Human Resources Manager or his/her designee. Investigations involving alleged violations of PMC for police department personnel will be conducted by the Human Resources Manager; all other complaints including those from community/citizen will be investigated by the Chief of Police or his/her designee.

Thereafter, the Human Resources Manager will prepare a written notice of charges.

1. The Department Director and Human Resources Manager will give written notice to the employee of the charge or charges against the employee.
2. Allow the employee a reasonable opportunity to present their side of the story. If the employee requires time to prepare the presentation, up to three days shall be provided. Such presentations shall not be prepared on city premises. The employee may be represented by counsel at their own expense.

B. After steps in subsections (A)(1) through (2) of this section have occurred and upon completion of the administrative investigation, the Department Director shall consult with the City Manager, Human Resources Manager and city attorney and determine:

1. Whether there are reasonable grounds to support the charges against the employee and
2. Whether the evidence supports adverse action.
- C. Only after the procedures in subsection (A) of this section have been completed may the Department Director and Human Resources Manager notify the employee of intent to impose adverse action.
- D. The notice of intent to impose adverse action shall notify the employee:
  1. Of the Department Director's intent to impose a specified adverse action on the employee.
  2. Of the statement of cause for the action including the determination of items in subsection (A) of this section.
  3. That the employee has the right to a hearing before a hearing officer to contest the imposition of the adverse action; and
  4. That if the employee does not deliver a written request for the hearing to the City Manager within two working days after service upon the employee of the notice of intent, the adverse action shall be imposed, and the employee shall have waived all right of appeal.
- E. Failure by any employee to participate in an administrative investigation and may be grounds for discharge. (Ord. 16-018 § 3, 2016; Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.50.060 Classified Employee's Right to a Hearing on Department Director's Intent to Impose Adverse Action is hereby amended as follows (new language is underlined and deleted language is stricken):

~~4.50.060 — Classified employee's right to a hearing on department director's intent to impose adverse action.~~

4.50.060 Classified Employee's Right to a Hearing on Intent to Impose Adverse Action

B. Hearing Officer Appointment

~~3. — The city clerk shall solicit persons who are willing to serve as hearing officers, and shall maintain a list of interested persons determined to be qualified.~~

3. The Human Resources Manager shall solicit people who are willing to serve as hearing officers and shall maintain a list of interested people determined to be qualified.

~~D. — If the employee duly delivers a request for hearing, the department director's imposition of adverse action is stayed pending decision by the hearing officer. The hearing officer will hold a hearing within five working days from date of receipt of the request. The hearing officer may extend in writing the hearing date, but no extension of more than 10 working days shall be granted. The hearing officer shall duly notify the employee of the date, time and place of the hearing.~~

D. If the employee duly delivers a request for hearing, the Department Director's imposition of adverse action is stayed pending decision by the hearing officer. The hearing officer will hold a hearing as soon as possible but no later than five working days from the date of receipt of the request. The hearing officer may extend in writing the hearing date, but no extension of more than 10 working days shall be granted. The hearing officer shall duly notify the employee of the date, time, and place of the hearing. The employee will be on unpaid administrative leave during the appeal process. If the hearing officer's decision is in favor of the employee. Then the employee will receive retro pay for the period on unpaid administrative leave.

~~F. — If the employee wishes to question another employee or employees, the city manager will, if practical, provide for the employee's attendance for questioning at no cost to the charged employee. The employee must notify the hearing officer, city manager and the department director of the names of the employee(s) at least three working days before the hearing or this right is waived. The hearing officer may determine the relevancy of evidence.~~

F. If the employee wishes to question another employee or employees, the City Manager will, if practical, provide for the employee's attendance for questioning at no cost to the charged employee. The employee must notify the hearing officer, City Manager, and the Human Resources Manager of the names of the employee(s) at least

three working days before the hearing or this right is waived. The hearing officer may determine the relevancy of evidence.

Palmer Municipal Code Section 4.50.090 Resignation is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. To resign in good standing an employee shall give at least two weeks' notice to enable the city to make proper provision for filling the position. The requirements may be waived by a department director where adequate provision can be made in a shorter period of time. All resignations shall be made in writing and presented to the department director. Failure to provide required notice shall result in a final appraisal stating the employee did not leave in good standing.~~

A. To resign in good standing an employee shall give at least two weeks' notice to enable the city to make proper provision for filling the position. The requirements may be waived by a Department Director where adequate provision can be made in a shorter period.  
All resignations shall be made in writing and presented to the Department Director. Failure to provide required notice may be taken into consideration if the employee applies for a position with the city in the future.

~~B. Upon receipt of two weeks' notice the department director may elect to pay two weeks' severance pay in lieu of employee's service. (Ord. 12-001 § 3, 2013)~~

B. Upon receipt of a minimum of two weeks' notice the Department Director may elect to pay the employee in lieu of the employee's service. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.50.110 COBRA Notice is hereby amended as follows (new language is underlined and deleted language is stricken):

~~4.50.110 — COBRA notice.~~

~~A. Upon termination, the city or designee shall notify the employee of his or her right to extend the health plan coverage. This notice will be in accordance with COBRA, the Consolidated Omnibus Budget Reconciliation Act of 1985. Under COBRA, if an employee terminates employment with the city of Palmer, the employee is entitled to continue participating in the city's group health plan for a prescribed period of time, usually 18 months. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents.) COBRA coverage is not extended to employees terminated for gross misconduct.~~

~~B. The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 provides an employee who is on military leave of absence will retain their health insurance coverage for the first 31 days of uniformed service. Employees on military leave of absence which extends beyond the 31 days will be eligible for COBRA benefits for up to 24 months.~~

~~C. If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium plus a two percent administrative fee. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or becomes eligible for Medicare. (Ord. 12-001 § 3, 2013)~~

4.50.110 Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)  
Benefit eligible employees will receive the required COBRA notices as required by law.

Palmer Municipal Code Section 4.60.005 Training is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. Each department director shall develop and conduct such practical training programs as are suited to the special requirements of the department. The city manager shall institute and provide for the conduct of training programs which are needed for efficient management of two or more departments. Training programs shall particularly emphasize employee safety, OSHA compliance, sexual harassment, and workplace violence.~~

A. The Human Resources Manager shall be responsible for sourcing and assigning mandatory training for all classified employees. Training will include, at a minimum, sexual harassment prevention, workplace violence prevention, workplace safety, computer/internet safety, anti-harassment, and diversity. Supervisors may be assigned additional courses including, but not limited to, supervision training, training on federal/state laws, EEO recommended training.

1. Department directors shall monitor training assignments for completion. Training assignments for new employees will be completed within 30 days of hire. Annual training assignments will be completed no later than March 31st of each year. Department Director shall develop and conduct such practical training programs as are suited to the special requirements of the department.

~~B. Each department director may offer employees the opportunity to attend off-site training, conferences or seminars, at the city's expense, subject to appropriation.~~

B. Each Department Director may offer employees the opportunity to attend off-site training, conferences, or seminars, at the city's expense, subject to appropriation.

~~C. An employee who terminates his or her employment within 12 months of date of training shall reimburse the city for the cost associated with the training.~~

~~1. Reimbursement shall be prorated; i.e., if training cost is \$1,200 and the employee leaves six months after training, the employee is required to reimburse the city \$600.00.~~

C. An employee who terminates his or her employment within 12 months of the date of training shall reimburse the city for the cost associated with the training.

1. Reimbursement shall be prorated, i.e., if the training cost is \$1,200 and the employee leaves six months after training, the employee is required to reimburse the city \$600.00.

Palmer Municipal Code Section 4.60.010 Official Travel is hereby amended as follows (new language is underlined and deleted language is stricken):

C. The city will not pay or reimburse costs associated with non-city employee travel.

Palmer Municipal Code Section 4.60.060 Private Vehicle Costs is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. If a city vehicle is not available, the city will reimburse travelers for use of their privately owned vehicle at the currently approved rate not to exceed the cost of coach class airfare;~~

A. If a city vehicle is not available, the city will reimburse travelers for use of their privately owned vehicle at the currently approved mileage reimbursement rate.

~~B. If two or more employees travel in the same private vehicle, the reimbursement shall not exceed the cost that would have been incurred had they all traveled by air. Only the owner of the vehicle may claim reimbursement for mileage;~~

B. If two or more employees travel in the same private vehicle, only the owner of the vehicle may claim reimbursement for mileage.

Palmer Municipal Code Section 4.60.090 Per Diem and Day Travel Allowance is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. In-State Travel over 12 Hours.~~

~~1. A per diem rate of \$70.00 shall be allowed for employees who are away from home for over 12 hours on city business.~~

~~2. The \$70.00 rate includes \$15.00 for breakfast, \$20.00 for lunch and \$35.00 for dinner.~~

~~B. Out of State Travel over 12 Hours.~~

~~1. A per diem rate equal to the current IRS rate shall be allowed for employees who are away from home for over 12 hours on city business.~~

~~2. The rate shall include the current amount for breakfast, lunch, and dinner.~~

~~C. Day Travel Allowance.~~

~~1. Employees who travel on city business for a time period of more than four hours and less than 12 hours are entitled to an allowance of one meal.~~

~~2. The meal allowance is based on the current rate for breakfast, lunch, or dinner.~~

~~3. This is a taxable allowance and therefore will be an addition to the employee's wages on the payroll following the travel.~~

A. In-State Travel over 12 Hours.

1. Employees will be authorized per diem rate as outlined in the GSA schedule (minus lodging rates unless approved in advance by the City Manager). The first/last day of travel will be reimbursed at seventy-five percent (75%) and will not include lodging.

B. Out-of-State Travel over 12 Hours.

1. Employees will be authorized at the per diem rate as outlined in the GSA schedule. The first/last day of travel will be reimbursed at seventy-five percent (75%) and will not include lodging.

C. Day Travel Allowance.

1. Employees who travel on city business for a period of more than four hours and less than 12 hours are entitled to an allowance for one meal based on the rates as outlined in the GSA schedule.

2. This is a taxable allowance and therefore will be an addition to the employee's wages on the payroll following the travel.

3. Day travel allowance M&IE breakdown will be calculated based on US Department of State data [https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=81](https://aoprals.state.gov/content.asp?content_id=114&menu_id=81).

~~D. A deduction to per diem will be made for meals paid for separately by the city and meals paid for by others. This includes meals paid in advance and/or included in registration fees and business meals reimbursed to the traveler or reimbursed to another city traveler as a business meal. Meals provided by airlines do not impact per diem entitlement. Continental breakfasts which are provided do not impact per diem entitlement.~~

D. A deduction to per diem will be made for meals included as a part of the event, this includes meals paid in advance and/or included in registration fees, business meals reimbursed to the traveler or reimbursed to another city traveler as a business meal. Meals provided by airlines do not impact per diem entitlement. Continental breakfasts which are provided do not impact per diem entitlement.

~~E. The Internal Revenue Service requires that per diem be prorated for partial days of travel, which will occur on departure or arrival from the city. The following is the departure and arrival proration:~~

~~1. The actual departure and arrival of the aircraft will be used to determine the times.~~

~~2. If traveling by private vehicle, the times are based on the actual departure and arrival time from the point of origin.~~

~~Departure Time — In-State Allowance — Out of State Allowance~~

~~12:01 a.m. to 10:00 a.m. — \$15.00 Current IRS Rate~~

~~10:01 a.m. to 3:00 p.m. — \$20.00 Current IRS Rate~~

~~3:01 p.m. to midnight \$35.00 Current IRS Rate~~

~~Arrival Time — In-State Allowance — Out of State Allowance~~

~~12:01 a.m. to 10:00 a.m. — \$15.00 Current IRS Rate~~

~~10:01 a.m. to 3:00 p.m. — \$20.00 Current IRS Rate~~

~~3:01 p.m. to midnight \$35.00 Current IRS Rate~~

~~(Ord. 15-017 § 3, 2015; Ord. 12-001 § 3, 2013)~~



Palmer Municipal Code Section 4.60.100 Car Rental Costs is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. The city will reimburse car rental costs only if car rental was approved on the travel authorization form, and then only for the days/mileage necessary to conduct official business.~~

A. The city will reimburse car rental costs only if car rental was approved on the travel authorization form, and then only for the days/mileage necessary to conduct official business. The most cost-efficient vehicle must be rented to be reimbursed.

Palmer Municipal Code Section 4.60.120 Other Expenses Related to City Business is hereby amended as follows (new language is underlined and deleted language is stricken):

C. Items not essential to the travel including dry cleaning, laundry service, pay-per-view movies, alcohol, atm charges, cash advance charges, valet parking (unless required), travel insurance, airline club memberships or fees, hotel mini bar or entertainment charges are not reimbursable. In addition, expenses paid for utilizing miles, points or airline vouchers will not be reimbursed.

Palmer Municipal Code Section 4.60.150 Car Rental Costs is hereby amended as follows (new language is underlined and deleted language is stricken):

~~Credit card receipts shall be accompanied by itemized cash register receipts. (Ord. 12-001 § 3, 2013)~~

Credit card receipts shall be accompanied by itemized cash register receipts. Failure to provide itemized receipts may subject the employee to payroll deductions. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.70.005 Computer Use Policy is hereby amended as follows (new language is underlined and deleted language is stricken):

It shall be the policy of the City to provide employees with technological resources when determined to be of benefit to the city. The purpose of this Policy is to provide regulations to ensure the efficient and appropriate use of the city's technology resources.

A. This Policy applies to all City employees, including contract employees using city-owned or leased technology resources.

B. A user of city technology resources shall be responsible for the information contained in this regulation. The burden of responsibility is on the user to inquire as to acceptable and unacceptable uses prior to using city technology resources.

C. Procedure/Rule

1. Definitions

a. Technology Resources. Any hardware, including personal computers, tablets, smart phones, mobile digital terminals (MDTs/Laptops), host systems, printers, scanners, flash/thumb drives, software, remote access, e-mail, text messages, Internet connection tools, and networks.

D. Confidentiality and Privacy

1. All data that is composed, transmitted, or received via city technology resources in the transaction of city business is considered part of the official records of the city and is subject to records retention laws and the Public Information Act. There is no expectation of personal privacy in the use of city technology resources.

2. The data that is composed via city technology resources may be viewed by the City of Palmer or the city's IT service contractor(s) during routine maintenance, or as needed for administrative purposes, which includes investigations of possible violations of this regulation.

3. The city reserves the right to set permissions and accessibility rights as it deems necessary to all city technology resources. Except as pursuant to this section, no access shall be given to another employee's city technology resources without express permission from the appropriate Department Director or his/her designee, and such communication shall be communicated to the city's IT service contractor(s).

An employee shall not access, copy, alter or destroy another employee's city technology resources without express permission from the Department Director and unless authorized or required to do so by law or regulation.

E. City Property. City technology resources are the property of the city.

1. An employee shall respect the legal protection provided by copyrights, licenses, and federal, state, or local laws and regulations. Copying city-owned or licensed software or data to another computer system is prohibited without the prior written consent of the Department Director and notification sent to the city's IT service contractor(s).

2. No employee shall integrate personal technology resources containing inappropriate content with city technology resources.

F. Security ID

1. The city's technology resources requires that each employee have a unique identity, referred to as a "User ID," which represents and identifies an employee in various system activities, provides access to certain software. Assuming another employee's User ID, or assuming an anonymous identity, is expressly prohibited.

2. Each employee is responsible for any modification or access to system information made using his/her User ID. An employee shall not share his/her passwords or leave any technology resource unattended while logged on. An employee should be aware that merely turning an item off does not necessarily log the employee off the system.

G. Internet Use. Due to the very nature of Internet and online services, the city has no control over the content of messages or information postings on those services. The city reserves the right to use available technology to screen out information that may be offensive or not business-related, as determined by the city, although technology cannot block all sites that may contain offensive material, nor can the city prevent transmission and/or receipt of all offensive e-mail messages.

1. Right to Monitor. The City reserves the right to log, monitor and review all system and Internet connection and traffic information. If an employee receives offensive information, the employee should forward the information to the IT service contractor(s), who will attempt to minimize this type of activity.

2. Internet Connection. Internet use is provided using a dedicated connection, and a firewall. Internet use outside of this configuration is prohibited unless specifically authorized by the city's IT service contractor(s).

3. Pop-Ups. Offensive or obscene "pop-ups" should be reported to the IT service contractor(s).

H. Use While Driving. No employee shall use a city-issued or personal smart phone for city purposes while driving unless the employee is using the smart phone with hands-free technology. This prohibition does not apply to employees operating authorized emergency or law enforcement vehicles while acting in an official capacity.

I. Operating System. Each employee shall maintain the original device operating system and keep the device current with security patches and updates, as released by the manufacturer. Employees shall not alter the security that is in place by the manufacturer as default (a.k.a., "jailbreak" or "root" the device) or install software that allows the employees to bypass security features and controls. "Jailbroken" or "rooted" devices will immediately be disconnected from the city's network services.

J. Passwords. Employees shall password protect his/her device(s) and shall keep that password confidential.

K. City-Issued Devices. Issuance of a City-issued devices to an employee is at the discretion of the Department Director or her/his designee. The Department Director or his/her designee reserves the right to recall/disconnect city-issued devices if she/he determines that such use is not in the best interested of the city for such reasons, including:

1. Violation of this Policy.

2. Non-use or limited use of the device.

3. Excessive personal use of the device that interferes with job performance; or

4. Budgetary constraints.

L. Participation in Reimbursement Program Discretionary. Participation in the reimbursement program is discretionary. The Department Director or her/his designee reserves the right to cancel participation in the reimbursement program if she/he deems that such participation is not in the best interest of the city for such reasons, including those listed in section K above.

M. Separation of Employment. Upon separation of employment, employees who have been issued city-owned devices must turn in all devices no later than the last day of his/her employment. Failure to do so may result in payroll deductions as allowed by law.

N. Viruses. The city desires to protect its technology resources from both the intentional and unintentional introduction of any computer virus. Therefore, an employee shall also practice safe computing, which includes:

1. Exercising care when receiving messages through the internet, software, or hardware from a third party; and
2. Immediately report any suspicions of viruses to the IT service contractor(s).

P. Prohibited Uses. In addition to the regulations specified in this section, an employee is specifically prohibited from using the city's technology resources in any manner identified in this section. Specific exemption to these prohibited uses may be made for Police Department investigations with the approval of the Chief of Police or his/her designee. Such prohibitions include, but are not limited to:

1. Use for any purpose that violates any City, state, or federal law.
2. Destruction or damage to city technology resources.
3. Use for private business, commercial purposes, or personal financial gain, including external consulting, or commercial advertising.
4. Use that produces an adverse effect, disrupts the work environment, or interferes with workplace operations of the city.
5. Use of city technology resources for purposes other than those intended by the department authorizing access, including allowing access by unauthorized persons.
6. Personal use that is inappropriate or more than incidental or occasional.
7. Storage of information that is private or personal and affects the performance of the technology resource.
8. Downloading or use of applications, including games, other than those approved for city information management purposes.
9. Viewing, sending, copying, or soliciting sexually oriented messages or images.
10. Accessing internet sites which are "adult oriented" in nature, or which offer gambling services, or which contain obscene content of any nature.
11. Use to defraud, threaten, libel, or harass others, including transmission of offensive or harassing statements or images that disparage others based on their race, national origin, sex, sexual orientation, age, disability, religious beliefs, political beliefs, or any other classification protected by law.
12. Impersonation of any person or communication under a false or unauthorized name.
13. Inappropriate mass mailing, "spamming" or "mail bombing".
14. Tampering with any software protections or restrictions placed on computer applications or files or attempting to circumvent local or network system security measures.
15. Knowingly or maliciously introducing any invasive or destructive programs into city technology resources or intentionally developing programs designed to harass other users or infiltrate and/or damage city technology resources.
16. Attempting to modify, damage, interfere with or disrupt the operation of city technology resources.
17. Use for fundraising, partisan politics or public relations activities not specifically authorized by the Department Director or designee and not related to city activities.
18. Intentionally seeking information or security access rights on, obtaining copies of, or modifying files or data without proper authorization; or
19. Intentionally copying or printing any software, electronic file, program, or data using city technology resources without specific authorization by the IT service contractor(s) or his/her designee and the Department Director or his/her designee.

Q. Enforcement. An employee who violates this regulation shall be subject to revocation or suspension of user privileges and/or disciplinary action, up to and including termination of employment.

Palmer Municipal Code Section 4.70.010 Social Media Use Policy is hereby amended as follows (new language is underlined and deleted language is stricken):

B. General

~~c. Wherever possible, content posted to city social media sites should contain links directing users back to the city's official website for in-depth information, forms, documents or online services necessary to conduct business with the city.~~

c. Wherever possible, content posted to city social media sites should contain links directing users back to the city's official website for in-depth information, forms, documents, or online services necessary to conduct business with the city.

~~5. City social media sites are subject to the Alaska Public Records Act and Chapter 2.90 PMC.~~

~~a. Any content maintained in a social media format that is related to city business, including a list of subscribers and posted communication, is a public record.~~

5. City social media sites are subject to the Alaska Public Records Act and Chapter 2.90 PMC.

a. Any content maintained in a social media format that is related to city business, including a list of subscribers, and posted communication, is a public record.

#### F. Administration of City of Palmer Social Media Sites

~~1. The information technology committee will maintain a list of all city of Palmer social media sites, including login and password information. Assigned department employees will inform the committee of any new social media sites or administrative changes to existing sites.~~

1. The city clerk will maintain a list of all City of Palmer social media sites, including login and password information. Assigned department employees will inform the committee of any new social media sites or administrative changes to existing sites.

Palmer Municipal Code Section 4.70.020 Facebook Standard Policy is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. Purpose. Facebook is a social networking site. Businesses and governments have joined individuals in using Facebook to promote activities, programs, projects and events. This standard is designed for city departments looking to drive traffic to the city's website and to inform more people about city activities. These standards should be used in conjunction with the city's social media use policy. As Facebook changes these standards may be updated as needed.~~

A. Purpose. Facebook is a social networking site. Businesses and governments have joined individuals in using Facebook to promote activities, programs, projects, and events. This standard is designed for city departments looking to drive traffic to the city's website and to inform more people about city activities. These standards should be used in conjunction with the city's social media use policy. As Facebook changes these standards may be updated as needed.

~~B. Establishing a Page. When a department determines it has a business need for a Facebook account, it will submit a request to the city manager via the information technology committee. Once approved, the information technology committee will create the boilerplate business page for the department. Applications are not to be added to a city Facebook site without approval by the committee. All city provided branding images must meet city branding standards.~~

B. Establishing a Page. When a department determines it has a business need for a Facebook account, it will submit a request to the City Manager via the city clerk. Once approved, the city clerk will create the boilerplate business page for the department. Applications are not to be added to a city Facebook site without approval by the city clerk. All city provided branding images must meet city branding standards.

~~C. Content.~~

~~1. Type of Pages.~~

~~a. The city will create "pages" in Facebook, not "groups." Facebook pages offer distinct advantages including greater visibility, customization and measurability.~~

## C. Content

### 1. Type of Pages.

~~a. The city will create "pages" in Facebook, not "groups." Facebook pages offer distinct advantages including greater visibility, customization, and measurability.~~

### ~~2. Boilerplate.~~

~~a. The information technology committee will standardize and provide the Facebook page's image, consisting of a picture and the city's logo.~~

### 2. Boilerplate

a. The city clerk will standardize and provide the Facebook page's image, consisting of a picture and the city's logo.

### 6. Page Administrators

~~a. A successful page requires "babysitting" by the designated department employee responsible for monitoring the Facebook page. Posts should be approved by the employee or a designated alternate.~~

a. A successful page requires frequent monitoring by the designated department employee responsible for monitoring the Facebook page. Posts should be approved by the employee or a designated alternate.

### 8. Style

~~a. City Facebook pages will be based on a template that includes consistent city branding. The information technology committee will provide departments with the template.~~

a. City Facebook pages will be based on a template that includes consistent city branding. The city clerk will provide departments with the template.

~~b. Departments will use proper grammar and standard AP style, avoiding jargon and abbreviations. Facebook is more casual than most other communication tools but still represents the city at all times.~~

b. Departments will use proper grammar and standard AP style, avoiding jargon and abbreviations. Facebook is more casual than most other communication tools but still represents the city.

### 9. Applications

~~b. An application should not be used unless it serves a business purpose, adds to the user experience, comes from a trusted source and is approved by the information technology committee.~~

b. An application should not be used unless it serves a business purpose, adds to the user experience, comes from a trusted source, and is approved by the city clerk.

## D. Archive

~~1. Each Facebook page will be set up in conjunction with an information technology committee designated city email account.~~

1. Each Facebook page will be set up in conjunction with a designated city email account.

Palmer Municipal Code Section 4.80.005 Officials Letter of Reference is hereby amended as follows (new language is underlined and deleted language is stricken):

~~B. The letter must be consistent with the last three employee appraisals.~~

B. For current and former full- and regular part-time employees, the letter must be consistent with the last three employee appraisals.

~~C. Prior to the issuance of such a reference, the human resources specialist shall review and approve the contents of the letter. (Ord. 12-001 § 3, 2013)~~

C. Prior to the issuance of such a reference, the Human Resources Manager shall review and approve the contents of the letter. (Ord. 12-001 § 3, 2013)

D. Requests for employment verifications are to be completed only by the Human Resources Manager.

Palmer Municipal Code Section 4.90.005 Sexual Harassment Violates the Law is hereby amended as follows (new language is underlined and deleted language is stricken):

~~4.90.005 Sexual harassment violates the law.~~

4.90.005 Sexual Harassment and Other Discriminatory Harassment

~~A. Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination on the basis of race, color, sex, age or national origin. Sexual harassment is included among the prohibitions.~~

~~B. According to the United States Equal Employment Opportunity Commission (EEOC), sexual harassment consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature when (1) submission to that conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of that conduct; or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.~~

~~C. It also is unlawful to retaliate or take reprisals in any way against an employee who has articulated a good faith concern about sexual harassment or discrimination against him or her or against another individual.~~

~~D. Examples of conduct that would be considered sexual harassment or constitute retaliation are presented in PMC 4.90.010. These examples are provided to illustrate the kind of conduct proscribed by this chapter. This list is not exhaustive.~~

~~E. Sexual harassment is unlawful, and the prohibited conduct exposes not only the city, but also the individuals involved in that conduct, to significant liability under the law. Accordingly, the city is committed to enforcing this policy regarding sexual harassment at all levels within the city. Employees should treat other employees with respect and dignity in a manner that does not offend the sensibilities of a coworker in a manner prohibited by law. (Ord. 12-001 § 3, 2013)~~

A. The city is committed to enforcing these policies regarding harassment in all forms. Employees should treat other employees with respect and dignity in a manner that does not offend the sensibilities of a coworker in a manner prohibited by law. (Ord. 12-001 § 3, 2013)

B. The overall responsibility for administration of these regulations is the City Manager. All Department Directors and supervisors are responsible for immediately notifying the City Manager or Human Resources Manager as soon as they become aware of any prohibited practices.

1. Harassment: Unwanted communication and/or conduct by a supervisor, co-worker or non-employee in the workplace which adversely affects the employment relationship or working environment for the employee or applicant for employment and is based on the sex, race, religion, national origin, age, handicap, marital status, changes in marital status, pregnancy, or parenthood of that individual. Harassment may include slurs, abusive language, threats, derogatory comments, unwelcome jokes, teasing and other such verbal or physical conduct.

2. Sexual harassment: Addressed and defined by the U.S. Equal Employment Opportunity Commission in the Federal Guidelines on Discrimination Because of Sex published on November 10, 1980, and codified as 29 CFR Section 1604.11, sexual harassment is defined as follows:

a. "(a) Harassment on the basis of sex is violation of Sec. 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment."

C. Examples of conduct that would be considered sexual harassment or constitute retaliation are presented in PMC 4.90.010. These examples are provided to illustrate the kind of conduct proscribed by this chapter. This list is not exhaustive.

Palmer Municipal Code Section 4.90.010 Statement of Prohibited Conduct is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. Physical assaults of a sexual nature, such as:~~

A. Physical assaults of a sexual nature, may include but is not limited to:

~~B. Unwanted sexual advances, propositions or other sexual comments, such as:~~

~~1. Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct is unwelcome in his or her presence;~~

~~2. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and~~

~~3. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.~~

B. Unwanted sexual advances, propositions, or other sexual comments, may include but is not limited to:

1. Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience directed at or made in the presence of any individual who indicates or has indicated in any way that such conduct is unwelcome in his or her presence.

2. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting, or attempting to solicit any individual to engage in sexual activity for compensation or reward; and

3. Subjecting, or threats of subjecting, an individual to unwelcome sexual attention or conduct or intentionally making performance of the individual's job more difficult because of the individual's sex.

~~C. Sexual or discriminatory displays or publications anywhere in the city's workplace by city employees (except as may be done in the ordinary course of work), such as:~~

C. Sexual or discriminatory displays or publications anywhere in the city's workplace by city employees such as:

~~2. Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and~~

2. Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic; or

~~D. Retaliation for sexual harassment complaints, such as:~~

~~1. Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination or retaliation; and~~

D. Retaliation for sexual harassment complaints, such as:

1. Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation; and

~~E. Other acts, such as:~~

~~1. The illustrations stated above are not to be construed as an all-inclusive list of prohibited acts under this chapter;~~

~~2. Sexual harassment is unlawful and hurts other employees. Moreover, each incident of harassment contributes to a general atmosphere in which all persons who share the victim's sex suffer the consequences. An employee who engages in sexual harassment will be made to bear the full responsibility for that unlawful act. (Ord. 12-001 § 3, 2013)~~

Palmer Municipal Code Section 4.90.020 Schedule of Penalties for Misconduct is hereby amended as follows (new language is underlined and deleted language is stricken):

~~The following schedule of penalties applies to all violations of this chapter. When progressive discipline is provided for, each instance of conduct violating the policy moves the offending employee through the steps of disciplinary action. In other words, it is not necessary for an employee to repeat the same precise conduct in order to move up the scale of discipline. A written record of each action taken pursuant to this chapter will be placed in the offending employee's and alleged victim's personnel files. The record will reflect the conduct or alleged conduct; the nature, scope and findings of the investigation; and the warning given or other discipline imposed.~~

The following schedule of penalties applies to all violations in this chapter. When progressive discipline is provided for, each instance of conduct violating the policy moves the offending employee through the steps of disciplinary action. In other words, it is not necessary for an employee to repeat the same precise conduct to move up the scale of discipline. A written record of each action taken pursuant to this chapter will be placed in the offending employee's personnel files.

A. Physical Assault of a Sexual Nature

~~2. An employee's intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body, will result in discipline at least as stringent as set forth in subsection (B) of this section, but may result in more stringent discipline up to and including dismissal for a first proven offense depending upon the severity of the misconduct.~~

2. An employee's intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, poking, or brushing against an individual's body, will result in discipline may result in discipline up to and including dismissal for a first offense depending upon the severity of the misconduct.

~~B. Other Acts of Harassment by an Employee. An employee's commission of acts of sexual harassment other than assault will result in nondisciplinary oral counseling on the alleged first offense; written warning, suspension or discharge on the first proven offense, depending on the nature or severity of the misconduct; and suspension or discharge on the second proven offense, depending on the nature or severity of the misconduct.~~

B. Retaliation. Any form of retaliation will result in disciplinary action up to and including discharge.



~~C.—Retaliation. Alleged retaliation against a sexual harassment complainant will result in nondisciplinary oral counseling. Any form of proven retaliation will result in suspension or discharge on the first proven offense, depending on the nature and severity of the retaliatory acts, and discharge on the second proven offense.~~

~~D.—Supervisors. A supervisor's commission of acts of sexual harassment (other than assault) with respect to any other employee under that person's supervision will result in non-disciplinary oral counseling on the alleged first offense; final warning or discharge for the first proven offense, depending on the nature and severity of the misconduct; and discharge for any subsequent offense. (Ord. 12-001 § 3, 2013)~~

Palmer Municipal Code Section 4.90.030 Procedures for Making, Investigating and Resolving Sexual Harassment and Retaliation Complaints is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A.—Complaints.~~

~~1.—An employee may make a sexual harassment complaint to the employee's supervisor, department director or to the personnel officer. The purpose of having several persons to whom complaints may be made is to avoid a situation in which an employee is faced with complaining to the person, or a close associate of the person, who would be the subject of the complaint.~~

A. Complaints.

1. An individual may make a sexual harassment complaint to the employee's supervisor, Department Director or to the Human Resources Manager. The purpose of having several people to whom complaints may be made is to avoid a situation in which an employee is faced with complaining to the person, or a close associate of the person, who would be the subject of the complaint.

~~2.—Complaints of acts of sexual harassment or retaliation that are in violation of this sexual harassment chapter will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. Anyone who has observed sexual harassment or retaliation should report it to the employee's supervisor, department director or to the personnel officer. A complaint need not be limited to someone who was the target of harassment or retaliation.~~

2. Complaints of acts of sexual harassment or retaliation that are in violation of this sexual harassment chapter will be accepted in writing. Anonymous complaints will be taken seriously and investigated. However, the city has a responsibility to ensure a safe work environment free of harassment for all employees. Therefore, anonymity is not guaranteed. Anyone who has observed sexual harassment or retaliation should report it to the employee's supervisor, Department Director or to the Human Resources Manager. A complaint need not be limited to someone who was the target of harassment or retaliation.

~~3.—Only those who have an immediate need to know, including the investigative officer(s) and/or designee, the personnel officer, the city manager, the city attorney, the alleged target of harassment or retaliation, the alleged harassers or retaliators, and any witnesses, may find out the identity of the complainant. All parties contacted in the course of an investigation will be advised that all parties involved in a charge are entitled to respect, and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint, or who has provided evidence in connection with a complaint is a separate actionable offense as provided in the schedule of penalties.~~

3. Only those who have an immediate need to know may be advised of the identity of the complainant or alleged harasser. All parties contacted during an investigation will be advised that all parties involved in a charge are entitled to respect, and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint, or who has provided evidence in connection with a complaint is a separate actionable offense as provided in the schedule of penalties.

~~4. Upon receipt of a complaint, a supervisor and a department director shall immediately notify the personnel officer; provided, however, if a complaint is against the personnel officer, a supervisor and a department director shall immediately notify the city attorney.~~

4. Upon receipt of a complaint, a supervisor and a Department Director shall immediately notify the Human Resources Manager. However, if a complaint is against the Human Resource Manager, a supervisor and a Department Director shall immediately notify the city attorney.

~~5. The personnel officer shall investigate the complaint and may appoint investigative officers to assist with the investigation. If the personnel officer is the subject of the complaint, the city attorney shall investigate the complaint and may appoint investigative officers to assist with the investigation.~~

5. The Human Resources Manager shall investigate the complaint and may appoint investigative officers to assist with the investigation. If the Human Resources Manager is the subject of the complaint, the city attorney shall investigate the complaint and may appoint investigative officers to assist with the investigation.

## B. Investigations

~~2. When a complaint is made, the personnel officer will have the duty of immediately bringing the complaint to the confidential attention of the city manager.~~

2. When a complaint is made, the Human Resources Manager will have the duty of immediately bringing the complaint to the confidential attention of the City Manager.

~~3. All complaints will be investigated expeditiously by the personnel officer (or city attorney) and that person will produce a written report which, together with the investigation file, will be shown to the complainant on request within a reasonable time. The investigative officer is empowered to recommend remedial measures based on the results of the investigation, and the personnel officer will promptly consider and act on that recommendation.~~

3. All complaints will be investigated expeditiously by the Human Resources Manager (or city attorney) and that person will produce a written report which, together with the investigation file, will be shown to the complainant on request within a reasonable time. The investigative officer is empowered to recommend remedial measures based on the results of the investigation, and the Human Resources Manager will promptly consider and act on that recommendation.

Palmer Municipal Code Section 4.90.040 Imposition of Remedial Action is hereby amended as follows (new language is underlined and deleted language is stricken):

~~For handling sexual harassment matters that involve employees (to include "volunteers"), the personnel officer shall have the powers of a department director and shall follow the procedures set out for a department director to impose adverse action as stated in PMC 4.50.050. The employee subject to a sexual harassment claim shall have the rights set forth in PMC 4.50.060 and 4.50.070. For handling sexual harassment matters that involve customers and third parties of the city, the personnel officer may make recommendations to the city manager, who shall then act to resolve the complaint. (Ord. 12-001 § 3, 2013)~~

A. For handling sexual harassment matters that involve employees (to include "volunteers"), the Human Resources Manager shall have the powers of a Department Director and shall follow the procedures set out for imposition of adverse action as stated in PMC 4.50.050. The employee subject to a sexual harassment claim shall have the rights set forth in PMC 4.50.060. For handling sexual harassment matters that involve customers and third parties of the city, the Human Resources Manager may make recommendations to the City Manager, who shall then act to resolve the complaint. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.90.050 Procedures and Rules for Education and Training is hereby amended as follows (new language is underlined and deleted language is stricken):

~~2. The city manager's letter will be conspicuously posted along with the Alaska Human Rights Commission's poster on sexual harassment throughout the workplace and in each department: on each city bulletin board, in all central gathering areas, and in every locker room.~~

2. The City Manager's letter will be conspicuously posted along with the Alaska Human Rights Commission's poster on sexual harassment throughout the workplace and in each department.

Palmer Municipal Code Section 4.100.005 Harassment and Discrimination Policy is hereby amended as follows (new language is underlined and deleted language is stricken):

B. Harassment is a form of discrimination. As with discrimination, there are different types of harassment, including unwelcome behavior by a co-worker, manager, client, or anyone else in the workplace, that is based on race, color, religion, sex (including pregnancy), nationality, age (40 or older), disability, or genetic information.

Palmer Municipal Code Section 4.100.010 Harassment is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. Harassment:~~

- ~~1. Is the conduct or actions, based on race, religion, sex, national origin, age, disability, military membership or veteran status, sexual orientation, gender identity, physical characteristics, marital/domestic status, family status, pregnancy, political affiliation, medical/criminal record, psychiatric treatment, occupation, citizenship status, personal appearance, status in receipt of public assistance, and is severe or pervasive enough to create a hostile, abusive, or intimidating work environment for a reasonable person.~~
- ~~2. Is engaging in a course of comments or conduct that is known or ought reasonably to be known as unwelcome.~~
- ~~3. Can make one feel uncomfortable, embarrassed, offended, or intimidated.~~
- ~~B. This behavior could range from posting offensive pictures, verbal taunts to physical assault.~~
- ~~C. This behavior could happen once or many times over a period of time. (Ord. 12-001 § 3, 2013)~~

A. Harassment:

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

1. Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

2. Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

3. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

4. The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.

5. The victim does not have to be the person harassed but can be anyone affected by offensive conduct.  
6. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Palmer Municipal Code Section 4.100.020 Discrimination is hereby amended as follows (new language is underlined and deleted language is stricken):

Discrimination:

- ~~A. Refers to practices or attitudes that have, whether by design or impact, the effect of limiting an individual's or a group's rights.~~  
~~B. It is intolerant behavior towards individuals or groups.~~  
~~C. The intolerant behavior may be direct (e.g., denying people access to jobs/promotions based on their color, nationality, dress, etc.) or systematic (e.g., denying someone a job because of culturally biased testing).~~  
~~D. May come from an individual or through systems and attitudes within the city.~~  
~~E. Is any policy or action taken related to recruiting, hiring, promotion, pay or training practices that result in an unfair disadvantage to either an individual or group of individuals who are considered part of a protected class. (Ord. 12-001 § 3, 2013)~~

A. Discrimination:

Employment discrimination generally exists where an employer treats an applicant or employee less favorably merely because of a person's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, status as a parent or protected veteran. Employment discrimination can be against a single person or a group.

Palmer Municipal Code Section 4.100.040 Retaliation is hereby amended as follows (new language is underlined and deleted language is stricken):

~~The city of Palmer forbids any director, manager, supervisor, or employee from treating any other employee or applicant adversely for reporting discrimination or harassment, for assisting another employee or applicant in making a report, for cooperating in a discrimination or harassment investigation, or for filing a grievance. All employees who experience or witness any conduct they believe to be retaliatory should immediately notify their supervisor, director, or the personnel officer. (Ord. 12-001 § 3, 2013)~~

A. The City of Palmer forbids any director, manager, supervisor, or employee from treating any other employee or applicant adversely for reporting discrimination or harassment, for assisting another employee or applicant in making a report, for cooperating in a discrimination or harassment investigation, or for filing a grievance. All employees who experience or witness any conduct they believe to be retaliatory should immediately notify their supervisor, director, or the Human Resources Manager. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.100.050 Employee Responsibility is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. All city employees will help assure that our workplace is free from prohibited discrimination, harassment, or retaliation.~~

A. All city employees will help ensure that our workplace is free from prohibited activities.

~~D. Every employee shall immediately report it to their direct supervisor or in the event it is their supervisor, or their supervisor does not act on the report, then they are to report it to the personnel officer. (Ord. 12-001 § 3, 2013)~~

D. Every employee shall immediately report it to their direct supervisor or in the event it is their supervisor, or their supervisor does not act on the report, then they are to report it to the Human Resources Manager. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.100.060 Employer Responsibility is hereby amended as follows (new language is underlined and deleted language is stricken):

~~The city will investigate all reports promptly. All reports will be taken seriously. If it is determined that the policy was violated then appropriate corrective measures will be taken. During the investigation and in imposing discipline, if necessary, the city will attempt to preserve confidentiality. (Ord. 12-001 § 3, 2013)~~

A. The city will investigate all reports promptly. All reports will be taken seriously. If it is determined that the policy was violated, then appropriate corrective measures will be taken. During the investigation and in imposing discipline, if necessary, the city will attempt to preserve confidentiality. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.100.070 Imposition of Remedial Action is hereby amended as follows (new language is underlined and deleted language is stricken):

~~For handling harassment and discrimination matters, the department director, personnel officer or designee shall follow the procedures set out in PMC 4.50.050 and 4.50.070. The employee subject to a harassment and discrimination claim shall have the rights set forth in PMC 4.50.060 and 4.50.080. For handling harassment and discrimination matters that involve customers and third parties of the city, the personnel officer may make recommendations to the city manager, who shall then act to resolve the complaint. (Ord. 12-001 § 3, 2013)~~

A. For handling harassment and discrimination matters, the Human Resources Manager or designee shall follow the procedures set out in PMC 4.50.050. The employee subject to a harassment and discrimination claim shall have the rights set forth in PMC 4.50.060. For handling harassment and discrimination matters that involve customers and third parties of the city, the Human Resources Manager may make recommendations to the City Manager, who shall then act to resolve the complaint. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Chapter 4.110 Drug Free Workplace Policy is hereby amended as follows (new language is underlined and deleted language is stricken):

~~4.110.005 — Purpose and goal.  
4.110.010 — Applicability.  
4.110.020 — Drug free workplace.  
4.110.030 — Employer responsibility.  
4.110.040 — Employee alcohol and controlled substances testing.~~

4.110.005 Purpose and Goal  
4.110.010 Applicability  
4.110.020 Drug Free Workplace  
4.110.030 Substance Abuse Professional  
4.110.040 Access to Testing  
4.110.050 Training for Supervisors

Palmer Municipal Code Section 4.110.005 Purpose and Goal is hereby amended as follows (new language is underlined and deleted language is stricken):

~~The city of Palmer is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. It is recognized that alcohol abuse and drug use pose a significant threat to our goals. The city of Palmer has established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. The city encourages employees to voluntarily seek help with drug and alcohol problems. (Ord. 12-001 § 3, 2013)~~

A. The City of Palmer is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. It is recognized that alcohol abuse and drug use pose a significant threat to our goals. The city of Palmer has established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. The city encourages employees to voluntarily seek help with drug and alcohol problems. (Ord. 12-001 § 3, 2013)

The city will establish a drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace.
2. The city's policy of maintaining a drug-free workplace.
3. The availability of drug counseling, rehabilitation, and employee assistance programs.
4. The penalties that the city may impose for drug abuse violations occurring in the workplace.

B. A drug free workplace is necessary:

1. To provide and maintain a safe, healthy working environment for all City employees.
2. To safeguard the reputation of the city and its employees as good, responsible citizens worthy of the trust of the people, businesses, and agencies for whom they provide services.
3. To reduce the incidence of accidental injury to person or property; and
4. To reduce absenteeism, tardiness, and poor job performance.

C. State and Federal Grants/Notification of Convictions

1. Every city employee shall be provided with a copy of this policy and shall abide by the terms of this policy. Every employee shall provide notice to the city, through the Human Resources Department, of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. Employees reporting such convictions may be disciplined, up to and including termination and/or may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by the city.

D. Employee Assistance Program

1. Any employee who feels that he or she has developed an addiction to, dependence on or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance. Assistance may be sought by calling the Employee Assistance Provider in confidence. Contact Human Resources if you need information. Each request for assistance is handled in confidence by the staff of the Employee Assistance Provider. All referrals to treatment centers or organizations are made in strict confidence by the agency. NO INFORMATION IS GIVEN TO THE CITY ON CALLS MADE BY CITY EMPLOYEES TO THE EMPLOYEE ASSISTANCE PROVIDER OR REFERRALS MADE BY THE EMPLOYEE ASSISTANCE PROVIDER TO TREATMENT CENTERS.

Palmer Municipal Code Section 4.110.010 Applicability is hereby amended as follows (new language is underlined and deleted language is stricken):

~~Any individual who conducts business for the city, applies for a position or conducts business on the city's property is covered by the drug-free workplace policy. The policy includes, but is not limited to, all employees, contractors, volunteers, interns, and applicants. (Ord. 12-001 § 3, 2013)~~

A. It is the policy of the City of Palmer that its commercially-licenses drivers be free from substance abuse and alcohol abuse. Consequently, the use of illegal drugs by drivers is prohibited. Further, drivers shall not use alcohol to engage in "prohibited conduct" as defined herein. The overall goal of this policy is to ensure a workplace free of drug-and alcohol.

B. The city prohibits the unlawful manufacture, distribution, dispensing, possession or use by an employee a controlled substances as defined in Schedule I through V of Section 202 of the Controlled Substances Act (21 USC 812), and as further defined by policy 21 CFR 1308.11-1308.15 is prohibited in any workplace of the city.

C. Any individual who conducts business for the city, applies for a position or conducts business on the city's property is covered by the drug-free workplace policy. The policy includes, but is not limited to, all employees, contractors, volunteers, interns, and applicants. (Ord. 12-001 § 3, 2013)

D. Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the City. Therefore, this policy applies during all working hours, whenever conducting business or representing the City, while on call, or on paid standby.

Palmer Municipal Code Section 4.110.020 Drug-Free Workplace is hereby amended as follows (new language is underlined and deleted language is stricken):

~~A. The city prohibits the unlawful manufacture, distribution, dispensing, possession, or use by an employee of a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812), and as further defined by policy at 21 CFR 1308.11—1308.15 is prohibited in any workplace of the city.~~

~~B. All employees will abide by the terms of this policy as a condition of their employment and will notify the city of any criminal drug statute conviction for a violation occurring in the workplace no later than five working days after the conviction. Within two business days of receiving the notice of conviction, the city will take appropriate personnel action against the employee as prescribed by this title, up to and including termination.~~

~~C. The city must provide a statement to notify employees of this policy and to establish a drug-free awareness program to inform employees about: the dangers of drug abuse in the workplace; the city's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.~~

~~D. Each employee will be provided a copy of this policy. (Ord. 12-001 § 3, 2013)~~

A. It is the policy of the City to provide a work environment that is free from the use, consumption, sale, distribution, or possession of controlled or illegal substances or alcohol. An employee is required to report to work in appropriate mental and physical condition to perform their job to deliver service in a safe, efficient, and conscientious manner.

B. Procedure/Rule

1. This policy is applicable to all employees of the City. City positions requiring a commercial driver's license (CDL) are also subject to specific regulations by the U.S. Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA), 49 C.F.R. Parts 40 and 382, as amended. To the extent of any conflict between this policy and the federal regulations, the federal regulations shall control as to such employees. Employees are encouraged to contact the Human Resources Department with any questions regarding these federal regulations.

C. Prohibited Conduct. An employee of the city is prohibited from engaging in the following conduct while on the job:

1. Using, purchasing, possessing, selling, or otherwise distributing prohibited drugs.

2. Reporting to work during normal working hours, including reporting from lunch or break, or remaining on the job while under the influence of any prohibited drug. Being under the influence is defined as having a blood alcohol concentration of .02 or more, or the state of not having the normal use of mental or physical faculties by reason of the introduction into the body of a Prohibited Drug.

3. Employees holding a CDL required for their positions are further prohibited from using prohibited drugs while on-call or within the four hours prior to reporting for work requiring performance of a safety-sensitive function.

4. Exposure. Employees who believe they have been exposed to a prohibited drug during the performance of their duties will immediately report it to their supervisor.

5. Use of Prescription or Over-The-Counter Drugs. The legal, authorized and intended use of prescribed drugs or over-the-counter medication is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger others. An employee shall advise their supervisor if the employee is taking a prescription or over-the-counter drug that may adversely affect the employee's ability to safely perform the functions of their position. It is the employees' responsibility to ascertain from their physician whether the prescription drug can or is likely to have an adverse impact on the employee's performance of their duties. If the medically approved and appropriate use of a prescription drug or over-the-counter drug adversely affects the employee's work performance or the safety of the employee or

others, the City reserves the right to limit, suspend or modify the employee's work activity, or otherwise reasonably mitigate such adverse effect or risk.

#### D. Testing

1. Pre-employment. All applicants who receive a conditional offer of employment are required to take a pre-employment drug test. A positive drug result, refusal to test, or attempts to alter or tamper with a sample or any other part of the test, will render the applicant ineligible for consideration of employment. An employee who transfers into a position which requires a CDL shall be tested before the employee performs any safety-sensitive function. If an applicant fails a pre-employment drug test, he/she will be prohibited from applying for a position with the city for a period of 6 months.

2. Reasonable Suspicion. Any time reasonable suspicion exists that an employee may have violated the provisions of this policy, the City may require the employee to submit to drug or alcohol testing, which may consist of chemical analysis of one or more of the following substances: blood, breath and or urine.

a. Reasonable suspicion shall mean suspicion based upon observation and/or fact, which would lead a reasonably prudent person to believe it is likely that the employee in question is under the influence of prohibited drugs or prescription or over the counter drugs which have an adverse effect on the employee's performance or behavior.

b. A supervisor shall immediately report any unusual or impaired behavior by an employee believed to be under the influence of illegal drugs or alcohol to the Department Director or designee and the Human Resources Department. An employee shall immediately report to their supervisor any unusual or impaired behavior by an employee believed to be under the influence of illegal drugs or alcohol. A trained Human Resources representative or selected trained managerial staff shall determine whether the employee should be examined by a physician and/or tested for drugs and/or alcohol. Unusual behavior or appearance includes the following, but is not limited to:

o Slurred speech.

o Unusual drowsiness, irritability, or jumpiness;

o Odor of alcoholic beverage or illegal drug on or about the person, including on their breath.

o Inability to concentrate or complete tasks.

o Overall disorientation.

o Physical impairment.

o Pattern or repetitive series of accidents; and/or discovery of drug paraphernalia or detectable amount of prohibited drug in employee's possession or area of control.

c. When it is determined by Human Resources or trained managerial staff that reasonable suspicion exists, the employee will be required to stop working and asked to submit to a drug and/or alcohol test. The supervisor or designated person will drive the employee to a city approved testing site. Under no circumstances will the employee be allowed to drive. The supervisor or designated person shall stay with the employee being tested and upon returning to the worksite, shall arrange for the employee to be driven home. Employees asked to submit to an alcohol drug test will be placed on administrative leave with pay until results are made available.

d. A written record of the observations leading to a determination of reasonable suspicion shall be made within 24 hours of the observations and signed by the supervisor or employee making such observations.

#### 3. Post-Accident Drug Testing.

a. For CDL operators, the DOT requires that any time a post-accident drug or alcohol test is required, it must be performed as soon as possible following the accident. If a test is not administered within two hours, the responsible supervisor must report the reasons why, in writing, to the Human Resources Manager. Attempts to collect a breath sample are to cease in instances where alcohol collection cannot be made within 8 hours. Attempts to collect urine samples are to cease in instances where urine collection cannot be completed for purposes of post-accident testing within 32 hours.

b. A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the city to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.



Type of Accident Involved	Citation Issued to the CDL Driver	Test Must Be Performed by Employer
Human Fatality:	YES	YES
	NO	YES
Bodily injury with immediate medical treatment away from the scene:		
	YES	YES
	NO	NO
Disabling damage to any motor vehicle requiring tow away:		
	YES	YES
	NO	NO

c. The city shall provide CDL drivers with necessary post-accident information, procedures, and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with the requirements of this section.

1. The results of a breath or blood test for the use of alcohol, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable federal, state, or local alcohol testing requirements, and that the results of the tests are obtained by the city.

2. The results of a urine test for the use of controlled substances, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable federal, state, or local controlled substances testing requirements, and that the results of the tests are obtained by the city.

#### 4. Random Drug Testing

a. Employees holding a CDL required for their position or whose positions are deemed safety sensitive will be subject to random Drug and Alcohol testing without advance notice.

b. Twenty-five percent (25%) of the number of employees holding positions deemed "Safety Sensitive" will be randomly tested for drugs annually. Ten percent (10%) of the number of employees holding positions deemed "Safety Sensitive" will be randomly tested for alcohol annually. An employee selected will be notified by the Human Resources Department and his/her supervisor/Department Director at any time before, during, or after the employees work shift. The selected employee will undergo the City's Drug and Alcohol Testing immediately following such notification. Employees will be selected for random Drug Testing using a random selection computer program and administered by a third-party vendor.

c. Additional Provisions for Employees Holding Required CDLs. The following shall apply only to an employee holding a CDL required for their position:

1. Return-to-Duty Testing. The City will test any employee returning to duty after a violation of any provision of this policy and completion of any required substance abuse professional evaluation, referral, and/or education/treatment process, in accordance with FMSCA regulations.

2. Follow-Up Testing. The City will perform follow-up testing of any employee returning to duty under this section who has been identified by a substance abuse professional as needing further assistance, in accordance with FMSCA regulations.

3. All tests pursuant to this policy of employees holding a CDL required for their positions shall comply with all FMSCA standards and procedures.

F. Failure or Refusal to Submit to Testing. Failure or refusal of an employee to submit to drug or alcohol testing as required by this policy shall be grounds for disciplinary action, up to and including termination of employment. An employee holding a CDL required for their position who fails to submit to required testing shall immediately be prohibited from performing safety-sensitive functions or driving a City motor vehicle.

1. Tampering with Specimen. Employees found to have tampered with the specimen will be subject to disciplinary action up to and including termination.

G. Employee Assistance Program. The City encourages employees to voluntarily seek assistance for an alcohol or drug problem before the problem manifests itself in a violation of this Policy. Inquiries about assistance will

be kept confidential and shall be disclosed only to those people with a legitimate business who need to know the information. Employees who voluntarily seek treatment BEFORE being asked to submit to an alcohol and /or drug test will not be disciplined and will be given the opportunity to complete rehabilitation. [Employees involved in law enforcement activities who come forward with current or past use of illegal drugs may be subject to disciplinary action or termination under this subsection at the discretion of the Chief of Police, who will consider the recentness of the illegal drug use.]

H. An employee who is being treated for an alcohol or other drug problem may be placed on medical leave of absence by the City, and shall be subject to all rules, policies, and procedures governing such leaves of absence. These guidelines apply only to one requested leave of absence. Any request for an additional leave of absence under the Employee Assistance Program shall be handled on a case-by-case basis and granted only at the sole discretion of the City, and as permitted by law.

I. Consequences of Violation. The City shall consider any violation of this policy to constitute severe misconduct and shall take appropriate disciplinary action against an employee who violates this policy, up to and including termination from employment.

J. Definitions.

1. Medical Review Officer: A licensed physician responsible for receiving laboratory results generated by the City's Drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's verified positive test results together with their medical history and any other relevant biomedical information.

2. Prohibited Drug: (i) prescription drugs or over-the-counter drugs that are not being used as intended, or which were obtained under false pretenses; (ii) prescription drugs that were not prescribed to the affected employee by a licensed physician; (iii) illegal drugs; (iv) inhalants; and (v) alcoholic beverages.

3. Safety Sensitive: Title 49 of the Code of Federal Regulations Part 382 (Controlled Substances and Alcohol Use and Testing) defines "safety-sensitive function" as "all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include: 1) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer; 2) All time inspecting equipment as required by § § 392.7 and 392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time; 3) All time spent at the driving controls of a commercial motor vehicle in operation; 4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in sleeper berth (a berth conforming to the requirements of § 393.76 of this chapter) 5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and 6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

4. Tampering: Includes but is not limited to, diluting the specimen with water, adding any other substance to the specimen, or substituting specimens. Possession of a specimen when an employee or applicant reports to the laboratory shall constitute tampering.

5. Testing: Includes analysis of a specimen, which can include blood, breath, or urine.

Palmer Municipal Code Section 4.110.030 Employer Responsibility is hereby amended as follows (new language is underlined and deleted language is stricken):

~~4.110.030~~ — Employer responsibility.

~~The following steps will be taken to provide a drug-free workplace.~~

~~A. The city will publish a statement notifying employees that the violation of such prohibition will subject them to appropriate disciplinary action.~~

~~B. The city will establish a drug-free awareness program to inform employees about:~~

~~1. The dangers of drug abuse in the workplace;~~

~~2. The city's policy of maintaining a drug-free workplace;~~

~~3. The availability of drug counseling and rehabilitation programs;~~

~~4. The penalties that the city may impose for drug abuse violations occurring in the workplace.~~

- ~~C. As a condition of employment, each employee shall abide by the terms of the city's drug-free workplace policy.~~
- ~~D. The city will take disciplinary action up to and including termination against an employee who violates this title.~~
- ~~E. Violations of this title which are also violations of federal or state law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently at the city and in the criminal justice system.~~
- ~~F. As a condition of employment, each employee shall notify the human resources office in writing of any conviction for a violation of a criminal drug statute no later than two business days after such conviction.~~
- ~~1. Within five calendar days after the city learns of a conviction, the city shall initiate personnel action as prescribed in subsection (D) of this section. (Ord. 12-001 § 3, 2013)~~

#### 4.110.030 Substance Abuse Professionals

- A. The city will provide each employee, including an applicant or new employee who violates a DOT drug and alcohol policy, a listing of substance abuse professionals (SAP) readily available to the employee with names, addresses, and phone numbers.
- B. The city is not required to provide a substance abuse professional's (SAP) evaluation or any subsequent recommended education or treatment for an employee who has violated a DOT drug and/or alcohol policy.
- C. Payment for substance abuse professional's (SAP) evaluations is the responsibility of the employee. The employee must undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.04 or, if the prohibited conduct involved a controlled substance, a return-to-duty controlled substance test with a result indicating a verified negative result for controlled substance use. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Section 4.110.040 Employee Alcohol and Controlled Substance Testing is hereby amended as follows (new language is underlined and deleted language is stricken):

#### ~~4.110.040 Employee alcohol and controlled substances testing.~~

- ~~A. The city will at a minimum provide for the establishment of alcohol and controlled substances testing programs as required by law; the imposition of penalties on employees when tests exceed allowable levels; compliance with reporting and record keeping requirements; dissemination to affected employees of educational materials explaining the legal requirements, this policy; and provide for appropriate staff and supervisor training.~~
- ~~B. All employees subject to laws mandating alcohol and controlled substances testing will comply with such laws and this policy as a condition of their employment. (Ord. 12-001 § 3, 2013)~~

#### 4.110.040 Access to Test Results

A driver is entitled, upon written request, to obtain copies of records pertaining to the employee's alcohol or controlled substances test results. (Ord. 12-001 § 3, 2013)

#### 4.110.050 Training for Supervisors

- A. The city shall ensure that all people designated to supervise drivers will receive at least the minimum training required by the FMSCA.

- B. This training will be used by the supervisors to determine whether reasonable suspicion exists to require employee drivers to undergo testing.
- C. The training shall include the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances; recurrent training is not required. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Chapter 4.120 Alcohol and Controlled Substance Definitions and Testing is hereby amended as follows (new language is underlined and deleted language is stricken):

Chapter 4.120

~~ALCOHOL AND CONTROLLED SUBSTANCE DEFINITIONS AND TESTING~~

Sections:

- 4.120.005 — Definitions.
- 4.120.020 — Prohibitions.
- 4.120.030 — Pre-employment testing.
- 4.120.040 — Reasonable suspicion testing — Alcohol.
- 4.120.050 — Reasonable suspicion testing — Controlled substances.
- 4.120.060 — Required observations.
- 4.120.070 — Required observations — Alcohol — Timeframe.
- 4.120.075 — Test not administered following reasonable suspicion determination — Alcohol.
- 4.120.080 — Reporting to work or remaining on duty while impaired prohibited.
- 4.120.090 — Action based on employee behavior prohibited.
- 4.120.100 — Written record required.
- 4.120.110 — Post-accident testing.
- 4.120.120 — Alcohol test not administered following an accident.
- 4.120.130 — Controlled substance test not administered following an accident.
- 4.120.140 — Employee availability for testing.
- 4.120.150 — Test results — Alcohol.
- 4.120.160 — Test results — Controlled substances.
- 4.120.170 — Exceptions.
- 4.120.190 — City notification obligations.
- 4.120.200 — Testing procedures.
- 4.120.210 — Employee refusal to submit to a required alcohol or controlled substance test.
- 4.120.220 — Positive test.
- 4.120.230 — Access to test results.
- 4.120.240 — Records retention.
- 4.120.250 — Training for supervisors.
- 4.120.260 — Employee admission of alcohol and controlled substances use.
- 4.120.270 — Self-identification program.
- 4.120.280 — Reoccurrences of alcohol or controlled substance misuse.
- 4.120.005 — Definitions.

For purposes of this title, the following definitions apply:

- A. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- B. "Alcohol use" means the drinking or swallowing of any beverage, liquid mixture, or preparation, including any medication, containing alcohol.
- C. "Alcohol concentration" (or content) is the alcohol in a volume of breath or blood.
- D. "Commerce" means:
1. Any trade, traffic or transportation within the jurisdiction of the United States between a place in a state and a place outside of such state, including a place outside of the United States; and
  2. Trade, traffic, and transportation in the United States which affects any trade, traffic, and transportation described in subsection (D)(1) of this section.
- E. "Commercial motor vehicle" or "CMV" means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:

1. ~~Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or~~
2. ~~Has a gross vehicle weight rating of 26,001 or more pounds; or~~
3. ~~Is designed to transport 16 or more passengers, including the driver; or~~
4. ~~Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 USC 5103(b)) and which require the motor vehicle to be placarded under hazardous materials regulations (49 CFR part 172, subpart F).~~
- F. ~~"Confirmation (or confirmatory) drug test" means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or metabolite.~~
- G. ~~"Confirmation (or confirmatory) validity test" means a second test performed on a urine specimen to further support a validity test result.~~
- H. ~~"Confirmed drug test" means a confirmation test result received by a medical review officer (MRO) from a laboratory.~~
- I. ~~"Consortium/third party administrator (C/TPA)" means a service agent that provides or coordinates one or more drug and/or alcohol testing services to the city. C/TPAs typically provide or coordinate the provision of a number of such services and perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the city's drug and alcohol testing programs of its members (e.g., having a combined random testing pool). C/TPAs are not "employers" for purposes of this chapter.~~
- J. ~~"Controlled substance" includes, but is not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine.~~
- K. ~~"Designated employer representative (DER)" is an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from their duties and to make required decisions in the testing and appraisal processes.~~
- L. ~~"Disabling damage" means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.~~
  1. ~~Inclusions. Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.~~
  2. ~~Exclusions.~~
    - a. ~~Damage which can be remedied temporarily at the scene of the accident without special tools or parts.~~
    - b. ~~Tire disablement without other damage even if no spare tire is available.~~
    - c. ~~Headlight or taillight damage.~~
    - d. ~~Damage to turn signals, horn, or windshield wipers which make them inoperative.~~
- M. ~~"Driver" means any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, part-time, seasonal, temporary, on call drivers, leased drivers and independent owner-operator contractors.~~
- N. ~~"Licensed medical practitioner" means a person who is licensed, certified, or registered, in accordance with applicable federal, state, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.~~
- O. ~~"Medical review officer (MRO)" is a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by the city's drug testing program and evaluating medical explanations for certain drug test results.~~
- P. ~~"Positive rate for random drug testing" means the number of verified positive results for random drug tests conducted under this chapter plus the number of refusals of random drug tests required by this chapter, divided by the total number of random drug test results (i.e., positives, negatives, and refusals).~~
- Q. ~~"Refuse to submit (to an alcohol or controlled substances test)" means that an employee:~~
  1. ~~Fails to appear for any test (except a pre-employment test) within two hours of having been directed to do so by the city;~~
  2. ~~Fails to remain at the testing site until the testing process is complete;~~
  3. ~~Fails to provide a urine specimen for any drug test required by this title;~~
  4. ~~In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen;~~

5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take a second test the employer or collector has directed the employee to take;
7. Fails to undergo a medical examination or evaluation, as directed by the medical review officer (MRO) as part of the verification process, or as directed by the designated employer representative (DER). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
8. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); or
9. Is reported by the medical review officer (MRO) as having a verified adulterated or substituted test result.

R. "Screening test (or initial test)" means:

1. In drug testing, a test to eliminate "negative" urine specimens from further analysis or to identify a specimen that requires additional testing for the presence of drugs;
2. In alcohol testing, an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath, saliva, or blood specimen.

S. "Stand-down" means the practice of temporarily removing an employee from the performance of his or her job duties based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test results.

T. "Substance abuse professional" means a licensed physician or a licensed or certified psychologist, social worker, employee assistance professional, a state licensed or certified marriage and family therapist or drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC)) or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC); or by the National Board for Certified Counselors, Inc., and Affiliates/Master Addictions Counselor (NBCC) with knowledge about and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

U. "Violation rate" for random alcohol testing means the number of 0.02 and above random alcohol confirmation test results conducted under this chapter plus the number of refusals of random alcohol tests required by this chapter, divided by the total number of random alcohol screening tests (including refusals). (Ord. 12-001 § 3, 2013)

#### 4.120.020 — Prohibitions:

A. An employee shall not:

1. Report for duty or remain on duty having an alcohol concentration of 0.02 or greater;
2. Report for duty within four hours of using alcohol or controlled substances;
3. Use alcohol or controlled substance while on duty, including during breaks or meals;
4. Possess alcohol or controlled substances while on duty, including during breaks or meals;
5. Use alcohol for eight hours following an accident, or until the employee undergoes a post-accident alcohol or controlled substance test, whichever occurs first;
6. Refuse to take an alcohol or controlled substance test when ordered by the city;
7. Report for duty or remain on duty using any drug or substance, identified in 21 CFR 1308.11 Schedule I;
8. Report for duty or remain on duty using any non-Schedule I drug or substance that is identified in the other schedules in 21 CFR 1308 except when the use is a licensed medical practitioner, as defined in this chapter, who is familiar with the employee's medical history and has advised the employee that the substance will not adversely affect the employee's ability to safely perform their work functions;
9. Report for duty, remain on duty or perform, if the employee tests positive or has adulterated or substituted a test specimen for controlled substances. No employer having knowledge that an employee has tested positive or has adulterated or substituted a test specimen for controlled substances shall permit the employee to perform their work functions.

B. A supervisor or city official having actual knowledge that an employee has used a controlled substance shall not permit the employee to perform or continue to perform his or her duties.

C. An employee shall report any type of therapeutic drug use prescribed by his or her doctor to their supervisor.

D. If an employee engages in the conduct listed in this chapter, the employee is subject to disciplinary action as set forth in this title. (Ord. 12-001 § 3, 2013)

~~4.120.030 — Pre-employment testing.~~

~~A. For the purposes of pre-employment testing only, an employee includes applicants and current employees selected for employment.~~

~~1. After acceptance of a position, the employee shall undergo testing for controlled substances prior to reporting for duty.~~

~~2. An employee shall not perform his or her job duties unless the employee has received a controlled substances test result from the medical review officer (MRO) or consortium/third party administrator (C/TPA) indicating a verified negative test.~~

~~B. The applicable designated employer representative (DER) will obtain information on the employee's alcohol tests with a concentration result of 0.02 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two years, which are maintained by the employee's previous employers. An employee shall not perform his or her job duties for more than 14 days without obtaining the information.~~

~~C. An employee shall not perform his or her job duties if the city obtains information showing an alcohol test with a concentration of 0.02 or greater, or a verified positive controlled substances test results, or refusal to be tested, unless the applicable designated employer representative (DER) obtains information on the employee's subsequent substance abuse professional evaluation and associated successful return to duty testing. (Ord. 12-001 § 3, 2013)~~

~~4.120.040 — Reasonable suspicion testing — Alcohol.~~

~~The city shall require an employee to submit to an alcohol test when the city believes the employee has violated the prohibitions of this title concerning alcohol. The city's determination that reasonable suspicion exists to require the employee to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. (Ord. 12-001 § 3, 2013)~~

~~4.120.050 — Reasonable suspicion testing — Controlled substances.~~

~~The city shall require an employee to submit to a controlled substances test when the city has reasonable suspicion to believe that the employee has violated the prohibitions of this title concerning controlled substances. The city's determination that reasonable suspicion exists must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances. (Ord. 12-001 § 3, 2013)~~

~~4.120.060 — Required observations.~~

~~The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or city official who is trained in accordance with this title. The alcohol or controlled substances test shall performed by a third party. (Ord. 12-001 § 3, 2013)~~

~~4.120.070 — Required observations — Alcohol — Timeframe.~~

~~Alcohol testing is authorized only if the observations required by this title are made during, just preceding, or just after the period of the work day that the employee is required to be in compliance. (Ord. 12-001 § 3, 2013)~~

~~4.120.075 — Test not administered following reasonable suspicion determination — Alcohol.~~

~~A. If an alcohol test required by this title is not administered within two hours following the reasonable suspicion determination, the city shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered.~~

~~B. If the alcohol test required by this title is not administered within eight hours following the reasonable suspicion determination, the city shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.~~

~~C. The report(s) shall be forwarded to the applicable designated employer representative (DER). (Ord. 12-001 § 3, 2013)~~

~~4.120.080 — Reporting to work or remaining on duty while impaired prohibited.~~

~~Notwithstanding the absence of a reasonable suspicion alcohol test under this title, no employee shall report for duty or remain on duty while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall the city permit the employee to perform or continue to perform his or her duties, until:~~

~~A. An alcohol test is administered and the employee's alcohol concentration measures less than 0.02; or~~

~~B. Twenty four hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has violated the prohibitions concerning the use of alcohol. (Ord. 12-001 § 3, 2013)~~

~~4.120.090 — Action based on employee behavior prohibited.~~

~~Except as provided in this title, the city shall not take any action against an employee based solely on the employee's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test. (Ord. 12-001 § 3, 2013)~~

~~4.120.100 — Written record required.~~

~~A written record shall be made of the observations leading to an alcohol or controlled substance reasonable suspicion test, and signed by the supervisor or city official who made the observation, within 24 hours of the observed behavior or before the results of the controlled substance tests are released, whichever is earlier. (Ord. 12-001 § 3, 2013)~~

~~4.120.110 — Post accident testing.~~

~~As soon as practicable following a motor vehicle accident involving a city vehicle, the city shall test the employee for alcohol and controlled substances if:~~

~~A. The accident involved the loss of human life; or~~

~~B. A citation is issued under state or local law for a moving traffic violation arising from the accident; or~~

~~C. The accident involved:~~

~~1. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or~~

~~2. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle. (Ord. 12-001 § 3, 2013)~~

~~4.120.120 — Alcohol test not administered following an accident.~~

~~A. If an alcohol test is not administered within two hours following the accident, the city shall prepare and maintain on file a record stating the reasons the test was not promptly administered.~~

~~B. If an alcohol test is not administered within eight hours following the accident, the city shall cease attempts to administer an alcohol test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered.~~

~~C. Records shall be submitted to the Federal Motor Carrier Safety Administration (FMCSA) upon request. (Ord. 12-001 § 3, 2013)~~

~~4.120.130 — Controlled substance test not administered following an accident.~~

~~A. If a controlled substance test is not administered within 32 hours following the accident, the city shall cease attempts to administer a controlled substance test and prepare and maintain on file a record stating the reasons the test was not promptly administered.~~

~~B. Records shall be submitted to the Federal Motor Carrier Safety Administration (FMCSA) upon request. (Ord. 12-001 § 3, 2013)~~

~~4.120.140 — Employee availability for testing.~~

~~An employee who is subject to post accident testing shall remain readily available for such testing, or may be deemed by the city to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care. (Ord. 12-001 § 3, 2013)~~

~~4.120.150 — Test results — Alcohol.~~

~~The results of a breath or blood test for the use of alcohol, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of this chapter, provided such tests conform to the applicable federal, state or local alcohol testing requirements, and that the results of the tests are obtained by the city. (Ord. 12-001 § 3, 2013)~~

~~4.120.160 — Test results — Controlled substances.~~

~~The results of a urine test for the use of controlled substances, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of this chapter, provided such tests conform to the applicable federal, state or local controlled substances testing requirements, and that the results of the tests are obtained by the city. (Ord. 12-001 § 3, 2013)~~

~~4.120.170 — Exceptions.~~

~~This chapter does not apply to an occurrence:~~



- ~~A. Involving only boarding or alighting from a stationary motor vehicle; or~~
- ~~B. Involving only the loading or unloading of cargo. (Ord. 12-001 § 3, 2013)~~

~~4.120.190 City notification obligations:~~

~~The designated employer representative (DER) will:~~

- ~~A. Notify an applicant who has accepted a position with the city of the results of a pre-employment controlled substance test conducted under this chapter, if the applicant requests such results within 60 calendar days of being notified of the disposition of the employment application;~~
- ~~B. Notify an employee of the results of random (in the case of an employee with a commercial driver's license) reasonable suspicion and post-accident tests for controlled substances conducted under this chapter if the test results are verified positive;~~
- ~~C. Contact the employee with the results of the tests. The employee may request to meet with the medical review officer to discuss the results. (Ord. 12-001 § 3, 2013)~~

~~4.120.200 Testing procedures:~~

~~The city shall ensure that all alcohol or controlled substances testing conducted under this policy complies with the procedures set forth in this title.~~

~~A. Alcohol:~~

- ~~1. Tests will be conducted under the guidance of a breath alcohol technician selected by the city.~~
- ~~2. The site(s) will afford privacy to the individual being tested. If the result of an initial test is an alcohol concentration of less than 0.02, no further testing is required and the results are transmitted to the DER in a confidential manner.~~
- ~~3. If the result of an initial test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed within 20 minutes. The results of an initial test and the confirmation test are printed on the breath alcohol test forms, signed by both the breath alcohol technician and the driver, and transmitted to the applicable designated employer representative (DER) in a confidential manner.~~

~~B. Controlled Substances:~~

- ~~1. The city requires testing for marijuana, cocaine, opiates, amphetamines and phencyclidine. Tests for these substances will be conducted under the guidance of the medical review officer selected by the city at one or more designated collection sites. Collection of urine samples will allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen. It is a violation of federal law and this policy to adulterate or dilute a specimen during the collection procedure.~~
- ~~2. Test results are given to the medical review officer for analyzing and reporting to the applicable DER. (Ord. 12-001 § 3, 2013)~~

~~4.120.210 Employee refusal to submit to a required alcohol or controlled substance test:~~

- ~~A. No employee shall refuse to submit to a pre-employment controlled substance test, a post-accident required alcohol or controlled substance test, a random alcohol or controlled substance test, a reasonable suspicion alcohol or controlled substance test, a return to duty alcohol or controlled substance test, follow up alcohol or controlled substance test.~~
- ~~B. The city shall not permit an employee who refuses to submit to such tests to perform or continue to perform his or her duties. The driver will be immediately removed from duty and such refusal will be treated as a positive test.~~

~~C. Failure to provide adequate breath for testing when required without a valid medical explanation, failure to remain available for post-accident testing, failure to provide adequate urine for testing without a valid medical explanation, engaging in conduct that obstructs the testing process, or failure to sign the alcohol testing form constitutes a refusal to submit to testing. (Ord. 12-001 § 3, 2013)~~

~~4.120.220 Positive test:~~

~~When an employee has engaged in prohibited conduct, the employee will be subject to discipline up to and including termination. (Ord. 12-001 § 3, 2013)~~

~~4.120.230 Access to test results:~~

~~An employee is entitled, upon written request, to obtain copies of records pertaining to the employee's alcohol or controlled substances test results. (Ord. 12-001 § 3, 2013)~~

~~4.120.240 Records retention:~~

- ~~A. The human resources office shall maintain records of alcohol misuse and controlled substances use prevention programs.~~

~~B. The records shall be maintained in a secure location with controlled access.~~

~~C. The records shall be retained according to the city's adopted retention schedule. (Ord. 12-001 § 3, 2013)~~

~~4.120.250 — Training for supervisors.~~

~~The city shall ensure that all persons designated to supervise will receive at least 60 minutes of training on alcohol misuse and an additional 60 minutes of training on controlled substances use. This training will be used by the supervisors to determine whether reasonable suspicion exists to require an employee to undergo testing. The training shall include the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances; recurrent training is not required. (Ord. 12-001 § 3, 2013)~~

~~4.120.260 — Employee admission of alcohol and controlled substances use.~~

~~Employees who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation and treatment requirements of this policy; provided, that:~~

~~A. The admission is in writing and in compliance with the city's voluntary self-identification program;~~

~~B. The employee does not self-identify in order to avoid testing under the requirements of the program;~~

~~C. The employee makes the admission of alcohol misuse or controlled substances use prior to performing his or her duties; and~~

~~D. The employee does not perform his or her duties until the city is satisfied that the employee has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines. (Ord. 12-001 § 3, 2013)~~

~~4.120.270 — Self-identification program.~~

~~A. The city will not take adverse action against an employee making a voluntary admission of alcohol misuse or controlled substances use within the parameters of this program and PMC 4.120.260;~~

~~B. The city will allow the employee 10 working days to seek evaluation, education or treatment to establish control over the employee's drug or alcohol problem and provide proof to the DER and supervisor of having undergone assessment screening. The proof must contain the treatment recommendations of the substance abuse professional;~~

~~C. The city will permit the employee to return to duty only upon successful completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert, i.e., employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor;~~

~~D. The city will ensure that the employee:~~

- ~~1. Undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02; and/or~~
- ~~2. Undergo a return to duty controlled substance test with a verified negative test result for controlled substances use; and~~
- ~~3. At least monthly, the employee will furnish the DER and supervisor with proof of their continuing participation in the recommended treatment program until completed. (Ord. 12-001 § 3, 2013)~~

~~4.120.280 — Reoccurrences of alcohol or controlled substance misuse.~~

~~Reoccurrences of alcohol or controlled substance misuse will be subject to disciplinary action up to and including the termination of employment. (Ord. 12-001 § 3, 2013)~~

Palmer Municipal Code Chapter 4.130 Drug-Free Workplace Policy Applicability for Commercial Drivers is hereby amended as follows (new language is underlined and deleted language is stricken):

#### Chapter 4.130

#### ~~DRUG-FREE WORKPLACE POLICY APPLICABILITY FOR COMMERCIAL DRIVERS~~

##### ~~Sections:~~

~~4.130.010 — Purpose and goal.~~

~~4.130.020 — Drug-free workplace.~~

~~4.130.030 — Employer responsibility.~~

~~4.130.040 — Employee alcohol and controlled substances testing.~~

~~4.130.050 — Definitions.~~

~~4.130.060 — Applicability.~~

~~4.130.070 — Prohibitions.~~

~~4.130.080 — Requirement for notice.~~

~~4.130.090 — Required tests.~~

- 4.130.100 — Post accident testing.
- 4.130.110 — Random testing.
- 4.130.120 — Substance abuse professionals.
- 4.130.130 — Follow-up testing.
- 4.130.140 — City notification obligations.
- 4.130.150 — Testing procedures.
- 4.130.160 — Employee refusal to submit to a required alcohol or controlled substance test.
- 4.130.170 — Positive test.
- 4.130.180 — Access to test results.
- 4.130.190 — Records retention.
- 4.130.200 — Training for supervisors.
- 4.130.210 — Employee admission of alcohol and controlled substances use.
- 4.130.010 — Purpose and goal.

The city of Palmer is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. It is recognized that alcohol abuse and drug use pose a significant threat to city goals. The city of Palmer has established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. The city encourages employees to voluntarily seek help with drug and alcohol problems. (Ord. 12-001 § 3, 2013)

#### 4.130.020 — Drug-free workplace.

A. The city prohibits the unlawful manufacture, distribution, dispensing, possession, or use by an employee of a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812), and as further defined by policy at 21 CFR 1308.11—1308.15 is prohibited in any workplace of the city.

B. All employees will abide by the terms of this policy as a condition of their employment and will notify the city of any criminal drug statute conviction for a violation occurring in the workplace no later than five working days after the conviction. Within two business days of receiving the notice of conviction, the city will take appropriate personnel action against the employee as prescribed by this title, up to and including termination.

C. The city must provide a statement to notify employees of this policy and to establish a drug-free awareness program to inform employees about: the dangers of drug abuse in the workplace; the city's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

D. Each employee will be provided a copy of this chapter. (Ord. 12-001 § 3, 2013)

#### 4.130.030 — Employer responsibility.

The following steps will be taken to provide a drug-free workplace.

A. The city will publish a statement notifying employees that the violation of such prohibition will subject them to appropriate disciplinary action.

B. The city will establish a drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace;
2. The city's policy of maintaining a drug-free workplace;
3. The availability of drug counseling and rehabilitation programs;
4. The penalties that the city may impose for drug abuse violations occurring in the workplace.

C. As a condition of employment, each employee shall abide by the terms of the city's drug-free workplace policy.

D. The city will take disciplinary action up to and including termination against an employee who violates this title.

E. Violations of this title which are also violations of federal or state law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently at the city and in the criminal justice system.

F. As a condition of employment, each employee shall notify the human resources office in writing of any conviction for a violation of a criminal drug statute no later than two business days after such conviction.

1. Within five calendar days after the city learns of a conviction, the city shall initiate personnel action as prescribed in subsection (D) of this section. (Ord. 12-001 § 3, 2013)

#### 4.130.040 — Employee alcohol and controlled substances testing.

~~A. The city will at a minimum provide for the establishment of alcohol and controlled substances testing programs as required by law; the imposition of penalties on employees when tests exceed allowable levels; compliance with reporting and record keeping requirements; dissemination to affected employees of educational materials explaining the legal requirements, this policy; and provide for appropriate staff and supervisor training.~~  
~~B. All employees subject to laws mandating alcohol and controlled substances testing will comply with such laws and this policy as a condition of their employment. (Ord. 12-001 § 3, 2013)~~

~~4.130.050 — Definitions:~~

~~For purposes of this chapter, the following definitions apply:~~

~~A. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.~~

~~B. "Alcohol use" means the drinking or swallowing of any beverage, liquid mixture, or preparation, including any medication, containing alcohol.~~

~~C. "Alcohol concentration" (or content) is the alcohol in a volume of breath or blood.~~

~~D. "Commerce" means:~~

~~1. Any trade, traffic or transportation within the jurisdiction of the United States between a place in a state and a place outside of such state, including a place outside of the United States; and~~

~~2. Trade, traffic, and transportation in the United States which affects any trade, traffic, and transportation described in subsection (D)(1) of this section.~~

~~E. "Commercial motor vehicle" or "CMV" means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:~~

~~1. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or~~

~~2. Has a gross vehicle weight rating of 26,001 or more pounds; or~~

~~3. Is designed to transport 16 or more passengers, including the driver; or~~

~~4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 USC 5103(b)) and which require the motor vehicle to be placarded under hazardous materials regulations (49 CFR part 172, subpart F).~~

~~F. "Confirmation (or confirmatory) drug test" means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or metabolite.~~

~~G. "Confirmation (or confirmatory) validity test" means a second test performed on a urine specimen to further support a validity test result.~~

~~H. "Confirmed drug test" means a confirmation test result received by a medical review officer (MRO) from a laboratory.~~

~~I. "Consortium/third party administrator (C/TPA)" means a service agent that provides or coordinates one or more drug and/or alcohol testing services to the city. C/TPAs typically provide or coordinate the provision of a number of such services and perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the city's drug and alcohol testing programs of its members (e.g., having a combined random testing pool). C/TPAs are not "employers" for purposes of this chapter.~~

~~J. "Controlled substance" includes, but is not limited to, marijuana, cocaine, opiates, amphetamines and phenylelidine.~~

~~K. "Designated employer representative (DER)" is an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from their duties and to make required decisions in the testing and appraisal processes.~~

~~L. "Disabling damage" means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.~~

~~1. Inclusions. Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.~~

~~2. Exclusions.~~

~~a. Damage which can be remedied temporarily at the scene of the accident without special tools or parts.~~

~~b. Tire disablement without other damage even if no spare tire is available.~~

~~c. Headlight or taillight damage.~~

~~d. Damage to turn signals, horn, or windshield wipers which make them inoperative.~~

M. ~~"DOT agency" means an agency (or "operating administration") of the United States Department of Transportation administering regulations requiring alcohol and/or drug testing. 49 CFR part 382 in accordance with part 40 is applicable to the city.~~

N. ~~"Driver" means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, part time, seasonal, temporary, on call drivers, leased drivers and independent owner operator contractors.~~

O. ~~"Licensed medical practitioner" means a person who is licensed, certified, or registered, in accordance with applicable federal, state, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.~~

P. ~~"Medical review officer (MRO)" is a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by the city's drug testing program and evaluating medical explanations for certain drug test results.~~

Q. ~~Performing (A Safety Sensitive Function). A driver is considered to be performing a safety sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety sensitive functions.~~

R. ~~"Positive rate for random drug testing" means the number of verified positive results for random drug tests conducted under this chapter plus the number of refusals of random drug tests required by this chapter, divided by the total number of random drug test results (i.e., positives, negatives, and refusals).~~

S. ~~"Refuse to submit (to an alcohol or controlled substances test)" means that a driver:~~

- ~~1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the city consistent with applicable DOT agency regulations, after being directed to do so by the city. This includes the failure of an employee to appear for a test when called by a C/TPA;~~
- ~~2. Fails to remain at the testing site until the testing process is complete; provided, that an employee who leaves the testing site before the testing process commences a pre-employment test is not deemed to have refused to test;~~
- ~~3. Fails to provide a urine specimen for any drug test required by this policy or DOT agency regulations; provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;~~
- ~~4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen;~~
- ~~5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;~~
- ~~6. Fails or declines to take a second test the employer or collector has directed the driver to take;~~
- ~~7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;~~
- ~~8. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); or~~
- ~~9. Is reported by the MRO as having a verified adulterated or substituted test result.~~

T. ~~"Safety sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:~~

- ~~1. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.~~
- ~~2. All time inspecting equipment as required by DOT regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.~~
- ~~3. All time spent at the driving controls of a commercial motor vehicle in operation.~~
- ~~4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth as "sleeper berth" is defined by DOT regulations.~~
- ~~5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded.~~

~~6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled CMV.~~

~~U. "Screening test (or initial test)" means:~~

~~1. In drug testing, a test to eliminate "negative" urine specimens from further analysis or to identify a specimen that requires additional testing for the presence of drugs.~~

~~2. In alcohol testing, an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath, saliva, or blood specimen.~~

~~V. "Stand down" means the practice of temporarily removing an employee from the performance of his or her job duties based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test results.~~

~~W. "Substance abuse professional" means a licensed physician or a licensed or certified psychologist, social worker, employee assistance professional, a state licensed or certified marriage and family therapist or drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC)) or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC); or by the National Board for Certified Counselors, Inc., and Affiliates/Master Addictions Counselor (NBCC) with knowledge about and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.~~

~~X. "Violation rate" for random alcohol testing means the number of 0.02 and above random alcohol confirmation test results conducted under this chapter plus the number of refusals of random alcohol tests required by this chapter, divided by the total number of random alcohol screening tests (including refusals). (Ord. 12-001 § 3, 2013)~~

~~4.130.060 — Applicability:~~

~~This policy applies to all city employees who are required to hold a commercial driver's license as a function of their city employment. (Ord. 12-001 § 3, 2013)~~

~~4.130.070 — Prohibitions:~~

~~A. A driver shall not:~~

~~1. Report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.04 or greater.~~

~~2. Use alcohol while performing safety sensitive functions.~~

~~3. Perform safety sensitive functions within four hours after using alcohol. The city, having actual knowledge that a driver has used alcohol within four hours shall permit a driver to perform or continue to perform safety sensitive functions.~~

~~4. Use alcohol on the job, including during breaks or meals.~~

~~5. Possess alcohol on the job, including during breaks or meals.~~

~~6. Use alcohol for eight hours following an accident, or until the driver undergoes a required post-accident alcohol test, whichever occurs first.~~

~~7. Refuse to submit to a pre-employment controlled substance test required under DOT, post-accident alcohol or controlled substances test required under DOT, a random alcohol or controlled substances test required under DOT, a reasonable suspicion alcohol or controlled substances test required under DOT, or a follow-up alcohol or controlled substances test required under DOT. The city shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety sensitive functions.~~

~~8. Report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance, identified in 21 CFR 1308.11 Schedule I.~~

~~9. Report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other schedules in 21 CFR 1308 except when the use is a licensed medical practitioner, as defined in this policy, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.~~

~~10. Report for duty, remain on duty or perform a safety sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances. No employer having knowledge that a driver has tested positive or has adulterated or substituted a test specimen for controlled substances shall permit the driver to perform or continue to perform safety sensitive functions.~~

~~B. An employer having knowledge that a driver has an alcohol concentration of 0.04 or greater shall not permit the driver to perform or continue to perform safety sensitive functions.~~

~~C. An employer having actual knowledge that a driver is using alcohol while performing safety sensitive functions shall not permit the driver to perform or continue to perform safety sensitive functions.~~

~~D. A supervisor or city official having actual knowledge that a driver has used a controlled substance shall not permit the driver to perform or continue to perform a safety sensitive function.~~

~~E. The city shall require a driver to inform the employer of any therapeutic drug use.~~

~~F. If an employee engages in the conduct described above, the employee is considered to have engaged in prohibited conduct, is immediately disqualified from performing a safety sensitive function, including operating a commercial motor vehicle, and is subject to disciplinary action as set forth in this title. (Ord. 12-001 § 3, 2013)~~

#### ~~4.130.080 Requirement for notice.~~

~~Before performing each alcohol or controlled substances test under this title, the city shall notify a driver that the alcohol or controlled substances test is required by DOT. The city shall not falsely represent that a test is administered under DOT. (Ord. 12-001 § 3, 2013)~~

#### ~~4.130.090 Required tests.~~

##### ~~A. Pre-Employment Testing.~~

~~1. For the purposes of pre-employment testing only, an employee includes applicants and current employees selected for employment in such a position or an employee who has been out of the random pool for a period of 90 days or longer.~~

~~a. Prior to the first time a driver performs safety sensitive functions for the city, the driver shall undergo testing for controlled substances as a condition prior to being used.~~

~~b. No driver will be allowed to perform safety sensitive functions unless the employee has received a controlled substances test result from the medical review officer (MRO) or consortium/third party administrator (C/TPA) indicating a verified negative test result for that driver.~~

~~2. The applicable designated employer representative (DER) will obtain, pursuant to a driver's consent, information on the employee's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two years, which are maintained by the employee's previous employers.~~

~~a. This information must be obtained and reviewed by the applicable DER no later than 14 calendar days after the first time a driver performs safety sensitive functions for the city, if it is not feasible to obtain the information prior to the driver performing safety sensitive functions.~~

~~b. A driver will not be allowed to perform safety sensitive functions more than 14 days without obtaining the information.~~

~~3. A driver will not be allowed to perform safety sensitive functions if the city obtains information showing an alcohol test with a concentration of 0.04 or greater, or a verified positive controlled substances test result, or refusal to be tested, unless the applicable DER obtains information on the driver's subsequent substance abuse professional evaluation and associated successful return-to-duty testing.~~

##### ~~B. Reasonable Suspicion Testing.~~

~~1. The city shall require a driver to submit to an alcohol test when the city believes the driver has violated the prohibitions of this policy concerning alcohol.~~

~~a. The city's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver.~~

~~2. The city shall require a driver to submit to a controlled substances test when the city has reasonable suspicion to believe that the driver has violated the prohibitions of this policy concerning controlled substances.~~

~~a. The city's determination that reasonable suspicion exists must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver.~~

~~b. The observations may include indications of the chronic and withdrawal effects of controlled substances.~~

~~3. The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or city official who is trained in accordance with this policy. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.~~

4. ~~Alcohol testing is authorized by this section only if the observations required by this title are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance.~~

a. ~~A driver may be directed by the employer to only undergo reasonable suspicion testing while the driver is performing safety sensitive functions, just before the driver is to perform safety sensitive functions, or just after the driver has ceased performing such functions.~~

5. ~~Tests Not Administered:~~

a. ~~If an alcohol test required by this title is not administered within two hours following the reasonable suspicion determination, the city shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered.~~

b. ~~If the alcohol test required by this policy is not administered within eight hours following the reasonable suspicion determination, the city shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.~~

c. ~~The report(s) shall be forwarded to the applicable DER.~~

C. ~~Notwithstanding the absence of a reasonable suspicion alcohol test under this policy, no driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall the city permit the driver to perform or continue to perform safety sensitive functions, until:~~

1. ~~An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or~~

2. ~~Twenty four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.~~

D. ~~Except as provided in this title, the city shall not take any action against a driver based solely on the driver's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test.~~

E. ~~A written record shall be made of the observations leading to an alcohol or controlled substance reasonable suspicion test, and signed by the supervisor or city official who made the observation, within 24 hours of the observed behavior or before the results of the controlled substance tests are released, whichever is earlier. (Ord. 12-001 § 3, 2013)~~

4.130.100 — ~~Post accident testing:~~

A. ~~Post Accident Testing — Alcohol. As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, the city shall test for alcohol for each surviving driver:~~

1. ~~Who was performing safety sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or~~

2. ~~Who receives a citation within eight hours of the occurrence under state or local law for a moving traffic violation arising from the accident, if the accident involved:~~

a. ~~Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or~~

b. ~~One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.~~

B. ~~Post Accident Testing — Controlled Substances. As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, the city shall test for controlled substances for each of its surviving drivers:~~

1. ~~Who was performing safety sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or~~

2. ~~Who receives a citation within 32 hours of the occurrence under state or local law for a moving traffic violation arising from the accident, if the accident involved:~~

a. ~~Bodily injury to any person who, as a result of the injury immediately receives medical treatment away from the scene of the accident; or~~

b. ~~One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.~~

C. ~~The following table notes when a post accident test is required to be conducted by subsections (A) and (B) of this section:~~

Type of Accident Involved	Citation Issued to the CMV Driver	Test Must Be Performed by Employer
Human fatality	YES	YES
	NO	YES



~~Bodily injury with immediate medical treatment away from the scene——YES——YES~~

~~——NO——NO~~

~~Disabling damage to any motor vehicle requiring tow away YES——YES~~

~~——NO——NO~~

~~D. Tests Not Administered——Alcohol.~~

~~1. If an alcohol test is not administered within two hours following the accident, the city shall prepare and maintain on file a record stating the reasons the test was not promptly administered.~~

~~2. If an alcohol test is not administered within eight hours following the accident, the city shall cease attempts to administer an alcohol test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered.~~

~~3. Records shall be submitted to FMCSA upon request.~~

~~E. Tests Not Administered——Controlled Substance.~~

~~1. If a controlled substance test is not administered within 32 hours following the accident, the city shall cease attempts to administer a controlled substance test and prepare and maintain on file a record stating the reasons the test was not promptly administered.~~

~~2. Records shall be submitted to the FMCSA upon request.~~

~~F. A driver who is subject to post-accident testing shall remain readily available for such testing, or may be deemed by the city to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.~~

~~G. The city shall provide drivers with necessary post-accident information, procedures and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with the requirements of this section.~~

~~1. The results of a breath or blood test for the use of alcohol, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable federal, state or local alcohol testing requirements, and that the results of the tests are obtained by the city.~~

~~2. The results of a urine test for the use of controlled substances, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable federal, state or local controlled substances testing requirements, and that the results of the tests are obtained by the city.~~

~~H. Exception. This section does not apply to an occurrence:~~

~~1. Involving only boarding or alighting from a stationary motor vehicle; or~~

~~2. Involving only the loading or unloading of cargo; or~~

~~3. In the course of the operation of a passenger car or a multipurpose passenger vehicle by the city unless the motor vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked. (Ord. 12-001 § 3, 2013)~~

~~4.130.110——Random testing.~~

~~A. Every driver shall submit to random alcohol and controlled substance testing as required in this section.~~

~~B. The random testing of drivers will be unannounced, spread reasonably throughout the year, and will be conducted to assure that all drivers have an equal chance of being tested.~~

~~C. The drivers to be tested will be randomly selected using a scientifically valid method.~~

~~D. The minimum annual percentage rate for random alcohol testing shall be 10 percent of the average number of driver positions.~~

~~E. The minimum annual percentage rate for random controlled substances testing shall be 50 percent of the average number of driver positions or such other rate as may be set annually by the Federal Motor Carrier Safety Administration.~~

~~1. The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers.~~

~~2. Each driver selected for random alcohol and controlled substances testing under the selection process used shall have an equal chance of being tested each time selections are made.~~

- ~~3. Each driver selected for testing shall be tested during the selection period.~~
- ~~4. The city shall ensure that random alcohol and controlled substances tests conducted under this part are unannounced.~~
- ~~5. The city shall ensure that the dates for administering random alcohol and controlled substances tests conducted under this part are spread reasonably throughout the calendar year.~~
- ~~6. The city shall require that each driver who is notified of selection for random alcohol and/or controlled substances testing proceeds to the test site immediately; provided, however, that if the driver is performing a safety sensitive function, other than driving a commercial motor vehicle, at the time of notification, the employer shall instead ensure that the driver ceases to perform the safety sensitive function and proceeds to the testing site as soon as possible.~~
- ~~7. A driver shall only be tested for alcohol while the driver is performing a safety sensitive function, just before the driver is to perform a safety sensitive function, or just after the driver has ceased performing such function. (Ord. 12-001 § 3, 2013)~~

~~4.130.120 — Substance abuse professionals.~~

- ~~A. The city will provide to each employee including an applicant or new employee who violates a DOT drug and alcohol policy a listing of substance abuse professionals (SAP) readily available to the employee with names, addresses, and phone numbers.~~
- ~~B. The city is not required to provide a substance abuse professional's (SAP) evaluation or any subsequent recommended education or treatment for an employee who has violated a DOT drug and/or alcohol policy.~~
- ~~C. Payment for substance abuse professional's (SAP) evaluations is the responsibility of the employee. The employee must undergo a return to duty alcohol test with a result indicating an alcohol concentration of less than 0.02 or, if the prohibited conduct involved a controlled substance, a return to duty controlled substance test with a result indicating a verified negative result for controlled substance use. (Ord. 12-001 § 3, 2013)~~

~~4.130.130 — Follow up testing.~~

~~For each employee who has committed a DOT drug or alcohol policy violation and who seeks to resume employment with safety sensitive functions, the city must establish a written follow up testing plan.~~

- ~~A. The plan is established once the city has determined that the employee has successfully complied with a substance abuse professional's (SAP) recommendation for education and/or treatment. The substance abuse professional (SAP) must provide a copy of the written plan to the DER.~~
- ~~B. Following a determination by a substance abuse professional that an employee is in need of assistance in resolving problems associated with alcohol misuse or use of controlled substances, the employee is subject to unannounced follow up alcohol or controlled substance testing.~~
- ~~C. The number and frequency of the tests will be determined by the substance abuse professional, but will at a minimum consist of at least six unannounced follow up tests in the first 12 months of safety sensitive duty following the employee's return to safety sensitive functions.~~
- ~~D. The employer shall establish the specific dates for testing. The unannounced follow up testing may continue for up to five years. (Ord. 12-001 § 3, 2013)~~

~~4.130.140 — City notification obligations.~~

~~A. The DER will:~~

- ~~1. Notify a driver of the results of a pre-employment controlled substance test conducted under this title, if the driver requests such results within 60 calendar days of being notified of the disposition of the employment application;~~
- ~~2. Notify a driver of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this title if the test results are verified positive;~~
- ~~3. Make reasonable efforts to contact and request each driver who submitted a specimen under the city's program, regardless of the driver's employment status;~~
- ~~4. Contact and discuss the results of the controlled substances test with a medical review officer when the medical review officer has been unable to contact the driver;~~
- ~~5. Immediately notify the medical review officer that the driver has been notified to contact the medical review officer within 72 hours;~~
- ~~6. Request alcohol and controlled substances information from previous employers;~~
- ~~7. Ensure that each driver receives an educational material that explains the requirements of this title with respect to meeting these requirements. Drivers will acknowledge in writing receipt of such information;~~

8. Include detailed discussion of the following in the materials to be made available to drivers:
    - a. The identity of the person designated by the city to answer driver questions about the materials;
    - b. The categories of drivers who are subject to this title;
    - c. Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the work day the driver is required to be in compliance with this policy;
    - d. Specific information concerning driver conduct that is prohibited by this policy;
  9. Supply written notice to representatives of employee organizations of the availability of information;
  10. Provide the circumstances under which a driver will be tested for alcohol and/or controlled substances under this chapter, including post-accident testing under this title;
  11. Provide the procedures that will be used to test for the presence of alcohol and controlled substances, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver, including post-accident information, procedures and instructions required by this policy;
  12. Provide the requirement that a driver submit to alcohol and controlled substances tests administered in accordance with this policy;
  13. Provide an explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the consequences;
  14. Provide the consequences for drivers found to have violated policy, including the requirement that the driver be removed immediately from safety-sensitive functions, and the procedures under this policy;
  15. Provide the consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04;
  16. Provide information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.
- B. The human resources office shall ensure that each driver signs a statement certifying that he or she has received a copy of these materials described in this section. The human resources office will maintain the original of the signed certificate and provide a copy of the certificate to the driver. (Ord. 12-001 § 3, 2013)

#### 4.130.150 — Testing procedures.

The city shall ensure all alcohol or controlled substances testing conducted under this title complies with the procedures set forth in DOT regulations 49 CFR Part 40.

##### A. Alcohol.

1. Tests will be conducted under the guidance of a breath alcohol technician selected by the city and in accordance with DOT regulations at one or more designated testing sites.
2. The site(s) will afford privacy to the individual being tested. If the result of an initial test is an alcohol concentration of less than 0.02, no further testing is required and the results are transmitted to the DER in a confidential manner.
3. If the result of an initial test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed within 20 minutes. The results of an initial test and the confirmation test are printed on the breath alcohol test forms, signed by both the breath alcohol technician and the driver, and transmitted to the applicable DER in a confidential manner.
4. A driver tested who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform or continue to perform safety-sensitive functions, including driving a commercial motor vehicle, nor shall the driver perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

##### B. Controlled Substances.

1. DOT regulations require testing for marijuana, cocaine, opiates, amphetamines and phencyclidine. Tests for these substances will be conducted under the guidance of the medical review officer selected by the city and in accordance with DOT regulations at one or more designated collection sites. Collection of urine samples will allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen. It is a violation of federal law and this policy to adulterate or dilute a specimen during the collection procedure.

~~2. Test results are given to the medical review officer for analyzing and reporting to the applicable DER. (Ord. 12-001 § 3, 2013)~~

~~4.130.160 — Employee refusal to submit to a required alcohol or controlled substance test.~~

~~A. A driver shall not refuse to submit to a pre-employment controlled substance test, a post-accident required alcohol or controlled substance test, a random alcohol or controlled substance test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substance test, follow-up alcohol or controlled substance test.~~

~~B. The city shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions. The driver will be immediately removed from duty and such refusal will be treated as a positive test.~~

~~C. Failure to provide adequate breath for testing when required without a valid medical explanation, failure to remain available for post-accident testing, failure to provide adequate urine for testing without a valid medical explanation, engaging in conduct that obstructs the testing process, or failure to sign the alcohol testing form constitutes a refusal to submit to testing. (Ord. 12-001 § 3, 2013)~~

~~4.130.170 — Positive test.~~

~~When a driver has engaged in prohibited conduct, the employee will be dismissed for cause or provided a last chance agreement at the sole discretion of the city. (Ord. 12-001 § 3, 2013)~~

~~4.130.180 — Access to test results.~~

~~A driver is entitled, upon written request, to obtain copies of records pertaining to the employee's alcohol or controlled substances test results. (Ord. 12-001 § 3, 2013)~~

~~4.130.190 — Records retention.~~

~~The human resources office shall maintain records of alcohol misuse and controlled substances use prevention programs. The records shall be maintained in a secure location with controlled access:~~

~~A. Five Year Record Retention.~~

~~1. Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater;~~

~~2. Records of driver verified positive controlled substance test results;~~

~~3. Documentation of refusals to take required alcohol and/or controlled substance tests;~~

~~4. Driver evaluations and referrals;~~

~~5. Calibration documentation;~~

~~6. Records related to the administration of the alcohol and controlled substances testing programs; and~~

~~7. A copy of each annual calendar year summary required by DOT regulations.~~

~~B. Two Year Record Retention. Records related to the alcohol and controlled substances collection process.~~

~~C. One Year Record Retention. Records of any negative and canceled controlled substance test results and alcohol test results with a concentration of less than 0.02.~~

~~D. Indefinite Record Retention. Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the city while the individual performs the functions which require the training and for two years after ceasing to perform those functions.~~

~~E. Types of Records. The following specific types of records shall be maintained. "Documents generated" are documents that may have to be prepared under a requirement of DOT regulations. If the record is required to be prepared, it must be maintained.~~

~~1. Records Related to the Collection Process.~~

~~a. Collection logbooks, if used;~~

~~b. Documents relating to the random selection process;~~

~~c. Calibration documentation for evidential breath testing devices;~~

~~d. Documentation of breath alcohol technician training;~~

~~e. Documents generated in connection with decisions to administer reasonable suspicion alcohol or controlled substances tests;~~

~~f. Documents generated in connection with decisions on post-accident tests;~~

~~g. Documents verifying existence of a medical explanation of the inability of a driver to provide adequate breath or to provide a urine specimen for testing; and~~

~~h. A copy of each annual calendar year summary as required by DOT regulations.~~

~~2. Records Related to a Driver's Test Results.~~

~~a. The city's copy of the alcohol test form, including the results of the test;~~

- ~~b. The city's copy of the controlled substances test chain of custody and control form;~~
- ~~c. Documents sent by the MRO to the city, including those required by DOT regulations;~~
- ~~d. Documents related to the refusal of any driver to submit to an alcohol or controlled substances test required by this chapter;~~
- ~~e. Documents presented by a driver to dispute the result of an alcohol or controlled substances test administered;~~
- ~~f. Documents generated in connection with verifications of prior employers' alcohol or controlled substances test results that the employer must obtain in connection with the exception contained in policy and must obtain as required by policy;~~
- ~~g. Records related to other violations;~~
- ~~h. Records related to evaluations;~~
- ~~i. Records pertaining to a determination by a substance abuse professional concerning a driver's need for assistance; and~~
- ~~j. Records concerning a driver's compliance with recommendations of the substance abuse professional.~~
- ~~3. Records Related to Education and Training.~~
  - ~~a. Materials on alcohol misuse and controlled substance use awareness, including a copy of the city's policy on alcohol misuse and controlled substance use;~~
  - ~~b. Documentation of compliance with the requirements of DOT regulations, including the driver's signed receipt of education materials;~~
  - ~~c. Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for alcohol or controlled substances testing based on reasonable suspicion;~~
  - ~~d. Documentation of training for breath alcohol technicians as required; and~~
  - ~~e. Certification that any training conducted complies with the DOT requirements for such training.~~
- ~~4. Administrative Records Related to Alcohol and Controlled Substances Testing.~~
  - ~~a. Agreements with collection site facilities, laboratories, breath alcohol technicians, screening test technicians, medical review officers, consortia, and third party service providers;~~
  - ~~b. Names and positions of officials and their role in the city's alcohol and controlled substances testing program(s);~~
  - ~~c. Semi-annual laboratory statistical summaries of urinalysis required by DOT; and~~
  - ~~d. The city's alcohol and controlled substances testing policy and procedures.~~
- ~~F. Location of Records.~~
  - ~~1. All records required shall be maintained as required with DOT regulation and shall be made available for inspection at the city's principal place of business within two business days after a request has been made by an authorized representative of the Federal Motor Carrier Safety Administration.~~
  - ~~2. The human resources offices will be responsible for maintaining the additional records. (Ord. 12-001 § 3, 2013)~~
- ~~4.130.200 — Training for supervisors.~~
  - ~~A. The city shall ensure that all persons designated to supervise drivers will receive at least 60 minutes of training on alcohol misuse and an additional 60 minutes of training on controlled substances use.~~
  - ~~B. This training will be used by the supervisors to determine whether reasonable suspicion exists to require employee driver to undergo testing.~~
  - ~~C. The training shall include the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances; recurrent training is not required. (Ord. 12-001 § 3, 2013)~~
- ~~4.130.210 — Employee admission of alcohol and controlled substances use.~~
  - ~~A. Employees who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation and treatment requirements of this policy; provided, that:~~
    - ~~1. The admission is in writing and in compliance with the city's voluntary self-identification program;~~
    - ~~2. The driver does not self-identify in order to avoid testing under the requirements of the program;~~
    - ~~3. The driver makes the admission of alcohol misuse or controlled substances use prior to performing a safety sensitive function (i.e., prior to reporting for duty); and~~
    - ~~4. The driver does not perform a safety sensitive function until the city is satisfied that the employee has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.~~

~~B. Self Identification Program.~~

- ~~1. The city will not take adverse action against an employee making a voluntary admission of alcohol misuse or controlled substances use within the parameters of this program and subsection (A) of this section;~~
- ~~2. The city will allow the employee 10 working days to seek evaluation, education or treatment to establish control over the employee's drug or alcohol problem and provide proof to the DER and supervisor of having undergone assessment screening. The proof must contain the treatment recommendations of the substance abuse professional;~~
- ~~3. The city will permit the employee to return to safety sensitive duties only upon successful completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert, i.e., employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor;~~
- ~~4. The city will ensure that:~~
  - ~~a. Prior to the employee participating in a safety sensitive function, the employee shall undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02; and/or~~
  - ~~b. Prior to the employee participating in a safety sensitive function, the employee shall undergo a return to duty controlled substance test with a verified negative test result for controlled substances use; and~~
  - ~~c. At least monthly, the employee will furnish the DER and supervisor with proof of their continuing participation in the recommended treatment program until completed.~~
- ~~5. Reoccurrences of alcohol misuse or controlled substance use will be subject to disciplinary action up to and including the termination of employment. (Ord. 12-001 § 3, 2013)~~

4.110.050 Training for Supervisors

- A. The city shall ensure that all people designated to supervise drivers will receive at least the minimum training required by the FMSCA.
- B. This training will be used by the supervisors to determine whether reasonable suspicion exists to require employee drivers to undergo testing.
- C. The training shall include the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances; recurrent training is not required. (Ord. 12-001 § 3, 2013)

Palmer Municipal Code Chapter 4.140 Whistleblowers Protection Policy is hereby amended as follows (new language is underlined and deleted language is stricken):

~~Chapter 4.140 Whistleblowers Protection Policy~~

~~4.140.005 Whistleblowers protection policy.~~

CHAPTER 4.140 WHISTLEBLOWERS PROTECTION POLICY AND WASTE, FRAUD AND ABUSE POLICY

Sections:

4.140.005 Whistleblowers Protection Policy

4.140.006 Waste, Fraud and Abuse

4.140.006 Waste, Fraud and Abuse

The City of Palmer and its employees are responsible for being fiscally responsible for all city resources. As such, the city prohibits violation of waste, fraud and abuse of all city resources including property, personnel, and money. Employees who have knowledge of waste, fraud and/or abuse should contact his/her Department Director, the City Manager, or the Human Resources Manager immediately.  
Having knowledge of and failing to report waste, fraud or abuse subjects the employee to disciplinary action.

Palmer Municipal Code Chapter 4.160 ADA Accommodation Policy is hereby amended as follows (new language is underlined and deleted language is stricken):

## CHAPTER 4.160      ADA ACCOMMODATION POLICY

### 4.160.000      Definition

#### 4.160.010      Compliance

#### 4.160.020      Procedures

### 4.160.000      Definition

A. The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that prohibit discrimination against individuals with disabilities. For individuals who work or apply for positions with the City of Palmer, this regulation is designed to help people with disabilities access the same employment opportunities and benefits available to people without disabilities. All qualified employers must provide reasonable accommodation to qualified applicants or employees. A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable an applicant or employee with a disability to participate in the application process or to perform essential job functions.

#### 4.160.010      Compliance

A. The City of Palmer complies with all federal and state laws concerning the employment of persons with disabilities and will act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). It is the City's policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

B. The City of Palmer will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes undue hardship. Individuals requesting an accommodation under the Americans with Disabilities Act should contact the Human Resources Manager.

C. Individuals who are currently using illegal drugs are excluded from coverage under the City's ADA policy.

#### 4.160.020      Procedure

##### A. Requesting Accommodation

1. Employees or applicants with disabilities may request reasonable accommodation. This request should be made in writing to their supervisor or to the Human Resources Manager.

2. The employee should provide, if possible, accommodation he or she feels is appropriate to his/her needs.

##### B. Assessment

1. Upon receiving the reasonable accommodation request, Human Resource Officer will begin the interactive processes which may include some or all the following:

a. A determination of how the employee's disability limits their ability to perform the essential functions of their job to identify the employee as a qualified individual with a disability.

b. Identification of the type of accommodation needed.

c. Review of Medical Certification paperwork. The employee is responsible for ensuring his/her physician completes the paperwork in its entirety and the paperwork is submitted to the Human Resources Manager within 15 days.

##### C. Medical Documentation and Confidentiality

1. If the disability is not obvious and there is no other medical information already on record for the employee, the city will require the employee to provide documentation from a physician or other medical professional concerning the existence and extent of the disability. The employee's medical information will be maintained in a separate confidential file. Any information regarding the employee's condition will only be made available on a need-to-know basis.

##### D. Determination

1. Once the medical certification has been received and reviewed by the Human Resources Manager, a meeting will be scheduled between the Human Resources Manager and the employee to determine (1) if the medical certification supports the employee's request for accommodations under ADA and (2) what accommodations would be appropriate.

##### E. Implementation

1. The employees' preference for accommodation will be considered. However, the City of Palmer reserves the right to select alternatives providing they are effective in ensuring the employee can complete the essential functions of his/her position.

2. Once the accommodation has been determined to be appropriate and does not cause undue hardship for the city, the Human Resources Manager will make the appropriate arrangements. Accommodation will be implemented as soon as reasonably available.

Section 4. Effective Date. Ordinance No. 22-0XX shall take effect upon adoption by the city of Palmer City Council.

**Passed and adopted** this \_\_\_\_ day of \_\_\_\_, 2024.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk





**Palmer City Council Meeting**

**D. 1. B.**

**Meeting Date:** 03/12/2024  
**Submitted For:** Dwayne Shelton, Police Chief  
**Department:** Police Department  
**Agenda Category:** Action Memorandum  
**Legislation Number:** AM 24-011

---

**Subject**

Authorizing the City Manager to Spend \$60,000 in Pass Through Funds from the COSSAP Grant that was Approved by the Council on December 12, 2022

**Summary Statement/Background**

In 2022, the City of Palmer applied for and was granted a COSSAP grant (2022 BJA FY 22 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program) in the amount of \$1,299,999.00. On December 13, 2022, the Palmer City Council approved a resolution accepting those funds.

A portion of the funds are pass through funds that are to be spent yearly. The National Drug Endangered Children Alliance is to receive \$30,000.00 per year in pass through funds each year of the grant.

The funds are to offset training costs, travel, technical assistance, etc.

The money paid to each entity is to offset the cost of additional personnel that are working on the Drug Endangered Children Multi-Disciplinary Team Program.

The grant period for year one started in October 2022 and ends at the end of September 2023. Therefore, it is recommended that the payments for years 1 and 2 be made immediately to the entities.

**Administration's Recommendation:**

Approve Action Memorandum No. 24-011

---

Fiscal Impact	
Total Amount of funds listed in this legislation:	\$60,000
Legislation creates expenditure in the amount of:	\$60,000
Budgeted Y/N?:	Y
Line Item(s):	08-40-05-6030 Contractual Services COSSAP Grant Expenditures

---



D. 1. C.

**Palmer City Council Meeting**

**Meeting Date:** 03/12/2024

**Submitted For:** Brad Hanson, Community Development Director

**Department:** Community Development

**Agenda Category:** Consent Agenda

**Legislation Number:** AM 24-014

---

**Subject**

Authorizing the City Manager to Purchase an Exmark Lazer Z Lawn Mower From Alaska Electric & Control Inc. DBA Jewell Equipment for an Amount not to Exceed \$21,720.28

**Summary Statement/Background**

In the 2024 city budget, the Palmer City Council approved the purchase of a new lawn mower for the Community Development Parks crew. The preferred lawn mower is the same brand as the two other mowers in our Parks Department fleet. The mower will be equipped with grass and debris collection abilities and is Exmark's best commercial grade mower. This will allow for the crew to manage the pickup of clippings and assist in weed control in the downtown area. Other makes and models were evaluated. However, because of price and availability, the Exmark is the preferred choice.

**Administration's Recommendation:**

Adopt Action Memorandum 24-014, Authorizing the City Manager to Purchase a lawn mower from Alaska Electric & Control Inc. DBA Jewell Equipment in the amount not to exceed \$21,720.28

---

**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$21,720.28

**Legislation creates expenditure in the amount of:** \$21,720.28

**Budgeted Y/N?:** Y

**Line Item(s):** 01-19-90-6053

---

**Attachments**

Jewell Equipment Quote

---

Wasilla, AK 99623



City of Palmer  
231 W. Evergreen Ave  
Palmer, AK 99645  
907-761-1322

<b>Total</b>	\$21,720.28
--------------	-------------

**Palmer City Council Meeting**

D. 1. D.

**Meeting Date:** 03/12/2024  
**Submitted For:** Brad Hanson, Community Development Director  
**Department:** Community Development  
**Agenda Category:** Consent Agenda  
**Legislation Number:** 24-015

---

**Subject**

Authorizing the City Manager to Sign a Professional Service Contract for Structural Evaluation for the Repair of the Palmer Public Library with Wolf Architecture Not to Exceed \$21,416

**Summary Statement/Background**

The proposal provided by Wolf Architecture is for additional structural evaluation of the existing Palmer Library to assess the probable extent of structural repairs required to repair the existing Library in a code-compliant manner. This effort will require additional on-site observations, structural system analysis, and a report documenting the findings. The structural evaluation and report will be used to develop an overall scope of work required to repair the Library to a usable condition once the structural repairs have been made. When the cost of repairs has been developed, this will be forwarded to APEI Insurance for justification of the total cost of repairs. This additional cost is eligible for reimbursement from our insurance carrier. These costs include structural engineering analysis of \$16,216 and architectural review and report of \$5,200.00 for a total fee of \$21,416.

**Administration's Recommendation:**

Approve Action Memorandum 24-015 with Wolf Architecture for structural evaluation for an amount not to exceed \$21,416.

---

**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$21,416.00  
**Legislation creates expenditure in the amount of:** \$21,416.00  
**Budgeted Y/N?:** Y  
**Line Item(s):** 08-01-25-6030

---

**Attachments**

Fee Proposal

---

February 21, 2024

City of Palmer  
231 West Evergreen Avenue  
Palmer, Alaska 99645

Attn: Mr. Brad Hanson, Community Development Director

Subject: Palmer Public Library Scoping Evaluation for Insurance

We are pleased to provide you with this proposal for additional structural evaluation of the existing Palmer Library to assess the probable extent of structural repairs required to repair the existing Library in a code compliant manner. This effort will require additional on site observations, structural system analysis, and a report documenting the findings.

The structural evaluation and report will be used to develop an overall scope of work required to repair the Library to useable condition once the structural repairs have been made.

Structural Engineering:	\$16,216.00
Architectural Review and Report:	\$ 5,200.00

<b>Total Fee</b>	<b>\$21,416.00</b>
------------------	--------------------

Please sign this proposal and return it and we will commence with the work.

Sincerely,



Gary Wolf

Accepted

---



**Palmer City Council Meeting**  
**Meeting Date:** 03/12/2024  
**Submitted For:** Shelly Acteson, City Clerk  
**Department:** City Clerk's Office

---

D. 2.

**Subject**  
Approval of Minutes of Previous Meetings  
A. February 27, 2024, Regular Meeting

**Summary Statement/Background**

**Administration's Recommendation:**

---

**Attachments**

February 27, 2024, Regular Meeting Minutes

---

**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on February 27, 2024, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

Comprising a quorum of the Council, the following were present:

Mayor Steve Carrington  
John Alcantra  
Richard W. Best  
Jim Cooper  
Pam Melin  
Joshua Tudor

Absent:  
Deputy Mayor Carolina Anzilotti was absent and excused.

Staff in attendance:

John Moosey, City Manager  
Shelly M. Acteson, CMC, City Clerk  
Benji Johnson, Deputy City Clerk  
Sarah Heath, City Attorney  
Brad Hanson, Community Development Director  
Dwayne Shelton, Palmer Police Chief

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

**Main Motion: To Approve the Agenda as Presented**

Moved by:	N/A
Seconded by:	N/A
Vote:	Unanimous Consent
Action:	Motion Carried

**E. COMMUNICATIONS AND APPEARANCE REQUESTS**

1. Elected Officials in Attendance
2. Board/Commission Members in Attendance
3. Saroma Sister City Update – Carla Swick  
Carla Swick and McKenzie Moore gave a Saroma Sister City update.
4. A Proclamation Recognizing Matthew Mitchell  
Council Member Tudor presented Matthew Mitchell with the proclamation.
5. A Proclamation Recognizing Amelia Fawcett  
Manager Moosey presented Amelia Fawcett with the proclamation.
6. A Proclamation Recognizing Noah Justice  
Council Member Alcantra presented Noah Justice with the proclamation.

Mayor Carrington called for a recess at 6:17 p.m.  
The meeting was reconvened at 6:23 p.m.

## **F. REPORTS**

### **1. City Manager's Report:**

- Booster Station bid is coming up, it will bring water to the Colony Middle and High Schools.
- Reported he and Public Works Director Jude Bilafer met with the new Mat-Su College Director, regarding possible additional water service.
- Those on City water received a survey regarding their pipes, please fill it out and perhaps the City can help replace the old water pipes.
- Arctic Winter Games coming up, expecting 1850 athletes coming with over 2000 volunteers working on taking care of everyone.

### **2. Mayor's Report:**

- Written report in packet.
- Reported that he was recently in Juneau for the AML Conference.

### **3. City Clerk's Report:**

- No formal report at this time.

### **4. City Attorney's Report – Libraries and Law: How the Law Relates to Library Materials in the Palmer Public Library**

- Gave report regarding public libraries, the law, and the first amendment.

Mayor Carrington called for a recess at 7:44 p.m.  
The meeting was reconvened at 7:55 p.m.

## **G. AUDIENCE PARTICIPATION**

Jackie Goforth:

- Expressed concerns regarding influences over today's youth and the freedom to read act.

Karen Lewis:

- Expressed concern regarding books and the freedom to read act.

Linda Swan:

- Thanked the attorney for her report.
- Expressed that pornography is an addiction.
- Does not want to ban books but does not want taxpayers to pay for certain books in the libraries.

Mary Robinson:

- Pointed out that taxpayers are also paying for banning books.
- Was willing to defend the first amendment.
- Believes that there is a manufacturing of a moral crisis for political postering.
- Expressed compliments to the Palmer Public Library staff.

Mike Chmielewski:

- Commented on interview with City employee Matt Midgett.
- Encouraged people to go to Big Cabbage Radio and listen to the interview regarding City Utilities.

Mark Swan:

- Urged the Council to build the library debt free.
- Advised doubling the engineers snow load recommendations.
- Also expressed concern regarding how books are marketed and by whom.



Susan Pougher:

- Gave a library update.
- Reminder to file for PFD.
- Tax forms 1040 and 1040SR have been shipped and will be available soon at the library.

**H. PUBLIC HEARINGS - None**

**I. ACTION MEMORANDA - None**

**J. UNFINISHED BUSINESS - None**

**K. NEW BUSINESS - None**

**L. RECORD OF ITEMS PLACED ON THE TABLE**

Document from the City Attorney

Document from Jackie Goforth

**M. AUDIENCE PARTICIPATION**

Linda Swan:

- Expressed concern regarding membership with the American Library Association.
- Criticized the librarians giving library activity updates.

Jacki Goforth

- Commented on the Library Association.
- Continued to express concerns while grandstanding.

Karen Lewis:

- Expressed concern regarding books in the library and the librarians.

Mary Robinson:

- Complimented Ms. Heath on her report and concentration on the legal aspects.
- Referenced the State of Alaska Attorney General's letter of November 16.
- Complimented the Palmer Public Library and their staff.

**N. COUNCIL MEMBER COMMENTS**

Council Member Melin:

- Expressed appreciation to those who came out to speak during audience participation.

Council Member Tudor:

- Thanked everyone for coming out and speaking tonight.
- Stated this is a difficult situation, he understands the concerns about the library, but wants to operate within the legal framework.
- Recently in Juneau for AML, it was a great learning experience.
- Praised Delena Johnson and Shelly Hughes for giving the City funds toward the Palmer Public Library Project.

Council Member Alcantra:

- Appreciated the passion of the people who come out and testify.
- Also spoke to his appreciation of what the library does regarding services such as providing forms for

the PFD, taxes, etc.

Council Member Cooper:

- Thanked Carla Swick for coming tonight to talk about Saroma Sister City.
- Expressed that he was very impressed by the wrestlers and their victories.
- Also recently attended AML in Juneau.

Council Member Best:

- Recently attended AML in Juneau with Council Members Cooper.
- Felt Delena Johonson and Shelly Hughes were very gracious with their time.
- Stated he is a member of the AML Board, along with Council Member Cooper.
- Spoke to the Public Safety building and Courthouse and that this region is growing.

Mayor Carrington:

- Reported that he was asked and will be providing to write a letter of support for the Palmer Food Bank.

**O. ADJOURNMENT**

**Approved this 12th day of March 2024.**

With no further business before the Council, the meeting was adjourned at 8:39 pm.

---

Steve Carrington, Mayor

---

Shelly M. Acteson, CMC, City Clerk



**Palmer City Council Meeting**  
**Meeting Date:** 03/12/2024  
**Submitted For:** Shelly Acteson, City Clerk  
**Department:** City Clerk's Office

---

E. 3.

**Subject**  
Mobile Crisis Team (MCT) presentation by James Savage

**Summary Statement/Background**

**Administration's Recommendation:**

---

---

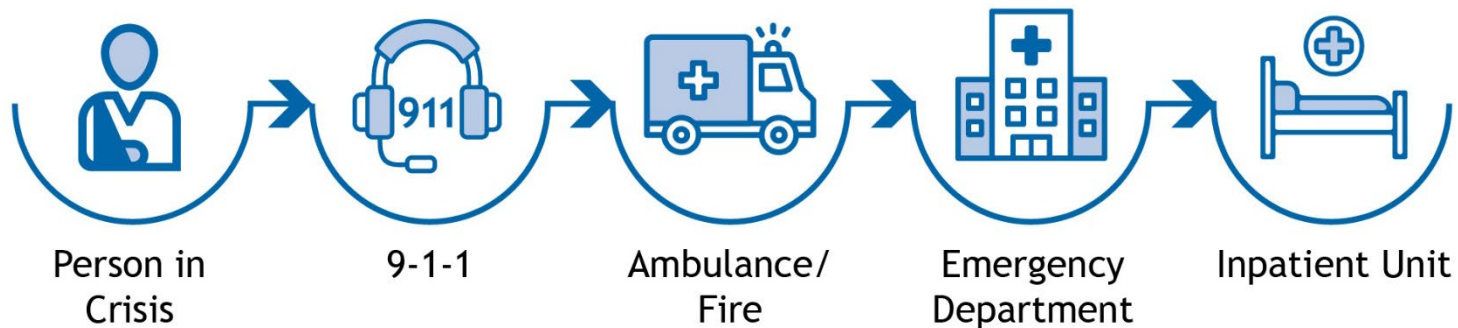
**Attachments**

Mobile Crisis Team Presentation

---

# GOAL: Design and implement a behavioral health crisis response system analogous to the physical health system.

## *Physical* Health Emergency



## *Behavioral* Health Emergency



# Mobile Crisis Teams: Someone to respond

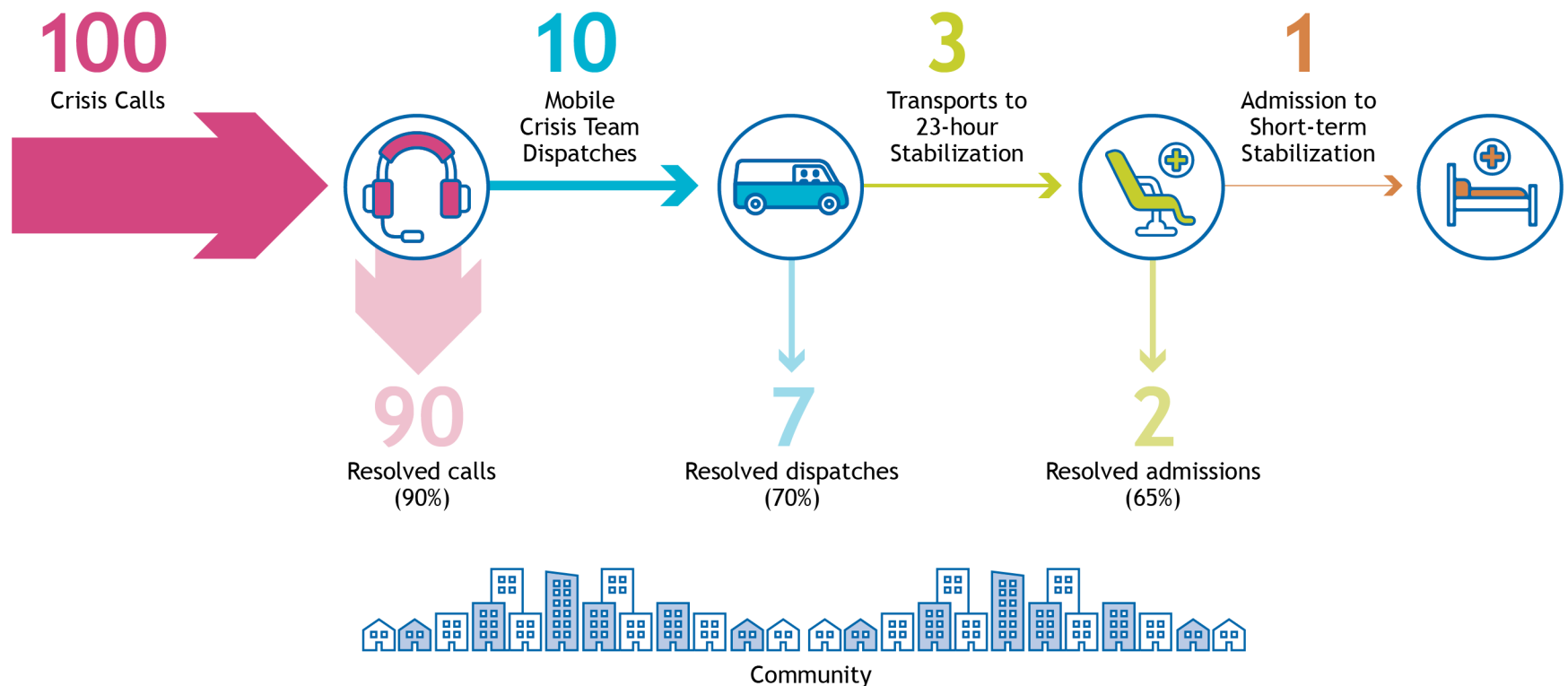


Centrally deployed, 24/7 mobile crisis teams, ideally staffed by a clinician and a peer support specialist.

## Minimum Requirements

- ☐ Licensed and/or credentialed clinician
- ☐ Respond where the person is (home, work, park, etc.)
- ☐ Connect and transport individuals to facility-based care, as needed

# Crisis Now Model Demand Assumptions





**Palmer City Council Meeting**  
**Meeting Date:** 03/12/2024  
**Submitted For:** Shelly Acteson, City Clerk  
**Department:** City Clerk's Office

---

F. 2.

**Subject**  
Mayor's Report

**Summary Statement/Background**

**Administration's Recommendation:**

---

**Attachments**

Mator's Report 03122024

---

# Palmer Mayor's Report

## Tuesday March 12, 2024 Council Meeting

### **Items of Interest**

#### **State STIP**

This week I received an email with a link to the STIP website from Shannon McCarthy, Communication Director for the Office of the Commissioner Alaska Dept. of Transportation & Public Facilities. It read "Good afternoon! I wanted to alert MVP that the submitted 2024-2027 STIP is now available on our STIP website at <https://publicinput.com/stip/>"

#### **Food Bank Letter**

I am working on a support letter for Palmer Food Bank and their construction of a new site off Arctic Ave.




The Arctic Winter Games is here. There are many events to choose from and all around the Mat-Su (and even a few in Eagle River). Check out the link below for some options.

<https://www.awg2024.org/calendar-of-events>

### **Agenda Highlights**

#### **Consent Agenda (approved with the Agenda)**





# Palmer Mayor's Report

- Introduction of Ord. 24-002, Palmer Code Title 4 amending Employment Law and setting a Public Hearing for Mar. 26, 2024
- AM 24-011 - \$60,000 for COSSAP pass through grant approved Dec. 12, 2022
- AM 24-014 - purchase lawn mower not to exceed \$21,720.28
- AM 24-015 - \$21,416 for a Professional Service Contract for structural evaluation of the Palmer Public Library
- Minutes from Feb. 27, 2024 regular city council meeting

## **Communication & Appearance Requests**

- Mobile Crisis Team (MCT) presentation

## **Public Hearings**

- Reso. 23-005-B: Amending 2023 Budget
- Reso. 24-016: Creating new position, On-Call Evidence & Records Custodian at Palmer Police

## **Action Memoranda**


- AM 24-010: Council Grant to 49<sup>th</sup> State Street Rodders for \$1500.00
- AM 24-012: Purchase Vehicle Lift System for Fire Apparatus
- AM 24-013: High Performance Team Training for Palmer Fire and Rescue, \$16,832
- AM 24-016: PMHA contract for 3 years, \$55,400

## **Committee of the Whole**

Discussion Regarding City Manager Recruitment (Note: Action may be taken following Committee of the Whole)

We have 7 applicants, at this time, one of them is our very own John Alcantra. This brings up a couple of technical issues: conflict of interest and employment of an elected official. Of course, our code has something to say about these. Below is my summary.

1. Conflict of Interest: it could be argued there is substantial money in this issue, which brings up the issue of Conflict of Interest. I am assuming Mr. Alcantra will declare this conflict of interest and I would rule yes there is a conflict. The council can override this. Part of the reason I mention all this is part B. states it will be decided without debate. Below is the address and quote of the beginning of this



# Palmer Mayor's Report

section of our code. Predicting all this, I have recommended staff treat Mr. Alcantra as an applicant and not as a council member on this specific issue.

<https://palmer.municipal.codes/PMC/2.06.130>

2.06.130 Conflict of interest and voting.

*A. A member of the council shall declare a substantial financial interest the member has in an official action and ask to be excused from a vote on the matter;*

*1. The presiding officer shall rule on the request to be excused from the vote;*

*2. The decision of the presiding officer on the request may be overridden by a majority vote;*

*B. Declaration to be excused must be made before the vote, and shall be decided without debate;*

2. Employment of an elected official: Our code also specifies that an elected official shall not be eligible for employment until one year has elapsed. An exception can be made by a vote of 5 or more council members. The only time I can recall this happening was with Mr. Brad Hanson becoming our current Community Development Director. His case was similar in regards to the exception, but different in the position and its level as a director under the city manager. The code reference and quote of the start of that section are listed below.

<https://palmer.municipal.codes/PMC/2.04.047>

2.04.047 Prohibition regarding employment.

*A person who holds or has held an elective city office shall not be eligible for appointment to an office or for employment for which a salary is paid by the city until one year has elapsed following the term for which that person was elected or appointed. An exception may be made with the approval of five or more members of the council. (Ord. 648 § 3, 2005)*

=====

*Mayor Steve Carrington*



**Palmer City Council Meeting**  
**Meeting Date:** 03/12/2024  
**Submitted For:** Shelly Acteson, City Clerk  
**Department:** City Clerk's Office

---

F. 3.

**Subject**  
City Clerk's Report

**Summary Statement/Background**

**Administration's Recommendation:**

---

**Attachments**

City Clerks Report 03122024 meeting

---



**Shelly M. Acteson, CMC**  
**City Clerk**

Direct: (907) 761-1301  
Fax: (907) 745-0930

231 W. Evergreen Ave.  
Palmer, Alaska 99645-6952  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

TO: Mayor Carrington and Council Members  
FROM: Shelly M. Acteson  
DATE: March 7, 2024  
SUBJECT: Report for March 12, 2024, meeting packet

**October 1, 2024, Election:**

The Absentee by Mail Application for the October 1, 2024, election is available on the COP website and at City Hall. We have received **28** applications so far.

2 Council seats will be on the October 1, 2024, ballot.

The candidate filing period for the election begins on July 15, 8 am, and ends on July 26, 4 pm.

**AML Winter Legislative Conference Update:**

The cost for 4 Council Members to attend the AML Conference in Juneau was approximately \$6,500 and the total budget for Council travel during 2024 is \$10,000. Please keep this in mind when requesting to attend future conferences as a Council Member and/or AML Board Member.



## Palmer City Council Meeting

H. 1.

**Meeting Date:** 03/12/2024  
**Submitted For:** Gina Davis, Financial Director  
**Department:** Finance  
**Agenda Category:** Resolution  
**Legislation Number:** 23-005 B

---

### Subject

A Resolution of the Palmer City Council Amending the City of Palmer Budget for the Fiscal Year Ending December 31, 2023

### Summary Statement/Background

The year end budget amendment adjusts revenues and expenditures/expenses for additional revenue received, grants, reimbursed expenditures, and budget adjustments.

The General Fund (01) revenue adjustments include the following:

- Increase in MTAEC Revenues from the original budget.
- Increase in Real & Personal property taxes from the original budget.
- Increase in Sales Tax from the original budget due to conservative budgeting.
- Increase in Sales Tax Penalty & Interest from the original budget.
- Increase in Business Licenses revenues from the original budget.
- Decrease in Business License Penalty and Building Plans Review revenues from the original budget.
- Increase in Building Permit revenues from the original budget.
- Increase in Municipal Aid from the original budget.
- Decrease in Co-op Taxes Elec & Telephone revenue from original budget.
- Increase to E911 Surcharge revenues from the original budget.
- Decrease in Grant Administrative Overhead revenue from the original budget.
- Addition of SRO Admin Overhead revenue.
- Increase in Community Center Fees - Depot Rentals from the original budget.
- Decrease in Fines & Forfeitures revenues from the original budget.
- Increase in Fines & Forfeitures-Deliquent from the original budget.
- Increase in Interest/Investments Earnings from the original budget.
- Decrease in Credit Card Admin fees from the original budget.
- Increase to Property & Equipment Sales Public Works and Public Safety for the sell of surplus items.
- Increases to Miscellaneous Income for Public Works, Community Services, Public Safety and Administration for safety grants, MEA Capital Credits, MTA Capital Credits, etc.
- Increase to recognize PERS on Behalf from the State of Alaska is offset by the PERS on Behalf expense.
- Insurance Reimbursement for the Library for operating expenses incurred due to the collapse of the building includes rents, contractual services, telephone, repairs & maintenance and office equipment.

The General Fund (01) expenditures adjustments include the following:

- Increase in City Manager department for leave cash in, telephone for a cell phone and internet study performed by Spy Glass that will save the City money in the future, and computer services. Decreases include the reduction of Unemployment taxes as this budget was moved to other departments that incurred unemployment tax expenses in 2023.
- Increase to recognize PERS on Behalf for the general fund to offset revenue, increase for Alaska Remote Sellers Sales Tax fees for the collection of sales tax from the Alaska Remote Sellers Sales Tax Commission, decrease in office equipment to move funds to fund 09 due to AM 23-058 for the telephone project, increase for unemployment taxes budget moved from the City Manager's account.
- Increase to City Hall telephone budget due to the cost increase of the Metro Ethernet new contract with MTA.
- Decrease in Non-Departmental due to the funds not used by the Golf Course for golf carts, this purchase was moved to 2024. Increase in transfers out due to telephone project from finance to fund 09, to the Airport Fund to balance the operating budget of the airport and to the Narcotics Grants fund for the additional funds needed for the opiate task force officer.
- Decrease in the Police Department regular salaries and benefits to be used for opiate takes force officer.
- Increase in the Public Works for unemployment taxes budget from the City Manager's account.
- Increase in Library operating expenses incurred from the collapse of the library and moving to a temporary location. These expenses were covered by insurance reimbursement.

- Increase in MTAEC for unemployment taxes budget from the City Manager's account.
- Increase in Parks & Facilities for unemployment taxes budget from the City Manager's account.

The Water-Sewer Fund (02) has an increase in revenues from the original budget in Service Fees, Penalty, Interest/Investment Earnings, Credit Card Fees, Misc Income, PERS Relief and Connection fees. Water-Sewer Fund expenses were increased for PERS on Behalf to offset the revenue.

The Airport Fund (03) has an increase in revenues from the original budget in Property Taxes, Airport Sales Tax, Aviation Fuel - Revenue, Fuel Flowage Fee, Transfer from other Funds and PERS Relief. Revenue decreased for Grants Admin Overhead. Airport Fund expenses increased for PERS on Behalf to offset the revenue.

The Solid Waste Fund (05) has an increase in revenues from the original budget in Penalty, Interest/Investment Earnings, and PERS Relief. Solid Waste Fund expenses increased for PERS on Behalf to offset the revenue,

The General CIP Projects Fund (08) has an increase in revenues and expenses for Insurance Reimbursement due to the library collapse.

The General CIP Equipment Fund (09) has an increase in revenues and expenses for the telephone project with AM 23-058 and additional revenues received for amortization of SRO equipment are reimbursed by the school district.

The Golf Course Fund (15) has an increase in revenues from the original budget in Green Fees, Golf Cart Rentals and Interest Earnings. Decrease in Transfers from Other Funds due to the delayed purchase of golf carts until 2024. The Golf Course Fund expenses decreased also due to the delay in the purchase of the golf carts to 2024.

The Narcotics Grants Fund (53) has an increase in revenues from the original budget for the Opiate Task Force Officer with DEA Overtime Reimbursement and the Transfers from Other Funds to cover operating expenses of the Opiate Task Force Officer.

#### **Administration's Recommendation:**

Approve Resolution 23-005 B

	<b>Fiscal Impact</b>
<b>Total Amount of funds listed in this legislation:</b>	\$2,763,494 Combined
<b>Legislation creates revenue in the amount of:</b>	\$4,139,877
<b>Legislation creates expenditure in the amount of:</b>	\$1,376,383
<b>Budgeted Y/N?:</b>	N
<b>Line Item(s):</b>	Various Accounts See Resolution 23-005 B

	<b>Attachments</b>
Resolution 23-005 B	

**LEGISLATIVE HISTORY**

Introduced by: City Manager, Moosey

Date: March 12, 2024

Public Hearing: March 12, 2024

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

**Resolution No. 23-005 B**

**A Resolution of the Palmer City Council Amending the Budget for the City of Palmer, Alaska for the Fiscal Year Ending December 31, 2023**

WHEREAS, at the March 12, 2024, council meeting the manager presented budget amendments and the City Council approved increasing the General Fund (01) revenues by \$2,733,793 and increasing General Fund (01) expenditures by \$260,667 for a net increase of \$2,473,126; and

WHEREAS, at the March 12, 2024, council meeting the manager presented budget amendments and the City Council approved increasing the Water-Sewer Fund (02) revenues by \$291,943 and increasing the Water-Sewer Fund (02) expenses by \$9,377 for a net increase of \$282,566; and

WHEREAS, at the March 12, 2024, council meeting the manager presented budget amendments and the City Council approved decreasing the Airport Fund (03) revenues by \$118,868 and increasing the Airport Fund (03) expenses by \$1,996 for a net decrease of \$120,864; and

WHEREAS, at the March 12, 2024, council meeting the manager presented budget amendments and the City Council approved increasing the Solid Waste Fund (05) revenues by \$12,763 and increasing Solid Waste (05) expenses by \$1,945 for a net increase of \$10,818; and

WHEREAS, at the March 12, 2024, council meeting the manager presented budget amendments and the City Council approved increasing the General CIP Projects Fund (08) revenues by \$1,176,307 and increasing the General CIP Projects Fund (08) expenditures by \$1,176,307; and

WHEREAS, at the March 12, 2024, council meeting the manager presented budget amendments and the City Council approved increasing the General CIP Equipment Fund (09) revenues by \$7,760 and increasing the General CIP Equipment Fund (09) expenditures by \$7,760; and

WHEREAS, at the March 12, 2024, council meeting the manager presented budget amendments and the City Council approved decreasing the Golf Course Fund (15) revenues by \$22,152 and decreasing the Golf Course Fund (15) expenses by \$140,000 for a net increase of \$117,848; and

WHEREAS, at the March 12, 2024, council meeting the manager presented budget amendments and the City Council approved increasing the Narcotics Grants Fund (53) revenues by \$58,331 and increasing the Narcotics Grants Fund (53) expenses by \$58,331; and

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby amends the 2023 budget as follows:

Line item description	Current 2023 Budget	Proposed Amendment	Amended 2023 Budget
<b>GENERAL FUND (01)</b>			
<b>General Fund (01) Revenues:</b>			
01-00-00-3001 Ice Rental	\$ 265,000	\$ 42,767	\$ 307,767
01-00-00-3002 Arena Rental	\$ 4,000	\$ 6,000	\$ 10,000
01-00-00-3007 Open Skate	\$ 7,500	\$ 7,173	\$ 14,673
01-00-00-3008 Skate Sharpening	\$ 5,500	\$ 5,193	\$ 10,693
01-00-00-3016 Vending Machines	\$ 6,500	\$ 6,093	\$ 12,593
01-00-00-3110 Real & Personal Property Txes	\$ 1,355,000	\$ 499,799	\$ 1,854,799
01-00-00-3130 Sales Tax	\$ 9,355,000	\$ 1,459,690	\$ 10,814,690
01-00-00-3131 Sales Tax Penalty & Interest	\$ 75,000	\$ 23,311	\$ 98,311
01-00-00-3210 Business Licenses	\$ 55,000	\$ 10,230	\$ 65,230
01-00-00-3211 Business Licenses Penalty	\$ 12,000	\$ (3,142)	\$ 8,858
01-00-00-3218 Building Plans Review	\$ 50,000	\$ (15,375)	\$ 34,625
01-00-00-3221 Building Permits	\$ 85,000	\$ 47,491	\$ 132,491
01-00-00-3350 Municipal Aid	\$ 65,000	\$ 86,702	\$ 151,702
01-00-00-3362 Co-op Taxes Elec & Tele	\$ 105,000	\$ (9,904)	\$ 95,096
01-00-00-3423 E911 Surcharge Revenues	\$ 90,000	\$ 54,000	\$ 144,000
01-00-00-3440 Grant Administrative Overhead	\$ 75,000	\$ (23,379)	\$ 51,621
01-00-00-3441 SRO Admin Overhead	\$ 0	\$ 1,313	\$ 1,313
01-00-00-3473 Community Center Fees Depot	\$ 40,000	\$ 12,500	\$ 52,500
01-00-00-3510 Fines & Forfeitures	\$ 20,000	\$ (9,670)	\$ 10,330
01-00-00-3511 Fines & Forfeitures-Delinq	\$ 40,000	\$ 2,915	\$ 42,915
01-00-00-3610 Interest/Investments Earnings	\$ 12,000	\$ 196,419	\$ 208,418
01-00-00-3640 Credit Card Admin Fees	\$ 20,000	\$ (7,470)	\$ 12,530
01-00-00-3662 Property & Equip Sales PW	\$ 0	\$ 24,995	\$ 24,995
01-00-00-3663 Property & Equip Sales PS	\$ 0	\$ 2,125	\$ 2,125
01-00-00-3687 Misc Income – PW	\$ 0	\$ 1,377	\$ 1,377
01-00-00-3688 Misc Income – Comm Services	\$ 0	\$ 195	\$ 195
01-00-00-3689 Misc Income – Public Safety	\$ 10,428	\$ 4,192	\$ 14,620
01-00-00-3690 Misc Income	\$ 0	\$ 26,975	\$ 26,975
01-00-00-3691 PERS Relief	\$ 0	\$ 134,848	\$ 134,848
01-00-00-3693 Insurance Reimbursement	\$ 0	\$ 146,430	\$ 146,430
<b>TOTAL GENERAL FUND REVENUE AMENDMENTS</b>		<b>\$ 2,733,793</b>	
<b>General Fund (01) Expenditures:</b>			
<b>City Manager Department:</b>			
01-01-05-6019 Leave Expense	\$ 5,000	\$ 9,093	\$ 14,093
01-01-05-6031 Telephone	\$ 3,500	\$ 7,702	\$ 11,202
01-01-05-6072 Unemployment Taxes	\$ 15,000	\$ (13,731)	\$ 1,269
01-01-05-6096 Computer Services	\$ 165,000	\$ 17,185	\$ 182,185
<b>Total City Manager Department Amendments</b>		<b>\$ 20,249</b>	
<b>Finance Department:</b>			
01-01-10-6017 Gen Fund PERS On Behalf	\$ 0	\$ 134,848	\$ 134,848
01-01-10-6025 ARSSTC Fees	\$ 73,165	\$ 51,835	\$ 125,000
01-01-10-6054 Office Equipment	\$ 10,927	\$ (3,427)	\$ 7,500
01-01-10-6072 Unemployment Taxes	\$ 0	\$ 9,344	\$ 9,344
<b>Total Finance Department Amendments</b>		<b>\$ 192,600</b>	
<b>City Hall Department:</b>			
01-01-15-6031 Telephone	\$ 25,226	\$ 3,315	\$ 28,541



Line item description	Current 2023 Budget	Proposed Amendment	Amended 2023 Budget
<b>Total City Hall Amendments</b>		<b>\$ 3,315</b>	
<b>Non-Departmental:</b>			
01-01-70-6078 Transfers Out	\$ 3,361,464	\$ (113,655)	\$ 3,247,809
01-01-70-6078 Transfers Out	\$ 3,247,809	\$ 3,427	\$ 3,251,236
01-01-70-6078 Transfers Out	\$ 3,251,236	\$ 11,637	\$ 3,262,873
01-01-70-6078 Transfers Out	\$ 3,262,873	\$ 28,901	\$ 3,291,774
<b>Total Non-Departmental Amendments</b>		<b>\$ (69,690)</b>	
<b>Police Department:</b>			
01-12-10-6011 Regular Salaries	\$ 1,251,426	\$ (14,450)	\$ 1,236,976
01-12-10-6012 Regular Benefits	\$ 1,068,749	\$ (14,451)	\$ 1,054,298
<b>Total Police Department Amendments</b>		<b>\$ (28,901)</b>	
<b>Public Works Department:</b>			
01-17-10-6072 Unemployment Taxes	\$ 0	\$ 1,611	\$ 1,611
<b>Total Public Works Department Amendments</b>		<b>\$ 1,611</b>	
<b>Library Department:</b>			
01-19-10-6022 Advertising	\$ 0	\$ 92	\$ 92
01-19-10-6030 Contractual Services	\$ 30,000	\$ 15,350	\$ 45,350
01-19-10-6031 Telephone	\$ 7,500	\$ 2,600	\$ 10,100
01-19-10-6036 Rental & Lease	\$ 324	\$ 102,165	\$ 102,489
01-19-10-6041 Office Supplies	\$ 2,500	\$ 250	\$ 2,750
01-19-10-6045 Repairs & Maintenance	\$ 9,000	\$ 10,250	\$ 19,250
01-19-10-6054 Office Equipment	\$ 10,000	\$ 8,000	\$ 18,000
<b>Total Library Amendments</b>		<b>\$ 138,707</b>	
<b>MTA Events Center Department:</b>			
01-19-40-6072 Unemployment Taxes	\$ 0	\$ 2,584	\$ 2,584
<b>Total MTA Events Center Department Amendments</b>		<b>\$ 2,584</b>	
<b>Parks &amp; Facilities Department:</b>			
01-19-90-6072 Unemployment Taxes	\$ 0	\$ 192	\$ 192
<b>Total Parks &amp; Facilities Department Amendments</b>		<b>\$ 192</b>	
<b>TOTAL GENERAL FUND EXPENDITURES AMENDMENTS</b>		<b>\$ 260,667</b>	
<b>WATER-SEWER FUND (02)</b>			
<b>Revenues:</b>			
02-00-00-3452 Service Fees	\$ 16,000	\$ 5,080	\$ 21,080
02-00-00-3609 Penalty	\$ 32,000	\$ 17,300	\$ 49,300
02-00-00-3610 Interest/Investment Earnings	\$ 0	\$ 61,963	\$ 61,963
02-00-00-3615 Insurance Reimbursement	\$ 6,339	\$ 67,209	\$ 73,548
02-00-00-3640 Credit Card Fees	\$ 6,000	\$ 1,153	\$ 7,153
02-00-00-3690 Misc Income	\$ 0	\$ 107,061	\$ 107,061
02-00-00-3691 PERS Relief	\$ 0	\$ 9,377	\$ 9,377
02-00-00-3694 Connection Fees	\$ 12,000	\$ 22,800	\$ 34,800
<b>TOTAL WATER-SEWER FUND REVENUE AMENDMENTS</b>		<b>\$ 291,943</b>	
<b>Expenses:</b>			
02-01-10-6018 PERS On Behalf	\$ 0	\$ 4,060	\$ 4,060
02-01-50-6018 PERS On Behalf	\$ 0	\$ 5,317	\$ 5,317
<b>TOTAL WATER-SEWER FUND EXPENSES AMENDMENTS</b>		<b>\$ 9,377</b>	
<b>AIRPORT FUND (03)</b>			
<b>Revenues:</b>			
03-00-00-3110 Property Taxes	\$ 25,000	\$ 8,857	\$ 33,857
03-00-00-3130 Airport Sales Tax	\$ 45,000	\$ 3,394	\$ 48,394
03-00-00-3363 Aviation Fuel – Revenue	\$ 1,500	\$ 1,644	\$ 3,144

Line item description	Current 2023 Budget	Proposed Amendment	Amended 2023 Budget
03-00-00-3375 Fuel Flowage Fee	\$ 10,000	\$ 3,870	\$ 13,870
03-00-00-3440 Grants Admin Overhead	\$ 175,000	\$ (150,266)	\$ 24,734
03-00-00-3673 Transfers from Other Funds	\$ 0	\$ 11,637	\$ 11,637
03-00-00-3691 PERS Relief	\$ 0	\$ 1,996	\$ 1,996
<b>TOTAL AIRPORT FUND REVENUE AMENDMENTS</b>		<b>\$ (118,868)</b>	
<b>Expenses:</b>			
03-01-10-6018 PERS On Behalf	\$ 0	\$ 1,996	\$ 1,996
<b>TOTAL AIRPORT FUND EXPENSES AMENDMENTS</b>		<b>\$ 1,996</b>	
<b>SOLID WASTE FUND (05)</b>			
<b>Revenues:</b>			
05-00-00-3609 Penalty	\$ 10,000	\$ 1,592	\$ 11,592
05-00-00-3610 Interest/Investment Earnings	\$ 0	\$ 9,226	\$ 9,226
05-00-00-3691 PERS Relief	\$ 0	\$ 1,945	\$ 1,945
<b>TOTAL SOLID WASTE FUND REVENUE AMENDMENTS</b>		<b>\$ 12,763</b>	
<b>Expenses:</b>			
05-01-10-6018 PERS On Behalf	\$ 0	\$ 1,945	\$ 1,945
<b>TOTAL SOLID WASTE FUND EXPENSES AMENDMENTS</b>		<b>\$ 1,945</b>	
<b>GENERAL CIP PROJECTS FUND (08)</b>			
<b>Revenues:</b>			
08-00-00-3693 Insurance Reimbursement	\$ 362,278	\$ 1,176,307	\$ 1,538,585
<b>TOTAL GENERAL CIP PROJECTS FUND REVENUE AMENDMENTS</b>		<b>\$ 1,176,307</b>	
<b>Expenses:</b>			
08-01-25-6040 Replacement Books-Ins Funds	\$ 0	\$ 299,752	\$ 299,752
08-01-25-6045 R&M Demo – Ins Funds	\$ 0	\$ 876,555	\$ 876,555
<b>TOTAL GENERAL CIP PROJECTS FUND EXPENDITURES AMENDMENTS</b>		<b>\$ 1,176,307</b>	
<b>GENERAL CIP EQUIPMENT FUND (09)</b>			
<b>Revenues:</b>			
09-00-00-3673 Transfer from Other Funds	\$ 1,748,829	\$ 3,427	\$ 1,752,256
09-00-00-3674 Other Rev Sources -SRO CC	\$ 0	\$ 4,333	\$ 4,333
<b>TOTAL GENERAL CIP EQUIPMENT FUND REVENUE AMENDMENTS</b>		<b>\$ 7,760</b>	
<b>Expenses:</b>			
09-01-10-6055 Police – Equipment	\$ 11,000	\$ 4,333	\$ 15,333
09-01-10-6056 Admin Equipment	\$ 66,573	\$ 3,427	\$ 70,000
<b>TOTAL GENERAL CIP EQUIPMENT FUND EXPENDITURES AMENDMENTS</b>		<b>\$ 7,760</b>	
<b>GOLF COURSE FUND (15)</b>			
<b>Revenues:</b>			
15-00-00-3481 Green Fees	\$ 265,000	\$ 63,654	\$ 328,654
15-00-00-3482 Golf Cart Rentals	\$ 130,000	\$ 25,467	\$ 155,467
15-00-00-3610 Interest Earnings	\$ 0	\$ 2,382	\$ 2,382
15-00-00-3673 Transfer From Other Funds	\$ 113,655	\$ (113,655)	\$ 0
<b>TOTAL GOLF COURSE FUND REVENUE AMENDMENTS</b>		<b>\$ (22,152)</b>	
<b>Expenses:</b>			
15-01-10-6200 Golf Course CIP	\$ 140,000	\$ (140,000)	\$ 0
<b>TOTAL GOLF COURSE FUND EXPENSE AMENDMENTS</b>		<b>\$ (140,000)</b>	
<b>OPIATE TASK FORCE (53)</b>			
<b>Revenues:</b>			
53-00-00-3355 Fed DEA Overtime Reimb	\$ 0	\$ 29,430	\$ 29,430

Line item description	Current 2023 Budget	Proposed Amendment	Amended 2023 Budget
53-00-00-3673 Transfers from Other Fund	\$ 132,780	\$ 28,901	\$ 161,681
<b>TOTAL NARCOTICS GRANTS FUND REVENUE AMENDMENTS</b>		<b>\$ 58,331</b>	
<b>Expenses:</b>			
53-01-12-6011 Opiate TF Regular Salaries	\$ 70,016	\$ 2,679	\$ 72,695
53-01-12-6012 Opiate TF Benefits	\$ 62,764	\$ 21,832	\$ 84,596
53-01-12-6015 Opiate TF Overtime	\$ 0	\$ 33,820	\$ 33,820
<b>TOTAL NARCOTICS GRANTS FUND EXPENSE AMENDMENTS</b>		<b>\$ 58,331</b>	

**Approved** by the Palmer City Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk



H. 2.

**Palmer City Council Meeting**

**Meeting Date:** 03/12/2024  
**Submitted For:** Dwayne Shelton, Police Chief  
**Department:** Police Department  
**Agenda Category:** Resolution  
**Legislation Number:** Res 24-016

---

**Subject**

A Resolution Authorizing the City Manager to Create a New Position of an On-Call Evidence and Records Custodian at the Palmer Police Department.

**Summary Statement/Background**

The Palmer Police Department currently has one full-time Evidence and Records Custodian.

Palmer Police Department has realized the influx of evidence, the increase in records requests, along with all the other duties stated in the attached job description, a single full-time Evidence and Records Custodian is unable to keep up with the work to be done.

Also in the absence of the custodian case work and records requests fall behind and pile up leaving a pile of work for the custodian upon their return to work.

By adding an on-call Evidence and Records Custodian position, the Palmer Police Department will be able to ensure that case work is timely and records requests are completed within the allotted time by policy.

This position will be funded via the \$30,000.00 that was approved in the PT Salaries (01-12-10-6013) of the 2024 Budget.

**Administration's Recommendation:**

Approve Resolution No. 24-016

---

**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$30,000  
**Legislation creates expenditure in the amount of:** \$30,000  
**Budgeted Y/N?:** Y  
**Line Item(s):** 01-12-10-6013 PT Salaries

---

**Attachments**

COP Police Evidence Clerk 012024  
Resolution of Evidence position

---



## **CITY OF PALMER**

### **JOB DESCRIPTION AND SPECIFICATIONS**

<b>Job Title:</b>	Police Evidence Clerk-	<b>Revision Date:</b> 1/24
<b>Department:</b>	Police	<b>Salary Level:</b> 7
<b>Reports To:</b>	Police Chief	
<b>Classification:</b>	FLSA Non-Exempt	

#### **General Functions**

The employee occupying this position is responsible for processing and maintaining police arrest records, police investigative reports, court documents, crime scene and motor vehicle accident evidence, and all police related equipment. This position is extremely sensitive requiring clerical skills, administrative skills, lawful evidence processing, laws and municipal ordinances regarding records retention and information release, and technical work of a confidential nature. This position must maintain a working knowledge of crime scene evidence collection techniques, as well as knowledge of constantly evolving case law referencing crime scene techniques and evidence preservation. This position requires knowledge of OSHA safety policies and abatement of potential OSHA violations in the workplace. This position serves as a resource to assist all City of Palmer departments in their efforts to ensure compliance with evolving OSHA mandates and regulations.

#### **Distinguishing Characteristics**

This position requires advanced clerical skills to utilize the APSIN, NCIC, NLETS, and evidence computer systems to update and maintain information, process police and other reports for the applicable agencies to ensure prosecution.

Crime lab protocol knowledge is essential for the legal and appropriate processing of crime scenes and evidential items both for use by the legal system and safeguards to civil and criminal liability. Knowledge of departmental equipment and vendor support to ensure orders and repairs are completed. Knowledge of the department's administrative assistant's duties to ensure streamlined support to the public during an absence. Knowledge of the department's dispatch functions to accommodate bathroom breaks and assist with high priority incidents. Serves as backup when there is only one dispatcher on duty.

The Evidence/Records Custodian must have the ability to testify clearly and accurately in court; must be characterized by personal and professional integrity.

Knowledge of existing and new OSHA regulations which impact City facilities is a necessity.

#### **Supervision Received**

General supervision is received from the Police Chief; however, this position requires a comprehensive knowledge of the job duties and responsibilities. This position customarily makes independent decisions of a critical nature.

### **Supervision Exercised**

Supervision is not a normal responsibility of this position.

### **External Visibility/Contact**

This position requires excellent communications skills due the high volume of public contacts, whether over the phone or in person. The position requires courtesy and tact.

Often, in-person, independent contact is required with outside personnel, such as state and private attorneys; OSHA personnel; public elected and appointed officials from other jurisdictions; child custody mediators; victims, witnesses, and suspects in criminal or civil cases; members of the scientific community regarding evidence collected at crime scenes.

This position requires the personal and professional standing to effectively testify in open court.

### **Working Conditions Environment**

While performing the duties of this job the employee will frequently be required to use hands and fingers dexterously to operate office equipment, police equipment at crime scenes, will be required to communicate orally and in writing, regularly required to sit, stand, walk, stoop, kneel, crouch, reach with hands and arms, and lift 50 pounds. Vision must be correctable to 20/20 and acute hearing is required.

The employee is required to drive a motor vehicle and enter hazardous environments that include blood borne pathogens or other chemicals. Frequent exposure to hazardous substances both in the office and during their destruction. A modified police uniform without the standard police equipment will be worn due to the public contacts during daily activities and at crime scenes.

### **Essential Functions and Duties**

- Receive all incoming evidence, including but not limited to weapons (including firearms), drugs and drug paraphernalia, currency, jewelry, sensitive documents, biohazards from the Palmer Police Department.
- Check evidence and accompanying paperwork for accuracy and completeness including, but not limited to: ARMS Data entry, Evidence tags, Request for Laboratory Services, and 15-day property forms.
- Maintain the chain of custody on all appropriate evidence facility forms and databases. Make evidence available to Officers as needed.
- Advise Officers on proper guidelines for sealing and packaging different types of evidence to be submitted for storage and/or processing by the Crime Lab.

- Complete disposition of all evidence or property per instructions received from the Case Officer, the District Attorney's office, or court orders. Including destroying evidence that no longer has any monetary or evidentiary value, destroying contraband, forwarding forfeited property to the appropriate department or charity, and returning property to the rightful owners. The evidence to be destroyed includes, but is not limited to drugs and drug paraphernalia, alcohol, biohazards (e.g.: hair, bodily fluids, blood swabs, syringes, etc.), paperwork, firearms, miscellaneous weapons (e.g.: knives), and clothing.
- Accurately enter and update data in APSIN and ARMS as it pertains to the evidence being received, stored, and removed from the Palmer Police Evidence Facility. Special attention must be made when dealing with weapons, money, and drugs. All weapons must be checked in APSIN, NCIC, and ARMS before they are entered into the APSIN evidence database to verify if they are stolen or missing. Verifying in APSIN/NCIC and ARMS, following regulations and statutes, information reference owner status to be sure the weapon may be released to the owner or individual approved to receive the weapon.
- Transfer evidence to and from the State Scientific Crime Detection laboratory for testing at the request of the Officers and Attorneys. Ensure the evidence in the evidence facility is as current as possible by completing audits of the facility to determine if something has been authorized for disposal or release.
- Process, package, and mail evidence to other police agencies, scientific crime laboratories (including but not limited to the Federal Bureau of Investigations Scientific Crime laboratory), and registered owners in and out of the State of Alaska via registered mail.
- Monitor the evidence holding lockers, to ensure they are empty and available for the Officers to use for submitting large pieces of evidence during the evidence custodians off duty hours. The evidence custodian empties these lockers daily and makes sure the locks work and keys are always available.
- Be available for issues that arise after hours. Process Discovery Requests received by the District Attorney's office (DAO) by duplicating audio tapes, videos, DVDs, and digital media as requested. Maintain a spreadsheet showing all discovery requests received and completed.
- Advise owners of the status of their property, as well as what they need from the Case Officer, District Attorney, or court system before they can have the property returned to them. Contact the owners via telephone and/or mail informing them when and where their property may be retrieved. Release the property to the owner once all pertinent documents have been received.
- Receive, interpret, and digitize and archive all forms used in the day-to-day work of the Evidence Facility to include evidence dispositions, return to owner letters, weapons files, and firearms tracking forms.
- Answer incoming telephone calls and take appropriate action on those calls involving

evidence, and property related questions.

- Schedule and attend evidence viewings with attorneys remaining with the evidence during the viewing to ensure security of evidence and maintain the chain of custody.
- When the Case Officer is no longer employed by the City of Palmer and there is still evidence located in the Evidence Facility, review the case report to ascertain the disposition of the case and to whom the property belongs. Documents and submit for approval recommendations for the final disposition of the evidence in question.
- Perform duties of Notary Public as necessary when releasing property, including firearms to persons other than the actual owner.
- Complete updates and changes to the Evidence Facility Standard Operating Procedures Manual as needed.
- Testify in court regarding chain of custody and the process of handling the evidence if necessary.
- Transport all bio-hazard evidence to the appropriate locations for disposal.
- Performs all duties of Records Custodian for the police department. Enters all applicable police report information into APSIN, provides copies to appropriate agencies for prosecution, and files originals for historical retrieval. Files citation copies and forwards originals to the Court after entering all information into APSIN. Maintains open NCIC cases and prepares for state and federal audits. Maintains custody of all police records and destroy records as per Alaska Statutes and the City's Records Retention Schedule. Responds to records requests from police, military, other government agencies, insurers, and private citizens. Must have extensive knowledge of records release policies, including HIPAA mandates and regulations.
- Receive, process and audit confidential police records, reports, and crime data information according to established guidelines; perform specialized computer searches and queries; distribute reports and crime information to internal staff, outside agencies, and members of the public according to established guidelines and laws.
- Receive, maintain, and update computerized police records and reports via electronic processing.
- Assist officers, law enforcement personnel, and other law enforcement agencies with various requests regarding crime trends/patterns, known offenders, background checks, and criminal history; conduct specialized research and gather information as necessary.
- Answer the telephone and assist the public with questions related to police records, reports, and crime information. Respond to public inquiries in a courteous manner; provide information within the area of assignment. Resolve complaints in an efficient and timely



manner.

- Process in-custody and out of custody arrest paperwork for felonies, and misdemeanors
- Process criminal complaints and ensure their submission to the court.
- Disseminate complete police reports and digital evidence to the District Attorney's office to ensure prosecution.
- Maintain dissemination logs for all released CJIS information.
- Scan a variety of reports into the Alaska Records Management System, including legacy paper reports, supporting documentation, property disposition, evidence, and any other necessary documents pertinent to police records.
- Perform auditing of Alaska Records Management System (ARMS) data entered and maintained by PPD.
- Act as PPD point of contact for ARMS support, Getac support, the Court, and District Attorney's office.
- May, at the direction of the Chief, respond to major crime scenes as part of the investigation team to oversee and assist with the processing of the scene, ensures the correct collection and packaging of all evidence, and directly interfaces with both the state and federal crime laboratories.
- Establishes and maintains files, records, and other resource information, both by hard copy and by data entry into the software program used by the department; keeps suspense file on recurring and other scheduled requirements for replies, reports, and other information sources. Compiles crime and police incident statistical data as requested by outside entities or in response to internal requests.
- Writes correspondence, reports, and other materials, drafts, or general instructions; such correspondence, mailed under their name and title, must be of exceptional quality to represent the Department and the City of Palmer. Obtains, organizes, and plans suitable presentation of content; reviews work for format consistency, grammatical construction, and typographical accuracy; presents finished materials for review, approval, and distribution.
- Drafts standard operating procedures for the Evidence and Records functions of the Department for review by the Chain of Command; ensures ongoing compliance with these procedures.
- Provides liaison with contacts within and outside the organization; obtains and disseminates information as provided by law.
- Obtains, develops, and/or compiles, and presents in suitable format a variety of data related

to the work of the office; creates special reports using electronic information.

- Serves as liaison with City Department Directors or their designees to assist in OSHA compliance; maintains OSHA compliance for the Department of Public Safety.
- Obtain and retain clearance to utilize APSIN, NCIC, and NLETS computer systems to retrieve, enter, update, and delete all information in these systems that are required by this Department. Remain current on all laws and policies pertaining to system use and the release of information, releasing only to authorized personnel and agencies.
- Assists with special projects, as assigned.

### **Knowledge, Skills, Experience, And Personal Qualifications**

- Ability to understand and maintain the highly sensitive and confidential nature of information and records
- Ability to perform word processing at a minimum of 50 words per minute corrected level and the ability to use other software as required by the position
- Ability to take accurate notes and transcribe at an acceptable level of proficiency, if required
- Ability to draft unit policies and Standard Operating Procedures for approval by the Chain of Command
- Ability to comprehend and execute oral or written instructions and to apply guidelines to varied situations
- Ability to establish effective working relationships, express ideas, and convey information effectively, both verbally and in writing
- Ability to meet and deal with the public, governmental elected and appointed officials, and others in a professional, courteous, and informative manner
- Ability to accurately maintain and prepare records, reports, and forms for the Department. Maintain compliance with Records Retention and Release Statutes and Ordinances.
- Skill in the use of computer equipment and electronic data/evidence storage and preservation, as required by the position
- Must possess and maintain an APSIN security clearance. This security clearance requires maintaining a clean criminal record and maintaining knowledge of APSIN rules and regulations sufficient to passing regular re-certification examinations.
- Must possess a working knowledge of OSHA safety regulations and mandates; be able to communicate these regulations effectively to co-workers and other City officials.
- Must possess a high school diploma or equivalent
- Must possess a valid Alaska Driver's License

### **Residency**

None

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES AND SKILLS REQUIRED OF PERSONNEL IN THIS POSITION. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

	<u>Initials</u>	<u>Date</u>
Employee Received:	_____	_____
Approvals:		
Director:	_____	_____
HR:	_____	_____
City Manager:	_____	_____

**LEGISLATIVE HISTORY**

Introduced by:

Date:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

**Resolution No. 24-016**

**A Resolution of the Palmer City Council Authorizing the City Manager to create a New Position of On-Call Evidence and Records Custodian at the Palmer Police Department.**

WHEREAS, The Palmer Police Department has one full-time Evidence and Records Custodian; and

WHEREAS, The Palmer Police Department has realized the influx of evidence, the increase in records requests, along with all the other duties stated in the attached job description, a single full-time Evidence and Records Custodian is unable to keep up with the work to be done; and

WHEREAS, By adding an on-call Evidence and Records Custodian position, the Palmer Police Department will be able to ensure that case work is timely and records requests are completed within the allotted time by policy; and

WHEREAS, adequate funding exists in the Palmer Police Department budget for the creation of an On-Call Evidence and Records Custodian.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby Authorizing the City Manager to create a new position of On-Call Evidence and Records Custodian at the Palmer Police Department.

**Approved** by the Palmer City Council this 12<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
Steven J Carrington, Mayor

\_\_\_\_\_  
Shelly Acteson, MMC, City Clerk

**Palmer City Council Meeting**

I. 1.

**Meeting Date:** 03/12/2024  
**Submitted For:** John Moosey, City Manager  
**Department:** City Manager's Office  
**Agenda Category:** Action Memorandum  
**Legislation Number:** AM 24-010

---

**Subject**

Approving a Council Community Grant to the 49th State Street Rodders in the Amount Of \$1,500 for Their Valley Chrome and Wheel Car Show.

**Summary Statement/Background**

Our "Valley Chrome & Wheel" Car Show will benefit Palmer by bringing a lot of people to Palmer during the first weekend of May 2024. People come to show their vehicles or attend the car show, and they will see other areas of Palmer. In 2023, we had well over 1,100 people attending our 3-day MTA event. This is a popular car show that kicks off the summer and car show season in Alaska and is looked forward to by many. We invite local food trucks to come out, but along with these food trucks, people will be eating in local restaurants and visiting local shops. We encourage local businesses, Alaska Raceway Park, O'Reilly Auto Parts, and others who have an interest in cars and the community to set up booths as well as other nonprofits like the Veterans and AARP. This car show is not the only involvement we have with the City of Palmer but the beginning. We rely on the turnout at the MTA "Valley Chrome & Wheel" Car Show as support for other big summer shows in Palmer, like "Hot Summer Nights" and the "Colony Days Car Show". If you have ever been to Downtown Palmer for those shows, you know we have a large turnout, that people come from miles around to show off their vehicles and see the beautiful cars and enjoy our charming city. So, by sponsoring this project you are really supporting 3 in total, not counting the smaller shows we have at Palmer business during the summer. Our car club relies heavily on the city of Palmer and the community for its support.

Legislation #	Organization	Amount Requested	Remaining	Date Approved
Res 24-005	Beginning Balance-2024 Budget		\$12,000.00	
AM 24-002	2024 I Heart Hockey 8U Tournament	\$1,500	\$10,500.00	1/9/24

**Administration's Recommendation:**

The Administration recommends approving Action Memorandum No. 24-010.

---

**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$1,500.00  
**Legislation creates expenditure in the amount of:** \$1,500.00  
**Budgeted Y/N?:** Y  
**Line Item(s):** 01-02-10-6068 Council Community Grants

---

**Attachments**

Valley Chrome & Wheel Car Show

---

Project Name: Valley Chrome and Wheel Car Show Date Received: 2.7.24

Reviewer Name: John Mooney Date Reviewed: 2.8.24

Has the event previously received City funding? Y ☒ N ☐ List Years/Amounts: 2010 - 2024  
If yes, was the Post Event Report completed? Y ☒ N ☐

Required Elements:

- ☐ Accessible to all members of the community ☐ Takes place in/within one mile of Palmer City Limits

	Expectations			Points
	10 pts	7 pts.	3-0 pts	
Accessibility & Strategic Priorities	The application clearly states the economic benefits, and the reader/evaluator easily understands the benefits to the community and residents of the city.	The application states the benefits; however, it is not clear and/or the reviewer/evaluator must assume or use reason to determine the benefits to the community and residents of the city.	The application does not clearly demonstrate the benefits and/or the reader/evaluator cannot determine through reasoning the benefits to the community or residents of the city.	10
	The application clearly addresses how the project meets one or more of the City's Economic Development Strategic Priorities.	The application attempts to address how the project meets one or more of the City's Economic Development Strategic Priorities; however, the reviewer/evaluator must assume or use reason to determine how the project is addressing a strategic priority(s).	The application does not clearly demonstrate how the project is addressing a strategic priority and/or the reader/evaluator cannot determine through reasoning how the project is addressing a strategic priority.	10
Fiscal	The application clearly states how much financial or in-kind services are being requested for the project.	The application contains information regarding financial and/or in-kind services as part of the project; however, it is not clear, and the reviewer/evaluator must assume or use reason to determine what is being requested.	The application does not clearly state what is being requested and/or the reviewer/evaluator cannot determine through reasoning.	10
	The application includes a project budget which demonstrates sound fiscal practices and reviewer/evaluator can easily understand.	The application includes a project budget; however, the reviewer/evaluator has questions or must use reason to understand the overall budget for the project.	The application does not include a project budget, or the reviewer/evaluator cannot understand and/or has significant concerns about the budget as presented.	10
Benefit	The application clearly states how the community will benefit because of the event.	The application states the degree of benefits; however, it is not clear, and the reviewer/evaluator must assume or use reason to determine the how the community will benefit because of this grant.	The application does not clearly demonstrate the degree of benefits and/or the reviewer/evaluator cannot determine the how the community will benefit because of this grant.	10
Reporting	The application clearly states how and when the city will receive a post event report on this project.	The application attempts to address how a post event report will be given to the city; however, it is unclear, and the reviewer/evaluator must assume or use reason to determine how and when the report will be presented.	The application does not attempt to address how a post event report will be given to the city or the reviewer/evaluator cannot determine how the report will be presented.	10
			Total:	60

Staff Recommendation: \$1,500





**City of Palmer  
City Clerk's Office**  
231 W. Evergreen Avenue  
Palmer, AK 99645  
Phone: (907) 761-1301  
Fax: (907) 761-1340

## **Council Community Grant Application Information**

The purpose of the city of Palmer Council Community Grant Program is to recognize the valued contributions being provided through the volunteer efforts of community champions on behalf of its citizens. Community grant funding demonstrates the Council's commitment to programs, services, projects, and events that are a benefit to the community while at the same time recognizing the financial constraints impacting the city's ability to provide funding.

### **The goal and objective of the city of Palmer Council Community Grant are:**

- Goal: to provide modest levels of support and assistance to help foster and develop community programs, services, projects, and events that enhance Palmer's quality of life.
- Objective: to treat all organizations fairly and consistently while creating a minimal administrative process.

### **Applicant eligibility:**

Preference will be given to organizations and groups that demonstrate Palmer community support and that propose a program, service, project or event having the potential for positive economic and cultural impacts and that show evidence of efficient use of resources, sound business practices/accountability, and describe the organization's or group's knowledge and skills.

An applicant organization must meet the following general criteria in order to be considered for a Council Community grant:

1. To qualify for funding, the group must demonstrate its commitment to all of the following principles:
  - a. Program, service, project or event is open – accessible – to all members of the community;
  - b. Program, service, project or event is effective in providing a community benefit to Palmer;
  - c. Applicant is accountable through sound management and financial practices;
  - d. Individuals are not eligible;
  - e. Grant funds must be spent on the sole purpose for which it was awarded;
  - f. Unspent money shall be returned to the city.
2. Funding requests can be defined as programs, services, projects and events that economically benefit Palmer by supporting, sustaining, promoting, informing, educating, celebrating, preserving and/or providing access to the arts, culture, environment, heritage, recreation and/or health activities.
3. Defined as a program, service, project, or event that the council has determined provides significant benefits to the Palmer community as a whole.



**City of Palmer • City Clerk's Office**  
**231 W. Evergreen Avenue • Palmer, AK 99645**  
Phone: (907) 761-1301 • Fax: (907) 761-1340

## **Council Community Grant Application**

### **Program Information**

Program, service, project, or event title: "Vall ey Chrome & Wheel " Car Show

Date(s) of program, service, project, or event: May 2nd,3rd,4th and 5th, 2024

### **Applicant Information**

Name: 49th State Street Rodders

Address: PO Box 891

City: Pal mer

State: AK

Zip: 99645

Phone: 907-745-8276

Email: ak49statestreetrodders@gmail.com

### **Organization Information**

Name of organization/group: 49TH STATE STREET RODDERS

Type of organization/group: ☒ Non-profit ☐ Volunteer group ☐ Other: \_\_\_\_\_

### **Funding Request**

Amount of Request: \$ 2,500.00

Matching funds provided by applicant: \$ \_\_\_\_\_

Type of funds requesting: ☐ Cash ☒ In-Kind In-Kind Type: Ice Arena Use

### **Remittance Information**

Remit Payment to: 49th State Street Rodders

Address mail check to: PO Box 891

City: Pal mer

State: AK

Zip: 99645

Phone: 907 745 827 6

Email: ak49statestreetrodders@  
gmail.com



### **Eligibility**

Describe how your program, service, project or event meets the eligibility guidelines.

The 49th State Street Rodders is a nonprofit car club of approximately 100 members, our central theme is to have fun, companionship, share car information and history of all vehicles. Right now our oldest vehicle is a 1915 Ford farm truck and our 'newest is a 2022 Ford Mustang. We have a lot of different makes and models in-between as well as cycles, works in progress, and even tractors, so as you can see we cover a wide spectrum. Many of our members have more than one vehicle that they show. We love to speak to the community and spectators about our cars, trucks, vintage and classic vehicles. We talk to and show our vehicles to all ages. We answer their questions and give them advice on their own projects. All our events are free to the public both to attend and show a vehicle. I am happy to say that we seem to be attracting some younger members and are starting to get some youth interested in classic cars. We had the grandson of a member approach us about helping to get kids interested and we have taken him up on the offer. This young man had taken a motorcycle apart and totally restored it and is only 14 years old. Amazing and I love his enthusiasm. I am sure he will be a great help in getting the younger generation interested. We also work with a local high school and support them and their car restorations.

### **Project Summary Information**

In the space below, provide a concise, one paragraph summary of your proposed program, service, project or event and how it benefits the community as well as how this supports the Council's strategic priorities.

We have had this event the "Valley Chrome & Wheel" Car Show for years now. Around 11 years I believe. Last year we had a great show. Our three day car show in May at the MTA Events Center and Ice Rink last summer had around 1,100 people attend and vote for their favorite vehicle. We had a large turnout of vehicles showing in the arena, so many that we ran out of room and had to turn some who didn't pre-register away, and then had 2 days of "Day Tripping" cars that could not stay overnight but showed up in the cordoned off area in the parking lot. This event promotes Palmer, and the MTA Event Center and Ice Rink, promotes tourism by bringing people and other car clubs in from all over Alaska and lets people see what a wonderful place Palmer is to live. It brings enjoyment to many and brings a lot of families out doing things together.

### **Project Scope of Work**

Please list the steps to be taken to conduct the program, service, project or event. Be sure to address issues such as: beginning and ending date, who will work to conduct the event/project, clean-up team, where is the project going to occur (location).

Our car show is a 4 day event. We wish to have it at the MTA Ice Rink and Event Center as we have in past year. We need use of the ice rink from May 2nd. thru May 5th of 2023. Thursday May 2nd is not open to the public but the day we use to stage all of our vehicles. The Car Show starts and is open to the public Friday May 3rd from 4:00pm to 8:00pm. Saturday May 4th we are open to the public from 10:00am to 8:00pm and Sunday May 5th we are open from 10:00am to 4:00pm. We give out trophies for different classes (14 of them) at 3:45pm Sunday so we can have all our vehicles out of the arena and the area cleaned up to return the Rink clean and in the condition we received it by 6:00pm. The show will be run by dedicated officers, directors and members of the 49th State Street Rodders who give many hours of their time in preparation of this event as well as time spent staging the cars, we provide security during the times we are open to the public by patrolling the area and cleaning up at the end of the show. We are not a cash based club and we never charge for our shows to attend or participate. All our activities are for the love of our vehicles and to support our community.

### **Community Benefit**

Please indicate how the results of your program, service, project or event will enhance economic development or generally benefit the city of Palmer. Describe the expected number of participants to be attracted by the event or project. Please explain how your organization will evaluate the community benefit of your event. Examples might include surveys, registrations, sign-in sheets, number of people served, etc.

Our "Valley Chrome & Wheel" Car Show will benefit Palmer by bringing a lot of people to Palmer. People will come to show their vehicles or attend the car show and they will see other areas of Palmer. Last year 2023 we had well over 1,100 people attend our 3 day MTA event. This is a popular car show that kicks off the Summer and car shows season in Alaska and looked forward to by many. We invite local food trucks to come out but along with these food trucks people will be eating in local restaurants and visiting local shops. We encourage local businesses, Alaska Raceway Park, O'Reilly Auto Parts and others who have interest in cars and the community to set up booths as well as other nonprofits like the Veterans and AARP. This car show is not the only involvement we have with the City of Palmer but the beginning. We rely on the turnout at the MTA "Valley Chrome & Wheel" Car Show as support for other big summer shows in Palmer like our "Hot Summer Nights" and the "Colony Days Car Show" which we coordinate with Global Credit UN. If you have ever been in Downtown Palmer for those shows you know we have a large turnout, that people come from miles around to show off their vehicles and see the beautiful cars and enjoy our charming city. So by sponsoring this project you are really supporting 3 in total not counting the smaller shows we have at Palmer business during the summer. Our car club relies heavily on the city of Palmer and the community for its support.

### Detailed Budget

#### Revenue:

Source:	Cash	In-Kind	Total
Membership	\$ 500.00	\$	\$ 500.00
Club officer?Members Labor	\$	\$ 2,500.00	\$ 2,500.00
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$ 500.00	\$ 2,500.00	\$ 3,000.00

#### Expenditures:

Item/Service:	Cash	In-Kind	Total
Trophies	\$ 500.00	\$	\$ 500.00
Event rental space	\$	\$ 2,500.00	\$ 2,500.00
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$ 500.00	\$ 2,500.00	\$ 3,000.00

### Matching Funding Source

Describe source of matching funding. Have alternate sources of funding been explored?

We are a car club that survives off of our membership dues, sponsorships and the dedication and volunteer work of our members. We already have all the supplies for our show and the only outlay of funds will be for the 12 Trophies given out on the final day of the car show.




### Post Event Report

Describe how you propose to provide a post-event report with details on the economic impact, how funding was spent on the sole purpose for which it was awarded, and if any unspent money is to be returned to the city (provide an expected date).

I will send a letter after the show with how many attended, how many vehicles were registered and pictures of the event. There shouldn't be any leftover money because we are looking for in-kind sponsorship of use of the MTA Ice Arena not any actual cash. But if there is any money left over it will be returned to the City of Palmer.

Applications may be submitted at any time to the address listed above. Please allow at least six weeks lead time for application review and City Council agenda scheduling.

Applicant signature:



Date:

1/31/24

---

#### For Office Use Only

Date received by City Clerk's Office:

---

City Council agenda date:

---

Action Memorandum No.:

---

City Council:

☐

Approved

☐

Denied

Amount Approved:

\$

Date applicant notified of request outcome:

---

I-9 Form Submitted (for taxable organizations only):

---



I. 2.

# **Palmer City Council Meeting**

**Meeting Date:** 03/12/2024  
**Submitted For:** Chad Cameron, Fire Chief  
**Department:** Fire Department  
**Agenda Category:** Action Memorandum  
**Legislation Number:** 24-012

## **Subject**

Authorizing the City Manager to Purchase a Vehicle Lift System for Fire Apparatus from Mohawk Lifts Utilizing Insurance Reimbursement Funding from the Flood event at the Fire Department Shop Building

## **Summary Statement/Background**

Palmer Fire & Rescue is pursuing the acquisition of a vehicle lift system to improve our capacity for repairing and maintaining critical fire apparatus. This is driven by the need for safe maintenance operations, ensuring that firefighting equipment remains operational. Funding for this investment is through the use of funds received from the insurance claim for lost equipment during the flood event at the fire department shop building in October 2022.

The proposed vehicle lift system will significantly enhance Palmer Fire & Rescue's ability to conduct thorough inspections, routine maintenance, and timely repairs on their fleet of fire apparatus. This lift system aligns with the organization's commitment to maintaining a high standard of readiness, safeguarding both personnel and the community we serve.

Currently, there are many repair and maintenance tasks that require our mechanics to lift the apparatus to complete. The City of Palmer currently does not have a lift system capable of lifting fire apparatus. When necessary, fire apparatus are either driven onto railroad ties or taken to a facility that can lift apparatus. Through purchasing the lift system, most repairs will be able to be conducted within the City, saving personnel time and money on towing apparatus to appropriate facilities.

## **Administration's Recommendation:**

Approve Action Memorandum 24-012.

Fiscal Impact	
Total Amount of funds listed in this legislation:	\$77831.72
Legislation creates expenditure in the amount of:	\$77831.72
Budgeted Y/N?:	Y
Line Item(s):	08-01-13-6253

Attachments
Quote for Vehicle Lift System

# MOHAWK LIFTS

Vendor: **MOHAWK LIFTS LLC**  
 PO Box 110, Amsterdam, NY 12010  
[HUNTER@MOHAWKLIFTS.COM](mailto:HUNTER@MOHAWKLIFTS.COM)  
 800-833-2006



For purchase of GRAY equipment using:  
**Sourcewell Contract #**  
**013020-MRL**  
**04/14/2020 - 04/13/2024**

PREPARED FOR
Chad Cameron City of Palmer Fire & Rescue 645 E. Cope Industrial Way Palmer Palmer, AK 99645

QUOTE NO	QUOTE DATE
Palmer.WPLS-190, set of 6.11024	1/11/2024
Freight Terms:	FOB Destination, Prepaid
Payment Terms:	Net 30
Lead Time:	10-25 Business Days ARO
Good Through: April 10th, 2024	

PART #	DESCRIPTION	QTY	LIST PRICE	CONTRACT PRICE	TOTAL
WPLS-190, set of 6	6 - 24 volt units, 114,000 lb capacity mobile column lift	1	\$ 87,224.00	\$ 77,831.72	\$ 77,831.72

*All quoted equipment has been Competitively Bid and Competitively Awarded on Sourcewell Contract # 013020-MRL, and is Guaranteed Best government pricing.*

NOTES:

Subtotal	\$ 77,831.72
Sales Tax (if applicable)	\$ -
<b>TOTAL</b>	<b>\$ 77,831.72</b>

[Click here for Mohawk Lifts LLC's W-9: www.mohawklifts.com/Mohawk-W9](http://www.mohawklifts.com/Mohawk-W9)

This quotation is subject to the terms and conditions noted on the following page

V8.23

**TERMS AND CONDITIONS**

- 1) This order is subject to the standard terms and conditions of the above named contract and the corresponding master agreement, which are hereby incorporated by reference and accessible at [www.govlifts.com](http://www.govlifts.com).
- 2) The quoted prices have been competitively bid and awarded and are guaranteed to be the lowest government prices.
- 3) Electrical and compressed air connections to equipment are not included on this quotation. Any required concrete or electrical work is to be supplied by an outside contractor or the buyer and is not included in this quote.
- 4) Each party will agree to defend, hold harmless, and indemnify the other from any cost, loss, or damages of any type, including attorney fees, to the extent that they arise from the breach of the Agreement and/or willful misconduct or negligence.
- 5) The buyer is responsible for inspecting all products at the time of delivery and before signing the delivery receipt, freight bill, or bill of lading. Should the buyer determine at the time of delivery that any items are damaged or missing the buyer must note the item, discrepancy, or condition on the delivery receipt, freight bill, or bill of lading. Mohawk is not responsible for missing or damaged products when the buyer has signed the delivery receipt, freight bill, or bill of lading in good condition.
- 6) A fork truck must be supplied at the offload site to unload the equipment from the freight carriers, if applicable.
- 7) Price does not include sales tax (unless applicable), duties, brokerage, or any other fees.
- 8) Any and all permits, licenses, fees, etc. are the buyers responsibility

Quote # Palmer.WPLS-190, set of 6.11024

V8.23

***To place your order using this quotation, please fill in the following required information:***

**BILLING INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**SHIPPING INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

***Acknowledged and Accepted by:***

\_\_\_\_\_  
**Authorized Buyers Name (PRINT)**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
**Authorized Buyers Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

**Remit orders to:**

MOHAWK LIFTS LLC  
PO Box 110, Amsterdam, NY 12010

[HUNTER@MOHAWKLIFTS.COM](mailto:HUNTER@MOHAWKLIFTS.COM)

Fax: 518-842-1289



I. 3.

**Palmer City Council Meeting**

**Meeting Date:** 03/12/2024  
**Submitted For:** Chad Cameron, Fire Chief  
**Department:** Fire Department  
**Agenda Category:** Action Memorandum  
**Legislation Number:** 24-013

---

**Subject**

Authorizing the City Manager to Approve High Performance Team Training for Palmer Fire and Rescue in an Amount Not to Exceed \$16,832

**Summary Statement/Background**

Palmer Fire & Rescue recognizes the paramount importance of fostering a culture of continuous improvement and adaptability within its ranks. In light of this commitment, Palmer Fire & Rescue has requested the initiation of high-performance team training for our personnel. This comprehensive training program is designed to enhance teamwork, communication, and problem-solving skills among our firefighters, ensuring they operate seamlessly and effectively in dynamic situations. By investing in this specialized training, Palmer Fire & Rescue aims to elevate the overall performance of our team, improving our team's capabilities of meeting the evolving challenges inherent in our service.

The decision to implement high-performance team training aligns with our organization's mission and core values. Recognizing that effective teamwork is the backbone of successful operations, this initiative underscores our commitment to providing our personnel with the tools and skills necessary to excel. Through requesting this training, Palmer Fire & Rescue affirms its dedication to continuous improvement, preparing our teams for the complexities they may encounter while furthering our mission to protect and serve the community with the highest level of excellence and professionalism.

**Administration's Recommendation:**

Approve Action Memorandum 24-013.

---

**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$16832  
**Legislation creates expenditure in the amount of:** \$16832  
**Budgeted Y/N?:** Y  
**Line Item(s):** 01-13-10--6026

---

**Attachments**

Scope of Work and Proprietary Information Clause

---



# **Palmer Fire & Rescue**

## **Scope of Work and**

### **Consultant's Proprietary Information Clause**

#### **Phase One: Pre-Work**

Access codes emailed to Team to complete DiSC Personality Style Profile  
Email articles to team on "Building High Performance Culture".

#### **Phase Two: On-Site**

Present and Facilitate Three (1 Day) "Building High Performance Team Culture" Programs. (\$3,100.00 a Day). \$9,300.00

Per person Material fees:

- Personality Style Profile: \$59.50 per person.
- Sub Arctic Survival Simulation: \$20.00 per person.
- Workbook, handouts, tent cards, pens and charts: \$55.00 per person.

#### **Program Agenda – Day 1 and Day 2**

##### **8am – 12 noon**

DISC Personality Style Program

##### **1pm 4:30pm**

The Dynamics of TeamBuilding: Understanding Teams and Teamwork is designed to build teamwork, foster collaboration, teaches cooperation, and brings about trust and mutual respect among team members.

##### **Outcomes:**

- Highly motivated, high performance team.
- Methods to develop a cohesive team that can consistently outperform a group of hard-working, talented individuals.
- Effectively utilize the talents, resources, and skills of team members.
- Builds team trust, respect and commitment.
- Manage conflict between team members.
- Create and cultivate an atmosphere of cooperation through communication.

## **Program Agenda – Day 3**

### **8am – 12:00pm**

Present the second Day of 'Building a High Performance Team Culture' program for Fire Chief and members of the Senior Leadership Team.

Identify the five key Competencies of a "High Performance Team Culture"

**Leadership** - Mobilizes energy and drives the pursuit of greatness

**Coaching** - Improves individual performance and effectiveness

**Teamwork** - Intensifies the power of collective action and reflects synergy

**Open Communication** - Revitalizes and re-energizes the team

**Trust** - Draws people together

### **12:30pm – 4:30pm**

#### **Assessment of Key Components**

- Perform Autopsy
- Identify Solutions
- Prioritization of Solutions
- Create & Develop Management Action Plans To Implement Solutions

## **Phase Three: Virtual 30 Day Follow-Up**

30 Day Virtual Follow-Up Meeting with Fire Chief.

Purpose - Reflect and review on Commitments made, Actions taken and Results achieved.

Review and revise, if necessary, agreements and develop a plan for how to sustain Continuous Improvement.

## **Phase Four: Virtual 60 Day Follow-Up**

60 Day Virtual Follow-Up Meeting with Fire Chief.

Purpose - Reflect and review on Commitments made, Actions taken and Results achieved.

Review and revise, if necessary, agreements and develop a plan for how to sustain Continuous Improvement.

## **Phase Five: Virtual 90 Day Follow-Up**

90 Day Virtual Follow-Up Meeting with Fire Chief.

Purpose - Reflect and review on Commitments made, Actions taken and Results achieved.

Review and revise, if necessary, agreements and develop a plan for how to sustain Continuous Improvement.

**The program site, audio visual equipment (DVD player and TV), five (5) hard back flip charts, podium, bar stool and certain other additional items will be provided by the Company.**

**For out-of-state programs, all travel and related expenses for Consultant personnel, including: airfare, baggage fees, hotel, ground transportation, rental car, meals and shipping & handling of program materials shall be paid by the Company.**

## **CONSULTANT PROPRIETARY INFORMATION CLAUSE**

Town of Palmer, Alaska agrees that any audiovisual, visual or written materials, forms, program content, role plays, exercises, text, utilized by Consultant in connection with the Services ("Consultant Proprietary Information") are the property of Consultant, derive much of their value from generally not being known, and shall not be reproduced or published in whole or in part unless approved in writing by Consultant.

Town of Palmer agrees that the Consultant is the owner of certain rights, including but not limited to copyrights, trademarks, and confidential trade secrets, pertaining to all of Consultant's materials produced under the headings or titles *Leadership, Management, Manager as Coach, Building High Performance Team Culture, BreakThroughs in TeamBuilding™, BreakThroughs in Attitudes™, DISC-Personality Style Profile, Change management, Conflict management, Organizational Assessment Survey™* and the corresponding workbooks, handouts and materials given to program / meeting participants.

Town of Palmer acknowledges Consultant's proprietary rights and agrees not to reproduce, in whole or in part, any of Consultant's *Leadership, Management, Manager as Coach, Building High performance Team Culture, BreakThroughs in TeamBuilding™, BreakThroughs in Attitudes™, DISC-Personality Style Profile, Change Management, Conflict Management, Organizational Assessment Survey™*, and the corresponding workbooks, handouts and materials given to program / meeting participants, or in creating a new work or otherwise. No program presented by BTI may be filmed, videotaped, audiotaped or in any way recorded.

Consultant's Proprietary Information shall not include information Town of Palmer can demonstrate was within its legitimate possession prior to disclosure by Consultant, information that was in the public domain to disclosure by Consultant or that comes into the public domain through no fault of the Town of Palmer, or any information disclosed to Town of Palmer by a third party within the legitimate possession thereof and the right to make such disclosure.



## Palmer City Council Meeting

I. 4.

**Meeting Date:** 03/12/2024  
**Submitted For:** Brad Hanson, Community Development Director  
**Department:** Community Development  
**Agenda Category:** Action Memorandum  
**Legislation Number:** AM 24-016

---

### Subject

Authorizing the City Manager to Negotiate and Execute a Three-Year Contract with the Palmer Museum of History and Art for the Custodial Care and Curation of City of Palmer's Museum Artifacts In the Amount of \$55,400 to Reflect for 2024 Payment

### Summary Statement/Background

Approval of this Action Memorandum will authorize the City Manager to execute a professional services Agreement for the custodial, care, and control of the City of Palmer-owned historical artifacts for a three-year term, and to approve payment of \$55,400.00 as approved in the FY 2024 Budget. This agreement requires an annual appropriation by the City Council.

The Palmer Museum of History and Art (PMHA) has been actively providing museum services since March 2006, as per the terms of the professional services agreement. This agreement designates PMHA as the exclusive entity responsible for the custodial, care, custody, and control of historical artifacts owned by the City. The City Council, through Resolution 05-017 approved on June 28, 2005, authorized the City to enter into a contract with PMHA, an Alaska non-profit corporation, formalizing the relationship as the official caretaker of all historical artifacts and museum properties. This commitment was solidified through the execution of an Agreement on March 10, 2006. Over the years, PMHA has successfully fulfilled all requirements stipulated in the professional services agreement. Furthermore, a new Agreement between the City and PMHA was approved on February 14, 2012, as a five-year contract with the option to renew for an additional five years, which ultimately expired on December 31, 2023. This historical context underscores the established and successful collaboration between the City and PMHA in the management and care of valuable historical artifacts.

Under Palmer Municipal Code (PMC) 3.21.260, the City possesses the authority to engage in contracts for professional services at the discretion of the City Manager. Additionally, PMC 3.21.230 A3 allows the city to bypass competitive source selection procedures for professional services when there is a reasonable limitation on the availability of sources. In light of the operational challenges posed by the co-location of museum artifacts in the visitor information center, the execution of professional services becomes operationally intricate. Moreover, considering the specialized nature of the field and the presence of ongoing projects that demand specific expertise, it is justified to opt for contracting without competitive procedures. This approach ensures the city's ability to efficiently manage and accomplish projects that involve the unique requirements associated with museum artifacts and related initiatives.

### Administration's Recommendation:

Approve Action Memorandum 24-016 allowing the City Manager to negotiate and execute a three-year contract for professional services for Museum Services and to authorize payment for 2024 of \$55,400.

---

Fiscal Impact	
Total Amount of funds listed in this legislation:	\$55,400.00
Legislation creates expenditure in the amount of:	\$55,400.00
Budgeted Y/N?:	Y
Line Item(s):	01-01-20-6030

---

### Attachments

Draft Contract

---

# **Agreement For the Curatorial, Archival and Museum Services of City of Palmer Historical Artifacts**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City of Palmer, Alaska, a municipal corporation (City) and The Palmer Museum of History and Art, a 501(C)(3) Alaskan nonprofit (PMHA). The City desires to retain the PMHA to manage City owned museum artifacts according to the terms and conditions hereinafter set forth and PMHA is willing to perform such services.

## **Recitals:**

Whereas, the City of Palmer has a collection of artifacts (the "Collector") that have been housed in the Palmer Visitor Center; and

Whereas, VIC is a premier feature within the community and houses city owned historical artifacts; and

Whereas, the PMHA is incorporated as a non-profit corporation dedicated to managing and care for the Collection, and to exhibit and interpret items that depict the history of the greater Palmer area; and

Whereas, By Resolution No. 05-017, adopted by the City Council of the City of Palmer on June 28, 2005, the City authorized the City Manager to enter into a contract with the PMHA to be the exclusive entity responsible for the care and control of the historical artifacts owned by the city; and

Whereas, this contract was mutually agreed to by the Palmer City Council and the Palmer Museum of History and Art on \_\_\_\_\_.

## **1. Definitions**

**"Annual Payment"** equals the annual contract payment [of \$55,400] plus applicable 2.5% annual inflation increase after year one.

**"City"** is the City of Palmer.

**"PMHA"** is Palmer Museum of History and Art

**"VIC"** is Palmer Visitor Information Center

**"Collection"** has the meaning of City of Historical Artifacts

**"Manager"** is the manager of the City of Palmer or his/her authorized representative.

**"Term"** has the meaning set forth in Section 3.

**"Services"** mean the professional [and other] services to be provided by PMHA under this agreement, as described in more detail as PMHA's obligations under this Agreement.

## **2. Term and non-Appropriations Clause**

- A. Term. The services of the PMHA shall commence upon execution of this Agreement by the City and shall terminate, subject to the provisions of this Agreement or three (3) years after execution of this Agreement.
- B. Previous Agreements. All previous agreements between the Parties related to the operation of the VIC are superseded by this Agreement.
- C. Non-Appropriations Clause. Any continuation or renewal of this Agreement beyond the current fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted and otherwise made available by the City Council. The City may terminate the agreement and the PMHA waives any and all claim(s) for damages, effective immediately upon receipt of written notice if, for any reason, funding is not appropriated.

### **3. PMHA's Obligations**

The PMHA will provide the following services:

- A. The full time and best efforts of the PMHA as an independent contractor of the City shall be expended to provide, curatorial, archival and museum services to the City in accordance with Industry best practices and City budgets, as adopted and amended.
- B. PMHA shall perform all tasks associated with the ownership of the historical artifacts owned by the City, also referred to as the Collection, entrusted to its care in a good and professional manner. These tasks are generally described as follows:
  - a. Maintain an inventory or catalogue of all items in the Collection and provide either a paper or digital copy of the inventory or catalogue to the City to be archived by the City.
  - b. Maintain the registration of all items in the Collection.
  - c. Collect and register items appropriate to the PMHA purpose as described in the PMHA collections policy., attached as Exhibit A. Develop and maintain displays of collected items as public display areas within the VIC, available for the PMHA's use.
  - d. Provide for the proper care and custody of the Collection utilizing accepted archival practices.
- C. The Collection and items subsequently acquired by the PMHA under this Agreement shall remain the property of the City, unless items are accepted by the PMHA for display under terms of a loan agreement with the owner of the item. In all cases, the PMHA shall prepare and retain records adequate to document the ownership of all items on display or in the Collection.
- D. PMHA as an independent contractor is solely responsible for hiring staff and entering into agreements for contract services as necessary to perform its duties under this Agreement.

- E. PMHA shall present to the City by September 15 of the then current annual period covered by this Agreement a proposed work plan and budget for the following calendar year that contains all costs associated with the PMHA's responsibilities under this Agreement for that period. The work plan budget shall identify the source and amount of all revenue the PMHA has received to support its activities for the period. The funds requested by the PMHA in the annual proposed work plan and budget are subject to appropriation by the City Council.
- F. Reports. Submit the below written reports to the City Council detailing the results of services provided:
  - a. Report Due on October 1
  - b. Reports shall include:
    - 1. A summary of the registered item's in the collection.
    - 2. A summary of completed, present and future projects associated with preservation of historical artifacts, presentations, or implementation plans for future projects
    - 3. A summary of challenges and successes of the collection.
    - 4. Develop and propose any future projects for budgetary purposes.
- G. Conduct collection committee meetings with City Manager, Community Development and PMHA Staff, for the determination of donated artifacts meet the Collection Policy criteria for preservation.
- H. Designated Administrator. The services shall be administered, supervised, and directed by the PMHA's Designated Administrator.
- I. Compensation. PMHA is responsible for all PMHA personnel and for the payment of their compensation, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers' compensation insurance payments, and disability benefits.
- J. Independent Contractor. PMHA is an independent-contractor of the City. PMHA shall operate and manage the museum artifacts in accordance with industry best practices.
- K. Security System. PMHA will maintain a building security system.
- L. Amendment. This contract may be amended from time to time with written agreement of both the PMHA and the City.

#### **4. City's Obligations**

The City Shall:

- A. Designate an Administrator. The City Manager will be the administrator and the point of contact for the PMHA for this Agreement.

- B. Use of the VIC Building. The City Manager will provide such access to the VIC building for the purposes of performing the obligations of this Agreement.
- C. Regular Communication: The City will meet with the PMHA on a minimum quarterly basis and be responsive to additional requests from the PMHA.
- D. Make Payment. The City will make payments to PMHAs according to the Timetable listed on Exhibit A.
- E. Non-Exclusive Revocable License. The City will continue to provide the PMHA a non-exclusive revocable license for use of:
  - a. The Name "Palmer Visitor Information Center"
  - b. The Phrase "Alaska at its Best"
  - c. The City Logo
  - d. All existing brochures and handouts both printed and electronic
- F. Interior and Exterior Maintenance. The City shall provide interior and exterior maintenance services for the building and the grounds.

## **5. Payment Terms**

- A. Subject to the provisions of this Agreement, payment of the total sum for all services of **\$55,400** will be paid according to Exhibit A attached hereto and incorporated herein by reference, with 2.5% increase annually for inflation after year one.
- B. Any modifications or amendments of payment terms must be agreed to in writing by both parties.
- C. Except as otherwise provided in this Agreement, the City shall not provide any additional compensation, payment, use of facilities, service, or other thing(s) of value to the PMHA in connection with performance of this Agreement duties. The parties understand and agree that administrative overhead and other indirect or direct costs the PMHA may incur in the performance of its obligations under this Agreement have already been considered and are included in this Agreement.
- D. The City will pay to the PMHA the amount set forth in Exhibit A which shall constitute the full and complete compensation for the PMHA's professional services. That sum will be paid on receipt of invoices submitted two weeks prior to the schedule set forth in Exhibit A.
- E. All invoices must be submitted in duplicate and addressed as follows: City of Palmer, Community Development Dept., 645 E. Cope Industrial Way, Palmer, AK 99645
- F. It is expressly understood and agreed that the total compensation paid to the PMHA shall not exceed **\$55,400 without written agreement by the City.**



**6. Lease**

This Agreement does not constitute a deed or grant of an easement by City and does not constitute a lease.

**7. Right to Enter**

City, through the City Manager or his/her authorized representative may, upon reasonable notice, enter into the premises, at any and all reasonable times during the term of this Agreement for the purpose of determining whether PMHA is complying with the terms and conditions hereof or for any other purpose incidental to the rights of City for emergency reasons. PMHA shall be required to submit a key to all locked doors to the police department and shall also provide a key or other device to turn off the alarm system.

**8. Utilities**

- A. The City shall be responsible for prompt payment of utilities for the VIC building, to include electricity, natural gas, water, trash pickup and internet. PMHA will be responsible for long-distance phone charges. The installed telephone system and phones will remain the property of the City.

**9. Improvements**

- A. PMHA shall inform the CITY in writing of requests for major alterations, additions, or improvements at the VIC building and/or property. Work will not commence without written approval from the City.

**10. Website Ownership and Control, Social Media Management and Brand Protection for the City of Palmer.**

- A. Website Ownership: PMHA will produce and maintain a website with current information about Palmer's Museum Artifacts and attractions. The City shall have the right to remove language or information associated with the visitor information center. The City shall notify in writing PMHA of its concerns and request to remove language.
- B. Social Media: PMHA agrees to provide a social media platform and social media management services such as a Facebook page solely for the Palmer's Museum Artifacts. This social media page is separate from the PMHA's non-profits or internal social media accounts. Social media management services may include content creation, scheduling, monitoring and public engagement. The City reserves the right to request that posts be removed or created at the discretion of the City. At all times, social media posts and engagement will refrain from any social justice or political related topics. All social media posts must remain with the purpose and scope of the history of, visiting of, and promotion of, the City of Palmer.
- C. Brand Protection:
  - 1. The parties agree that the City retains full ownership and control of the brand of the City of Palmer, the City of Palmer Seal or Logo and the slogan "Alaska at its Best."
  - 2. In the event the City updates their social media guidelines, they will provide a written updated policy to the PMHA. The PMHA shall actively protect and promote the City's brand identity, image, and reputation across social media

platforms. This includes adhering to the City's brand guidelines, tone of voice, and style, as well as promptly addressing any negative or damaging content that may arise. The PMHA shall exercise due diligence in monitoring and moderating user-generated content, ensuring it aligns with the City's brand values.

- D. Parties agree that the process to determine and document any ownership of items donated or acquired by the PMHA will be determined by the mutually agreed upon Palmer Museum's Collections Policy and Procedure.

## **11. Representations and Warranties**

*Each party represents and warrants to the other party that:*

- A. It is duly organized, validly existing and in good standing as a corporation or other entity as represented herein under the laws and regulations of the State of Alaska.
- B. It has the full right, power, and authority to enter into this Agreement, to grant the rights and licenses granted hereunder, and to perform its obligations hereunder.
- C. The execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action of the party;
- D. When executed and delivered by such party, this Agreement will constitute the legal, valid, and binding obligation of such party, enforceable against such party in accordance with its terms.

*PMHA's Representation and Warranty, and Manner of Performance.*

- A. PMHA hereby represents and warrants to the City, and the City relies upon said representations and warranties, that PMHA is a professional in the subject area in which services are to be provided and the PMHA has the experience, skill, knowledge, and competence to perform the services set forth in this Agreement.
- B. PMHA accepts the relationship of trust and confidence between the PMHA and the City. PMHA covenants to perform its services under this Agreement with due diligence, due care, and in a good and professional manner.

## **12. Termination.**

- A. Termination for Cause. If, through any cause, either party shall fail to fulfill in a timely and proper manner the obligations under this Agreement OR if the failing party shall violate any of the covenants, agreements, or stipulations of this Agreement, then the other party shall have the right to terminate this Agreement by giving written notice of at least ten (10) business days before the effective date of such termination. PMHA shall receive payment up to the date of termination.
- B. Termination Without Cause. The City at its sole discretion may terminate this agreement in whole or in part at any time without cause by providing at least thirty (30) days prior written notice to the other party. The PMHA shall be entitled to receive the remainder of the pro-rated annual equivalent of 6 months of annual payment from termination date.

- C. Effects of Termination or Expiration. Upon expiration or termination of this Agreement for any reason, PMHA shall within 10 working days deliver to City all finished or unfinished documents, data, studies, surveys and reports or other material prepared by the PMHA under this Agreement.

**13. Modifications**

The parties may mutually agree to modify the terms of the Agreement at any time. Modifications to the Agreement shall be incorporated into the Agreement by written amendments.

**14. Audits and Inspections.**

The City, after giving notice, may conduct on-going quality assurance in order to assure that the PMHA is providing quality and consistent visitor information services.

**15. PMHA's Requirement to Pay City Tax Obligations.**

The PMHA has an obligation to the City to keep their taxes current. Any violation of lack of payment of tax, assessment, lease, sale or rental payments, whether as an individual, or as a representative of a business, organization, firm, corporation, or partnership, shall cause the PMHA to not be awarded this Agreement or if already awarded, this Agreement may be terminated for cause. The PMHA has ten (10) calendar days from receipt of written notice sent by the City to cure delinquency. The City reserves any right it may have to offset amounts owed by an individual, firm, corporation or business for delinquent City taxes, moneys owed on sales, assessments, leases and rental agreements, against any amount owing to the same under an Agreement between the City and the PMHA.

**16. Eminent Domain**

If the entire premises shall be taken by condemnation by any governmental authority or conveyed in lieu of condemnation, or if a portion of the premises shall be so taken or conveyed so as to render the premises untenable for the purposes of this Agreement, this Agreement shall terminate as of the date possession shall be required by said governmental authority, and the parties shall be released from all further liability hereunder. If only a portion of the premises shall be so taken or conveyed and the remainder of the premises is not thereby rendered untenable for the purposes of this Agreement, CITY shall, at its expense, restore the premises, and this Agreement shall continue in force, otherwise unaffected. The entire award or compensation on account of such condemnation or conveyance shall belong and shall be paid to CITY without deduction therefrom for any estate vested in PMHA, and PMHA shall receive no part of any such award or compensation except any portion of the award or compensation made specifically for PMHA's trade fixtures and equipment, provided that said portion shall in no way decrease the amount of award or compensation which would otherwise be payable to CITY. The value of such improvements shall be negotiated and agreed upon between PMHA and CITY. The date of the taking for purposes hereof shall be the date PMHA is required to relinquish possession.

Provided however that notwithstanding anything to the contrary herein, CITY shall pay to PMHA, from the condemnation payment or award, a sum representing the "agreed

value" of PMHA's approved improvements to the VIC.

**17. Indemnification and Hold Harmless Agreement:**

PMHA shall defend, indemnify, and hold harmless City and its officers, directors, employees, agents, successors, and permitted from and against all Losses arising out of or resulting from any third-party claim, suit, action, or proceeding including attorney fees, arising out of or resulting from: (1) bodily injury, death of any person, or damage to real or tangible, personal property resulting from the willful, fraudulent, or negligent acts or omissions of PMHA or PMHA Personnel; and (2) PMHA's breach of any representation, warranty, or obligation of PMHA set forth in this Agreement.

**18. Insurance Requirements:**

During the Term of this agreement, PMHA will procure and maintain, at its sole cost, at least the following types and amounts of insurance coverage.

**A. Minimum Limits of Insurance.**

PMHA shall maintain limits no less than:

1. Commercial General Liability Insurance: (Form CG0001) 4/13 or equivalent
  - \$1,000,000 Combined Single limit of liability per occurrence.
  - \$1,000,000 Personal/Advertising Injury Limit of Liability per occurrence
  - \$1,000,000 Participant Legal Liability
  - \$2,000,000 Annual General Aggregate Limit of Liability
  - \$2,000,000 Annual Products/Completed Operations Aggregate limit of liability
  - \$100,000 Fire Damage Limit of Liability any one fire
  - \$5,000 Medical Payment Limit of any one person
2. Workers' Compensation and Employers Liability:
  - Workers' Compensation shall be statutory as required by the State of Alaska.
  - Employer's liability shall be endorsed to the following minimum limits:

Bodily Injury by Accident -	\$500,000 each accident
Bodily Injury by Disease -	\$500,000 each employee
Bodily Injury by Disease -	\$500,000 policy limit

**B. Verification of Coverage**

PMHA shall furnish the City with certificates of insurance and with certified copies of all endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be on forms acceptable to the City. All certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

**C. Lapse in Coverage**

A lapse in insurance coverage is a material breach of this Agreement, which shall result in immediate termination of the Agreement.

## **19. Force Majeure**

No party shall be liable or responsible to the other party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's ("Impacted Party") reasonable control, including without limitation the following force majeure events ("Force Majeure Events"): (a) acts of God; (b) flood, fire, earthquake, OTHER POTENTIAL DISASTER(S) OR CATASTROPHE(S), SUCH AS EPIDEMICS, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order, law, or actions; (e) embargoes or blockades in effect on or after the date of this Agreement; and (f) national or regional emergency; (g) other similar events beyond the control of the Impacted Party. The Impacted Party shall give notice within seven (7) days of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue.

## **20. Miscellaneous Provisions**

- A. Jurisdiction; Choice of Law. Any civil action arising from this Agreement shall be brought in the Superior Court of the Third Judicial District of the State of Alaska in Palmer. The laws of the State of Alaska and the City of Palmer shall govern the rights and obligations of the parties.
- B. Dispute Resolution: Prior to litigation, the parties shall first attempt in good faith to settle by mediation any dispute arising out of or relating to this Agreement or its breach. Each party may suggest a neutral mediator, should the parties not agree upon a mediator then the Mediation will be conducted by a retired Alaska Court Judge who provides mediation services. If the mediation is unsuccessful, only then may the parties resort to arbitration or litigation in the Third Judicial District Court located in Palmer, Alaska.
- C. Non-Waiver. The failure of the either party at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provisions, nor in any way affect the validity of the Agreement or any part thereof, or the right of either party thereafter to enforce each and every protection hereof.
- D. Permits, Laws and Taxes. The PMHA shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to the performance under this Agreement. All actions taken by the PMHA under this Agreement shall comply with all applicable statutes, ordinances, rules, and regulations. The PMHA shall pay all taxes pertaining to its performance under this Agreement.
- E. Relationship of the Parties. The PMHA shall fulfill its obligations hereunder as an independent contractor of the City. PMHA is associated with the city only for the purposes and to the extent specified in this Agreement, and in respect to performance of the contracted professional services pursuant to this Agreement. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create

any liability for the City whatsoever with respect to the indebtedness, liabilities, and obligations of the PMHA or any other party.

F. Publication, Reproduction and Use of Materials. No material produced, in whole or in part, under this Agreement shall be subject to copyright in the United States or in any other country. The City shall have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement.

G. Notice. Any notice required pertaining to the subject matter of the Agreement shall be personally delivered or mailed by prepaid first-class, registered, or certified mail to the following address:

City: City of Palmer  
Community Development Dept.  
645 E. Cope Industrial Way  
Palmer, AK 99645

PMHA: The Palmer Museum of History and Art  
Attn: The Palmer Museum of History and Art  
723 S. Valley Way  
Palmer, AK 99645

H. Entire Agreement. This Agreement, together with all Schedules, Exhibits, and Statements of Work and any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter.

I. Severability. If any term or provision of this Agreement is invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the remainder of this Agreement shall remain in full force and effect.

J. Headings. The headings in this Agreement are for reference only and shall not affect the interpretation of this Agreement.

K. Assignment. Neither party may assign, transfer, or delegate any or all of its rights or obligations under this Agreement.

**City of Palmer**

**Museum Services**

---

John Moosey, City Manager

---

Palmer Museum of History and Art

## Exhibit A: Payment Schedule

### Year 1

At signing	\$26,200
April 1, 2022	\$13,000
June 1, 2022	\$8,000
October 1, 2022	<u>\$8,200</u>
TOTAL	\$55,400

### Year 2

At signing	\$27,585
April 1, 2022	\$13,000
June 1, 2022	\$8,000
October 1, 2022	<u>\$8,200</u>
TOTAL	\$56,785

### Year 3

At signing	\$27,585
April 1, 2022	\$13,000
June 1, 2022	\$8,000
October 1, 2022	<u>\$9,600</u>
TOTAL	\$58,205

DRAFT





**Palmer City Council Meeting**  
**Meeting Date:** 03/12/2024  
**Department:** City Clerk's Office

---

N.

**Subject**  
COMMITTEE OF THE WHOLE

Discussion Regarding City Manager Recruitment (Note: Action may be taken following Committee of the Whole)

**Summary Statement/Background**

**Administration's Recommendation:**

---

**Attachments**

2024 City Manager Applicant Packets

---

## EMPLOYMENT APPLICATION



CITY OF PALMER  
231 W Evergreen Avenue  
Palmer, Alaska 99645  
(907) 761-1302  
<http://www.palmerak.org>

Hickel, Kolby  
24-000 CITY MANAGER

Received: 2/29/24 7:42 PM

For Official Use Only:

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: CITY MANAGER		EXAM ID# : 24-000
NAME: (Last, First, Middle) Hickel, Kolby		SOCIAL SECURITY NUMBER: [REDACTED]
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]		NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: [REDACTED] Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Master's Degree		

## PREFERENCES

MINIMUM COMPENSATION: \$0.00 per hour; \$0.00 per year
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day

## EDUCATION

DATES:	SCHOOL NAME: University of Alaska	
LOCATION: (City, State/Province) Anchorage, Alaska	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Management		
DATES:	SCHOOL NAME: University of Alaska	
LOCATION: (City, State/Province) Anchorage, Alaska	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Master of Business Administration- Management		

## WORK EXPERIENCE

DATES: From: 7/2021 To: Present	EMPLOYER: Municipality of Anchorage	POSITION TITLE: Deputy Municipal Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Kent Kohlhasse - Municipal Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	
DUTIES: <ul style="list-style-type: none"> <li>Managed Port of Alaska, Anchorage Water Wastewater Utility, Solid Waste Services, Public Transportation, Merrill Field Airport, Anchorage Hydropower, Office of Emergency Management, and Transportation Inspection.</li> <li>Port of Alaska Modernization Program Manager <ul style="list-style-type: none"> <li>Execute \$1.85 billion project ensuring state's largest port is operable for next 75 years</li> <li>Provided \$200M for new administration building and Phase 2</li> <li>Completed the Petroleum cement terminal and south floating dock</li> <li>Balanced interests of city, customers, and contractors for North tension Stabilization phase 1</li> <li>Managed \$120M construction of Solid Waste Services Central Transfer Station</li> <li>Provided strategic direction for Anchorage Police Department, Anchorage Fire Department, Human Resources, Office of Economic Community Development, Risk Management, Health Department, Parks and Recreation, and Internal Audit.</li> </ul> </li> </ul>		

- Ensure compliance with Regulatory Commissions.
- Fund manager for the class action lawsuit against opioid distributors and Janssen Pharmaceuticals.

**REASON FOR LEAVING:**

Still employed

<b>DATES:</b> From: 8/2016 To: 7/2021	<b>EMPLOYER:</b> Hotel Captain Cook	<b>POSITION TITLE:</b> Director of Sales
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> Wally Hickel - President/CEO	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	

**DUTIES:**

- Led sales operations for Alaska's sole member of Preferred Hotel & Resorts: Luxury Collection.
- Led sales team and staff in production of financial reports, targets, and projected profits for both properties. Ensured budget compliance.
- Identified key markets and monitored emerging trends.
- Represented the company at industry events, conferences, and trade shows.
- Solidified client relationships with State of Alaska agencies, non-profits, associations, school districts, State of California, unions, and other large industry leaders

**REASON FOR LEAVING:**

Career advancement

<b>DATES:</b> From: 6/2013 To: 6/2016	<b>EMPLOYER:</b> TecPro, Ltd.	<b>POSITION TITLE:</b> Vice President, Operations
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> Joe Saunders - Vice President/Owner	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	

**DUTIES:**

- Enhanced and developed policies and procedures improving overall operation.
  - Ensured company operations were executed in-line with company vision, mission, and completion plans.
  - Overall accountability for construction projects to ensure completion according to scope, quality, and budget.
  - Maximized revenue, analyzed financial reports, and ensured competitive bids.
- Managed company licenses, hiring, operations, insurance, employee benefits, contract management, financial oversight, brand management, administration, and maintenance of GSA & WSCA contracts.

**REASON FOR LEAVING:**

Career advancement

<b>DATES:</b> From: 7/2011 To: 2/2013	<b>EMPLOYER:</b> CIRI	<b>POSITION TITLE:</b> Corporate Accountant
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> Rhonda Oliver - 0	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	

**DUTIES:**

- Recorded monthly operating results and data management, reviewed transactions, reconciled inter-company and general ledger accounts, and recorded equity income of designated affiliates.
  - Reconciled subsidiary companies' account ledgers to the parent company.
  - Account for investments in private equity funds: recording interest income, management fees, gains and losses. Tracked underlying investments, commitments, unrealized gains and losses, including investments in hedge funds, collateralized loan obligations, leveraged buyout firms and equity investments.
  - Account for the marketable securities portfolio, which includes recording change in gain/loss, interest income, management fees and amortization for equity, fixed income, and alternative funds.
  - Actively communicate with CIRI business partners and affiliates. Prepared schedules and work papers for annual financial audits of CIRI and subsidiaries.
- Produced financial statements, consolidations, year-end statements, annual budget, and mid-year forecasts. Monitored budget-to-actual performance on designated projects and operations.
- Designated industries: Government services, environmental services, private equities, marketable securities, telecommunications, resort investments, construction/oilfield services, real estate income producing buildings, and Cook Inlet Health & Welfare Plan & Trust (employee health benefits).

**REASON FOR LEAVING:**

Career advancement

<b>DATES:</b> From: 8/2009 To: 7/2011	<b>EMPLOYER:</b> ICE Services Inc.	<b>POSITION TITLE:</b> Accountant & Human Resources Associate
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> TJ Bourdon - Owner	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	

**DUTIES:**

- Responsible for daily, monthly, and annual accounting with supporting documents.
- Calculated and accrued lodging income, interest income, catering revenue, property tax, and note payables. Record and depreciate assets on a monthly and annual basis.
- Provided support of payroll for 250 employees. Reconciled checking accounts, ATM, 401(K) withholdings and company matching, credit cards, and accounts receivable.
- Health insurance, 401(K), unemployment, background checks, interviews, random employee drug testing, workmen's compensation, and employee records. Authored employee handbook.

**REASON FOR LEAVING:**

Career advancement

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills****OFFICE SKILLS:**

Typing: 40

Data Entry: 0

**OTHER SKILLS:**

Microsoft Office Suite - Intermediate - 15 years and 0 months

**LANGUAGE(S):****ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES****REFERENCE TYPE:**

Professional

**NAME:**

Kent Kohlase

**POSITION:**

Municipal Manager- Municipality of Anchorage

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

**EMAIL ADDRESS:****PHONE NUMBER:****REFERENCE TYPE:**

Professional

**NAME:**

Amy Demboski

**POSITION:**

Former Municipal Manager- Municipality of Anchorage

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

**EMAIL ADDRESS:****PHONE NUMBER:****REFERENCE TYPE:**

Professional

**NAME:**

Lauren Hughes

**POSITION:**

Special Assistant

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

**EMAIL ADDRESS:****PHONE NUMBER:**

Agency-Wide Questions

1. Have you previously worked for the City of Palmer?  
No
2. Are you related to anyone who is currently employed by the City of Palmer?  
No
3. If you answered yes to the previous question, please provide the individual's name and department
4. Are you able to perform the essential functions of this job with or without reasonable accommodations?  
Yes
5. If you answered yes to the previous question, please explain:
6. Have you ever been terminated or asked to resign by a former employer?  
No
7. Have you been convicted of a misdemeanor within the past five years?  
No

APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City. I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that this application is not and is not intended to be a contract for employment or continued employment. I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

Yes

9. Have you attached examples of your written work? This material may include memos, reports or correspondence written by the applicant within the past two years and must be related to your previous or present employment. This material must not exceed six total pages.

Yes

Job Specific Supplemental Questions

1. Do you have a bachelor's degree in business administration or public administration or a related field and give years of responsible experience in the supervision or management of multi-faceted program?  
Yes

2. Do you have a valid Alaska driver's license with an acceptable driving record or are you able to obtain a valid Alaska driver's license within thirty (30) days of hire?  
Yes

3. APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information t

I Agree

4. Have you attached the required writing examples?  
Yes
5. Have you attached your answers to the supplemental questions as noted in the job bulletin?  
Yes

---

The following terms were accepted by the applicant upon submitting the online application:

*The information provided in this employment application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This authorization includes permission to check employment references. If selected for employment you may be required to supply proof of authorization to work in the U.S., have a physical examination and/or drug test, supply and/or authorize a criminal background check, supply and/or authorize a copy of your motor vehicle record (MVR), or sign a conflict of interest agreement and abide by its terms. I understand that acceptance of an offer of employment does not create a contractual obligation or permanent employment upon the City of Palmer. Employment may be terminated at any time at the option of the employee or City of Palmer.*

This application was submitted by Kolby Hickel on 2/29/24 7:42 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## **City of Palmer- City Manager Questions**

### **1. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Palmer.**

I am interested in this position because it presents an opportunity to apply my experience in municipal management and economic development in one of Alaska's fastest growing communities. I have a passion for leading and inspiring others to become exceptional public servants; becoming a City Manager will allow me to guide the functions of municipal management toward the current and future needs of the community. For the past three years, I've overseen operational requirements for Alaska's largest city and managed a multi-billion-dollar Port modernization project. I believe now is an ideal time in my career to take on the role of Manager in Palmer and share my knowledge and expertise. In my current position as Deputy Municipal Manager for the Municipality of Anchorage, I am acutely aware of how important transparency, cooperation, and integrity are to keep a city functioning in a healthy and productive direction.

### **2. Please describe your professional experience working with elected officials and boards. Describe the responsibility you believe the City Manager has to the Mayor and City Council and to the citizens of the community. Describe how you see your role and interactions with the 1) Mayor; 2) City Council; and 3) City Clerk.**

Growing up immersed in Alaska politics, I learned the responsibility of civic leaders is to the citizens. Government's role is to represent and serve the best interests of the community. Policy, changes to code, social issues are negotiated between the Mayor, the City Council, and public testimony; the City Manager is responsible for the day to day functions of municipal governance.

The City Manager has a duty to ensure the Mayor and City Council have the necessary information for decision making. The position is meant to execute policies set forth from the Mayor and City Council. The City Manager should remain neutral when topics become political and execute municipal code and executive directives, providing those directives are legal, ethical, and moral. The City Manager has an obligation to be transparent with the Mayor, City Council, City Clerk and community. They must ensure city operations meet or exceed expectations, and immediately communicate variances. The City Manager must address emergent issues immediately (such as an extended loss of power) and creatively problem solve as allowed within the bounds of municipal, state and federal law.

As Deputy Municipal Manager, I collaborated closely with the Mayor, Anchorage Assembly, and Municipal Clerk's office to ensure our city operations aligned with the varying needs of our community and provided operational updates from the departments and projects I supervised. Attending committee and board meetings, engaging and presenting at community councils, and attending municipal assembly meetings served as a conduit for gaining community feedback and trust. In my opinion, robust communication between all groups ultimately enhanced operational efficiencies for all.

I have a positive track record of navigating the challenges of diverse personalities to achieve a common objective because I stay grounded in professionalism, empathy, practicality, and unwavering determination.



**3. Please explain your process for communicating critical and non-critical information to the Mayor and Council. How do you decide when or what is necessary to bring to the Mayor and Council's attention? How do you see your role as communicator to the Mayor and Council, staff, other governmental agencies, local businesses, and citizens?**

Communicating information to the Mayor and City Council will vary based upon the severity of the situation and potential impacts. If an emergency arises, a phone call or in-person briefing will be the fastest and most effective method of distribution. Non-critical information can be transmitted during scheduled meetings, or electronic communications. Depending upon the information distributed, messaging information to the public can be accomplished through electronic communications, social media, and local news.

My experience over the past three years has provided me with opportunities to see the negative effects of withholding information. I've also managed communications which include executive privilege and confidentiality; and ensured privileged information was handled correctly with discretion. In the any branch of city government, communicating accurately is vital to decision making. Having the right audience for open discussions of operations and policy allows a leader to make the best decision. Decisions are situationally dependent, but will includes various governmental agencies, businesses, citizens or other stakeholders. Personally, I've found scheduled meetings with follow-up correspondence summarizing the information or decisions to be very effective communication tools. Transparency and honesty serve as a foundation in all my communications to everyone, as I firmly believe well-informed stakeholders are fundamental for decision making and productive governance. Whether through official reports, meetings, or electronic communication, information must be distributed appropriately for effective decision making at all levels.

**4. The citizens and city council members are very diverse. Describe how you would handle a situation where two people wanted to take you in opposite positions on the same project.**

In a situation where two individuals hold opposing views on the same project, I would approach the situation mindful that each viewpoint is unique. By actively listening to both sides and acknowledging their independence, I can decipher between emotional statements and statements based on actionable information. Then I gain as much knowledge as I can about both positions and evaluate implications to the community. I have and currently lead projects where group members are adamant about the direction and are resistant to course corrections, regardless of the expected result. In this situation, I educated myself on past decisions and existing plans. Then I evaluated those changes with subject matter experts, and decisively directed the future effort in a direction that best serves the project and the community. By evaluating potential risks and benefits, and seeking input from relevant stakeholders, I have ensured decisions are in alignment with the goals of the community and meet the needs of the project.

**5. Organization and planning is often a challenge when working in the community and juggling multiple tasks. How will you work to achieve the goals of this position while still completing paperwork, communicating effectively, and meeting the needs of Council, City Clerk, staff, and citizens?**

Organization and planning are essential when managing various tasks and responsibilities at the same time. I will prioritize tasks by assessing urgency, significance, utilizing time management, and delegating when necessary to ensure efficiency. When delegating tasks, holding subordinates accountable for the



work product is important while retaining overall responsibility of the governance. Open and transparent communication with the Council, City Clerk, staff, and citizens is vital, and I will seek to find a balance between administrative duties, community engagement, and project management.

**6. Please describe any experience you have had facilitating economic development in a community. Please describe your involvement in a specific economic development project, from inception to completion including: 1) your role in the project; 2) any problems/issues you encountered; and 3) the results of the project.**

I have extensive experience facilitating economic development within the community and oversee various large infrastructure projects but, will touch on my role as the Program Manager for the Port of Alaska's Modernization Program (PAMP). The PAMP is a significant \$2 Billion infrastructure project to replace aging and deteriorating cargo terminals and related infrastructure to enhance operational safety, efficiency, and resilience. The new terminals are designed to last 75 years, accommodate larger vessels and adhere to the latest seismic and tsunami design standards. The successful completion of the PAMP will ensure safe, reliable, and cost-effective port operations, support economic growth and development, and ensure food security for the State.

My involvement in the PAMP spans my tenure with the Municipality of Anchorage. As the Program Manager, my role encompasses strategic planning, decision making, budget management, stakeholder coordination, and ensuring adherence to regulatory standards. I work closely with engineers, contractors, government agencies, and community stakeholders to oversee the implementation of the multiple projects under the PAMP. Throughout the project several challenges and issues have arisen, including logistical complexities, environmental and pollution considerations, community health and quality of life concerns, competing commercial interests, and budget constraints. One notable challenge was ensuring the port's continuous operation during construction, requiring meticulous planning, and a phased implementation to minimize disruptions to operations and the State overall.

Despite these challenges, the results of the project have been significant. The completion of the Petroleum and Cement Terminal (PCT) in the fall of 2022 marked a major milestone in the modernization efforts. The North Extension Stabilization Phase One is currently in progress and we remain on schedule for next phases.

In addition, I recognized safety improvements were needed at Merrill Field Airport to upgrade the thirty-year outdated instrument flight system. I implemented several new instrument flight procedures in and out of the airport, which enhance safety to the aircraft and community by providing straight in, glide-path enabled, tighter tolerance approaches. This project was on the brink of failure due to mismanagement and deliberate distribution of misinformation to the assembly and community councils. When I took control, I immediately met with the airport commission and stakeholders to acquire correct technical information, pointedly refuted false politically charged claims, and ultimately garnered support from the opposing Anchorage Assembly members and community by truthfully explaining the project and its impacts. This project had been stalled for fourteen months and I turned it around within two months and made the decision to send the Instrument Flight Procedures to the Federal Aviation Administration for publication. These new approaches will enhance reliability, provide a, first ever in State history, access to a helicopter MEDEVAC procedure, and safety for the commercial users. The special helicopter approach is the only instrument flight procedure directly linked to the hospital allowing medevac helicopters to bring patients directly to higher levels of care. These procedures will be available to the public spring 2024.

**7. Explain your experience in developing, implementing, and monitoring a budget for a municipality.**

As Deputy Municipal Manager, I have extensive experience in developing, implementing, and monitoring budgets for various municipal departments and projects including but not limited to, the Port of Alaska, Anchorage Water Wastewater Utility, Solid Waste Services, Merrill Field Airport, Anchorage Hydropower, Public Transportation, Transportation Inspection, Safety, and the Port of Alaska Modernization Program. During this process, I ensure resources are allocated and aligned with objectives of the administration and community.


Throughout my time with the Municipality of Anchorage, I have participated in the development of all department budgets, working closely with the directors to assess needs, prioritize spending, and forecast revenues and expenses. I have overseen the implementation of budgetary plans, while monitoring adherence to financial goals and regulatory requirements. My approach to budget management is rooted in transparency, accountability, and practical financial responsibility. I identify cost-saving opportunities, resource allocation, and mitigate risks of decisions to the city and community. Additionally, I conduct budget reviews and performance evaluations to track progress and adjust as needed.

Each year, I participate in first quarter budget revisions requests from departments, while recognizing the impacts these have on municipal operations and the community. When resources are insufficient or unforeseen issues arise, I prepare budget revisions for the Mayor and Assembly's review and decision.

This involvement allows me to provide guidance to the departments and the administration, while also ensuring decisions align with objectives and operational needs. Unforeseen circumstances arise; however, I hold directors accountable for their budgets and will not approve a budget revision due to oversight on their part.

My commitment to reasonable and sound financial goals will contribute to the city's long-term financial health and stability.

Kolby Hickel



Dear hiring team,

Thank you for the opportunity to apply for employment with your company, I look forward to a discussion about where I could be a benefit to your team.

I like being part of a team and producing results. Personal integrity, ethical standards, professional oral and written communication skills, and analytical ability are attributes I possess and will demonstrate in the workplace.

Please find the attached resume highlighting my work experience and educational background.

As Deputy Municipal Manager I executed several large projects, keeping the municipal taxpayer's interest in mind. The Port of Alaska Modernization Program, one of the largest construction projects in the State of Alaska, is a \$2 billion project which will affect 90% of all Alaskans. In 2022, I helped secure a \$200 million grant from the State of Alaska and a \$68.7 million federal grant to further execute the modernization program. Under my leadership, several key milestones were reached which will carry the port into the future while serving the needs of Alaska for 75 years to come. I also oversaw the Solid Waste Services Anchorage Regional Landfill Leachate Upgrade: a joint effort with Anchorage Water Wastewater Utility.

As Director of Sales at the Hotel Captain Cook, I led our team to profit during COVID by changing our business strategies to adapt to the tumultuous time. Our model resulted in profits for the company, while partnering with local businesses to keep occupancy high, and staff employed.

My experience working in rural Alaska shaped my knowledge of diverse business needs. Teaching client's business development as Individual Development Account Program Trainer was an invaluable experience providing me with keen insight to the rural needs of this state.

Sincerely,

Kolby Hickel



# Kolby Hickel

## **Deputy Municipal Manager: 2021-present. Municipality of Anchorage**

- Directed operational functions of Alaska's largest city with 290,000 citizens.
- Managed Port of Alaska, Anchorage Water Wastewater Utility, Solid Waste Services, Public Transportation, Merrill Field Airport, Anchorage Hydropower, Safety, Office of Emergency Management, and Transportation Inspection.
- Port of Alaska Modernization Program Manager
  - Execute \$2 billion project ensuring state's largest port is operable for the next 75 years
    - Secured \$200M for new administration building and Phase 2 of the PAMP
    - Completed the Petroleum cement terminal and south floating dock: \$193 million
    - Balanced interests of city, customers, and contractors for North Extension Stabilization phase 1: \$125 million budgeted project and on schedule
- Managed \$120M construction of Solid Waste Services Central Transfer Station
- Provided strategic direction for Anchorage Police Department, Anchorage Fire Department, Human Resources, Risk Management, Health Department, Parks and Recreation, and Internal Audit.
- Ensure compliance with Regulatory Commissions.
- Directly monitor budget revenues of more than \$200 million for the Enterprises & Utilities while overseeing a collective 535 employees, both union and non-union in those departments.
- Fund Manager for the class action lawsuit against opioid distributors and Janssen Pharmaceuticals.

Acting Municipal Manager, as necessary, 2022-present

Acting Anchorage Hydropower Director, 2021-present

Acting Merrill Field Airport Manager, as necessary and currently.

## **Director of Sales: 2016-2021. The Hotel Captain Cook & The Voyager Inn**

- Led sales operations for Alaska's sole member of Preferred Hotel & Resorts: Luxury Collection.
- Led sales team and staff in production of financial reports, targets, and projected profits for both properties. Ensured budget compliance.
- Identified key markets and monitored emerging trends.
- Represented the company at industry events, conferences, and trade shows.
- Solidified client relationship with State of Alaska agencies, non-profits, associations, school districts, State of California, unions, and other large industry leaders.

During COVID, my team and I changed our business strategies to adapt to the times. Our model brought in more than expected profits for the company. We partnered with local businesses to keep hotel occupancy high, and staff employed.

## **Vice President, Operations: 2013-2016. TecPro, Ltd.**

- Enhanced and developed policies and procedures improving overall operation.
- Ensured company operations were executed in-line with company vision, mission, and completion plans.
- Overall accountability for construction projects to ensure completion according to scope, quality, and budget.
- Maximized revenue, analyzed financial reports, and ensured competitive bids.

# Kolby Hickel

Managed company licenses, hiring, operations, insurance, employee benefits, contract management, financial oversight, brand management, administration, and maintenance of GSA & WSCA contracts. Identified ways to maximize revenue, analyzed financial reports, maintained awareness of competitive landscape.

## **Corporate Accountant: 2011- 2013. Cook Inlet Region, Inc. (CIRI)**

- Recorded monthly operating results and data management, reviewed transactions, reconciled inter-company and general ledger accounts, and recorded equity income of designated affiliates.
- Reconciled subsidiary companies' account ledgers to the parent company.
- Account for investments in private equity funds: recording interest income, management fees, gains and losses. Tracked underlying investments, commitments, unrealized gains and losses, including investments in hedge funds, collateralized loan obligations, leveraged buyout firms and equity investments.
- Account for the marketable securities portfolio, which includes recording change in gain/loss, interest income, management fees and amortization for equity, fixed income, and alternative funds.
- Actively communicate with CIRI business partners and affiliates. Prepared schedules and work papers for annual financial audits of CIRI and subsidiaries.

Produced financial statements, consolidations, year-end statements, annual budget, and mid-year forecasts. Monitored budget-to-actual performance on designated projects and operations.

Designated industries: Government services, environmental services, private equities, marketable securities, telecommunications, resort investments, construction/oilfield services, real estate income producing buildings, and Cook Inlet Health & Welfare Plan & Trust (employee health benefits).

## **Accountant and Human Resource Associate: 2009- 2011. ICE Services, Inc.**

- Responsible for daily, monthly, and annual accounting with supporting documents.
- Calculated and accrued lodging income, interest income, catering revenue, property tax, and note payables. Record and depreciate assets on a monthly and annual basis.
- Provided support of payroll for 250 employees. Reconciled checking accounts, ATM, 401(K) withholdings and company matching, credit cards, and accounts receivable.
- Health insurance, 401(K), unemployment, background checks, interviews, random employee drug testing, workmen's compensation, and employee records. Authored employee handbook.

## **Education**

Master of Business Administration (MBA) - Management. 2009 University of Alaska Anchorage  
Bachelor of Business Administration (BBA) - Management. 2008 University of Alaska Anchorage

## **Professional associations**

Governor's Advisory Council on Opioid Remediation- 2021-present  
USS Ted Stevens Commissioning Committee- 2022-present  
CIVICVentures Board- Treasurer 2022-present  
Anchorage Downtown Rotary Club- 2013 to 2020.

#### Kolby Hickel Professional references

1. Amy Demboski Municipal Manager, former supervisor at Municipality of Anchorage
  - a. [REDACTED]
2. Kent Kohlase Municipal Manager, supervisor at Municipality of Anchorage
  - a. [REDACTED]
3. Lauren Hughes Special Assistant, Municipality of Anchorage
  - a. [REDACTED]
4. Joe Saunders, Owner, TecPro, former supervisor
  - a. [REDACTED]

February 12, 2024  
*sent via email*



Assembly Chair Constant  
Assembly Vice Chair Zaletel  
Municipal Assembly  
Municipality of Anchorage  
[REDACTED]

**Re: AR No. 2024-40: Corrections and Responses**

Dear Chair Constant, Vice Chair Zaletel, and Members of the Municipal Assembly:

We, the owners of the Eklutna Hydroelectric Project ("Project"), are writing to respond to your Assembly Resolution AR-2024-40, as amended ("AR-2024-40"). We appreciate the Municipal Assembly's interest in the Project and our implementation of the 1991 Agreement.

With due respect, however, we cannot abide by certain incorrect factual and legal assertions in AR-2024-40 and in your public statements made during the Anchorage Assembly's special meeting on February 2, 2024. We only received a draft of AR-2024-40 on February 1 and were not given an opportunity to appear at the special meeting and respond in detail before AR-2024-40 was introduced, discussed, and passed, so we are doing so now.

**Concern 1.A "Non-Compliant Process"**

We agree that the process required under the 1991 Agreement is very similar to a FERC licensing process under Part I of the Federal Power Act. Thus, we hired a team of FERC hydroelectric consultant experts to run this process for the Project – the very team that led the FERC relicensing process for Chugach's Cooper Lake Hydroelectric Project that ended in a successful FERC order and approved settlement requiring measures to enhance fish and wildlife in 2006. We know what a FERC process entails and are following and implementing the modified process outlined in the 1991 Agreement to the letter.

The major differences between the FERC process and that required under the 1991 Agreement are that the final decision for approving the Proposed Final Fish and Wildlife Program will belong to the Governor of Alaska, rather than FERC, and the federal agencies do not have mandatory conditioning authority. These differences were agreed to in 1991 when authorized representatives of NMFS and USFWS, the Governor of the State of Alaska, the CEOs of Chugach and MEA, and the Mayor of Anchorage (on behalf of the Municipality of Anchorage) signed the 1991 Agreement. It is wrong to read provisions and requirements into the 1991 Agreement that are simply not there.

We disagree that the process outlined in the 1991 Agreement requires an analysis and process under the federal National Environmental Policy Act ("NEPA"). The process prescribed in the 1991 Agreement leading to the Governor's approval is simply not a federal process, does



not trigger a federal action, and does not fall within FERC licensing jurisdiction; no provision of the 1991 Agreement requires compliance with NEPA. Throughout the consultation, study, and alternatives assessment processes, however, we have been and remain fully engaged with federal and state resource agencies as required in the 1991 Agreement. We have met and are continuing to meet with the agencies to understand their comments and critiques of the Draft Fish and Wildlife Program and attempt to resolve differences. As contemplated in the 1991 Agreement, we are revising the program such that the Final Proposed Fish and Wildlife Program better meets the expectation of the agencies with expertise. We are also meeting with and continue to seek to resolve differences with the Native Village of Eklutna (“NVE”); we hope that the improvements we have discussed with the agencies will provide an acceptable path forward for agreement with NVE when we meet with them again.

We agree that the process under the 1991 Agreement “diverges substantially” from the process the Municipality of Anchorage uses for its own capital projects. The 1991 Agreement is simply a different process, based on different legal precedents and requirements. The 1991 Agreement does not call for the Project owners to bring a handful of alternative proposals to the Anchorage Assembly for it to make a selection. Rather, Section 4 of the 1991 Agreement specifically requires us to propose a Draft Fish and Wildlife Program to the parties of the 1991 Agreement (as we did on October 27, 2023) and work to resolve differences, hold public meetings, and receive and consider comments and suggestions before preparing a Proposed Final Fish and Wildlife Program.

It is categorically incorrect for anyone to assert that we have not studied more than one alternative. Rather we have analyzed dozens of alternatives. Starting in April 2023, the Project owners, parties to the 1991 Agreement, NVE, members of the Technical Work Groups (including state and federal fish and wildlife agencies, Trout Unlimited, and The Conservation Fund) engaged in a robust examination of alternatives. Attendees at six meetings over five months were invited to submit comprehensive alternatives for analysis using a form listing the various component options; then these alternatives were discussed at subsequent alternatives analysis meetings. Alternatives such as dam replacement were proposed and analyzed, along with over 30 comprehensive alternatives submitted by the Project owners and several stakeholders. Each of the comprehensive alternatives was analyzed using engineering analysis and a Cost Effectiveness and Incremental Cost Analysis (CE/ICA) model, examining outputs such as water flows and effects on fish habitat, operations, and costs. The results of these analyses were presented at the meetings and attendees were invited to revise and resubmit their comprehensive alternatives, if desired, for further discussion at upcoming alternatives analysis meetings with the aim of narrowing down potential alternatives. At the end of the process, we had thoroughly examined all suggested alternatives (36 in total).

The first time that any participant proposed dam removal as an “alternative solution” to be studied and recommended in the alternative analysis process was by NVE on December 4, 2023 – more than a month after we circulated the Draft Fish and Wildlife Program. We are now studying that alternative, but it was not proposed for study during the April – August period



during which the 36 alternatives were studied, so it was not studied and presented in the Draft Fish and Wildlife Program.

### **Concern 1.B “Potential Impacts to Anchorage Drinking Water”**

We fundamentally disagree with the assertion that we have not considered implications related to Anchorage’s drinking water supplies from Eklutna Lake. To be clear, we would never propose any action that would compromise or threaten the Municipal water supply. Rather, we recognize, and have been living up to, our commitment set forth in Section 7 of the 1984 “Public Water Supply and Energy Generation from Eklutna Lake, Alaska” (the “1984 Agreement”) to “take no action regarding Eklutna Lake of reducing the quality or increasing the turbidity of the lake water from those conditions which presently exist; nor will the [Project owners] take or authorize any other action with regard to Eklutna Lake which may have the effect of reducing its present suitability for use as a source of public water supply.”

During the alternative analysis process, we met and engaged with AWWU senior executives and its board regarding the possibility of using AWWU infrastructure to create instream flows in Eklutna River. Our engineers engaged with AWWU’s engineers to ensure that we understood AWWU’s system, operations, and concerns, and AWWU understood what we were trying to achieve through the construction and operation of the alternative Eklutna River Release Facility to establish instream flows in Eklutna River. We even compensated AWWU for its engineering time and review of our proposed plans.

Our respect for AWWU, its mission, its water rights, and the 1984 Agreement led us to engage with AWWU *before* we publicly proposed use of AWWU facilities to create instream flows. We explored whether AWWU would be amenable to such cooperation in support of instream flows *if, and only if*, the use of AWWU infrastructure is included in the Final Fish and Wildlife Program approved by the Governor. It would have been imprudent for the Project owners to propose publicly such an alternative without exploring whether AWWU, the owner of the facilities, is willing to do so.

In late October 2023, AWWU and the Project owners executed a binding term sheet that outlines the basic contractual terms that would govern the interconnection of a new water release facility to the AWWU pipeline, water transportation through AWWU’s infrastructure, associated compensation, and associated water rights. At this time, the term sheet is protected as confidential and privileged under an agreement between the MOA, Chugach, and MEA. Accordingly, all parties must treat the document as confidential in order to protect privileges such as the attorney-client privilege.

Importantly, the term sheet and its commitments are expressly conditioned on the contemplated usage of the AWWU infrastructure being in the Final Fish and Wildlife Program approved by the Governor as required in the 1991 Agreement. To be clear, if the Project owners’ final Fish and Wildlife Program does not include the use of the AWWU facilities or if the Governor does not approve the Fish and Wildlife Program with such use, the term sheet and its commitments will be terminated. Furthermore, the term sheet expressly recognizes that

AWWU takes no position as to whether using AWWU infrastructure is the best alternative for the Fish and Wildlife Program. Rather, the term sheet outlines the terms and conditions under which AWWU would be willing to provide the requested services *if* the AWWU infrastructure is in the Project owners' final Fish and Wildlife Program approved by the Governor.

While the term sheet is binding with respect to its basic terms, it is still preliminary to the execution of definitive contracts between the Project owners and AWWU that are currently under negotiation and will include a greater level of detail. Term sheets are not complete legal contracts. As is typical with contractual negotiations, the parties may choose to voluntarily agree to deviate from or refine terms as written in the term sheet when negotiating and finalizing definitive contracts. Disclosure of the term sheet now would violate agreed confidentiality obligations and also interfere with, and potentially disadvantage, the parties' ability to freely engage in the negotiation process necessary to move from the term sheet to the definitive documentation.

With all due respect to the consultant hired by the Anchorage Assembly, we view the analysis referenced in Section 1.B of AR-2024-40 as fundamentally flawed and out of date. While the analysis is accurate that a 70 million gallons per day (MGD) flow rate was the planned full buildout capacity of the Eklutna Water Treatment Facility in the 1980s, we were told by AWWU that this is not a flow rate they envision pursuing in the future. The actual capacity of the tunnel and pipeline is 100 MGD, but AWWU's water permit (LAS 2569) is limited to 41 MGD which corresponds to the maximum capacity of the water treatment facility. Our direction was to use 41 MGD for the basis of our design, which is about double what AWWU currently takes (an annual average 22-24 MGD). Furthermore, the consultant asserts that planned maintenance or emergency events will stop flow to the Eklutna River. While it is true that either a failure of the intake shaft valve or a collapse of the tunnel will stop flow to the Eklutna River, the current design allows the pipeline to be dewatered for maintenance, and in the event of a pipeline rupture, it allows for emergency closure at the portal valve, in both cases allowing continued operation of the Eklutna River Release Facility. In the event planned maintenance is required to replace the intake valve shaft, we have also discussed proposing that this be planned for the fall when water could alternately be released at the dam.

### **Concern 1.C "Incomplete Analysis and Insufficient Mitigation"**

We believe you may not fully understand our proposal with regard to construction and operation of the alternative Eklutna River Release Facility to establish instream flows in Eklutna River. Contrary to the suggestion in AR-2024-40, our engineers have designed the Eklutna River Release Facility, interconnections, and controls to be able to operate at all lake levels contemplated under the operation of the Project while also maintaining AWWU's full operational flexibility up to 41 MGD. As mentioned above, we have anticipated regular and unplanned maintenance and discussed such operations with AWWU. We have specifically designed the Eklutna River Release Facility to avoid dewatering the Eklutna River and fish kills.



We understand that the Anchorage Assembly is intrigued by the dam removal alternative proposed by NVE. We are assessing the costs, risks, and benefits of NVE's new alternative and will release our assessment to NVE, the Anchorage Assembly, and the public in due course. In the meantime, it is worthwhile to point out two considerations to the dam removal alternative. First, NVE asserted that one of the benefits of removing the Project and enabling a "free-flowing Eklutna River" would be "[s]ecuring the AWWU drinking water system". Given our past conversations about the AWWU infrastructure and instream flows, however, NVE's assessment does not seem consistent with AWWU's assessment of risks to the AWWU water supply system with increased flows in the Eklutna River. Based on hydrologic calculations of flows into Eklutna Lake, removal of the Project dam would result in instream flows peaking at 2,500 cfs every few years to 4,000 cfs every 10 years. We asked AWWU for its assessment of dam removal on its infrastructure. Please see **Attachments A (our request) and B (AWWU's response)**. We are reviewing AWWU's preliminary assessment and intend to engage AWWU as we study dam removal, but as AWWU's response points out, AWWU has concerns about the effects of dam removal on Anchorage's water supply.

Second, we caution the Anchorage Assembly from relying too heavily on the assertion that two environmental organizations will pay for dam removal. Removal of hydroelectric facilities and associated restoration requirements are not minimal financial commitments. Removal and restoration work at the Elwha and Glines Canyon projects in Washington State was estimated to cost more than \$350 million (2011 Dollars)<sup>1</sup>, including \$79 million for water treatment facilities to protect municipal and industrial water supplies during and after dam removal.<sup>2</sup> The ongoing removal of the Lower Klamath River dams has been estimated to be \$397.7 million (2018 Dollars).<sup>3</sup> These numbers for these dam removal efforts may or may not be indicative of the costs of removing the Project, restoring the Eklutna River, and hardening the downstream infrastructure to withstand increased flows, but it would be imprudent to assume that all such costs would be borne by environmental organizations who have put forth no such commitment to pay in writing.

#### **Concern 1.D "Poor Coordination and Questionable Use of Public Funds"**

As stated above, we reject the characterizations that we investigated only one alternative, that such alternative is "stand alone", and that such alternative is self-serving and fails to meet the goals and objectives of the 1991 Agreement. To be frank, we know of no alternative that, when compared with the Eklutna River Release Facility alternative, (i) establishes similar year-round instream flows, (ii) creates as much fish spawning and rearing habitat, while (iii) also

---

<sup>1</sup> Ker Than, *Largest U.S. Dam Removal to Restore Salmon Runs*, NATIONAL GEOGRAPHIC, Sept. 1, 2011, <https://www.nationalgeographic.com/science/article/110831-dam-removal-elwha-freshwater-science-salmon>.

<sup>2</sup> National Park Service, *Dam Removal*, <https://www.nps.gov/olym/learn/nature/dam-removal.htm> (last visited Feb. 8, 2024).

<sup>3</sup> Klamath River Renewal Corp., *DEFINITE PLAN FOR THE LOWER KLAMATH PROJECT, APPENDIX P – ESTIMATE OF PROJECT COSTS* 64 (2018), [https://www.waterboards.ca.gov/waterrights/water\\_issues/programs/water\\_quality\\_cert/docs/lower\\_klamath\\_ferc14\\_803/lkp\\_def\\_plnp\\_q.pdf](https://www.waterboards.ca.gov/waterrights/water_issues/programs/water_quality_cert/docs/lower_klamath_ferc14_803/lkp_def_plnp_q.pdf).



protecting the public water supply, and (iv) without exposing ratepayers and taxpayers to significantly higher costs.

That said, we are not done considering and analyzing all alternatives, comments, suggestions, and public input necessary to put forward our Proposed Final Fish and Wildlife Program. Please note, however, that the 1991 Agreement does not set forth only one criterion we must optimize – whether fish habitat or cost. Rather, the 1991 Agreement sets forth the following approval criteria for a final Fish and Wildlife Program: “In order to ensure that [the Project is] best adapted for power generation and other beneficial uses, the Governor shall give equal consideration to the purposes of efficient and economical power production, energy conservation, the protection, mitigation or damage to, and enhancement of fish and wildlife (including related spawning grounds and habitat), the protection of recreation opportunities, municipal water supplies, the preservation of the other aspects of environmental quality, other beneficial uses, and requirements of State law”.

### **Concern 2 No MOA Funding for F&W Program that Does Not Restore Full Length of Eklutna River**

While we recognize that NVE, the Conservation Fund, Trout Unlimited, and the Anchorage Assembly prefer full “restoration” of the Eklutna River, no such requirement exists in the 1991 Agreement. The word “restore” does not appear in the 1991 Agreement; similarly, neither “fish passage into Eklutna Lake” nor “restoration of sockeye salmon” are required. Rather, the 1991 Agreement requires us to develop a Proposed Final Fish and Wildlife Program “to protect, mitigate and enhance fish and wildlife resources.”

It is important to note that anadromous fish runs were eliminated in the Eklutna River decades before the Project we purchased was built in 1953-55. Contrary to assertions by some, the hydroelectric developments in the lower Eklutna River that blocked fish passage in the 1920s are distinct from, and were not part of, the Eklutna Project we purchased in 1997. While we fully acknowledge the consequential impacts of all hydroelectric projects on NVE and its members, the 1991 Agreement simply does not place upon us (and our ratepayers and taxpayers) the legal or contractual requirement or responsibility to address *all* adverse effects of all hydroelectric development in the Eklutna River basin over the past 100 years. We are fully committed to doing the one thing that only we can do: establish year-round flows of water in the Eklutna River for fish spawning and rearing habitat as a foundation of our Proposed Final Fish and Wildlife Program, while balancing all the other interests required under the 1991 Agreement. We continue to work towards creating the best means to provide such instream flows and create fish habitat that satisfies all the criteria set forth in the 1991 Agreement.

### **Concern 3 RCA Investigation Before Governor Approval**

As regulated public utilities, we understand very well the jurisdiction and authorities that the Regulatory Commission of Alaska (“RCA”) has over our decisions, actions, and the rate recovery of the costs we incur in providing electric service to our member-ratepayers. We completely disagree that it is appropriate for the RCA to initiate an investigation regarding the

development of the Fish and Wildlife Program required under the 1991 Agreement. The 1991 Agreement does not contemplate such RCA investigation or approval. Rather, the RCA will have its opportunity to review and approve costs incurred under the Fish and Wildlife Program in the normal course of utility rate cases filed with the RCA pursuant to its authorities under AS 42.05.

The Anchorage Assembly is correct, however, to point out that we should remain focused on impacts to ratepayers and their access to uninterrupted electric service. As we have repeatedly stated, this Project is very important to providing low cost, reliable, and dispatchable power year-round. The importance of this generation asset was recently demonstrated during an extended period of cold weather in the Anchorage area when ENSTAR experienced gas deliverability problems with CINGSA, the gas storage facility that the Railbelt depends on. During this time of ENSTAR's difficulties, Chugach and MEA voluntarily maximized their usage of the Project (and other hydro resources) to maintain system reliability during a time of critical operations. The Project provided 8% and 9% of their respective energy needs to meet MEA's load and Chugach's load during the cold snap; The Project's operations created an estimated fuel savings of over 27,300 thousand cubic feet (MCF) of natural gas for MEA consumers at a time when ENSTAR was seeing record high natural gas demand compounded by deliverability issues. Likewise, Chugach also voluntarily maximized its use of the Project during the cold snap and accordingly reduced its gas consumption by approximately 60,000 MCF over the same period. Chugach and MEA's combined use of the Project saved 87,300 MCF of natural gas during the cold snap and allowed the gas utility to avoid issuing a yellow designation for natural gas delivery. A yellow designation from ENSTAR would have included requiring MEA and Chugach to shift to available diesel generation to provide additional gas to ENSTAR. Diesel generation by both utilities is more than twice as expensive as natural gas and would have increased bills for all ENSTAR customers under the terms of utility cooperation agreements. This recent situation demonstrated how critical the Project's hydro capacity and energy can be to Railbelt reliability and cost during critical times.

#### **Concern 4 Request for Two Year Extension**

The 1991 Agreement is a contract between the State of Alaska, two federal agencies, and the three owners of the Project. The 1991 Agreement does not have any provision for extensions or amendment; it has no decision-making process or authority empowered to grant an extension or impose changes to the 1991 Agreement. Consequently, the Project owners see no path to pausing the process required under the 1991 Agreement without liability. Accordingly, we will not delay the implementation of the Fish and Wildlife Program for two years in order to perform additional analysis, consultations and coordination.

We have been fully engaged in this process since 2019 and we have performed each step of the process deliberately and with consultation with the Parties to the 1991 Agreement, NVE, State and federal resource agencies, and others interested in the Project or the 1991 Agreement. We excluded no key stakeholders. Even though they were not a party to the 1991 Agreement, we afforded NVE enhanced opportunities for engagement. Additionally, we have presented

status reports to, and have held quarterly updates with, the Assembly and its Enterprise and Utility Oversight Committee 11 times as listed on <https://eklutnahydro.com/project-updates/>.

There has been no “rush to judgment” or effort to “exclude stakeholders”. Rather, we have been developing and continue to seek a measured and comprehensive approach guided by respectful coordination to reach a solution the enjoys broad consensus. We are now revising our draft Fish and Wildlife Program to reflect input from the parties to the 1991 Agreement, NVE, state and federal resource agencies, and the general public as solicited in six public meetings and as received in the form of hundreds of comments submitted by email and via our website. We hope that the Proposed Final Fish and Wildlife Program we deliver to the Governor for approval meets all legal requirements of the 1991 Agreement and provides a set of protection, mitigation, and enhancement measures grounded on year-round flows in the Eklutna River that all parties will accept and appreciate.

Sincerely,

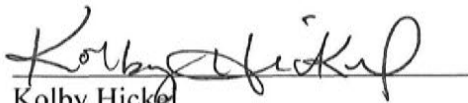
---

Andrew Laughlin  
Chief Operating Officer  
Chugach Electric Association, Inc.



---

Tony R. Zellers  
Chief Operating Officer  
Matanuska Electric Association, Inc.



Kolby Hickey  
Deputy Municipal Manager  
Municipality of Anchorage

Attachments

cc: Parties to the 1991 Agreement  
Native Village of Eklutna  
Anchorage Water and Wastewater Utility

**Attachment A**

Request to AWWU re NVE's Dam Removal Alternative

[See Attached]

**Attachment B**

AWWU Response re NVE's Dam Removal Alternative

[See Attached]



Eklutna opinion piece

<https://www.adn.com/opinions/2024/01/09/opinion-now-is-your-chance-to-comment-on-the-eklutna-hydro-project/>

Over the next few months, there is an opportunity for you to make your voice heard about the future of the Eklutna Hydroelectric Project. The project currently supplies the cheapest renewable energy in the Railbelt; however, the not-for-profit utilities that own the project are working to balance the affordable and sustainable energy needs of the communities we serve along with the cultural and fishery resources of the region.

We want to hear from our impacted co-op members and other Alaskans to help ensure we strike the right balance among renewable energy, drinking water, and fish habitat in the final fish and wildlife program we submit to the governor this spring. The public is invited to come and learn more about the draft program at multiple open-house events this month, have the opportunity to ask questions of subject matter experts, and submit comments. Public comments can also be sent by email to [info@eklutnahydro.com](mailto:info@eklutnahydro.com)

Upcoming public meeting schedule:

**Jan. 16:** Palmer Community Center (Depot), 2 p.m. to 4 p.m. and 6 p.m. to 8 p.m.

**Jan. 17:** Arctic Rec Center (Anchorage), 2 p.m. to 4 p.m. and 6 p.m. to 8 p.m.

**Jan. 18:** The Workplace & Event Center (Eagle River), 2 p.m. to 4 p.m. and 6 p.m. to 8 p.m.

The Eklutna Hydroelectric Project, located about 30 miles northeast of downtown Anchorage, is owned by Chugach Electric Association, Matanuska Electric Association and the Municipality of Anchorage. When the owners bought the hydro project from the federal government in the 1990s, we agreed in the 1991 Fish and Wildlife Agreement, called the 1991 Agreement, to work with the state of Alaska and federal fisheries agencies to recommend to the governor a program to protect, mitigate damages to, and enhance fish and wildlife impacted by the hydro project.

#### ADVERTISEMENT

The Draft Fish and Wildlife Program out for public comment is the result of four years of collaborative study with the US Fish and Wildlife Service, National Marine Fisheries Service, Alaska Departments of Fish and Game and Natural Resources, the Native Village of Eklutna (NVE) and several conservation-based organizations.

Based on the study results, the owners invited state and federal agencies and interested parties to suggest alternatives to meet our commitment to mitigating the

impact of the Eklutna Hydroelectric Project on fish and wildlife. We conducted a comprehensive alternatives analysis of more than 30 proposals from this group of stakeholders, including a deep dive into the technical and economic feasibility of each option.

The draft program out for public comment uses the existing water supply infrastructure to provide year-round water flows to 11 out of 12 miles of the Eklutna River. The studies and analysis indicate it will significantly benefit four species of salmon that are currently observed in the lower river, while balancing fish habitat with protection of the public water supply and renewable energy. You can read the entire draft program at [www.eklutnahydro.com](http://www.eklutnahydro.com)

The 1991 Agreement specifically requires the owners and the governor to consider eight items:

- Efficient and economical power production
- Energy conservation
- The protection, mitigation of damages to, and enhancement of fish and wildlife
- Protection of recreational opportunities
- Municipal water supplies
- The protection of other aspects of environmental quality
- Other public uses
- Requirements of state law

Among all 30 options investigated, each has pros and cons when considering the eight required items, and there are none without controversy, including a wide range of costs. There is no question the draft program is the result of trade-offs and tough choices. We believe the proposed program strikes a reasonable compromise among all eight required elements that creates significant fish habitat while protecting this important renewable energy asset and controlling ratepayer costs.

We recognize the co-op members served by this project are facing unprecedented times. The Cook Inlet gas supply used to power and heat our homes and businesses is uncertain and predicted to sharply escalate in price. Water returned to the river reduces available, dispatchable, renewable energy that cannot be replaced with wind or solar. Eklutna hydropower is also the least expensive power on the Railbelt, with the only reliable replacement for this power currently generated by natural gas, which grows more expensive and uncertain. At a time when the call for more use of

renewable energy is getting louder, it is the member-owned utilities' obligation to act responsibly to ensure the clean, low-cost energy provided by the hydro project is not unduly compromised while meeting the obligations of the 1991 Agreement.

We respect the history of the Eklutna people. We enjoy the Eklutna River watershed as many Alaskans do and understand its cultural significance to the Eklutna people. We believe the draft program proposed will promote fish habitat while continuing to provide reliable, clean, and affordable energy to Alaskans for decades to come. The owners are continuing to work with the agencies who signed the 1991 Agreement and NVE to find common ground so we can bring a satisfactory and successful final program to the governor this spring.

***Kolby Hickel*** is deputy municipal manager for the Municipality of Anchorage.

***Andrew Laughlin*** is chief operating officer of Chugach Electric Association.

***Tony Zellers*** is director of power supply for Matanuska Electric Association.

<https://www.adn.com/opinions/2023/07/27/opinion-eklutnas-complex-balance-of-science-fish-and-clean-energy/>

Alaskans from across the state enjoy the beauty and landscape of Eklutna Lake and the surrounding area. Hikers, campers, kayakers and a variety of other users can be found there on any given day throughout the year. Another important aspect of the Eklutna story and its many benefits is that the water from Eklutna Lake provides 90% of the Municipality of Anchorage's water supply and production of the lowest-cost renewable energy in Southcentral Alaska through the Eklutna Hydroelectric Project, which was constructed by the federal government in the 1950s.

Before the owners of the hydro project — Chugach Electric Association, Matanuska Electric Association and the Municipality of Anchorage — acquired the project in 1997, a Fish and Wildlife Agreement was executed in 1991 amongst the hydro project owners, the U.S. Fish and Wildlife Service, National Marine Fisheries Service and the state of Alaska. The 1991 agreement requires the hydro project owners to consult with state and federal agencies and other interested parties to develop and propose to the governor a program to protect, mitigate damages to, and enhance fish and wildlife resources affected by the project. The agreement also requires consideration of the impact of fish and wildlife measures on electric ratepayers, municipal water supply, recreational use and adjacent land use. We were required to initiate this consultation 25 years after purchasing the project and to repeat this process every 35 years.

The project owners initiated this effort roughly four years ago, more than three years early. Working with the other signatories to the 1991 agreement, the Native Village of Eklutna and many other groups that expressed interest in this effort, we have spent thousands of hours and roughly \$7 million to date studying the impacts of the project on fish and wildlife and working on developing the proposal that will go to the governor next year for final approval. The study effort has been expansive, and we have worked with dozens of agencies and groups compiling information, developing study plans, implementing two years of field work, preparing study reports, analyzing alternatives, and working collaboratively to come up with the recommended mitigation program. We invite anyone interested to explore the process and results of this effort available online at [www.eklutnahydro.com](http://www.eklutnahydro.com).

A [recent commentary](#) accused the Eklutna hydro project owners of not caring about the history of the Eklutna area, fighting to prevent salmon from returning to the Eklutna River, and a variety of other misdeeds. Those statements and accusations are false. As part of this effort, we have committed to returning water to the Eklutna River and we received 36 comprehensive alternatives from eight separate groups and agencies. We are analyzing the cost of each alternative, looking at the likelihood of success for future fish habitat, analyzing impacts on other uses such as hydropower, public water supply, recreation, and the impacts of mitigation measures on both ratepayers and

taxpayers as well as increased opportunities for the public benefit from water in the Eklutna River. We have provided special participant status to the Native Village of Eklutna, which was not listed in the initial congressional directive. As not-for-profit electric cooperatives and a local government entity, it is our obligation to study and recognize the costs of any possible mitigation measures and balance those with the other tradeoffs and benefits of the potential solutions. It is our obligation to each of you, our members and local taxpayers, who are responsible for the costs and future obligations to the project.

In the coming months, we will develop and release a draft recommended protection, mitigation and enhancement plan for review. There will be an opportunity for public comment, including two public meetings in January. Ultimately, the final proposal will go to the governor, and we have committed to including a separate comment table from the Native Village of Eklutna if we are not able to agree on the best path forward.

We are mindful that water in the river reduces available, dispatchable, renewable energy that cannot be replaced with wind or solar. Eklutna hydropower is also the least expensive power on the Railbelt, with the only reliable replacement for this power currently generated by natural gas, which is more expensive.

As we remain focused on the fine balance between efforts to reduce carbon, increase energy diversification, protect the environment, increase opportunities for salmon return where possible, provide a quality municipal water supply and ensure affordable, reliable power, we will finish out this process with the same transparency, integrity, respect and inclusiveness that has been the foundation of this project for the past four years. We will continue to work collaboratively with multiple agencies, committing resources to a science-based study process, to achieve the best possible outcome to comply with the 1991 Fish and Wildlife Agreement and meet the diverse needs of Alaskans.

***Kolby Hickel*** is the deputy municipal manager for the Municipality of Anchorage.

***Andrew Laughlin*** is chief operating officer for Chugach Electric Association.

***Tony Zellers*** is director of power supply, Matanuska Electric Association.

# University of Alaska Anchorage

*The Board of Regents of the University of Alaska  
upon recommendation of the University Faculty and by virtue  
of the Authority vested in Them by Law have conferred upon*

**Kolby A. Hickel**

*the degree of*

**Master of Business Administration**

**Business Administration**

**Emphasis: General Management**

*with all Rights, Privileges and Honors pertaining thereto*

**Given at the University of Alaska Anchorage, this month of May, A.D. 2009**



*Fran Ulmer*  
Chancellor

*Christina Henry*  
Chair of the Board of Regents

*Mark A. Allen*  
President of the University

# University of Alaska Anchorage

*The Board of Regents of the University of Alaska  
upon recommendation of the University Faculty and by virtue  
of the Authority vested in Them by Law have conferred upon*

**Holby A. Hickel**

*the degree of*

**Bachelor of Business Administration  
Management**

*with all Rights, Privileges and Honors pertaining thereto*

**Given at the University of Alaska Anchorage, this month of May, A.D. 2008**



*Ruth Hughes*  
Chair of the Board of Regents

*Fran Ulmer*  
Chancellor

*Mark A. Kew*  
President of the University



## EMPLOYMENT APPLICATION



CITY OF PALMER  
231 W Evergreen Avenue  
Palmer, Alaska 99645  
(907) 761-1302  
<http://www.palmerak.org>

Alcantra, John B.  
24-000 CITY MANAGER

Received: 3/1/24 1:11 PM  
For Official Use Only:

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: CITY MANAGER		EXAM ID# : 24-000
NAME: (Last, First, Middle) Alcantra, John B.		SOCIAL SECURITY NUMBER: [REDACTED]
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]		NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State [REDACTED] Number [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Some College		

## PREFERENCES

MINIMUM COMPENSATION: \$63.00 per hour; \$132,000.00 per year
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)
OBJECTIVE: Utilize my skill set to assist the citizenry of Palmer and surrounding areas.

## EDUCATION

DATES:	SCHOOL NAME: University of Alaska	
LOCATION: (City, State/Province) Anchorage, Alaska	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: Professional
DATES:	SCHOOL NAME: WAR College	
LOCATION: (City, State/Province) Sarasota, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
DATES:	SCHOOL NAME: Valhalla High School	
LOCATION: (City, State/Province) El Cajon, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

## WORK EXPERIENCE

DATES: From: 5/2019 To: Present	EMPLOYER: Alaska Job Corps Center	POSITION TITLE: Business and Community Liaison
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Cheralea Purcell - OA/CTS Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,500.00/month	
DUTIES: Currently serving in a management capacity as the direct link from the center director to the Alaska Business and Governmental communities. Serve in other capacities as needed to ensure smooth operations of the Alaska Job Corps Center. The Alaska Job Corps Center has 110 staff and a budget of over \$20 million annually.		
REASON FOR LEAVING: Looking to work for the City of Palmer		
DATES: From: 7/2016 To: 4/2019	EMPLOYER: Alcantra and Associates	POSITION TITLE: Consultant



ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: John Alcantra - Self	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$8,000.00/month	
DUTIES: Permit writing, NEPA review		
REASON FOR LEAVING: Took employment at the Don Young Alaska Job Corps Center		
DATES: From: 6/2014 To: 6/2016	EMPLOYER: Edward Jones	POSITION TITLE: Financial Advisor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Renee Ostramder - FA supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$7,500.00/month	
DUTIES: Member of national financial institution focused on assisting families in saving for children education funds and working with long-term investors to achieve their financial independence in retirement years. Primary duties included development and management of diverse clientele base and education about fiscal opportunities. * Develop and manage individual clientele base * Organize and communicate financial benefits for individual accounts * Participate in regional training opportunities		
REASON FOR LEAVING: Started own business		
DATES: From: 3/2002 To: 1/2014	EMPLOYER: National Education Association	POSITION TITLE: Government Relations Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Tom Harvey - Executive Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$10,500.00/month	
DUTIES: Member of senior public affairs and advocacy team responsible for planning and implementation of statewide education policy. Primary duties included organizing volunteers, facilitating trainings specific to member generation, strategic planning and budgeting for governmental responsibilities, and representing NEA-Alaska during the legislative session. * Direct all government relations with federal, state and local governmental entities * Liaison and interact with legislators, school board members and congressional delegation * Organize members for issues and candidate campaigns * Research and establish positions on state policies and practices * Coordinate with public affairs team, written and media campaigns for public consumption * Trainings and legislative fly-ins * Political Action Committee on Education (PACE) and Public Affairs budget * Addressed groups from 5-1500 people on education policy		
REASON FOR LEAVING: New career		
DATES: From: 9/2000 To: 3/2002	EMPLOYER: Alcantra & Associates	POSITION TITLE: Consultant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: John Alcantra - Owner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$9,000.00/month	
DUTIES: Provide consulting services for diverse clientele from political strategy to researching permitting actions needed for development. * Provided legislative and congressional consulting for clients, primarily municipalities and villages * Research permits for resource development projects * Represent clients as needed in Juneau during Legislative session		
REASON FOR LEAVING: NEA- Alaska Empliment		
DATES: From: 2/1997 To: 9/2000	EMPLOYER: Kenai Peninsula Borough	POSITION TITLE: Emergency Management Coordinator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Mike Navarre - Mayor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$6,000.00/month	

**DUTIES:**

\* Addressed groups from 5-1500 people on education policy  
1997 to September 2000

Appointed and hired by the KPB Mayor to provide borough wide emergency services, coordination and response. Represent the KPB in federal and statewide emergency functions including planning to implementation of disaster declaration efforts. Managed and supervised a staff of ten.

- \* Provide oversight for annual \$2 million dollar departmental budget
- \* Project manager for \$5 million hazardous mitigation project
- \* Managed three state disaster declarations and one federal declaration for flooding
- \* Liaison to local emergency planning committee and 911 board

**REASON FOR LEAVING:**

Moved to Anchorage

**DATES:**

From: 9/1994 To: 1/1997

**EMPLOYER:**

Federal Emergency Management  
Administration

**POSITION TITLE:**

Congressional Liaison Officer

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

**PHONE NUMBER:****SUPERVISOR:**

Richard Buck - Federal Coordinating Officer

**MAY WE CONTACT THIS EMPLOYER?**

☒ Yes ☐ No

**HOURS PER WEEK:**

40

**SALARY:**

\$6,500.00/month

**DUTIES:**

1994 to January 1997  
Richardson, AK

- \* Duty locations included: Anchorage, AK, Seattle, WA, and Washington DC
- \* Supervised up to 80 staff in Alaska Operations office
- \* Point of contact for Alaska Congressional Delegation and constituency
- \* Provide written and oral reports on activities

**REASON FOR LEAVING:**

Took job in KPB

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills**

Nothing Entered For This Section

**ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES****REFERENCE TYPE:**

Professional

**NAME:**

Barb Angaiak

**POSITION:**

NEA-Alaska President

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

**EMAIL ADDRESS:****PHONE NUMBER:****REFERENCE TYPE:**

Professional

**NAME:**

Tom Harvey

**POSITION:**

Executive Director

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

**EMAIL ADDRESS:****PHONE NUMBER:****REFERENCE TYPE:**

Professional

**NAME:**

Mike Navarre

**POSITION:**

Mayor

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

Kenai, Alaska

**EMAIL ADDRESS:****PHONE NUMBER:**

Agency-Wide Questions

1. Have you previously worked for the City of Palmer?  
No
2. Are you related to anyone who is currently employed by the City of Palmer?  
No
3. If you answered yes to the previous question, please provide the individual's name and department
4. Are you able to perform the essential functions of this job with or without reasonable accommodations?  
Yes
5. If you answered yes to the previous question, please explain:
6. Have you ever been terminated or asked to resign by a former employer?  
No
7. Have you been convicted of a misdemeanor within the past five years?  
No

APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City. I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that this application is not and is not intended to be a contract for employment or continued employment. I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

Yes

8. Have you attached examples of your written work? This material may include memos, reports or correspondence written by the applicant within the past two years and must be related to your previous or present employment. This material must not exceed six total pages.

Yes

Job Specific Supplemental Questions

1. Do you have a bachelor's degree in business administration or public administration or a related field and give years of responsible experience in the supervision or management of multi-faceted program?  
Yes
  2. Do you have a valid Alaska driver's license with an acceptable driving record or are you able to obtain a valid Alaska driver's license within thirty (30) days of hire?  
Yes
  3. APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information t  
I Agree
  4. Have you attached the required writing examples?  
Yes
  5. Have you attached your answers to the supplemental questions as noted in the job bulletin?  
Yes
- 

The following terms were accepted by the applicant upon submitting the online application:

*The information provided in this employment application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This authorization includes permission to check employment references. If selected for employment you may be required to supply proof of authorization to work in the U.S., have a physical examination and/or drug test, supply and/or authorize a criminal background check, supply and/or authorize a copy of your motor vehicle record (MVR), or sign a conflict of interest agreement and abide by its terms. I understand that acceptance of an offer of employment does not create a contractual obligation or permanent employment upon the City of Palmer. Employment may be terminated at any time at the option of the employee or City of Palmer.*

This application was submitted by John B. Alcantra on 3/1/24 1:11 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

**John B. Alcantra**

1155 W. Josselin

March 1, 2024

City of Palmer  
231 W. Evergreen Avenue  
Palmer, Alaska 99645

Dear Mayor Carrington and Palmer City Council Members:

Please allow me to introduce myself as a candidate for the Manager position. My name is John Alcantra and I am excited about this opportunity to serve in my hometown. I believe my years of experience and skill set will be beneficial to the City of Palmer on many levels. As a lifelong resident of Alaska, I have extensive knowledge about our community. As a current Palmer City Council member, I am aware of the issues Palmer faces now and into the future. I also have a working knowledge of the city of Wasilla, the Matanuska-Susitna Borough, the Kenai Peninsula Borough, The Municipality of Anchorage, State of Alaska and the federal government.

As a Palmer resident, I am passionate about working hard to ensure our city is in the best possible position, especially as we embark on large water and sewer and library projects. My experience compliments the focus areas of the job description, specifically supervision, governmental and regulatory affairs and financial background.

During my extensive career in Alaska, I have worked in the capacity as a Legislative Aide, Chief of Staff, Emergency Manager, and as Government Relations Director for the largest public union in Alaska. In addition, I have experience in the private sector as a financial advisor. These experiences included supervision of staff ranging from 5 to 90 employees, where I had responsibility for the hiring and performance evaluations, to terminating employment. My management style consisted of developing a team that felt valued and who were committed to doing their best for the community. A key strength for me as a supervisor is communication and clear definition of expectations.

In an environment where communities and/or organizations need to clearly articulate their objectives and have developed plans to secure additional state and/or federal funding it is necessary to have a strong background in governmental and regulatory affairs. My political acumen is probably my greatest strength I could bring to the City of Palmer. I know and understand the political process from the Local, State and congressional prisms.

My prior experience of 12 years advocating for Alaska's students as a Government Relations Director has provided insight to statewide education and health insurance issues and program development. In my tenure I trained and recruited over 200 public school employees to volunteer their time to represent their school districts and share their unique stories. I worked tirelessly to bring together diverse groups to raise the Base Student Allocation from \$4,010 in 2002 to \$5,680 in 2014. The increase outpaced inflation and allowed schools statewide to implement programs to assist Alaska's children. In this

capacity, I was responsible for developing the annual budget for my department and developing programs and learning opportunities to encourage volunteerism/activism.

My governmental and regulatory affairs also encompass my experience as the FEMA Chief of Staff where I oversaw the Miller's Reach Fire here in the Matanuska Susitna Borough. This position, along with other emergency response situations with the KPB provided me with the experience as an advocate for communities in peril and how to maneuver in a critical needs area.

Aside from my professional background, I am experienced in financial management. My positions have allowed me to manage multi-million dollar projects from cradle to grave. A key project I am proud of is the Port Graham cannery, creating a local economic opportunity for a viable resource. I was also active in large economic development projects such as the beginning of the Alaska SeaLife Center and working on a multi-million dollar hazard mitigation project at the Seward airport.

Lastly, I am passionate about raising my children in Palmer. I am involved with my community and its youth from serving on the Palmer City Council, The Palmer Church of God Board of Trustees, Mat-Su Miners Board, the American Red Cross Board of Directors, the Palmer Museum Board, and coaching basketball and soccer. I strongly believe in parental involvement and believe role modeling helps create a positive path for our youth.

My strength in management, political affairs and organizing, communication, financial experience and knowledge of Alaska would be added value to the City of Palmer . I look forward to the opportunity to discuss my background and credentials.

Please contact me at [REDACTED] or via email at [REDACTED] if you have any questions.

Sincerely,

John Alcantra

# John B. Alcantra

---

## Areas of Expertise and Knowledge

---

- ♦ Excellent Written & Oral Communication Skills
- ♦ Volunteer organizing
- ♦ Meeting facilitation
- ♦ Experienced political organizer and campaigner
- ♦ Project Management experience
- ♦ Proposal and Grant writing & management
- ♦ Union bargaining
- ♦ Financial management and investment

## Key Accomplishments & Awards

---

- ♦ Passed Series 7 & 66 Examinations and the Alaska Life Insurance Exam
- ♦ Education Lobbyist in Juneau for 12 Legislative sessions
- ♦ Established positive relationships with legislators of both parties
- ♦ 39% increase in base student allocation from 2002 to 2009
- ♦ 85% increase in K-12 funding over past decade with less students
- ♦ House Bill 273 - K-12 funding plan passed in 2008
- ♦ Established and tracked legislation to create Education Standing Committee – fostering increased dialogue on education issues
- ♦ House Bill 158 – Establishing a K-12 education fund for forward funding and reauthorization.

## Professional Experience

---

### Business and Community Liaison

Alaska Job Corps Center, Palmer, AK

May 2019 to Present

Currently serving in a management capacity as the direct link from the center director to the Alaska Business and Governmental communities. Serve in other capacities as needed to ensure smooth operations of the Alaska Job Corps Center. The Alaska Job Corps Center has 110 staff and a budget of over \$20 million annually.

### Consultant

July 2016 to April 2019  
September 2000 to March 2002

Alcantra & Associates, Palmer, AK and Anchorage, AK

Provide consulting services for diverse clientele from political strategy to researching permitting actions needed for development.

- ♦ Provided legislative and congressional consulting for clients, primarily municipalities and villages
- ♦ Research permits for resource development projects
- ♦ Represent clients as needed in Juneau during Legislative session

### Financial Advisor

Edward Jones, Palmer, AK

June 2014 to June 2016

Member of national financial institution focused on assisting families in saving for children education funds and working with long-term investors to achieve their financial independence in retirement years. Primary duties included development and management of diverse clientele base and education about fiscal opportunities.

- ♦ Develop and manage individual clientele base
- ♦ Organize and communicate financial benefits for individual accounts
- ♦ Participate in regional training opportunities

### **Government Relations Director**

March 2002 to January 2014

National Education Association, Anchorage, Anchorage, AK

Member of senior public affairs and advocacy team responsible for planning and implementation of statewide education policy. Primary duties included organizing volunteers, facilitating trainings specific to member generation, strategic planning and budgeting for governmental responsibilities, and representing NEA-Alaska during the legislative session.

- ♦ Direct all government relations with federal, state and local governmental entities
- ♦ Served as Bargaining Chair and Bargaining Spokesperson
- ♦ Liaison and interact with legislators, school board members and congressional delegation
- ♦ Organize members for issues and candidate campaigns
- ♦ Research and establish positions on state policies and practices
- ♦ Coordinate with public affairs team, written and media campaigns for public consumption
- ♦ Trainings and legislative fly-ins
- ♦ Political Action Committee on Education (PACE) and Public Affairs budget
- ♦ Addressed groups from 5-1500 people on education policy

### **Emergency Management Coordinator**

Feb. 1997 to

September 2000

Kenai Peninsula Borough, Soldotna, AK

Appointed and hired by the KPB Mayor to provide borough wide emergency services, coordination and response. Represent the KPB in federal and statewide emergency functions including planning to implementation of disaster declaration efforts. Managed and supervised a staff of ten.

- ♦ Provide oversight for annual \$2 million dollar departmental budget
- ♦ Project manager for \$5 million hazardous mitigation project
- ♦ Managed three state disaster declarations and one federal declaration for flooding
- ♦ Liaison to local emergency planning committee and 911 board

### **Congressional Liaison Officer & Chief of Staff**

Sept. 1994 to

January 1997

Federal Emergency Management Administration, Bothell, WA & Ft. Richardson, AK

- ♦ Duty locations included: Anchorage, AK, Seattle, WA, and Washington DC
- ♦ Supervised up to 80 staff in Alaska Operations office
- ♦ Point of contact for Alaska Congressional Delegation and constituency
- ♦ Provide written and oral reports on activities



## **Education**

---

General Studies focused on Political Science, University of Alaska and University of Arizona, Tucson, AZ  
High School Diploma, Valhalla High School, El Cajon, CA

## **Industry Related Trainings**

---

- ♦ Method and Techniques of adult learning
- ♦ National Staff Organization – WAR College
- ♦ Just Cause & Arbitrations
- ♦ NEPA Compliance & Hazards Mitigation

## **Volunteer**

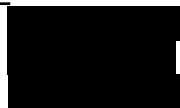
---

- ♦ City Council Member – City of Palmer
- ♦ Board of Directors – Palmer Church of God
- ♦ Palmer High School Swim & Dive Team Booster Vice-President
- ♦ Board of Directors – American Red Cross-Alaska
- ♦ Board of Directors - Kids are People

## **References**

---

Mayor Mike Navarre, Kenai, Alaska  
Tom Harvey, NEA-Alaska Executive Director  
Barb Angaiak, Former President NEA-Alaska, Bethel, Alaska



1. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Palmer.

Answer: First and foremost, I am interested and enthusiastic about being the city manager of Palmer. Why? Because I love Palmer. I went to Palmer High as have my four children, and I know this city and community well. My service on the Palmer city council has only served to increase my awareness of what our community needs now. The library, water projects and commitment to public safety are just some of the highlights. I'm ready to hit the ground running and work with the Mayor and Council to keep Palmer "Alaska at its Best!"

2. Please describe your professional experience working with elected officials and boards. Describe the responsibility you believe the City Manager has to the Mayor and City Council and to the citizens of the community. Describe how you see your role and interactions with the 1) Mayor; 2) City Council; and 3) City Clerk.

Answer: I worked as a department manager for the Kenai Peninsula Borough serving a population base of over 50,000 residents and a nine-member Assembly. All budget work, operational and capital, went through the Assembly process. As City Manager I would strive to foster not only relationships but partnerships with the Mayor and council members. Outreach is important in making sure all parties feel they are being listened to and supported and respected. I would make certain that the Clerk's office is kept abreast of any issues pertaining to their work. Also, I would listen to any ideas they may have to make not only the council meetings but the day to day run more smoothly.

3. Please explain your process for communicating critical and non-critical information to the Mayor and Council. How do you decide when or what is necessary to bring to the Mayor and Council's attention? How do you see your role as communicator to the Mayor and Council, staff, other governmental agencies, local businesses, and citizens?

Answer: I have always been able to synthesize complex data into understandable memorandums and white papers for busy professionals. That said, I would work with the utmost transparency, not only with elected officials, but also with the citizenry and other interested parties.

4. The citizens and city council members are very diverse. Describe how you would handle a situation where two people wanted to take you in opposite positions on the same project

Answer: I have spent more than two decades negotiating contracts, both on the management (KPB) and staff (NEA-AK) side. The art of compromise is something that I take very seriously. I relish all opportunities to create a win-win for council members and for the public. Whilst, that

is not always possible and I know at the end of the day, four votes on the council determines how I proceed as city manager.

5. Organization and planning is often a challenge when working in the community and juggling multiple tasks. How will you work to achieve the goals of this position while still completing paperwork, communicating effectively, and meeting the needs of Council, City Clerk, staff, and citizens?

Answer: I have never been shy about working hard. From leaving home at the age of 16, to putting in long hours in the legislature or at my other endeavors in my career. I'm well versed in strategic planning and also flexible enough to change course if needed. Now that my children are effectively raised (Youngest is 16) I have the time to put in extra hours when necessary.

6. Please describe any experience you have had facilitating economic development in a community. Please describe your involvement in a specific economic development project, from inception to completion including: 1) your role in the project; 2) any problems/issues you encountered; and 3) the results of the project.

I served as the Emergency Management Director and also as a project manager for the KPB. We had a \$6 million project in Seward that I was able to acquire the funding for and then more importantly work through the labyrinth of obtaining no less than a dozen permits for the project. From Corps of Engineers to the National Marine Fisheries Service, I brought all players to the table and the project was a success. 45 minutes before the project began I had to call the Commissioner of Environmental Conservation to finalize the last permit.

7. Explain your experience in developing, implementing, and monitoring a budget for a municipality.

With the Kenai Peninsula Borough I was responsible not only for Emergency Management and dispatch, but also the budgets for the full time fire departments of Nikiski and Central Emergency Services. All told the annual budget was north of \$8 million per year. Currently at Job Corps we have a staff of almost 100 and a budget of \$11 million per annum.



## **Don Young Alaska Job Corps Students, Staff, Supporters Celebrate 13<sup>th</sup> Annual National Job Corps Commencement Day**

August 4, 2023  
For Immediate Release

The Don Young Alaska Job Corps Center jumped ahead of 121 Job Corps centers across the country to celebrate the 13<sup>th</sup> Annual “National Job Corps Commencement Day” ceremony. Alaska held its commencement day two weeks early to allow for a special guest to attend, the National Director of Job Corps, Rachel Torres. We all congratulate the Job Corps students who showed *Job Corps Works!* by completing the program over the past couple of years.

Recent Job Corps graduates employed in Alaska, employer partners, local policymakers, community leaders, family members and many others recognized these students’ achievements and the investment they made in their futures and community.

National Director Rachel Torres made the long trip to Alaska in order to address the graduates. As keynote speaker she exclaimed “I don’t know every step of your journey and what led you to this place and moment, But I know it has been a journey. I also know that you fill my heart with pride.”

The Don Young Alaska Job Corps Center is one of 121 Job Corps centers located across the country. A unique national program, Job Corps offers underserved youth a set of diverse academic opportunities and career pathways tailored to meet the needs of business and industry. Each year, Job Corps gives tens of thousands of youth a second chance to complete their education and advance into careers, higher education or the military.

Job Corps has served more than 3 million out-of-work young adults and underserved youth nationally. Many are high-school dropouts or public-assistance recipients, and Job Corps helps them become active contributors to their communities.

Malyn Smith, the Center Director in Alaska, addressed the graduates “Here at the Don Young Alaska Job Corps Center, we challenge our students every day. Our graduates here today not only accepted the challenge, but moved far beyond it.”

Local business leaders attended the ceremony at the Don Young Alaska Job Corps Center to support a program that benefits the local economy. The average Job Corps center supports 228 local jobs, and every dollar invested in Job Corps returns almost \$2 to the local economy. Nationally, the 121 Job Corps centers support about 30,000 jobs, the vast majority of which are with private businesses.

Local community members who have worked with Job Corps volunteers also joined the celebration to congratulate many of their student volunteers. Job Corps students and staff work with local community-based organizations and nonprofits, logging many hours of volunteer service every year. For example, Don Young Alaska Job Corps Students worked recently with the United Way to distribute hundreds of backpacks stuffed with school supplies to needy families in the Mat-Su Borough.

“The 13th Annual National Job Corps Commencement Day is an extremely special day for our program,” said Anand Vimalassery, NJCA Interim President and CEO “The Job Corps community – our students, their families, center staff, operators, community leaders, employer partners and supporters – worked hard to transform futures that will lead to a lifetime of preparation and success. The devotion of our community is why Job Corps has such strong bipartisan support in Congress and why it continues to be the most successful job training program for America’s underserved youth.”

Contact:

John Alcantra, Business and Community Liaison, Don Young Alaska Job Corps Center.

[REDACTED]

Stacy Green, National Job Corps Association.

[REDACTED]

**Student Government Association Meeting Minutes**  
**April 20<sup>th</sup>, 2022**  
**SGA Meeting**

**Executive Board**

<b>President</b>	Greg Griffith	<b>Present</b>
<b>Vice President</b>	Chris Forman	<b>Present</b>
<b>Administrative Officer</b>	Vacant	<b>N/A</b>
<b>Treasurer</b>	Andrew Williams	<b>Present</b>
<b>Sergeant at Arms</b>	Dominick White	<b>Present</b>
<b>MD President</b>	Charles Green	<b>Present</b>
<b>WD President</b>	Paige Graves	<b>Present</b>
<b>Staff Advisor</b>	John Alcantra	<b>Present</b>
<b>Staff Advisor – Admin Support</b>	Michelle Gillum	<b>Present</b>
<b>Dignitary</b>		

<b>Supplemental SGA Board:</b>	
<b>Staff Guests:</b>	Roger Gossett
<b>Student Guests:</b>	
<b>Community Guests:</b>	

**Call to order:**

- Time: 12.06 pm

**Safety Moment:**

- **Heavy lifting**

- We are coming up on the portion of the year where most folks will be outside completely construction and yard projects. You want to make sure you have your proper PPE when heavy lifting as well as technique. Items like safety glasses, steel toe shoes, and sometimes gloves are recommended for heavy lifting. Follow proper lifting techniques by stretching, if possible keeping things at waist height or green zone of lifting. Make sure the path you are following is free from obstruction. It is also very important to follow proper lifting technique. Keeping your feet shoulder width apart, keep feet close to the object, get a firm grip on the object, keep your back straight, bend at the knees and stand up straight with your head perpendicular to the ground while engaging your core muscles.

**Treasury Report:**

➤ **\$5587.02**

**New Business:**

- Bingo incentives
  - Andrew Williams proposed that the 12 tablets currently on SGA property be used for bingo prizes and incentives for students.
  - **Discussion:** these items are obsolete and we were planning of disposing these so this would be another way to get them off SGA property.
    - **Motion:** Charles Green
    - **Second:** Paige Graves
    - **In Favor:** 6
    - **Opposed:** 0
    - **Abstain:** 0
- SGA Laptop
  - Gregory Griffith proposed he be able to acquire the Asus laptop that is obsolete from SGA for personal use. He will be deleting all previous information on Asus Laptop.
  - **Discussion :**
    - ❖ This will only be benefiting one student
    - ❖ Not everyone will be given that say opportunity
    - ❖ Would rather have it be assigned to the President position than to the person
  - **Motion:** Andrew Williams
  - **Second:** 0
  - **In Favor:** 0
  - **Opposed:** 0
  - **Abstain:** 0
  - **Proposal:** N/A

**Proposal Passed**

**6-0-0**

➤ SGA Obsolete Property

- Roger Gossett proposes that we dispose of the following items:
  - ❖ Theatre System, Home, Amplifier, Camera Lens, Camera Digital , Computer, Laptop, Console, Jeopardy w/ 3 Controllers, Console, Jeopardy w/ 3 Controllers, Controller, DSR Key, 10 Digital Camera, Electronic Drum Set, External Hard Drive, Feedback Ferret, Flash for Canon Digital Camera, Fountain, Chocolate, Guitar, electric, HP PhotSmart 7520 Printer, Image Scanner, Color, 3 Light, Dance, Machine, Pretzel, Microphone system, Microphone, Wireless, Mirror Ball, Motorized, Player, Dual Deck Karaoke, 2 Projector, Sound Bar, 2 Speaker, Tower, 3 Stand, Guitar, Television, 20" LCD Color, Tuner, Instrument, Woofer, Speaker System, Microwave, Basic Trainer, BluRay DVD Player, Guitar, Elec Acoustic, Guitar, Elec Pacifica, Portable Stereo, 25 Refrigerator, Table, Air Hockey.
- Discussion:
  - ❖ These items are either obsolete or broken.
  - ❖ Online sales/yard sales are not currently feasible because of the restriction with the public.
- Roger Gossett proposed tabling the proposal for the disposal of these items until SGA can determine action.
  - **Motion:** Paige Graves
  - **Second:** Dominic White
  - **In Favor:** 6
  - **Opposed:** 0
  - **Abstain:** 0

**Proposal Passed**

**6-0-0**

➤ **Open Discussion:**

- Amazon Gift Cards
  - ❖ May be a good way to provide incentives for students to stay in program
  - ❖ Each student could get a gift card or cash with a value of \$25 with 83 students that would be \$2075.00
    - We want to look at options less costly before send out incentive money
- Game stations
  - ❖ For incentives we could get new gaming stations for the dorms areas.
    - Already have games stations that are used rarely



- Part of the limited use could be from long updates that have to be done when accessing stations.
  - May be able to have a designated students volunteer do those updates continually so the games and services are available every time you access the game stations.
- Laptop Asus Obsolete
    - ❖ It may be a better idea to have the obsolete Asus Laptop as an incentive gifts for an event like that bingo tournament.

**Adjournment:**

➤ Time: 12:47 pm

**President:** \_\_\_\_\_  
**President**

**Administrative Officer:** \_\_\_\_\_  
**Administrative Officer**

**Staff Advisor:** \_\_\_\_\_  
**Michelle Gillum**

## EMPLOYMENT APPLICATION



CITY OF PALMER  
231 W Evergreen Avenue  
Palmer, Alaska 99645  
(907) 761-1302  
<http://www.palmerak.org>

Marsh, Patrick Shaun  
24-000 CITY MANAGER

Received: 2/1/24 2:40 PM  
For Official Use Only:

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: CITY MANAGER		EXAM ID# : 24-000
NAME: (Last, First, Middle) Marsh, Patrick Shaun		SOCIAL SECURITY NUMBER: [REDACTED]
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	ALTERNATE PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: [REDACTED] Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Master's Degree		

## PREFERENCES

MINIMUM COMPENSATION: \$72.11 per hour; \$150,000.00 per year
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends, On Call (as needed)
OBJECTIVE: To serve the local government in which I am employed and provide a high quality of life to the residents, businesses and visitors to the community.

## EDUCATION

DATES:	SCHOOL NAME: Northern Illinois University	
LOCATION: (City, State/Province) DeKalb, Illinois	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Public Administration		
DATES:	SCHOOL NAME: Augustana College	
LOCATION: (City, State/Province) Rock Island, Illinois	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business/Public Administration		

## WORK EXPERIENCE

DATES: From: 1/2021 To: 12/2023	EMPLOYER: Independent Consultant	POSITION TITLE: Consultant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	SALARY: \$0.00/month	
DUTIES: Consulting duties for public and private sector business. Land acquisition and due diligence for project development with federal and state authorities. Also write grant and loan applications through local, state, and federal government.		
REASON FOR LEAVING: n/a		
DATES: From: 1/2022 To: 1/2023	EMPLOYER: City of Fernley	POSITION TITLE: City Manager

ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Roy Edginton - Mayor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	SALARY: \$12,916.00/month	
DUTIES: Manage the day to day operations of the city, including the direct supervision of eight department heads and three appointed officials.		
REASON FOR LEAVING: Resigned due to new mayor being elected and wanting to select his own city manager		
DATES: From: 9/2015 To: 1/2021	EMPLOYER: City of Fitchburg	POSITION TITLE: City Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Jason Gonzalez - Mayor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$12,000.00/month	
DUTIES: Manage the day-to-day operations of the City. Supervise 15 department heads and report directly to the Mayor		
REASON FOR LEAVING: Voluntary Resignation		
DATES: From: 11/2007 To: 9/2015	EMPLOYER: City of Monona, WI	POSITION TITLE: City Administrator & Economic Development Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Robb Kahl - Mayor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$9,500.00/month	
DUTIES: Manage the day-to-day operations of the City. Manage 12 Department Heads.		
REASON FOR LEAVING: Career advancement		
DATES: From: 7/2004 To: 11/2007	EMPLOYER: Village of Coal Valley	POSITION TITLE: Village Administrator & Economic Dev. Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Stan Engstrom - Mayor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,500.00/month	
DUTIES: Managed the day to day operations for the Village of Coal Valley, Illinois.		
REASON FOR LEAVING: Career growth		

## CERTIFICATES AND LICENSES

Nothing Entered For This Section

## Skills

## OFFICE SKILLS:

Typing:  
Data Entry:

## OTHER SKILLS:

## LANGUAGE(S):

English - ☒ Speak ☒ Read ☒ Write

## ADDITIONAL INFORMATION

## Additional Information

Looking to attach my resume.

## REFERENCES

## REFERENCE TYPE:

Professional

## NAME:

Daniel Bahr

## POSITION:

Former Alderman, City of Fitchburg, WI.

## ADDRESS: (Street, City, State/Province, Zip/Postal Code)

## EMAIL ADDRESS:

## PHONE NUMBER:

REFERENCE TYPE: Professional	NAME: Roy Edgington	POSITION: Former Mayor, City of Fernley, NV
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Fernley, Nevada 89408		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Jacki Moxley	POSITION: HR Director, Fernley, NV
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Fernley, Nevada 89408		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: William Cole	POSITION: Attorney, City of Monona, WI
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Middleton, Wisconsin 53562		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Chris Armstrong	POSITION: Developer
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

Agency-Wide Questions

1. Have you previously worked for the City of Palmer?  
No
2. Are you related to anyone who is currently employed by the City of Palmer?  
No
3. If you answered yes to the previous question, please provide the individual's name and department
4. Are you able to perform the essential functions of this job with or without reasonable accommodations?  
Yes
5. If you answered yes to the previous question, please explain:
6. Have you ever been terminated or asked to resign by a former employer?  
Yes
7. Have you been convicted of a misdemeanor within the past five years?  
No

APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City. I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that this application is not and is not intended to be a contract for employment or continued employment. I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

Yes

9. Have you attached examples of your written work? This material may include memos, reports or correspondence written by the applicant within the past two years and must be related to your previous or present employment. This material must not exceed six total pages.  
Yes

Job Specific Supplemental Questions

1. Do you have a bachelor's degree in business administration or public administration or a related field and give years of responsible experience in the supervision or management of multi-faceted program?  
Yes
2. Do you have a valid Alaska driver's license with an acceptable driving record or are you able to obtain a valid Alaska driver's license within thirty (30) days of hire?  
Yes

APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information t

I Agree

4. Have you attached the required writing examples?  
Yes
5. Have you attached your answers to the supplemental questions as noted in the job bulletin?  
Yes

---

The following terms were accepted by the applicant upon submitting the online application:

*The information provided in this employment application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This authorization includes permission to check employment references. If selected for employment you may be required to supply proof of authorization to work in the U.S., have a physical examination and/or drug test, supply and/or authorize a criminal background check, supply and/or authorize a copy of your motor vehicle record (MVR), or sign a conflict of interest agreement and abide by its terms. I understand that acceptance of an offer of employment does not create a contractual obligation or permanent employment upon the City of Palmer. Employment may be terminated at any time at the option of the employee or City of Palmer.*

This application was submitted by Patrick Shaun Marsh on 2/1/24 2:40 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Patrick Marsh**  
ICMA Credentialed Manager



February 1, 2024

City of Palmer  
231 West Evergreen Avenue  
Palmer, AK 99645

To whom it may concern,

I am writing to convey my profound interest in the City Manager position at the City of Palmer. With over twenty-five years of unwavering dedication to the public sector, including nineteen years in local government management and extensive experience in the areas of planning, economic development, and finance having served over ten years as a director in these fields. I am confident in my capacity to provide leadership and play a pivotal role in steering the city toward a prosperous future.

Throughout my career, I have consistently demonstrated a steadfast commitment to visionary leadership and the implementation of effective management practices. I firmly believe in adopting a proactive and innovative approach to address the multifaceted challenges that local governments encounter. My exceptional communication skills have facilitated seamless collaboration with elected officials, community stakeholders, and staff, resulting in pragmatic solutions. As a recent City Manager, in Fernley, Nevada, I successfully navigated the intricacies of overseeing the fastest-growing city in the state, with a projected population increase from 23,500 to 40,000 by 2030.

My previous role as City Administrator in Fitchburg, Wisconsin, equipped me with invaluable experience in local government management. During my tenure, I not only maintained a balanced budget but also actively contributed to the community's growth through strategic economic development initiatives. Fitchburg's status as one of Wisconsin's fastest-growing and most diverse cities bears witness to the effectiveness of these efforts.

Now, as I express my interest in joining the City of Palmer, I wish to address a matter in the interest of transparency. A background check will substantiate my clean record. However, a search of social media may reveal an incident that transpired in October 2020, in South Carolina. It is important to note that all charges and associated actions related to this incident were promptly dismissed and have been expunged from my record.

Despite the just and legal resolution of this matter, the temporal gap between the incident and expungement had a profound impact on both my professional and personal life. Understandably, during this period, the elected officials in the community where I had served for nearly six years, Fitchburg, Wisconsin, expressed discomfort with the situation. Given the circumstances, I made the difficult decision to voluntarily resign from my position as City Administrator.

Please be advised that I possess several letters of recommendation, available upon request. Notably, I have recommendations from the former mayor of Fernley, NV., as well as the human resources director from the City of Fitchburg, WI.

I remain deeply committed to advancing my career in local government management and am eager to bring my extensive experience and skills to the City of Palmer. Should you require any additional information or have any concern pertaining to this matter, please do not hesitate to reach out to me. I am more than willing to furnish further details or address any inquiries you may have.

Thank you for considering my application, and I eagerly anticipate the opportunity to discuss how my qualifications align with the requirements of the position.

Sincerely,

*Patrick S. Marsh*

Patrick Marsh  
ICMA – Credentialed Manager



## ACADEMIC TRANSCRIPT

Northern Illinois University , DeKalb, Illinois 60115

NAME	ID NUMBER	BIRTHDATE	DATE PRINTED	PAGE
MARSH, PATRICK SHAUN			04/18/07	1
HIGH SCHOOL				

DEGREES EARNED AT NORTHERN ILLINOIS UNIVERSITY  
 M. P. A. MAY 14, 2005 SPEC: PA-PUBLIC MGMT & LEADERSHIP

COURSE TITLE	DEPT.	COURSE	CREDIT	GRADE	COURSE TITLE	DEPT.	COURSE	CREDIT	GRADE
ACCEPTED AS A STUDENT-AT-LARGE: JANUARY 13, 1997									
BASIS: B.A. DEGREE									
AUGUSTANA COLLEGE, ROCK ISLAND, ILLINOIS									
NOVEMBER 21, 1988									
SUMMER 1997									
SCOPE & DYNCS PUB ADM		PSPA 500	3.00	A	SUMMER 2001		PSPA 505	3.00	B
GRD TERM HRS 3.0 GPA 4.000 CUM HRS 3.00 GPA 4.000					ORGAN THEORY & BEHAV				
SUMMER 1997									
PUBLIC SECTOR REVENUE		PSPA 552	3.00	B	GRD TERM HRS 3.0 GPA 3.000 CUM HRS 27.00 GPA 3.560				
GRD TERM HRS 3.0 GPA 3.000 CUM HRS 6.00 GPA 3.500					FALL 2001				
FALL 1997									
PUBLIC BUDGETING AND		PSPA 510	3.00	B	DATA ANAL PUB ADMIN		PSPA 501	3.00	WP
GRD TERM HRS 3.0 GPA 3.000 CUM HRS 9.00 GPA 3.330					GRD TERM HRS 0.0 GPA 0.000 CUM HRS 27.00 GPA 3.560				
SUMMER 1998									
PUB PERSONNEL MGMT		PSPA 509	3.00	A	SUMMER 2003				
GRD TERM HRS 3.0 GPA 4.000 CUM HRS 12.00 GPA 3.500					INDP STDY IN PUB ADM		PSPA 592	3.00	C
FALL 1998									
TPCS: GROWTH MGMT		PSPA 559	3.00	B	GRD TERM HRS 3.0 GPA 2.000 CUM HRS 30.00 GPA 3.400				
GRD TERM HRS 3.0 GPA 3.000 CUM HRS 15.00 GPA 3.400					FALL 2003				
FALL 1998									
AMER PUBLIC POLICY		PSPA 420	3.00	A	INFO MGMT & DEC SUPP		PSPA 512	3.00	B
GRD TERM HRS 3.0 GPA 4.000 CUM HRS 18.00 GPA 3.500					GRD TERM HRS 3.0 GPA 3.000 CUM HRS 33.00 GPA 3.360				
ADMITTED TO THE GRADUATE SCHOOL: JANUARY 11, 1999									
SUMMER 1999									
LOCAL ECON DEV POLICY		PSPA 535	3.00	A	FALL 2004				
GRD TERM HRS 3.0 GPA 4.000 CUM HRS 21.00 GPA 3.570					PUB PROG EVAL METH		PSPA 504	3.00	B
SUMMER 2000									
LABOR-MGMT REL P SEC		PSPA 558	3.00	A	PUBLIC SECTOR RSCH		PSPA 599	3.00	S
GRD TERM HRS 3.0 GPA 4.000 CUM HRS 24.00 GPA 3.630					GRD TERM HRS 6.0 GPA 3.000 CUM HRS 39.00 GPA 3.330				
SUMMER 2005									
PUBLIC SECTOR RSCH									
GRD TERM HRS 1.0 GPA 0.000 CUM HRS 40.00 GPA 3.330									
*****									
* MASTER OF PUBLIC ADMINISTRATION									
* MAY 14, 2005									
* POLITICAL SCIENCE									
* SPEC: PA-PUBLIC MGMT & LEADERSHIP									
(CONTINUED)									

APR 18 2007



## Patrick Marsh – Professional Reference List 2023/2024

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Phone</u>	<u>email</u>
Jacki Moxley	HR Manager	Fernley, NV		
William Cole	City Attorney	Monona, WI		
Roy Edgington	Former Mayor	Fernley, NV		
Daniel Bahr	Former Alderman	Fitchburg, WI		
Chris Armstrong	Developer	Fitchburg, WI		
Jason Gonzalez	Former Mayor	Fitchburg, WI		
Rodd Rettler	Police Officer	Fitchburg, WI		
April Homme	Administrative Assistant	Fernley, NV		

# Patrick Marsh, ICMA – CM

## PROFESSIONAL OBJECTIVE

To utilize my public sector and local government experience, including local government management and economic development expertise, to provide exceptional community leadership, in an effort to make each community a better place to live, work, and play

## SIGNIFICANT ACCOMPLISHMENTS

Successfully managed a budget surplus in each of my nineteen years as a local government manager

Negotiated over twenty collective bargaining agreements with police, fire, public works and other public sector bargaining units

Wrote over fifty grant applications and was successful with grant awards nearly seventy-five percent of the time. Largest successful grant to date was a \$25 million grant from the U.S. Department of Transportation for a \$54 million road and bridge project in Fernley, Nevada (2022)

Recruited and hired over twenty department heads and other key staff members

Negotiated eighteen development agreements between the private sector and local government, including a \$300 million office/lab building in Fitchburg, Wisconsin

Coordinated the formation of sixteen tax-increment districts

Served in the role of lead economic development director for over fifteen years

## EDUCATION

**Northern Illinois University - DeKalb, IL | Master's Degree**

Public Administration, 06/2005

**Augustana College - Rock Island, IL | Bachelor of Arts**

Business/Public Administration & Political Science, 11/1988

## WORK HISTORY

### CITY MANAGER

01/2022 to 01/2023

**City of Fernley, NV – Fernley, NV** (23,600 population with a \$49 million operating budget)

Managed the day-to-day operations of the city

Responsible for leading annual budget preparation and implementation

Directly responsible for all operations in the Planning/Zoning, Engineering, Public Works, and Building Operations departments of the city. Managed over 70 employees, including 8 department heads

Successfully oversaw all economic development initiatives for one of the fastest growing communities in the State of Nevada

Coordinated a “Development Team” consisting of five department heads and their staff  
updated the emergency management plan and served in the role of emergency management coordinator  
Liaised with existing local businesses, promoted Fernley to prospective businesses  
Worked with regional economic development authorities, and state-wide development leaders

## **INDEPENDENT CONSULTANT**

01/2021 to present

Assisted local governments and private companies in economic development, planning, and community development initiatives  
Spearheaded due diligence and coordination of Local, regional, state, federal government due diligence and coordination  
Facilitated property acquisition for public and private sector expansion initiatives  
Implemented long-term growth initiatives by developing sustainable and profitable strategies  
Extensive grant writing and grant administration experience  
Coordinated development efforts with CEO’s and CAO’s

## **CITY ADMINISTRATOR**

09/2015 to 01/2021

**City Of Fitchburg - Fitchburg, WI** (33,000 population with a \$46 million operating budget)

Chief appointed official for the City of Fitchburg  
Utilized expertise mentoring, managing and developing 275 employees, including 18 department heads  
Primary contact for business recruiting, retention, expansion, and development  
Responsible for leading the annual budget preparation and implementation  
Coordinated relationships between local organizations and the city  
Responsible for the implementation of policy initiatives of the common council

## **CITY ADMINISTRATOR AND ECONOMIC DEVELOPMENT DIRECTOR**

11/2007 to 09/2015

**City Of Monona – Monona, WI** (8,300 Population with a \$13 million operating budget)

Chief Appointed Official for the City of Monona  
Managed 98 employees, including 12 department heads  
Primary contact for elected officials (Mayor and six Common Council members).  
Primary contact for business recruiting, retention, expansion, and development  
Facilitated all strategic planning initiatives  
Served in the role of Human Resources Director  
Responsible for leading the annual budget preparation and implementation  
Served in the role of Deputy Clerk to assist with local elections along with other statutory responsibilities

## **VILLAGE ADMINISTRATOR & ECONOMIC DEVELOPMENT DIRECTOR**

06/2004 to 11/2007

**Village of Coal Valley - Coal Valley, Illinois** (5,500 population with a \$4.6 million operating budget)

Chief appointed official for the Village

Served in the role of finance director, human resources director, planning/zoning director, and economic development director

Managed 25 employees, including 4 department heads

Primary contact for elected officials (Village President and six Trustees)

Primary contact for all planning and economic development activities

Responsible for leading the annual budget and implementation

## **ASSISTANT CITY MANAGER**

11/2003 to 06/2004

**City of Eldridge - Eldridge, Iowa** (5,800 population with a \$6.2 million operating budget)

Assisted the city manager with day-to-day operation of the city

Assisted the city manager with budget preparation and implementation

Responsible for all economic development, planning and zoning initiatives

Primary point of contact for all nuisances and property maintenance complaints

Liaison between elected officials and city staff

## **DIRECTOR OF OPERATIONS**

09/2000 to 11/2003

**iPower Distribution Group - Rock Island, IL**

Manager of a multi-disciplinary, twelve-member business conglomeration focused on providing one stop opportunities for industrial maintenance, repair and operations (MRO)

Oversight of day-to-day production activities in accordance with business objectives.

Staff liaison between members companies and industrial clients (Case IH, John Deere, and Honeywell)

Reported to a twelve-member Board of Directors

Managed twenty employees

## **SENIOR PLANNER**

02/1989 to 07/2000

**State Regional Commission - Rock Island, Illinois**

Primary contact for all transit and park/recreational initiatives in a two-state, five-county, and forty-four local governments in western Illinois and eastern Iowa

Assisted local governments with grant writing and grant administration

Principal planner for land and right-of-way acquisition for regional trails and park developments

Coordinated comprehensive regional planning and developed park and recreation master plan initiatives in coordination with local governments

Primary contact for the coordination of multi-use trail development with state-wide network of regional trail systems in northern Illinois

Assisted local governments with affordable housing and community development block grants (CBDG's)

## **VOLUNTEER & SERVICE ACTIVITIES**

Board of Directors - Illinois City/County Managers Association (ILCMA) 2005 - 2007

Board of Directors - Wisconsin City/County Manager Association (WCMA) 2008 - 2012

Board of Directors - Cities and Villages Mutual Insurance Company (CVMIC) 2014 - 2015

Volunteer Youth Coach - City of Monona Parks and Recreation (Baseball, Wrestling, Flag Football, & Soccer)

Active Church Member

Active in Social Organizations (Rotary, Optimist Club, Kiwanis, Moose)

Member of the Fernley, Nevada & Monona and Fitchburg, Wisconsin Chambers of Commerce





## 2017 Adopted Budget



City of Fitchburg

Common Council  
November 1, 2016

Adopted Budget

# 2017 Budget

## CURRENT CITY COUNCIL

### City of Fitchburg

*Steve Arnold  
Mayor*

District 1  
*Dorothy Krause  
Carol Poole*

District 2  
*Julia Arata-Fratta  
Patrick Stern*

District 3  
*Jason Gonzalez  
Council President,  
Dan Carpenter*

District 4  
*Jake Johnson  
Tony Hartmann*

## Table of Contents

Letter from City Administrator Patrick Marsh	1-3
Resolution Adopting the Operating Budget	4
<b><u>2017 Summary of Budget and Tax Levy, Charts &amp; Graphs</u></b>	
Summary of Budget and Tax Levy	5
2016 Property Tax Levies - 2017 Budget	6
Comparison of Taxes Paid	7
Tax Impact Analysis	8
2017 Budget Graphs/Pie-charts	9-13
<b>Fund Balance Projections &amp; Detail of Fund Balance Use</b>	
General Fund	14-15
All Funds	16
<b>Supplemental Information - Personnel Summary</b>	17
<b>Summary of Council Amendments to 2017 Budget</b>	18-19
<b>New Proposal Summary</b>	20-33
<b><u>Detailed 2017 Budget Information</u></b>	
<b>General Fund Expenditure Summary</b>	34
<b>General Fund Revenues</b>	35
<b>General Fund Expenditures</b>	
<b>General Government</b>	
Mayor & Council, Administration, Municipal Court, Legal	36
Clerk, Human Resources, Sustainability	37
Finance, Assessing	38
Insurance, Bldg & Grounds, Interdepartmental	39
<b>Public Safety</b>	
Police, Fire	40
Bldg Inspections, Other Public Safety	41
<b>Public Works/Mass Transit</b>	41
<b>Community/Human Services/Senior Center</b>	42
<b>Culture, Recreation, &amp; Education</b>	
Community Center, Parks	42
Recreation & Leisure	43
<b>Community Development</b>	
Planning & Zoning, Economic Development	44
<b>Transfers to Other Funds</b>	44



## **2017 BUDGET - TABLE OF CONTENTS CONTINUED**

### **Special Revenue Funds**

Park Dedication Fund	44
FACTv/Cable Fund	45
Refuse & Recycling Collection Fund	46
Police Training Fund	47
Police Drug Enforcement Fund	48
Community & Economic Development Authority	49
Library Services	50

### **Debt Service Fund**

Schedule of Indebtedness	52
--------------------------	----

### **Capital Projects Fund - General**

Capital Improvement Plan Summaries	54-57
------------------------------------	-------

### **Tax Increment Districts**

TID #4, Capital Project Fund	65
TID #6, Capital Project Fund	66
TID #7, Capital Project Fund	67
TID #8, Capital Project Fund	68
TID #9, Capital Project Fund	69
TID #10, Capital Project Fund	70

### **Enterprise Funds**

Water Utility	71-76
Sewer Utility	77-78
Storm Water Utility	79-80

### **Internal Service Funds**

Technology	81
Risk Management/Insurance	82

### **Tax Levy Notices and Other Information**

2016 Tax Roll Summary	83
Statement of Assessment	84-86
Changes in Equalized Values by Class & Item	87
Statement of Taxes	88-93
Tax Roll Certificate	94
Levy Limit Worksheet	95-96
TID Increment Worksheet	97-98
Referenda/Resolution Data	99-101
TID Increment Certification	102
State School Levy Tax Credit	103
Lottery Credit Notice	104
First Dollar Credit Notice	105
Overlying Jurisdictions Levy Certification	106-110
Transportation Aid Calculation	111

### **Annual Fee Schedule**

112-129
---------



**To the Residents and Taxpayers of the City of Fitchburg:**

Every summer beginning in July, City department heads begin the task of assembling recommendations for spending and revenue generation in the coming year. The City Council, along with various committees and boards, then evaluates these recommendations with the help of the City's Finance and Administration departments. After holding public meetings to review the budget, the City Council conducts a public hearing before taking final action on approving the budget. On November 1, 2016, the City Council approved the City's 2017 annual budget. On behalf of the City Council and staff, it is my pleasure to respectfully submit this adopted budget to you as laid out in the coming pages.

While the operating budget appears on its face to be just numbers – revenue and expenditures – the real function of a municipal budget is a statement of policy and decision making. This budget is a road map for city departments and staff with endorsement by our elected officials. We, as staff, use this document to guide our spending, staffing, and programming for the next 12 month period.

To begin, I must acknowledge the hard work by our Finance Department, and particularly the work of Finance Director Misty Dodge. Misty makes certain that the document is easy to follow yet exhibits the required accepted accounting standards. Misty's knowledge of sound municipal fiscal practices and understanding of local and state funding are a great asset to our community.

**Where Your Taxes Get Spent**

City Hall is where the majority of our property owners pay their property taxes. Checks are written out to the City; however, only about a third of the mill rate is actually attributable to City taxation. The table to the right demonstrates how the total tax levy is divided amongst the various taxing jurisdictions. It is not unusual for this to be misunderstood.

The average property owner in the City will experience a total tax bill increase of about \$315 (5.2%).

Taxing Jurisdiction	2016 Mill Rate per \$1,000 of Assessed Value	% Share of Mill Rate Total
Schools Districts Net of State School Tax Credit (average of three located in City)	\$10.2820	44%
City of Fitchburg	8.5401	37%
Dane County	3.2027	14%
MATC (Madison College)	.9880	4%
State of Wisconsin	.1736	1%
Total	\$23.1864	100%

Following is a summary of a few key bottom line details:

- **Property Values:** The City's assessed value as of January 1, 2016 stands at \$2.77 billion. This is an increase of \$108.8 million from a year prior (4.1%).
- **Tax Rate:** The City's assessed tax rate of \$8.54 is an increase from the prior year of \$0.25 (3.04%). Based on estimated fair market values (called equalized tax rate as it is a better comparison between our community and others in Wisconsin), the tax rate increased \$.22 to \$8.35 from a prior year rate of \$8.13.
- **Spending:** City expenditures within funds supported by property taxes (including transfers) for 2017 are \$37.7 million, an increase of \$2.4 million above 2016 budget levels (6.8%). If the transfers out of the general fund to the capital projects fund for two particular projects is excluded from both years, the increase is \$3.3 million (9.6%). The largest source of the increase was in the capital projects fund with expenditures of \$10.0 million or an increase of \$2.3 million (30.7%). There are several unique major projects planned for 2017 including the construction costs for Lacy Road from the community center to Syene Road. The general fund is the City's primary operating fund and,

when transfers are excluded, totaled \$19.1 million or an increase of \$.7 million (3.7%). More specific details of the changes are discussed in the Notable 2017 Budget Impacts' section of this message.

- **Tax Levy:** The City's tax levy is the amount we need to tax in order to fund operations and other financial obligations. The levy to fund the 2017 budget (excluding Tax Incremental Districts, or TID) totals \$21,501,214 and represents an increase of 8.8% over last year. During the past five years we have seen an average tax levy increase of 4.5% per year. The state imposes limits on local governments on how much we can increase our levy in a given year. This budget has the City below that limit by \$201,991.
- **Debt:** The State would allow the City to obligate taxpayers to \$141.5 million in outstanding debt. But, the City Council has adopted a policy to remain below 60% of the State's limit. At the end of 2016, the City will be sitting at 33.5% of the State's limit. This equates to a total debt obligation of \$47.4 million, with \$5.0 million due in principal payments in 2017. Our total spending to pay off debt in 2017 represents 23.2% of total City expenses, which is within the City Council's policy of 15%-25%.
- **Fund Balance:** The City Council adopted a policy that states that the City's general fund unassigned fund balance will be a minimum of 15%-25% of the total general fund annual revenues plus the amount of state shared revenue received during the previous year. This year's budget projection for the unassigned fund balance will be approximately 25.9% (\$5,436,564) as of December 31, 2016.
- **Average Residential Property Impact:** As of January 1 of 2016, the average single family residential property in the City is valued at \$272,800. For the average property the total property tax paid for City services totals \$2,330. This total is \$152 more than the prior year, representing a 7.0% increase.

### **Notable 2017 Budget Impacts**

The most significant changes included in the budget reflect what might be expected for a community that is experiencing sustained population growth like ours. Noted below are a few specific examples:

- The majority of the City's general fund is spent on wages and benefits. This is not surprising considering that at the heart of what a local government is, we are a service provider.
  - The cost in 2017 of providing all eligible steps, the change in the represented employee wages, and a pay for performance estimate results in an increase in the 2017 budget of approximately \$180,000.
  - The City's share of required contributions to the Wisconsin Retirement System increased for all categories of employees for a total increase of \$84,000 across all funds.
  - There were three structural deficits included in the 2016 adopted budget for new positions that were to start mid-year 2016. The two additional firefighters and the new outreach librarian with the July 1st start dates amounted to an approximately \$87,000 increase in the 2017 budget.
  - There were several new full-time positions approved for 2017. A shared public works/parks maintenance position, a FACTv supervisor or assistant manager position, and a utility engineering technician. Additional personnel position and hour changes are identified on the personnel budget summary.
- Keeping up with capital and infrastructure improvements is an ongoing task and accounts for \$10,000,030 in the 2017 budget. Some of the key capital projects planned for 2017 include:

#### **Project**

##### **Transportation/Street Improvements:**

Annual Street Reconstruction	\$795,000
Snow Plow Replacement	\$160,000
Road Grader Replacement	\$225,000
Lacy Road Reconstruction (Community Center to Syene)	\$6,149,000
Seminole Highway Path	\$250,000
McKee Road Phase II	\$490,000

##### **Building and Grounds Improvements:**

Door Access System	\$210,000
City Campus Building System Replacements	\$110,000
Public Safety Initiatives:	
Ambulance Replacement	\$128,227
Parks Improvements:	
McGaw Park Field Lights (east)	\$195,000
Nine Springs Golf Course Shelter (additional funding)	\$136,815

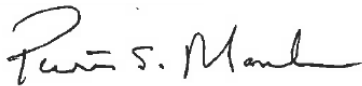
- There were also some significant revenue changes included in the 2017 budget. The largest is an \$187,000 increase in revenue for the general transportation aid (GTA) the City receives from the State that is based on the actual road expenditures and is capped at a 15% increase from the prior year. The largest decrease was \$75,000 for the non-cash, accounting-only adjustment for the court receivables and is based on the actual adjustment from 2015.
- Included in the City's five year plan was the intended use of fund balance from the general fund to support the land acquisition costs for the two new fire stations. Included in the 2016 budget was the transfer of \$1,187,000 from the general fund to the capital projects fund and the application of fund balance. Included in the 2017 budget is a delay of \$222,800 of that transfer and an additional \$136,815 transfer for the Nine Springs Golf Course shelter.

### **Conclusion**

Even with the increased expenditures noted above, it is important to note that a growing community requires ongoing investment. In the coming years we will have two new fire stations, several additional miles of road, and the possibility of a new police station or an addition to City Hall. All of these projects require investment and maintenance. It is also important to note that as our community continues to grow, our tax base will also grow, but so will the staff and equipment needed to manage, maintain, and operate those amenities. All of these items come at a price to the taxpayers of Fitchburg.

Finally, our City is fortunate to be served by highly talented professionals in our management ranks along with our front line staff. Not only do our department managers make good decisions during the budgeting process, they make good fiscal decisions all year long. There is a reason that we have built a healthy fund balance, and it centers on prudent and careful spending and preservation of City resources. In fact, employees at every level in our organization and in every department have played a role in assuring that taxpayers receive great services with great value.

Respectfully Submitted,



Patrick S. Marsh  
City Administrator

Mayor Arnold  
Introduced by

Finance  
Prepared by

Finance Committee, COW  
Referred to

September 13, 2016  
Date

## RESOLUTION R-157-16

### ADOPTING THE 2017 ANNUAL CITY OPERATING BUDGET

**WHEREAS**, the Mayor has prepared and the Finance Committee has reviewed the proposed budget of the City of Fitchburg for the year 2017; and

**WHEREAS**, a Summary of the Budget and Notice of Public Hearing was published by September 23, 2016; and

**WHEREAS**, public hearings were held on the budget on October 11, 2016 and November 1, 2016 by the Common Council; and

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

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

#### SECTION 1. 2017 Budget Adopted.

There is hereby adopted the 2017 Budget for the City of Fitchburg and appropriated out of the receipts of the City of Fitchburg for the year 2017, including monies received from the general property tax levy, special assessments, fee schedule and other sources of revenue as therein provided, for the various purposes therein specified, the amounts set forth in said Budget presented, or attached thereto or referenced by it.

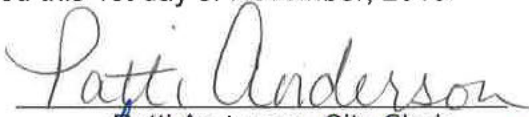
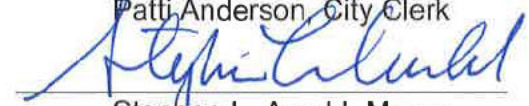
#### SECTION 2. Tax Levy Adopted

There is hereby certified to the City Clerk, a general property tax levy in the amount of \$21,501,214 on all of the taxable property within the City of Fitchburg for the year 2016 for the uses and purposes set for as expenditures in the Budget hereby adopted.

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

The City Clerk is hereby authorized and directed to spread the tax levied herein on the tax roll of the City of Fitchburg for the year 2016.

Adopted this 1st day of November, 2016.

  
Patti Anderson, City Clerk  
  
Stephen L. Arnold, Mayor

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

<b>PURPOSE</b>	<b>Actual 2015</b>	<b>Adopted 2016</b>	<b>Projected 2016</b>	<b>Adopted 2017</b>
<b>Expenditures:</b>				
General Government	3,288,940	3,295,037	3,168,095	3,307,050
Public Safety	9,641,685	10,559,084	10,329,379	10,998,245
Public Works	2,046,957	2,251,703	2,174,600	2,287,447
Health & Human Service	467,098	491,602	506,530	548,755
Culture, Rec. & Education	1,144,162	1,241,639	1,239,185	1,351,977
Conservation & Development	551,758	578,181	584,050	599,984
Other Financing Uses	0	1,267,000	1,048,795	409,615
Total General Fund	17,140,600	19,684,246	19,050,634	19,503,073
Library Fund	2,112,032	2,159,028	2,175,671	1,798,788
Debt Service Fund	5,208,291	5,770,668	5,917,221	6,361,257
<b>Total City Expenditures</b>	<b>24,460,923</b>	<b>27,613,942</b>	<b>27,143,526</b>	<b>27,663,118</b>
<b>Revenues:</b>				
General Fund Tax Levy	13,009,594	13,774,089	13,773,838	14,279,560
General Fund Other Revenue	18,011,403	19,684,246	19,416,656	19,503,073
Total General Fund	31,020,997	33,458,335	33,190,494	33,782,633
Library Tax Levy	1,604,133	1,663,679	1,663,679	1,731,219
Library Other Revenue	2,160,343	2,159,028	2,175,671	1,798,788
Total Library	3,764,476	3,822,707	3,839,350	3,530,007
Debt Service Tax Levy	3,618,232	3,607,587	3,607,587	4,059,220
Debt Service Other Revenue	5,272,968	5,770,668	6,080,977	6,361,257
Total Debt Service Fund	8,891,200	9,378,255	9,688,564	10,420,477
<b>Total City Non-Capital Revenues</b>	<b>43,676,673</b>	<b>46,659,297</b>	<b>46,718,408</b>	<b>47,733,117</b>
Capital Projects Fund Levy	1,145,386	723,888	723,888	1,431,215
Total City Levy	19,377,345	19,769,243	19,768,992	21,501,214
City Portion Of TID Levy	1,230,313	2,261,232	2,261,232	2,127,395
Total Tax Levy Including TID	20,607,658	22,030,475	22,030,224	23,628,609
<b>Assessed Value</b>	2,592,798,500	2,657,971,530		2,766,790,100
Tax Rate - City	5.0176	5.1822		5.1611
Tax Rate - Library	0.6187	0.6259		0.6257
Tax Rate - Debt	1.3955	1.3573		1.4671
Tax Rate - Capital Project	0.4418	0.2723		0.5173
Tax Rate - Other (TID)	0.4744	0.8508		0.7689
Tax Rate - Total City	7.9480	8.2885		8.5401
<b>Equalized Value</b>	2,623,964,200	2,711,401,700		2,830,645,500
Tax Rate - City	4.9580	5.0801		5.0446
Tax Rate - Library	0.6113	0.6136		0.6116
Tax Rate - Debt	1.3789	1.3305		1.4340
Tax Rate - Capital Project	0.4365	0.2670		0.5056
Tax Rate - Other (TID)	0.4689	0.8330		0.7516
Equalized Tax Rate - Total City	7.8536	8.1242		8.3474

**CITY OF FITCHBURG**  
**2016 PROPERTY TAX LEVIES - 2017 BUDGET**

<b>Purpose</b>	<b>Levy Amount</b>	<b>Tax Rates Per \$1,000</b>	<b>Levy Inc/(Dec)</b>	<b>Rate Inc/(Dec)</b>	<b>Percent Total</b>
General City	14,279,560	5.1611	3.67%	-0.41%	20.56%
Library	1,731,219	0.6257	4.06%	-0.03%	2.49%
Debt	4,059,220	1.4671	12.52%	8.09%	5.84%
Capital Projects	1,431,215	0.5173	97.71%	89.97%	2.06%
TID Allocation	2,127,395	0.7689	-5.92%	-9.63%	3.06%
<b>Total City</b>	<b>23,628,609</b>	<b>8.5401</b>	<b>7.26%</b>	<b>3.04%</b>	<b>34.02%</b>
Madison Public Schools (including TID)	17,179,434	12.1954	2.33%	-0.98%	24.73%
Oregon Public Schools (including TID)	3,601,107	12.0001	10.04%	0.79%	5.18%
Verona Area Public Schools (including TID)	12,970,166	12.2589	2.85%	-0.85%	18.67%
Madison Area Technical College (including TID)	2,733,668	0.9880	8.72%	4.44%	3.94%
Dane County (including TID)	8,861,330	3.2027	3.90%	-0.19%	12.76%
State of Wisconsin	480,378	0.1736	4.40%	0.29%	0.69%
<b>Total Property Tax Levy (including TID)</b>	<b>69,454,691</b>		<b>4.91%</b>		<b>100.00%</b>
<u>Gross Assessed Tax Rate by School District</u>					
Madison School District		25.0998		0.67%	
Oregon School District		24.9045		1.56%	
Verona School District		25.1633		0.73%	
School Credit	5,172,468	1.8695	0.22%	-3.72%	
<b>Net Tax Levy</b>	<b>64,282,223</b>		<b>5.30%</b>		
<u>Net Assessed Tax Rate by School District</u>					
Madison School District		23.2303		1.04%	
Oregon School District		23.0350		2.01%	
Verona School District		23.2938		1.11%	
<u>Net Equalized Tax Rate by School District</u>					
Madison School District		22.7033		0.74%	
Oregon School District		22.5124		1.70%	
Verona School District		22.7654		0.80%	
Assessment Ratio		0.97731414			
<u>Assessed Valuation</u>					
	2015	2016	Percent of Total	Increase	Percent Increase
City of Fitchburg (Total)	2,657,971,530	2,766,790,100	100.00%	108,818,570	4.09%
Madison School District	1,363,202,800	1,408,678,800	50.91%	45,476,000	3.34%
Oregon School District	274,870,400	300,089,100	10.85%	25,218,700	9.17%
Verona School District	1,019,898,330	1,058,022,200	38.24%	38,123,870	3.74%

**Notes:**

- 1) Levy amounts include TID allocations for all jurisdictions.
- 2) This schedule does not include Lottery Credits or First Dollar Credits.

**CITY OF FITCHBURG  
COMPARISON OF TAXES PAID**

<b>Budget Year</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Equalized Value (TID in)	2,447,132,400	2,503,773,000	2,623,964,200	2,711,401,700	2,830,645,500
Percent increase (decrease)	-1.71%	2.31%	4.80%	3.33%	4.40%
Assessed Value	2,450,235,700	2,514,568,400	2,592,798,500	2,657,971,530	2,766,790,100
Percent increase (decrease)	0.25%	2.63%	3.11%	2.51%	4.09%
Average Residential Assessed Value	263,400	256,900	262,448	262,800	272,800
Percent increase (decrease)	-0.60%	-2.47%	2.16%	0.13%	3.81%
Tax Rate per 1,000 for City Purposes (TID in)	7.56	7.84	7.95	8.29	8.54
Percent increase (decrease)	-0.21%	3.70%	1.37%	4.28%	3.04%
City Taxes Paid on Average Residential	1,991	2,014	2,086	2,178	2,330
Dollar increase (decrease)	(17)	23	72	92	152
Percent increase (decrease)	-0.85%	1.16%	3.57%	4.41%	6.98%
Net Tax Rate per 1,000 for All Jurisdictions					
Madison Schools	22.24	22.89	22.59	22.99	23.23
Percent increase (decrease)	1.38%	2.94%	-1.33%	1.78%	1.04%
Oregon Schools	22.92	23.49	22.62	22.58	23.04
Percent increase (decrease)	0.76%	2.51%	-3.71%	-0.19%	2.01%
Verona Schools	23.50	23.50	22.68	23.04	23.29
Percent increase (decrease)	1.61%	0.02%	-3.50%	1.58%	1.11%
Total Taxes Paid on Average Residential					
Madison Schools	5,858	5,881	5,928	6,042	6,337
Dollar increase (decrease)	45	23	47	114	295
Percent increase (decrease)	0.77%	0.39%	0.80%	1.92%	4.88%
Oregon Schools	6,037	6,036	5,937	5,934	6,284
Dollar increase (decrease)	9	(1)	(99)	(3)	350
Percent increase (decrease)	0.15%	-0.02%	-1.64%	-0.05%	5.90%
Verona Schools	6,189	6,038	5,953	6,055	6,355
Dollar increase (decrease)	61	(151)	(85)	102	300
Percent increase (decrease)	1.00%	-2.44%	-1.41%	1.71%	4.95%
Other Charges/Credits:					
Utility Fire Protection	-	-	-	-	-
Rubbish/Recycling	142.00	152.00	142.00	150.00	158.00
Lottery Credit					
Madison Schools	105.95	129.31	131.39	126.86	150.18
Oregon Schools	112.24	134.23	131.77	127.15	147.81
Verona Schools	117.56	133.72	132.40	125.91	150.99
First Dollar Credit					
Madison Schools	76.01	75.93	77.64	78.53	79.86
Oregon Schools	80.52	78.81	77.86	78.71	78.60
Verona Schools	84.34	78.52	78.24	77.95	80.29

**Notes:**

- 1) In 2009 the Utility Fire Protection Charge was removed from the tax bill and replaced by a quarterly charge on utility bills.
- 2) First Dollar Credit was established by 2007 Wisconsin Act 20, first appearing on tax bills for 2009.
- 3) Total taxes paid represent the amount before lottery credit, first dollar credit or rubbish charge.



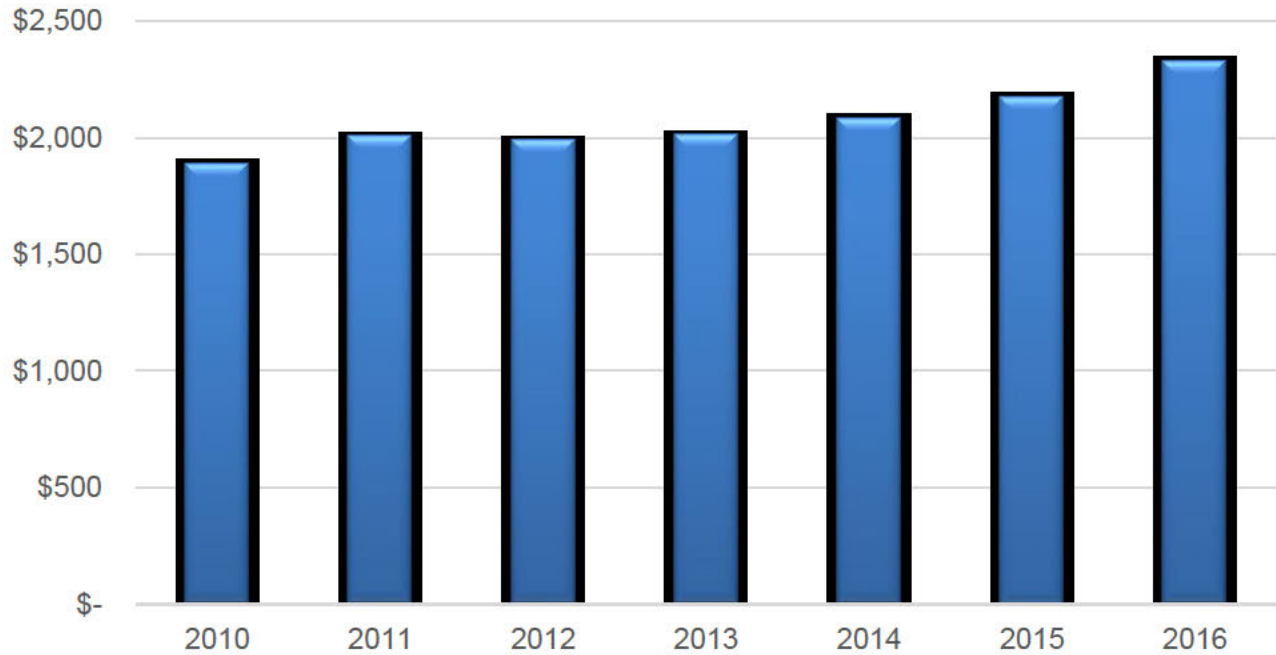
**CITY OF FITCHBURG  
TAX IMPACT ANALYSIS**

	Budget 2015		Budget 2016		Budget 2017	
General Fund Tax Levy	13,009,593		13,774,089		14,279,560	
General Fund Budget	17,697,346		19,684,246		19,503,073	
Assessed Value	2,592,798,500		2,657,971,530		2,766,790,100	
Average Home Assessed Value		262,448		262,800		272,800
Service Area:						
General Government:						
Mayor & Council	68,063	5.06	88,828	6.15	90,730	6.55
Municipal Court	164,776	12.26	175,388	12.13	170,149	12.28
Administration, Legal, HR	572,562	42.60	677,108	46.85	654,674	47.26
General Technology (see Note 3)	386,539	28.76	-	-	-	-
Clerk	354,105	26.35	431,301	29.84	399,454	28.84
Finance	326,322	24.28	337,442	23.35	350,336	25.29
Assessing	408,587	30.40	429,544	29.72	448,251	32.36
Public Safety:						
Police (including MPSIS)	6,716,208	499.75	6,983,457	483.16	7,189,417	519.01
Fire	2,497,422	185.83	2,629,737	181.94	2,761,840	199.38
Other Public Safety	552,850	41.14	583,461	40.37	690,792	49.87
Building Inspection	345,138	25.68	362,429	25.08	356,196	25.71
Mass Transit	425,000	31.62	475,000	32.86	557,000	40.21
Public Works	1,714,245	127.56	1,776,703	122.92	1,730,447	124.92
Senior Center	433,172	32.23	491,602	34.01	548,755	39.61
Parks Department:						
Parks	806,418	60.01	855,408	59.18	917,331	66.22
Recreation	283,295	21.08	311,056	21.52	345,613	24.95
Zoning & Planning	329,897	24.55	351,658	24.33	364,912	26.34
Economic Development	207,912	15.47	226,523	15.67	235,072	16.97
Other General Fund	1,104,835	82.22	2,497,601	172.80	1,692,104	122.15
Total General Fund	17,697,346	1,316.85	19,684,246	1,361.88	19,503,073	1,407.92
Library		162.38		164.49		170.69
Debt Service		366.25		356.70		400.22
Capital Projects		115.95		71.56		141.12
Tax Increment District		124.51		223.59		209.76
City Tax on Average Home		2,085.94		2,178.22		2,329.71
Other Jurisdictions						
Madison School Tax		3,172.60		3,236.54		3,326.91
MATC Tax		248.01		248.61		269.53
County Tax		827.89		843.25		873.70
State Tax		45.06		45.49		47.36
Credits						
School Credit		(451.07)		(510.28)		(510.00)
Lottery Credit		(131.39)		(126.86)		(150.18)
First Dollar Credit		(77.64)		(78.53)		(79.86)
Total Average Net Tax		5,719.40		5,836.44		6,107.17
Dollar increase (decrease)		43.52		117.04		387.77

**Notes:**

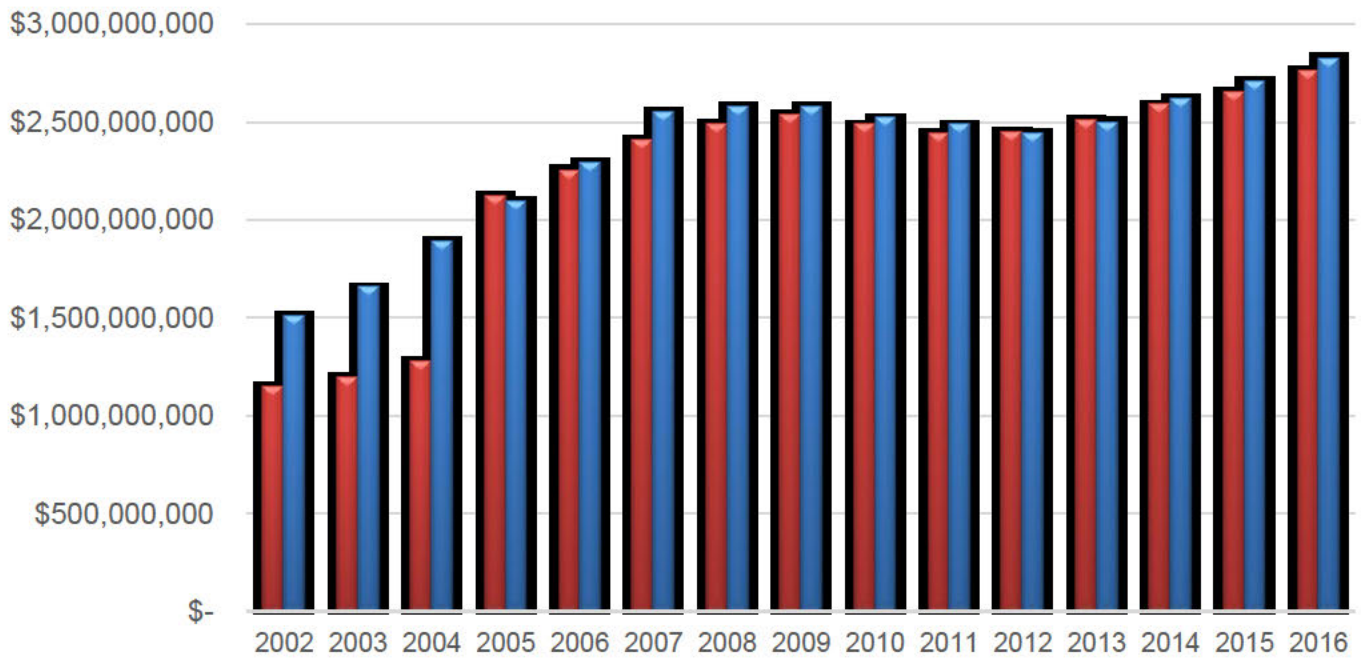
- 1) In 2009 the Utility Fire Protection Charge was removed from the tax bill and replaced by a quarterly charge on utility bills.
- 2) First Dollar Credit was established by 2007 Wisconsin Act 20, first appearing on tax bills for 2009.
- 3) Technology (aka Info System) was included as a separate service area in the General Fund for the 2014 & 2015 budget. In the 2016 budget a new internal service fund was created for technology and an allocation of the total costs was allocated to each of the other service areas. Also note that MPSIS costs are included within the Police Department public safety budget.

### City of Fitchburg City Taxes on an Average Home



Tax Roll Year	Average Home Value	City Tax on Average Home
2010	265,100	1,890
2011	265,000	2,008
2012	263,400	1,991
2013	256,900	2,014
2014	262,448	2,086
2015	262,800	2,178
2016	272,800	2,330

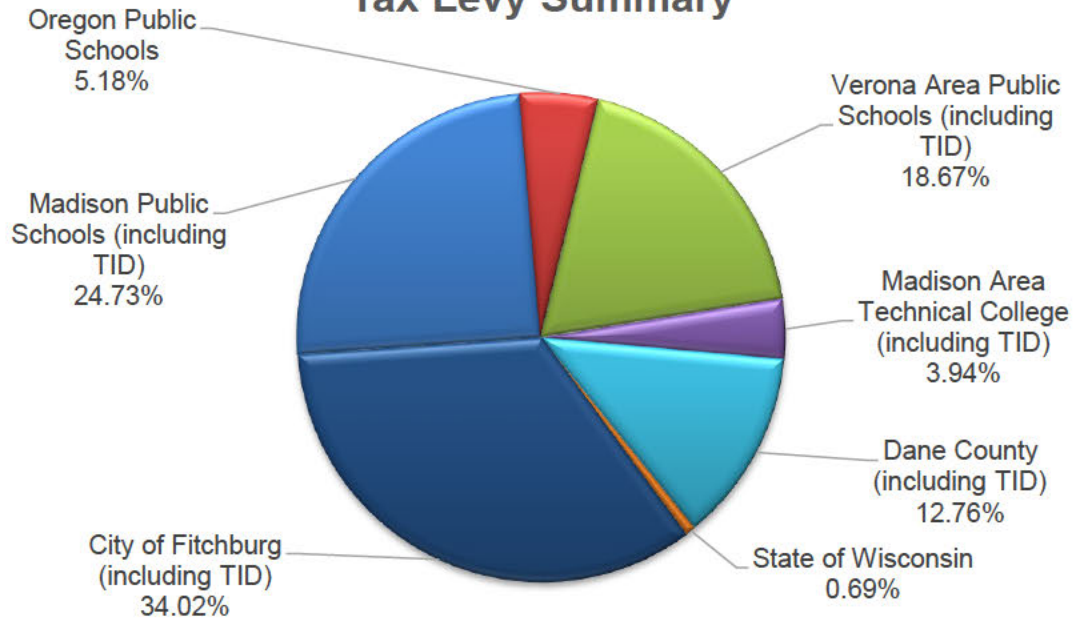
### City of Fitchburg Assessed and Equalized Value (TID in)



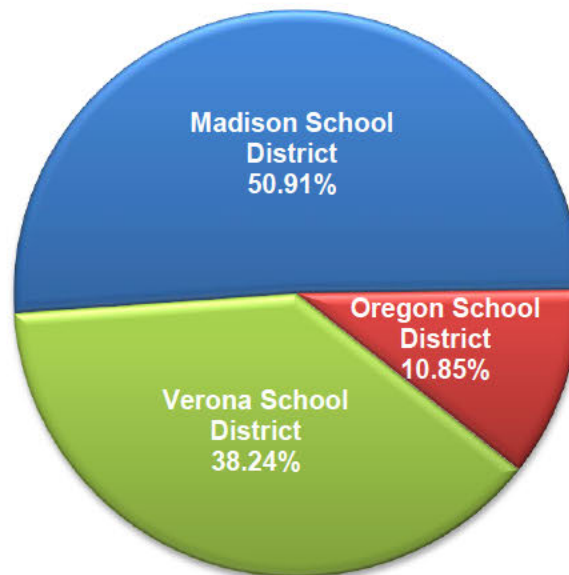
Tax Roll Year	Assessed Value	Equalized Value
2002	1,152,718,125	1,516,111,600
2003	1,198,870,065	1,659,614,900
2004	1,283,840,895	1,892,988,500
2005	2,125,066,172	2,098,978,800
2006	2,258,755,020	2,296,882,600
2007	2,410,192,040	2,557,266,700
2008	2,495,173,890	2,582,601,800
2009	2,539,792,799	2,582,226,200
2010	2,490,026,800	2,524,627,800
2011	2,444,146,000	2,489,764,900
2012	2,450,235,700	2,447,132,400
2013	2,514,568,400	2,503,773,000
2014	2,592,798,500	2,623,964,200
2015	2,657,971,530	2,711,401,700
2016	2,766,790,100	2,830,645,500

\*Revaluation

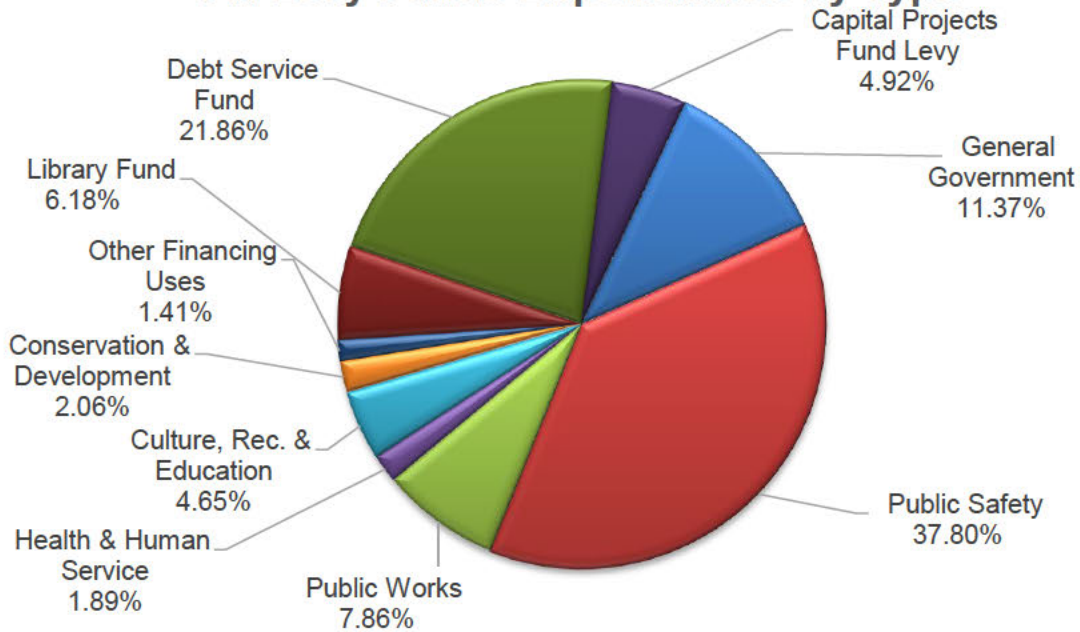
### City of Fitchburg 2016 Tax Roll/2017 Budget Tax Levy Summary



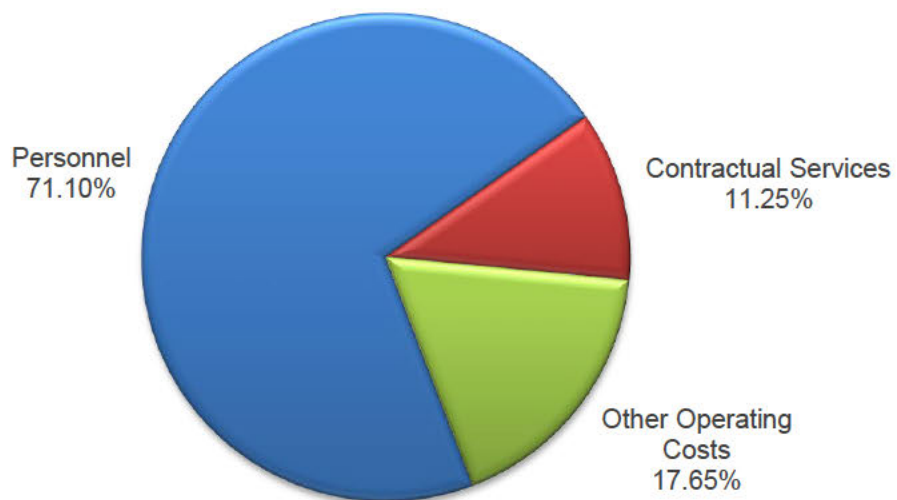
### City of Fitchburg 2016 Tax Roll/2017 Budget Assessed Value by School District



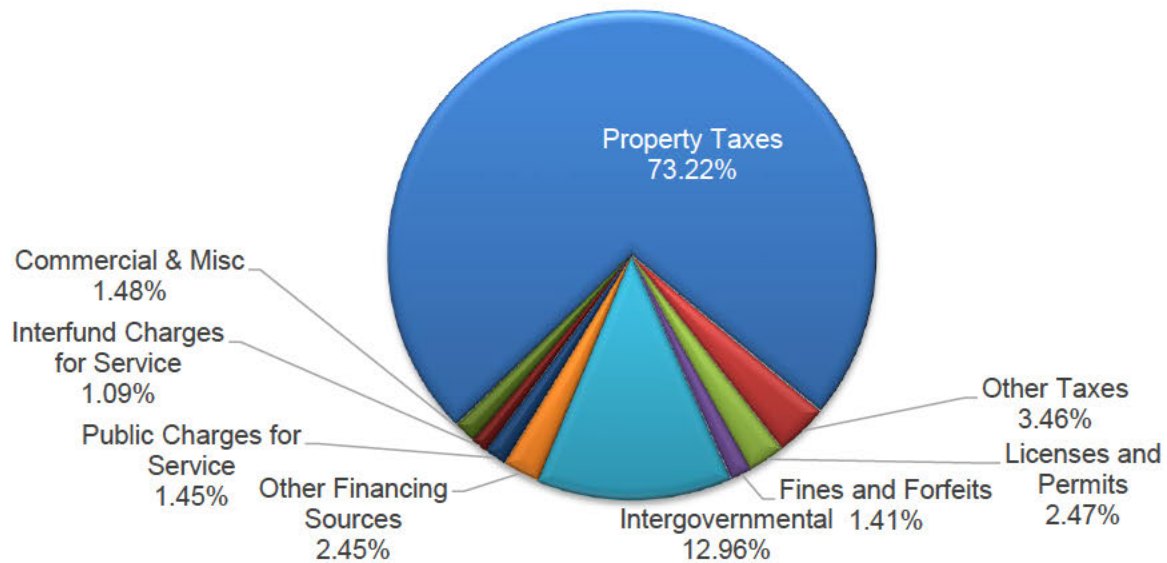
# **City of Fitchburg 2017 Budget All Levy Funds Expenditures by Type**



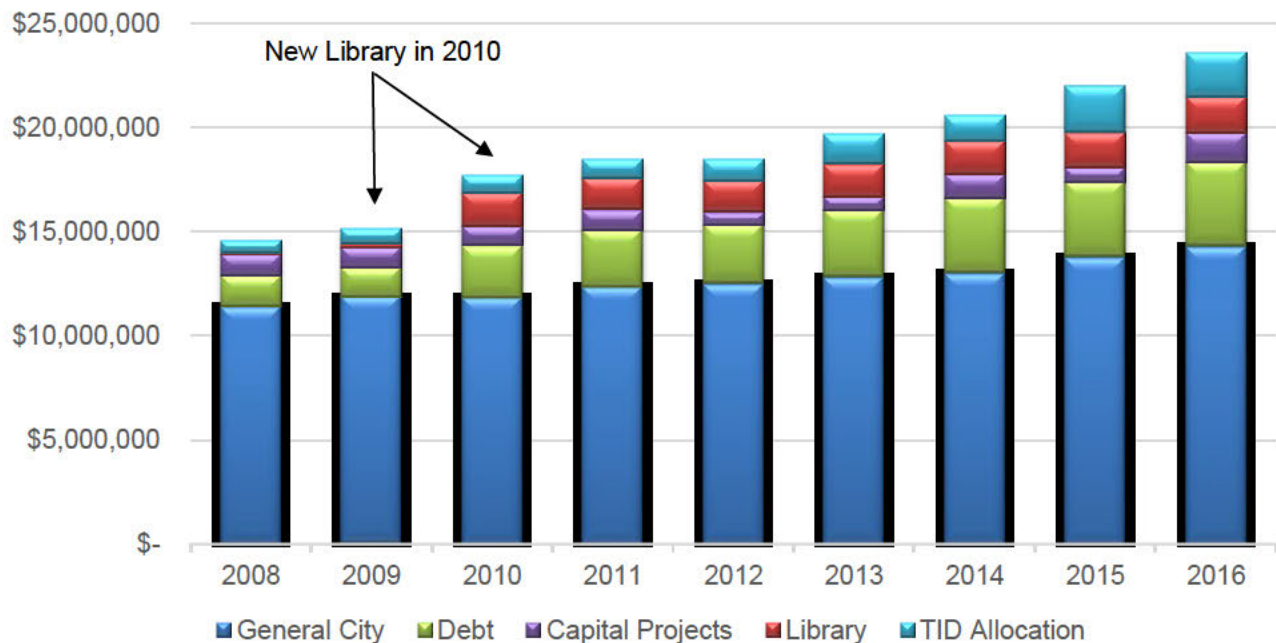
# **City of Fitchburg 2017 Budget General Fund Expenditures by Class**



## City of Fitchburg 2017 Budget General Fund Revenues by Type



## City of Fitchburg Tax Levy History





### **2016 FUND BALANCE PROJECTIONS**

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

General Fund Balance at December 31, 2015 per Audit		\$ 7,640,897
Non spendable	\$ 405,800	
Restricted	\$ 53,539	
Assigned	\$ 1,974,201	
Unassigned	\$ 5,207,357	
	<u>\$ 7,640,897</u>	
Budgeted Use of Fund Balance for 2016	\$ 1,267,000	
<b>Estimated Surplus (Use) at December 31, 2016</b>		<b>\$ (678,178)</b>
Estimated General Fund Balance at December 31, 2016		\$ 6,962,719
Non spendable	\$ 405,800	
Restricted	\$ 53,539	
Assigned	\$ 1,066,816	
Unassigned	\$ 5,436,564	
	<u>\$ 6,962,719</u>	
Use of Fund Balance approved in 2017 budget (detail follows)		\$ 359,615
<b>Estimated General Fund Balance at December 31, 2016</b>		<b>\$ 6,603,104</b>

### **Estimated Unassigned Portion of Fund Balance**

Estimated Unassigned General Fund Balance at 12/31/2016		\$ 5,436,564
2016 State Shared Revenues		\$ (483,849)
<b>TOTAL FUND BALANCE &amp; STATE SHARED REVENUES</b>		<b><u>\$ 4,952,715</u></b>
2017 Adopted Optg Budget (excl transfers)	\$ 19,143,458	
Estimated 12/31/2016 Undesignated/Unreserved Fund Balance as a % of 2017 Budgeted Expenditures plus prior year state shared revenues		<b>25.87%</b>

## **2017 PROPOSED USE OF FUND BALANCE/EXPENDITURE RESTRAINT FUNDS**

### **Criteria for Use of Fund Balance or Expenditure Restraint:**

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

### **FUND BALANCE USE - General Fund**

Fire Station Land Acquisition	\$	222,800
Nine Springs Golf Course Improvements	\$	136,815
<b>Total</b>	<b>\$</b>	<b>359,615</b>

### **EXPENDITURE RESTRAINT - Capital Projects Fund**

Project Number	Description	Approved Expense
1012	IT Upgrade & Replacement	\$ 75,000
2137	Police Vehicle #65	\$ 27,500
2138	Police Vehicle #67	\$ 23,000
2139	Police Vehicle #69	\$ 27,000
2302	Ambulance Replacement	\$ 128,227
3101	Public Works Equipment Replacement	\$ 219,273
		<b>\$ 500,000</b>



FUND BALANCE PROJECTIONS						
FUND	ACCOUNT	Audited Fund Balance 12/31/15	Estimated 2016 Revenues	Estimated 2016 Expenditures	Estimated Fund Balance 12/31/16	Increase/ (Decrease)
100	General Fund	\$ 7,640,897	\$ 18,372,456	\$ 19,050,634	\$ 6,962,719	\$ (678,178)
	2017 Budgeted General Fund Expenditures (excluding transfers)				\$ 19,143,458	
	Estimated Fund Balance Percentage					36.37%
<b><u>SPECIAL REVENUE FUNDS</u></b>						
	202 Park Dedication	\$ 1,511,189	\$ 131,499	\$ -	\$ 1,642,688	\$ 131,499
	207 FACTv (Cable)	\$ 595,880	\$ 339,217	\$ 416,074	\$ 519,023	\$ (76,857)
	213 Refuse & Recycling	\$ 299,604	\$ 934,317	\$ 931,523	\$ 302,398	\$ 2,794
	221 Police Training	\$ 19,299	\$ 15,862	\$ 20,000	\$ 15,161	\$ (4,138)
	222 Police Drug Enforcement	\$ 917	\$ -	\$ -	\$ 917	\$ -
	225 CEDA	\$ 746,652	\$ 322,579	\$ 390,723	\$ 678,508	\$ (68,144)
	227 Cemetery	\$ 10,465	\$ 3,250	\$ -	\$ 13,715	\$ 3,250
	250 Library	\$ 407,912	\$ 2,185,536	\$ 2,175,671	\$ 417,777	\$ 9,865
<b><u>DEBT SERVICE</u></b>						
	300 Debt Service	\$ 203,490	\$ 5,921,347	\$ 5,917,221	\$ 207,616	\$ 4,126
<b><u>CAPITAL PROJECTS</u></b>						
	400 Capital Projects	\$ 3,796,056	\$ 12,072,809	\$ 8,167,638	\$ 7,701,227	\$ 3,905,171
<b><u>TAX INCREMENT DISTRICTS</u></b>						
	404 TID 4	\$ 5,135,082	\$ 4,646,975	\$ 3,471,336	\$ 6,310,721	\$ 1,175,639
	406 TID 6	\$ 2,417,131	\$ 2,665,217	\$ 1,407,606	\$ 3,674,742	\$ 1,257,611
	407 TID 7	\$ 349,464	\$ 159,072	\$ 1,000	\$ 507,536	\$ 158,072
	408 TID 8	\$ (24,510)	\$ 5	\$ 2,000	\$ (26,505)	\$ (1,995)
	409 TID 9	\$ (27,663)	\$ -	\$ 45,000	\$ (72,663)	\$ (45,000)
	410 TID 10	\$ (3,896)	\$ -	\$ 25,000	\$ (28,896)	\$ (25,000)
<b><u>OTHER</u></b>						
	430 Municipal Building	\$ (12,462)	\$ -	\$ -	\$ (12,462)	\$ -
	700 Technology ISF (new '16)	\$ -	\$ 778,875	\$ 738,224	\$ 40,651	\$ 40,651
	<b>TOTAL</b>	<b>\$ 23,065,507</b>	<b>\$ 48,549,016</b>	<b>\$ 42,759,650</b>	<b>\$ 28,854,873</b>	<b>\$ 24,932,824</b>
<b>NET ASSETS</b>						
	602 Water Utility Capital Improvements	\$ 42,297,964	\$ 3,229,256	\$ 2,326,660 \$ 1,982,716	\$ 43,200,560	\$ 902,596
	603 Sewer Utility Capital Improvements	\$ - (a)	\$ 2,474,177	\$ 2,472,500 \$ 796,567	\$ 1,677	\$ 1,677
	604 Stormwater Utility (SUD) Capital Improvements	\$ 16,977,420	\$ 1,221,193	\$ 982,300 \$ 421,490	\$ 17,216,313	\$ 238,893
		<b>\$ 59,275,384</b>	<b>\$ 6,924,626</b>	<b>\$ 5,781,460</b>	<b>\$ 60,418,550</b>	<b>\$ 1,143,166</b>

(a) - Water and Sewer utilities combined for 2015 audit purposes. Will split to new funds after 2016 audit is complete.

**City of Fitchburg  
Personnel Budget**

	2016 Budget			2017 Budget		
	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours	Permanent FT/PT FTE	On Call/ Seasonal/ LTE Hours	Overtime Hours
Administration	2.00	-	-	2.00	-	-
Municipal Court (a)	1.50	760	-	1.50	760	-
Legal	1.60	-	-	1.40	-	-
Clerk's Office	4.00	4,855	140	4.00	1,100	110
Human Resources	1.50	-	-	1.50	-	-
Finance	6.00	520	25	6.00	520	25
Assessing	4.00	-	24	4.00	-	24
Bldg. Inspection	3.50	-	60	3.50	-	60
Bldg & Grounds	5.00	-	150	5.00	-	150
Senior Center	5.30	250	-	5.80	250	-
Parks	5.60	5,344	306	5.60	3,820	306
Recreation	2.00	3,527	60	2.00	4,277	60
Planning & Zoning	3.00	660	90	3.00	660	90
Economic Development	2.00	-	-	2.00	-	-
Police Department (b)	61.00	3,213	3,670	61.00	3,213	3,670
Fire Department	22.00	52,276	2,218	23.00	49,350	2,580
Public Works	13.10	940	680	14.20	940	730
<b>TOTAL - General</b>	<b>143.10</b>	<b>72,345</b>	<b>7,423</b>	<b>145.50</b>	<b>64,890</b>	<b>7,805</b>
Library	16.25	-	-	16.75	-	-
FACTv	2.50	1,560	-	3.00	1,560	-
Water/Sewer Utilities	5.00	2,619	200	6.00	2,619	300
Stormwater Utility	2.00	600	60	2.00	840	60
Technology	5.00	900	120	5.00	900	120
<b>TOTAL - Other</b>	<b>30.75</b>	<b>5,679</b>	<b>380</b>	<b>32.75</b>	<b>5,919</b>	<b>480</b>
<b>Grand total</b>	<b>173.85</b>	<b>78,024</b>	<b>7,803</b>	<b>178.25</b>	<b>70,809</b>	<b>8,285</b>

**Notes**

- (a) FTE amounts do not include Mayor/Council/Judge (elected officials).  
(b) Additional funding is included in the Police Department for a potential future grant match requirement.  
(c) Employees are shown based on the department worked within, not where the hours are allocated.

**Changes from 2016 to 2017**

- 1) Reduced City Attorney from .6 to .4 FTE.
- 2) Reduced LTE staff, poll worker hours, and overtime in Clerks Department for elections.
- 3) Added additional part-time Senior Center Office Assistant.
- 4) Removed Parks LTE position (1,524 hrs).
- 5) Added Community Center Event Supervisor on-call position (750 hrs).
- 6) Added full-year of funding for two Firefighter positions hired mid-2016.
- 7) Reduced Paid-on-Call hours as a result of full year of new Firefighter positions.
- 8) Increased overtime hours in Fire Department.
- 9) Added Public Works/Parks Shared Maintenance position (shown in PW).
- 10) Increased Sustainability Specialist from .5 to .6 FTE to address solar initiatives.
- 6) Added full-year of funding for Outreach Librarian position hired mid-2016.
- 12) Replaced part time FACTv Cable Operator position with full-time Assistant Manager/Supervisor position.
- 13) Added Utility Engineering Technician position.
- 14) Increased Utility Supervisor overtime hours.
- 15) Increased Stormwater Intern hours for solid waste functions.

City of Fitchburg  
Summary of Proposed Council  
2017 Budget

#	Sponsor	Description	Action 11/1/16	Original Amount	Amend Amount	GENERAL FUND			LIBRARY	CAPITAL PROJECTS		OTHER
						Impact on Expend (ERP)	Levy Impact	Fund Balance Applied	Levy/ERP Impact	Levy/ERP Impact	Other Revenue	
<b>Council Amendments</b> <u>(see amendment forms for detail by account number)</u> *The description was changed to reflect the amended version of the amendment, where appropriate.												
1	Carpenter	Remove plowing OT for Utility Workers	passed as amended	\$ (176,946)	\$ (1,859)	\$ (1,859)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Carpenter	Disallow Mayor out-of-state travel	passed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Arata-Fratta	Add an administrative intern	failed	\$ 12,039	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Arata-Fratta Carpenter Krause	Establish a new grant fund to be administered by CEDA	passed as amended	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Stern	Delay additional police officer position; retain \$27K for potential future grant match requirement	passed as amended	\$ (94,479)	\$ (67,479)	\$ (67,479)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Arata-Fratta	Delay additional police officer position	withdrawn	\$ (94,479)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Gonzalez	Add the fire Division Chief of Prevention and Inspection	failed	\$ 119,257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Hartmann Carpenter	Fixed route ride-sharing - east-west Fitchburg	passed as amended	\$ 69,000	\$ 69,000	\$ 53,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000	
9	Stern	Delay senior center front desk position	withdrawn	\$ (29,900)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Stern	Remove parks FTE from LTE position NP; remove current LTE position	passed as amended	\$ (44,343)	\$ (70,084)	\$ (70,084)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Krause	Amending Parks New Proposal #25	failed	\$ 10,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Hartmann	Fitchburg solar investment	passed as amended	\$ 95,909	\$ 86,364	\$ 6,364	\$ -	\$ -	\$ -	\$ 80,000	\$ -	
13	Arata-Fratta	Reinstate construction funding for CIP #3477 - Seminole Highway path (from Dawley to Capital City Trail)	passed as amended	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	
14	Arata-Fratta	Remove additional Engineering Technician	withdrawn	\$ (89,289)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (89,289)	
15	Stern	Delay fund balance use for fire station land	passed	TBD	\$ 222,800	\$ -	\$ 222,800	\$ -	\$ -	\$ 222,800	\$ -	
<b>Omnibus Detail</b>												
A Shared Revenue Estimate Received from DOR 100-4341-000 STATE SHARED REVENUES				\$ 5,000	\$ 5,000	\$ -	\$ (5,000)	\$ -	\$ -	\$ -	\$ -	\$ -
B Municipal Services Payment Estimate Received from DOA 100-4361-000 PAYMENTS FOR MUNICIPAL SERVICE				\$ (3,285)	\$ (3,285)	\$ -	\$ 3,285	\$ -	\$ -	\$ -	\$ -	\$ -
C Remove Transit NP#42 After Defeat of Resolution R-113-16 100-5352-200 METRO TRANSIT SERVICES				\$ (152,300)	\$ (152,300)	\$ (152,300)	\$ (152,300)	\$ -	\$ -	\$ -	\$ -	\$ -
D Transportation Aid Estimate Received from DOT 100-4353-000 STATE HIGHWAY A DS				\$ (7,000)	\$ (7,000)	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -
E Computer Exemption Values Received from DOR 100-4354-000 COMPUTER AID				\$ 25,000	\$ 25,000	\$ -	\$ (25,000)	\$ -	\$ -	\$ -	\$ -	\$ -
409-4354-000 STATE COMPUTER A D				\$ 128,000	\$ 128,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (128,000)	
F Assessing Technician Reclassification 100-5153-110 SALAR ES & WAGES-ASSESSORS OFC				\$ -	\$ 1,062	\$ 1,062	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100-5153-131 FICA				\$ -	\$ 82	\$ 82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100-5153-132 WRS				\$ -	\$ 73	\$ 73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G Implement Insurance Internal Service Fund various New Fund, New Account Object for Transfers eff 3/1/17				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AMENDMENTS				\$ 22,949	\$ 535,374	\$ 57,659	\$ (200,856)	\$ 222,800	\$ -	\$ -	\$ 552,800	\$ (201,289)

City of Fitchburg  
Summary of Proposed Council  
2017 Budget

**EXPENDITURE RESTRAINT COMPLIANCE**

CPI (increase from 10/1 - 9/30) 0.9% final 11/1/16  
Net new construction 2.988%  
Allowed increase for expenditure restraint \$ 593,732 needs to less than limit when rounded to nearest 100th of a %

	Amount	Over/(Under) Allowed Limit
Prior year general fund expenditures + library levy + capital levy (Note a)	\$ 22,071,813	n/a
Mayor's proposed budget (w/o omnibus)	\$ 22,607,848	\$ (57,697)
Mayor's proposed budget (w/ omnibus)	\$ 22,456,765	\$ (208,780)
Budget with Council amendments (as proposed) - Note: includes duplicates	\$ 22,243,588	\$ (421,957)
Budget with Council amendments (as adopted)	\$ 22,665,507	\$ (38) \$ 593,694

(a) - The DOR changed it's interpretation of what items are to be included in the expenditure restraint calculation to include the property taxes levied for other funds.

**PROPERTY TAX LEVY**

Total assessed value \$2,766,790,100 final from DOR 10/26/16  
Total equalized value (TID in) \$2,830,645,500  
Total equalized value (TID out) \$2,575,789,200  
Average home value \$272,800  
Last year's assessed value tax rate \$8.2885  
Total allowed levy per levy limit imposed by State \$21,703,205

	Property Tax Levy	City Share TID Increment	Estimated AV Tax Rate	Change From Prior Year	City Share Taxes on Avg Home	Change from PY on Avg Home	Available Levy Limit
Mayor's proposed budget (w/o omnibus)	\$ 21,702,070	\$ 2,147,268	\$8.62	4.00%	\$ 2,351	\$ 173	\$1,135
Mayor's proposed budget (w/ omnibus)	\$ 21,531,272	\$ 2,130,369	\$8.55	3.18%	\$ 2,333	\$ 155	\$171,933
Budget with Council amendments (as proposed) - Note: includes duplicates	\$ 21,299,595	\$ 2,107,446	\$8.46	2.07%	\$ 2,308	\$ 130	\$403,610
Budget with Council amendments (as adopted)	\$ 21,501,214	\$ 2,127,395	\$8.54	3.04%	\$ 2,330	\$ 152	\$201,991

City of Fitchburg  
2017 New Proposals  
Adopted Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP	#	Dept	Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
					Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
1		Admin	<b>Intern for Admin, Finance, Economic Development Special Projects</b>										
			LTE/Seasonal Wages	100-5115-120			10,000						
			FICA	100-5115-131			765						
			Worker's Compensation	100-5154-595			24						
			Computer Equipment & Licenses	100-5115-570	500								
			Training	100-5115-325	500								
			HR - Recruitment	100-5143-250	250								
			<b>Total Proposal - Year 1</b>	<b>12,039</b>				2,500	9,539		-		-
2		Clerk	<b>Wireless Modems for Election Equipment</b>										
			Election Costs	100-5142-390	840	3,530							
			<b>Total Proposal - Year 1</b>	<b>4,370</b>					4,370		840		840
3		Admin HR	<b>Increase Hours for HR Specialist - Recruitment (.5 to .625 FTE)</b>										
			Salaries & Wages	100-5143-110			5,954						
			FICA	100-5143-131			455						
			WRS (a)	100-5143-132			2,024						
			Health (b)	100-5143-160			-						
			Life (a)	100-5143-161			79						
			Disability (a)	100-5143-162			185						
			Dental (b)	100-5143-163			-						
			Worker's Compensation	100-5154-595			14						
			<b>Total Proposal - Year 1</b>	<b>8,711</b>					8,711		-		-
4		Fin	<b>Outsourced Tax Bill Mailing</b>										
			Other Contractual	100-5152-290	1,000								
			Office Supplies & Postage	100-5152-310	(750)								
			<b>Total Proposal - Year 1</b>	<b>250</b>					250		250		250

City of Fitchburg  
2017 New Proposals  
Adopted Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP	#	Dept	Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
					Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
5	Assess		<b>Assessing Costs for Town of Madison</b>										
			LTE - Seasonal Wages	100-5153-120			3,392						
			LTE - FICA	100-5153-131			259						
			LTE - Worker's Compensation	100-5154-595			8						
			LTE - Computer	100-5153-570		250							
			LTE - HR Recruitment	100-5143-250		210							
			Residential - Overtime	100-5153-115			6,725						
			Residential - FICA	100-5153-131			514						
			Residential - WRS	100-5153-132			457						
			Residential - Life	100-5153-161			18						
			Residential - Disability	100-5153-162			42						
			Residential - Worker's Compensation	100-5154-595			16						
			Tech - Overtime	100-5153-115			6,178						
			Tech - FICA	100-5153-131			473						
			Tech - WRS	100-5153-132			420						
			Tech - Life	100-5153-161			16						
			Tech - Disability	100-5153-162			38						
			Tech - Worker's Compensation	100-5154-595			15						
			Commercial - Comp Time	100-5153-110			-						
			Office Supplies and Postage	100-5153-310	250								
			Lateral Filing Cabinet	100-5153-355		1,205							
			<b>Total Proposal - Year 1</b>	<b>20,486</b>					20,486		-		-
6	Assess		<b>Assessing Office Equipment</b>										
			Office Chairs	100-5153-310		2,100							
			Lateral Filing Cabinet	100-5153-355		1,205							
			<b>Total Proposal - Year 1</b>	<b>3,305</b>					3,305		-		-
7	Assess		<b>Outsourced Assessment Notice Mailing</b>										
			Other Contractual	100-5153-290	600								
			Office Supplies & Postage	100-5153-310	(500)								
			<b>Total Proposal - Year 1</b>	<b>100</b>					100		100		100
8	PW B&G		<b>Retrocommissioning Project</b>										
			City Hall Building Repairs	100-5165-360		6,480							
			Library Building Repairs	250-5511-360		Fund 250							
			<b>Total Proposal - Year 1</b>	<b>6,480</b>					6,480		6,480		6,480

City of Fitchburg  
2017 New Proposals  
Adopted Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP	#	Dept	Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
					Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
	9	PD	<b>Additional Police Officer</b>										
			Salaries & Wages	100-5210-110			56,653						
			FICA	100-5210-131			4,334						
			WRS	100-5210-132			6,119						
			Health	100-5210-160			19,380						
			Life	100-5210-161			48						
			Disability	100-5210-162			351						
			Dental	100-5210-163			1,272						
			Worker's Compensation	100-5154-595			1,972						
			Uniforms & Protective Gear	100-5210-323	500	900							
			Computer Equipment & Licenses	100-5210-570	250								
			HR - Recruitment	100-5143-251		2,700							
			<b>Total Proposal - Year 1</b>	<b>94,479</b>					94,479		94,479		27,000
	10	PD	<b>Additional Police Detective</b>										
			Salaries & Wages	100-5210-110			72,658						
			FICA	100-5210-131			5,558						
			WRS	100-5210-132			7,847						
			Health	100-5210-160			19,380						
			Life	100-5210-161			105						
			Disability	100-5210-162			400						
			Dental	100-5210-163			1,272						
			Worker's Compensation	100-5154-595			2,528						
			Uniforms & Protective Gear	100-5210-323	500	900							
			Computer Equipment & Licenses	100-5210-570	300	1,800							
			Phone	100-5210-570		300							
			Cell Phone	100-5210-570	500	300							
			HR - Recruitment	100-5143-251		2,700							
			<b>Total Proposal - Year 1</b>	<b>117,048</b>					117,048		-		-
	11	PD	<b>NARCAN (Naloxone)</b>										
			Investigative Supplies	100-5210-384	1,400	200							
			<b>Total Proposal - Year 1</b>	<b>1,600</b>					1,600		1,400		1,400



City of Fitchburg  
2017 New Proposals  
Adopted Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
				Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
12	Fire	<b>Restore Division Chief - Prevention/ Inspection</b>										
		Salaries & Wages	100-5220-110			71,573						
		FICA	100-5220-131			5,475						
		WRS	100-5220-132			7,730						
		Health	100-5220-160			19,380						
		Life	100-5220-161			103						
		Disability	100-5220-162			400						
		Dental	100-5220-163			1,272						
		Worker's Compensation	100-5154-595			3,514						
		Publications, Dues, & Subscrip	100-5220-320	650								
		Uniforms & Protective Gear	100-5220-323	400	4,200							
		Training	100-5220-325	1,500								
		Equipment Expense	100-5220-355		300							
		Computer Equipment & Licenses	100-5220-570	250	750							
		HR - Recruitment	100-5143-252		1,760							
		<b>Total Proposal - Year 1</b>	<b>119,257</b>					119,257		-		-
13	Fire	<b>Fire Inspector Certifications</b>										
		Publications, Dues, & Subscrip	100-5220-320	560	210							
		<b>Total Proposal - Year 1</b>	<b>770</b>					770		770		770
14	Fire	<b>Active Assailant - Rescue Task Force Equipment &amp; Training</b>										
		Training & Staff Development	100-5220-325		1,500							
		Equipment Expense	100-5220-355		24,000							
		<b>Total Proposal - Year 1</b>	<b>25,500</b>					25,500		-		-
15	Fire	<b>Ice Rescue Train-the-Trainer</b>										
		Training & Staff Development	100-5220-325		1,540							
		<b>Total Proposal - Year 1</b>	<b>1,540</b>					1,540		1,540		1,540
16	Fire	<b>Operations and Leadership Initiatives Trainings</b>										
		Training & Staff Development	100-5220-325	5,000								
		<b>Total Proposal - Year 1</b>	<b>5,000</b>				4,000	1,000		1,000		1,000
17	Fire	<b>AED Trainers</b>										
		Public Information & Education	100-5220-345		650							
		<b>Total Proposal - Year 1</b>	<b>650</b>					650		-		-



City of Fitchburg  
2017 New Proposals  
Adopted Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP		Description	Account Number	Expense		Funding		Mayor's Budget		Adopted Budget	
#	Dept			Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source
18	EMS	Add LTE Staff for Community Paramedicine									
		Fitchrona EMS Contribution	100-5290-270		6,015						
		Total Proposal - Year 1	6,015				6,015		6,015		6,015
19	EMS	Recruitment for New Front Line Ambulance									
		Fitchrona EMS Contribution	100-5290-270	3,244							
		Total Proposal - Year 1	3,244				3,244		-		-
20	PW/ Parks	Add Additional Shared Maintenance Worker (50/50)									
		Streets - Salaries & Wages	100-5300-110		18,970						
		Streets - Overtime	100-5300-115		684						
		Streets - FICA	100-5300-131		1,504						
		Streets - WRS	100-5300-132		1,336						
		Streets - Health	100-5300-160		9,690						
		Streets - Life	100-5300-161		17						
		Streets - Disability	100-5300-162		122						
		Streets - Dental	100-5300-163		636						
		Streets - Worker's Compensation	100-5154-595		906						
		Streets - Uniforms & Protect Gear	100-5300-323	250	500						
		Streets - Computer Equipment & Licenses	100-5300-570	25							
		Parks - Salaries & Wages	100-5520-110		18,970						
		Parks - Overtime	100-5520-115		684						
		Parks - FICA	100-5520-131		1,504						
		Parks - WRS	100-5520-132		1,336						
		Parks - Health	100-5520-160		9,690						
		Parks - Life	100-5520-161		17						
		Parks - Disability	100-5520-162		122						
		Parks - Dental	100-5520-163		636						
		Parks - Worker's Compensation	100-5154-595		906						
		Parks - Uniforms & Protect Gear	100-5520-323	250	500						
		Parks - Computer Equipment & Licenses	100-5520-570	25							
		HR - Recruitment	100-5143-253		290						
		Total Proposal - Year 1	69,570				69,570		69,570		69,570

City of Fitchburg  
2017 New Proposals  
Adopted Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
				Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
32	PW Util	<b>Additional Utility Maintenance Worker Overtime for Plowing</b>										
		Overtime	100-5300-115			1,564						
		FICA	100-5300-131			120						
		WRS	100-5300-132			106						
		Life	100-5300-161			2						
		Worker's Compensation	100-5154-595			67						
		<b>Total Proposal - Year 1</b>	<b>1,859</b>					1,859		1,859		-
30	PW	<b>Traffic Signal Safety Improvements</b>										
		Equipment Cost	100-5300-230		5,000							
		Maintenance	100-5300-230	250								
		<b>Total Proposal - Year 1</b>	<b>5,250</b>					5,250		250		250
42	PW	<b>Metro Transit Service Expansion Route 46</b>										
		Metro Transit Services	100-5352-200	168,300								
		Fare Revenue	100-5352-200	(16,000)								
		<b>Total Proposal - Year 1</b>	<b>152,300</b>					152,300		152,300		-
21	Sr Center	<b>Part Time Office Assistant</b>										
		Salaries & Wages	100-5460-110			16,276						
		FICA	100-5460-131			1,245						
		WRS	100-5460-132			1,107						
		Health	100-5460-160			9,690						
		Life	100-5460-161			96						
		Disability	100-5460-162			101						
		Dental	100-5460-163			636						
		Worker's Compensation	100-5154-595			39						
		Training & Certifications	100-5460-325	200								
		Computer Equipment & Licenses	100-5460-570	250								
		HR - Recruitment	100-5143-250		260							
		<b>Total Proposal - Year 1</b>	<b>29,900</b>					29,900		29,900		29,900
22	Sr Center	<b>Social Work Un-Paid Intern</b>										
		Vehicle Use Reimbursement	100-5460-330		100							
		Computer Equipment & Licenses	100-5460-570		250							
		<b>Total Proposal - Year 1</b>	<b>350</b>					350		350		350

City of Fitchburg  
2017 New Proposals  
Adopted Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP	#	Dept	Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
					Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
23		Admin CC	<b>Community Center/Senior Center Event Supervisor</b>										
			LTE/Seasonal Wages	100-5514-120			10,125						
			FICA	100-5514-131			775						
			Worker's Compensation	100-5154-595			467						
			HR - Recruitment	100-5143-250	260								
			<b>Total Proposal - Year 1</b>	<b>11,627</b>				<b>11,627</b>		<b>11,627</b>		<b>11,627</b>	
24		Parks	<b>Parks/Forestry Maintenance Worker (.75 LTE to FT)</b>										
			Salaries & Wages	100-5520-110			37,939						
			FT Overtime	100-5520-115			1,368						
			LTE/Seasonal Wages	100-5520-120			(20,574)						
			LTE Overtime	100-5520-115			(608)						
			FICA	100-5520-131			1,387						
			WRS	100-5520-132			1,233						
			Health	100-5520-160			19,380						
			Life	100-5520-161			26						
			Disability	100-5520-162			244						
			Dental	100-5520-163			1,272						
			Worker's Compensation	100-5154-595			836						
			Uniforms & Protective Gear	100-5520-323	500	1,000							
			Computer Equipment & Licenses	100-5520-570	50								
			HR - Recruitment	100-5143-250		290							
			<b>Total Proposal - Year 1</b>	<b>44,343</b>					<b>44,343</b>		<b>44,343</b>		-
25		Parks Rec	<b>Neighborhood Engagement Activities</b>										
			Neighborhood Events	100-5530-389	15,000								
			<b>Total Proposal - Year 1</b>	<b>15,000</b>					<b>15,000</b>		<b>15,000</b>		<b>15,000</b>
<b>GENERAL FUND TOTAL</b>				<b>761,043</b>	<b>183,860</b>	<b>71,124</b>	<b>506,059</b>	<b>18,127</b>	<b>742,916</b>	<b>11,627</b>	<b>426,446</b>	<b>11,627</b>	<b>160,465</b>

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP	#	Dept	Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
					Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
26	FACTV		<b>Community Media Services Supervisor or Asst Manager (.5 FTE to 1.0 FTE)</b>										
			FT - Salaries & Wages	207-5570-110			52,894						
			PT - Salaries & Wages	207-5570-110			(14,560)						
			FICA	207-5570-131			2,933						
			WRS	207-5570-132			2,607						
			Health	207-5570-160			19,380						
			Life	207-5570-161			55						
			Disability	207-5570-162			328						
			Dental	207-5570-163			1,272						
			Worker's Compensation	207-5570-590			1,767						
			HR - Recruitment	207-5570-290		410							
			<b>Total Proposal - Year 1</b>	<b>67,086</b>				67,086		67,086		67,086	
27	FACTV		<b>Rundown Creator Software</b>										
			Computer Related	207-5570-245	600								
			<b>Total Proposal - Year 1</b>	<b>600</b>				600		600		600	
<b>FACTV FUND TOTAL</b>				<b>67,686</b>	<b>600</b>	<b>410</b>	<b>66,676</b>	<b>67,686</b>	<b>-</b>	<b>67,686</b>	<b>-</b>	<b>67,686</b>	<b>-</b>

City of Fitchburg  
2017 New Proposals  
Adopted Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP		Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
#	Dept			Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
28	PW Util	Add Additional Engineering Technician (various splits)	Refuse FTE Change 0 20									
		Salaries & Wages	213-5362-110			10,579						
		Overtime	213-5362-115			381						
		FICA	213-5362-131			838						
		WRS	213-5362-132			745						
		Health	213-5362-160			3,876						
		Life	213-5362-161			3						
		Disability	213-5362-162			68						
		Dental	213-5362-163			254						
		Worker's Compensation	213-5154-595			505						
		Uniforms & Protect Gear	213-5362-323		100							
		Computer Equipment & Licenses	213-5362-570	50	350							
		Cell Phone	213-5362-570	8	40							
		HR - Recruitment	213-5362-290		58							
		Total Proposal - Year 1	17,855				17,855		17,855		17,855	
29	PW Ref	Increase Utility Intern Hours for Solid Waste Functions										
		LTE/Seasonal Wages	213-5362-120			3,480						
		FICA	213-5362-131			266						
		Worker's Compensation	213-5154-595			160						
		Total Proposal - Year 1	3,906				3,906		3,906		3,906	
43	PW Ref	Refuse and Recycling Initiatives										
		Recycling Supplies	213-5362-340	300								
		Speaker/Film Fees	213-5362-345	150								
		Food for Green Events	213-5362-345	100								
		Total Proposal - Year 1	550				550		550		550	
REFUSE AND RECYCLING FUND TOTAL			22,311	608	548	21,155	22,311	-	22,311	-	22,311	-

City of Fitchburg  
2017 New Proposals  
Adopted Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
				Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
30	Lib	Convert LA I (.5 FTE) to LA III (1 FTE)										
		FT - Salaries & Wages	250-5511-110			37,939						
		PT - Salaries & Wages	250-5511-110			(15,070)						
		FICA	250-5511-131			1,749						
		WRS (a)	250-5511-132			2,580						
		Health (a)	250-5511-160			19,380						
		Life (a)	250-5511-161			55						
		Disability (a)	250-5511-162			235						
		Dental (a)	250-5511-163			1,272						
		Worker's Compensation	250-5511-590			55						
		HR - Recruitment	250-5511-290		290							
		<b>Total Proposal - Year 1</b>	<b>48,485</b>					48,485	-		-	
8	PW B&G	Retrocommissioning Project										
		City Hall Building Repairs	100-5165-360		Fund 100							
		Library Building Repairs	250-5511-360		1,560							
		<b>Total Proposal - Year 1</b>	<b>1,560</b>					1,560		1,560		1,560
<b>LIBRARY FUND TOTAL</b>			<b>50,045</b>	-	<b>1,850</b>	<b>48,195</b>	-	<b>50,045</b>	-	<b>1,560</b>	-	<b>1,560</b>

City of Fitchburg  
2017 New Proposals  
Adopted Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP	#	Dept	Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
					Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
28	PW	Util	<b>Add Additional Engineering Technician (various splits)</b>	Water FTE Change 0 20									
			Salaries & Wages	602-5920-110			10,579						
			Overtime	602-5920-115			381						
			FICA	602-5920-131			838						
			WRS	602-5920-132			745						
			Health	602-5920-160			3,876						
			Life	602-5920-161			3						
			Disability	602-5920-162			68						
			Dental	602-5920-163			254						
			Worker's Compensation	602-5925-595			505						
			Uniforms & Protect Gear	602-5926-323		100							
			Computer Equipment & Licenses	602-5921-570	50	350							
			Cell Phone	602-5921-570	8	40							
			HR - Recruitment	602-5923-290		58							
			<b>Total Proposal - Year 1</b>	<b>17,855</b>				17,855		17,855		17,855	
33	PW	Util	<b>Additional Utility Supervisor Overtime</b>										
			Water Test - Overtime	602-5642-115			1,119						
			Water Test - FICA	602-5642-131			86						
			Water Test - WRS	602-5642-132			76						
			Water Test - Life	602-5642-161			1						
			Customer Complaint - Overtime	602-5664-115			1,119						
			Customer Complaint - FICA	602-5664-131			86						
			Customer Complaint - WRS	602-5664-132			76						
			Customer Complaint - Life	602-5664-161			1						
			Worker's Compensation	602-5925-595			95						
			<b>Total Proposal - Year 1</b>	<b>2,659</b>				2,659		2,659		2,659	
34	PW	Util	<b>Utility LTE Role Change</b>										
			LTE/Seasonal Wages	602-5665-120			-						
			<b>Total Proposal - Year 1</b>	<b>-</b>				-		-		-	
35	PW	Util	<b>Well 10 Treatment</b>										
			Maintenance of Wells	602-5614-240		25,000							
			<b>Total Proposal - Year 1</b>	<b>25,000</b>				25,000		25,000		25,000	



City of Fitchburg  
2017 New Proposals  
Adopted Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
				Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
36	PW Util	<b>Well 5 Frequency Drive</b>										
		Maintenance of Pumping Equipment	602-5633-240		20,000							
		<b>Total Proposal - Year 1</b>	<b>20,000</b>				20,000		20,000		20,000	
37	PW Util	<b>Well 11 Replace Fluoride Scale</b>										
		Maintenance of Water Treatment Equipment	602-5652-355		4,000							
		<b>Total Proposal - Year 1</b>	<b>4,000</b>				4,000		4,000		4,000	
38	PW Util	<b>Well 4 Roof</b>										
		Maintenance of Structures	602-5671-240		15,000							
		<b>Total Proposal - Year 1</b>	<b>15,000</b>				15,000		15,000		15,000	
39	PW Util	<b>Well 7 and 8 Door Switches</b>										
		Maintenance of Structures	602-5671-240		2,000							
		<b>Total Proposal - Year 1</b>	<b>2,000</b>				2,000		2,000		2,000	
<b>WATER FUND TOTAL</b>			<b>86,514</b>	<b>58</b>	<b>66,548</b>	<b>19,908</b>	<b>86,514</b>	<b>-</b>	<b>86,514</b>	<b>-</b>	<b>86,514</b>	<b>-</b>



City of Fitchburg  
2017 New Proposals  
Adopted Budget

(a) - Position becomes WRS eligible with this change so additional cost is based on full wages, not just increased wages  
(b) - Assumes that an increase in hours would not trigger a change in insurance elections.

NP #	Dept	Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
				Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
28	PW Util	Add Additional Engineering Technician (various splits)	Sewer FTE Change 0.50									
		Salaries & Wages	603-5920-110			26,447						
		Overtime	603-5920-115			954						
		FICA	603-5920-131			2,096						
		WRS	603-5920-132			1,863						
		Health	603-5920-160			9,690						
		Life	603-5920-161			16						
		Disability	603-5920-162			170						
		Dental	603-5920-163			636						
		Worker's Compensation	603-5925-595			1,263						
		Uniforms & Protect Gear	603-5926-323		250							
		Computer Equipment & Licenses	603-5921-570	125	875							
		Cell Phone	603-5921-570	20	100							
		HR - Recruitment	603-5923-290		145							
		<b>Total Proposal - Year 1</b>	<b>44,650</b>				<b>44,650</b>		<b>44,650</b>		<b>44,650</b>	
		<b>SEWER FUND TOTAL</b>	<b>44,650</b>	<b>145</b>	<b>1,370</b>	<b>43,135</b>	<b>44,650</b>	<b>-</b>	<b>44,650</b>	<b>-</b>	<b>44,650</b>	<b>-</b>

NP	#	Dept	Description	Account Number	Expense			Funding		Mayor's Budget		Adopted Budget	
					Recurring Expense	One Time Expense	Proposed Personnel	Other Source	Property Taxes	Other Source	Property Taxes	Other Source	Property Taxes
28	PW	Util	Add Additional Engineering Technician (various splits)	Storm FTE Change 0.10									
			Salaries & Wages	604-5920-110			5,289						
			Overtime	604-5920-115			191						
			FICA	604-5920-131			419						
			WRS	604-5920-132			373						
			Health	604-5920-160			1,938						
			Life	604-5920-161			1						
			Disability	604-5920-162			34						
			Dental	604-5920-163			127						
			Worker's Compensation	604-5925-595			253						
			Uniforms & Protect Gear	604-5926-323		50							
			Computer Equipment & Licenses	604-5930-570	25	175							
			Cell Phone	604-5930-570	4	20							
			HR - Recruitment	604-5923-290		29							
			<b>Total Proposal - Year 1</b>	<b>8,928</b>				8,928		8,928		8,928	
40	PW	Util	<b>Stormwater System Improvements</b>										
			Outside Services	604-5923-210		50,000							
			<b>Total Proposal - Year 1</b>	<b>50,000</b>				50,000		50,000		50,000	
<b>STORMWATER FUND TOTAL</b>					<b>29</b>	<b>50,274</b>	<b>8,625</b>	<b>58,928</b>	<b>-</b>	<b>58,928</b>	<b>-</b>	<b>58,928</b>	<b>-</b>
41	IT		<b>Social Media Archiving</b>										
			Computer Equipment & Related	700-5145-245	5,000								
			<b>Total Proposal - Year 1</b>	<b>5,000</b>				250	4,750	250	4,750	250	4,750
<b>TECHNOLOGY FUND TOTAL</b>					<b>5,000</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>4,750</b>	<b>250</b>	<b>4,750</b>	<b>250</b>	<b>4,750</b>
<b>GRAND TOTAL</b>					<b>1,096,178</b>	<b>190,300</b>	<b>192,124</b>	<b>713,754</b>	<b>0</b>	<b>298,467</b>	<b>797,711</b>	<b>291,967</b>	<b>166,775</b>

**City of Fitchburg, WI**  
**2017 Adopted General Fund Budget**

	2015 Prior Year Actual	2016 Current Year Budget	6/30/2016 Current Year Actual	2016 Current Year Estimate	2017 Adopted Budget	Increase/ (Decrease) '16 - '17 Bud	% Change '16 - '17 Bud
<b>GENERAL GOVERNMENT</b>							
MAYOR & COMMON COUNCIL	\$ 73,322	\$ 88,828	\$ 47,294	\$ 88,765	\$ 90,730	\$ 1,902	2.14%
ADMINISTRATOR	\$ -	\$ 230,028	\$ 110,544	\$ 232,767	\$ 238,893	\$ 8,865	3.85%
MUNICIPAL COURT	\$ 163,004	\$ 175,388	\$ 74,765	\$ 164,342	\$ 170,149	\$ (5,239)	-2.99%
LEGAL SERVICES	\$ 191,192	\$ 230,981	\$ 91,203	\$ 184,233	\$ 216,954	\$ (14,027)	-6.07%
ADMINISTRATOR/HR	\$ 392,976	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
CLERK	\$ 328,944	\$ 431,301	\$ 196,820	\$ 430,009	\$ 399,454	\$ (31,847)	-7.38%
HR	\$ -	\$ 216,099	\$ 104,178	\$ 200,125	\$ 198,827	\$ (17,272)	-7.99%
SUSTAINABILITY	\$ -	\$ 1,444	\$ 242	\$ 2,500	\$ 9,238	\$ 7,794	539.75%
INFO TECHNOLOGY	\$ 352,054	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
POLICE INFO TECH	\$ 215,508	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
FINANCE & TREASURY	\$ 306,844	\$ 337,442	\$ 177,326	\$ 336,636	\$ 350,336	\$ 12,894	3.82%
ASSESSING	\$ 370,657	\$ 429,544	\$ 188,685	\$ 434,365	\$ 448,251	\$ 18,707	4.36%
INSURANCE	\$ 390,614	\$ 417,481	\$ 239,859	\$ 425,500	\$ 416,737	\$ (744)	-0.18%
BLDGS & GRNDS - SAFETY BLDG	\$ 44,234	\$ 43,800	\$ 18,484	\$ 37,200	\$ 45,700	\$ 1,900	4.34%
BLDGS & GRNDS - FIRE STN #2	\$ 47,006	\$ 44,450	\$ 17,790	\$ 38,750	\$ 47,400	\$ 2,950	6.64%
BLDGS & GRNDS - MAINT FACILITY	\$ 41,218	\$ 51,660	\$ 19,744	\$ 50,500	\$ 53,700	\$ 2,040	3.95%
BLDGS & GRNDS - NEW CITY HALL	\$ 356,758	\$ 365,682	\$ 155,451	\$ 355,278	\$ 385,258	\$ 19,576	5.35%
BLDGS & GRNDS - PD EVIDENCE	\$ 9,421	\$ 8,000	\$ 7,260	\$ 10,205	\$ 10,000	\$ 2,000	25.00%
INTERDEPARTMENTAL OTHER	\$ 220,694	\$ 222,909	\$ 64,666	\$ 176,920	\$ 225,423	\$ 2,514	1.13%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 3,504,446</b>	<b>\$ 3,295,037</b>	<b>\$ 1,514,311</b>	<b>\$ 3,168,095</b>	<b>\$ 3,307,050</b>	<b>\$ 12,013</b>	<b>0.36%</b>
<b>PUBLIC SAFETY</b>							
LAW ENFORCEMENT	\$ 6,410,271	\$ 6,983,457	\$ 3,343,766	\$ 6,810,528	\$ 7,189,417	\$ 205,960	2.95%
FIRE DEPARTMENT	\$ 2,190,621	\$ 2,629,737	\$ 1,148,682	\$ 2,594,762	\$ 2,761,840	\$ 132,103	5.02%
BUILDING INSPECTION	\$ 309,921	\$ 362,429	\$ 147,702	\$ 340,628	\$ 356,196	\$ (6,233)	-1.72%
OTHER PUBLIC SAFETY	\$ 515,358	\$ 583,461	\$ 269,889	\$ 583,461	\$ 690,792	\$ 107,331	18.40%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 9,426,171</b>	<b>\$ 10,559,084</b>	<b>\$ 4,910,039</b>	<b>\$ 10,329,379</b>	<b>\$ 10,998,245</b>	<b>\$ 439,161</b>	<b>4.16%</b>
<b>PUBLIC WORKS</b>							
PUBLIC WORKS	\$ 1,639,068	\$ 1,776,703	\$ 727,154	\$ 1,700,200	\$ 1,730,447	\$ (46,256)	-2.60%
MASS TRANSIT	\$ 407,889	\$ 475,000	\$ 103,444	\$ 474,400	\$ 557,000	\$ 82,000	17.26%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 2,046,957</b>	<b>\$ 2,251,703</b>	<b>\$ 830,598</b>	<b>\$ 2,174,600</b>	<b>\$ 2,287,447</b>	<b>\$ 35,744</b>	<b>1.59%</b>
<b>HUMAN SERVICES</b>							
SENIOR CITIZENS PROGRAMS	\$ 467,094	\$ 491,602	\$ 233,406	\$ 506,530	\$ 548,755	\$ 57,153	11.63%
<b>CULTURE, RECREATION &amp; EDUCATION</b>							
COMMUNITY CENTER	\$ 67,311	\$ 75,175	\$ 21,613	\$ 68,153	\$ 89,033	\$ 13,858	18.43%
PARKS	\$ 780,676	\$ 855,408	\$ 363,883	\$ 861,884	\$ 917,331	\$ 61,923	7.24%
RECREATION & LEISURE	\$ 296,177	\$ 311,056	\$ 146,016	\$ 309,148	\$ 345,613	\$ 34,557	11.11%
<b>TOTAL CULTURE, RECREATION &amp; EDUCATION</b>	<b>\$ 1,144,164</b>	<b>\$ 1,241,639</b>	<b>\$ 531,512</b>	<b>\$ 1,239,185</b>	<b>\$ 1,351,977</b>	<b>\$ 110,338</b>	<b>8.89%</b>
<b>COMMUNITY DEVELOPMENT</b>							
ZONING & PLANNING	\$ 331,237	\$ 351,658	\$ 158,039	\$ 354,241	\$ 364,912	\$ 13,254	3.77%
ECONOMIC DEVELOPMENT	\$ 220,520	\$ 226,523	\$ 106,460	\$ 229,809	\$ 235,072	\$ 8,549	3.77%
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>\$ 551,757</b>	<b>\$ 578,181</b>	<b>\$ 264,499</b>	<b>\$ 584,050</b>	<b>\$ 599,984</b>	<b>\$ 21,803</b>	<b>3.77%</b>
<b>GENERAL FUND OPERATING</b>	<b>\$ 17,140,589</b>	<b>\$ 18,417,246</b>	<b>\$ 8,284,365</b>	<b>\$ 18,001,839</b>	<b>\$ 19,093,458</b>	<b>\$ 676,212</b>	<b>3.67%</b>
<b>TRANSFERS TO OTHER FUNDS</b>							
OTHER TRANS TO FUND 400	\$ -	\$ 1,267,000	\$ 4,595	\$ 1,048,795	\$ 409,615	\$ (857,385)	-67.67%
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>	<b>\$ -</b>	<b>\$ 1,267,000</b>	<b>\$ 4,595</b>	<b>\$ 1,048,795</b>	<b>\$ 409,615</b>	<b>\$ (857,385)</b>	<b>-67.67%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 17,140,589</b>	<b>\$ 19,684,246</b>	<b>\$ 8,288,960</b>	<b>\$ 19,050,634</b>	<b>\$ 19,503,073</b>	<b>\$ (181,173)</b>	<b>-0.92%</b>

City of Fitchburg  
General Fund #100  
2017 Operating Budget

2017 Operating Budget		2016		2016		Revisions		2017			
Acct #	Account Name	2015 Actual	Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Thru Adoption	Adopted Budget	Budget Change		
100-4111-000	LOCAL PROPERTY TAXES	\$ 13,009,594	\$ 13,774,089	\$ 13,773,838	\$ 13,773,838	\$ 14,052,590	\$ 226,970	\$ 14,279,560	\$ 505,471	3.7%	
100-4111-100	OMITTED TAXES	\$ -	\$ -	\$ 3,647	\$ 3,647	\$ 4,650	\$ -	\$ 4,650	\$ 4,650	100.0%	
100-4111-999	BAD DEBT EXPENSE - DEL PP TAX	\$ (18,094)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
100-4114-000	MOBILE HOME/MISC TAXES	\$ 4,191	\$ 4,200	\$ 2,346	\$ 4,236	\$ 4,200	\$ -	\$ 4,200	\$ -	0.0%	
100-4121-000	HOTEL ROOM TAX - GENERAL FUND	\$ 27,788	\$ 26,154	\$ 5,494	\$ 28,400	\$ 27,300	\$ -	\$ 27,300	\$ 1,146	4.4%	
100-4131-000	TAX EQUIVALENT-UTILITY	\$ 617,201	\$ 590,000	\$ 308,600	\$ 615,000	\$ 615,000	\$ -	\$ 615,000	\$ 25,000	4.2%	
100-4180-000	INTEREST ON DELINQUENT PP TAX	\$ 6,739	\$ 4,000	\$ 3,199	\$ 4,250	\$ 4,250	\$ -	\$ 4,250	\$ 250	6.3%	
100-4180-100	USE VALUE PENALTIES-CITY SHARE	\$ 18,811	\$ -	\$ 13,210	\$ 14,495	\$ 17,835	\$ -	\$ 17,835	\$ 17,835	100.0%	
100-4180-200	INTEREST ON DELINQ ROOM TAX	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	100.0%	
	<b>Taxes and Tax Equivalents Total</b>	<b>\$ 13,666,229</b>	<b>\$ 14,398,443</b>	<b>\$ 14,110,333</b>	<b>\$ 14,443,866</b>	<b>\$ 14,727,825</b>	<b>\$ 226,970</b>	<b>\$ 14,954,795</b>	<b>\$ 556,352</b>	<b>3.9%</b>	
100-4321-500	OTHER FED LAW ENFORCE GRANT	\$ 4,025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
100-4330-000	FEDERAL LAND AIDS	\$ 1,782	\$ 1,600	\$ 1,874	\$ 1,874	\$ 1,800	\$ -	\$ 1,800	\$ 200	12.5%	
100-4341-000	STATE SHARED REVENUES	\$ 487,960	\$ 483,000	\$ -	\$ 483,849	\$ 483,000	\$ 5,000	\$ 488,000	\$ 5,000	1.0%	
100-4342-000	FIRE INSURANCE TAXES (2% DUES)	\$ 97,239	\$ 96,000	\$ -	\$ 106,652	\$ 106,650	\$ -	\$ 106,650	\$ 10,650	11.1%	
100-4353-000	STATE HIGHWAY AIDS	\$ 1,232,433	\$ 1,417,297	\$ 708,649	\$ 1,417,297	\$ 1,611,000	\$ (7,000)	\$ 1,604,000	\$ 186,703	13.2%	
100-4354-000	COMPUTER AID	\$ 159,436	\$ 165,000	\$ -	\$ 167,337	\$ 165,000	\$ 25,000	\$ 190,000	\$ 25,000	15.2%	
100-4361-000	PAYMENTS FOR MUNICIPAL SERVICE	\$ 49,969	\$ 46,165	\$ -	\$ 46,165	\$ 46,000	\$ (3,285)	\$ 42,715	\$ (3,450)	-7.5%	
100-4362-000	STATE LAND AIDS	\$ 24,700	\$ 24,700	\$ 25,856	\$ 25,856	\$ 25,800	\$ -	\$ 25,800	\$ 1,100	4.5%	
100-4374-000	SENIOR REIMBURSEMENTS-COUNTY	\$ 48,173	\$ 54,700	\$ 15,554	\$ 56,500	\$ 58,500	\$ -	\$ 58,500	\$ 3,800	6.9%	
100-4376-000	OTHER POLICE GRANTS	\$ 18,255	\$ -	\$ 3,448	\$ 7,171	\$ -	\$ -	\$ -	\$ -	100.0%	
100-4377-100	MISC GRANTS	\$ 22,176	\$ 10,750	\$ 8,638	\$ 19,388	\$ 10,750	\$ -	\$ 10,750	\$ -	0.0%	
	<b>Intergovernmental Revenues Total</b>	<b>\$ 2,146,147</b>	<b>\$ 2,299,212</b>	<b>\$ 764,018</b>	<b>\$ 2,332,089</b>	<b>\$ 2,508,500</b>	<b>\$ 19,715</b>	<b>\$ 2,528,215</b>	<b>\$ 229,003</b>	<b>10.0%</b>	
100-4410-000	BUSINESS & OCCUPATIONAL LIC	\$ 53,784	\$ 30,050	\$ 35,598	\$ 38,000	\$ 43,070	\$ -	\$ 43,070	\$ 13,020	43.3%	
100-4420-000	NON BUSINESS LICENSES	\$ 10,101	\$ 9,390	\$ 6,249	\$ 9,390	\$ 9,630	\$ -	\$ 9,630	\$ 240	2.6%	
100-4430-000	BLDG PERMIT & INSPECTION FEES	\$ 561,311	\$ 300,000	\$ 148,637	\$ 300,000	\$ 300,000	\$ -	\$ 300,000	\$ -	0.0%	
100-4440-000	ZONING PERMITS & FEES	\$ 243,300	\$ 128,000	\$ 56,834	\$ 110,000	\$ 115,000	\$ -	\$ 115,000	\$ (13,000)	-10.2%	
100-4490-000	OTHER REGULATION & COMPLIANCE	\$ 23,107	\$ 13,500	\$ 10,271	\$ 23,000	\$ 15,000	\$ -	\$ 15,000	\$ 1,500	11.1%	
	<b>Licenses &amp; Permits Total</b>	<b>\$ 891,603</b>	<b>\$ 480,940</b>	<b>\$ 257,589</b>	<b>\$ 480,390</b>	<b>\$ 482,700</b>	<b>\$ -</b>	<b>\$ 482,700</b>	<b>\$ 1,760</b>	<b>0.4%</b>	
100-4510-000	LAW & ORDINANCE VIOLATIONS	\$ 277,422	\$ 290,000	\$ 149,209	\$ 275,000	\$ 275,000	\$ -	\$ 275,000	\$ (15,000)	-5.2%	
100-4510-100	YEAR END RECEIVABLE ADJUSTMENT	\$ 37,096	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (75,000)	-100.0%	
	<b>Fines, Forfeits, &amp; Penalties Total</b>	<b>\$ 314,517</b>	<b>\$ 365,000</b>	<b>\$ 149,209</b>	<b>\$ 275,000</b>	<b>\$ 275,000</b>	<b>\$ -</b>	<b>\$ 275,000</b>	<b>\$ (90,000)</b>	<b>-24.7%</b>	
100-4610-100	GENERAL GOVERNMENT CHARGES	\$ 16,520	\$ 15,000	\$ 9,300	\$ 13,000	\$ 13,000	\$ -	\$ 13,000	\$ (2,000)	-13.3%	
100-4621-100	PUBLIC SAFETY CHARGES	\$ 25,433	\$ 24,000	\$ 9,227	\$ 22,000	\$ 22,000	\$ -	\$ 22,000	\$ (2,000)	-8.3%	
100-4631-100	ENGINEERING CHARGES TO OTHERS	\$ 5,208	\$ 15,000	\$ 193	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	0.0%	
100-4633-000	RIDE SHARE FARES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ 16,000	\$ 16,000	100.0%	
100-4672-100	RECREATION FEES	\$ 157,306	\$ 151,750	\$ 95,716	\$ 141,000	\$ 145,000	\$ -	\$ 145,000	\$ (6,750)	-4.4%	
100-4672-200	PARK SHELTER RENTAL FEES	\$ 33,900	\$ 37,500	\$ 23,583	\$ 37,500	\$ 37,500	\$ -	\$ 37,500	\$ -	0.0%	
100-4672-300	SENIOR PROGRAM FEES	\$ 22,992	\$ 23,250	\$ 25,713	\$ 32,000	\$ 34,000	\$ -	\$ 34,000	\$ 10,750	46.2%	
100-4690-000	OTHER PUBLIC CHGS FOR SERVICE	\$ 6,699	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
	<b>Public Charges for Services Total</b>	<b>\$ 268,059</b>	<b>\$ 266,500</b>	<b>\$ 163,731</b>	<b>\$ 260,500</b>	<b>\$ 266,500</b>	<b>\$ 16,000</b>	<b>\$ 282,500</b>	<b>\$ 16,000</b>	<b>6.0%</b>	
100-4730-101	REIMB FOR SYS ADMIN-MPSISC	\$ 78,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
100-4730-102	DANECOM REIMBURSEMENT	\$ 1,992	\$ 5,424	\$ 1,992	\$ 1,992	\$ 15,240	\$ -	\$ 15,240	\$ 9,816	181.0%	
100-4740-100	ADMIN CHARGES TO UTILITIES	\$ 73,900	\$ 61,580	\$ 30,790	\$ 62,100	\$ 69,500	\$ -	\$ 69,500	\$ 7,920	12.9%	
100-4740-207	ADMIN FEE-CABLE	\$ 22,200	\$ 16,640	\$ 8,320	\$ 16,900	\$ 19,500	\$ -	\$ 19,500	\$ 2,860	17.2%	
100-4740-250	ADMINISTRATIVE CHGS TO LIBRARY	\$ 110,000	\$ 95,420	\$ 47,710	\$ 96,300	\$ 108,200	\$ -	\$ 108,200	\$ 12,780	13.4%	
100-4740-401	CEMETERY ADMIN & MAINT REIMB	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (30)	-100.0%	
	<b>Intergov'l Charges for Service Total</b>	<b>\$ 287,032</b>	<b>\$ 179,094</b>	<b>\$ 88,812</b>	<b>\$ 177,292</b>	<b>\$ 212,440</b>	<b>\$ -</b>	<b>\$ 212,440</b>	<b>\$ 33,346</b>	<b>18.6%</b>	
100-4810-100	INTEREST ON TEMP INVESTMENTS	\$ 107,195	\$ 125,000	\$ 109,345	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ (25,000)	-20.0%	
100-4810-101	INTEREST ON INTERNAL ADVANCE	\$ 5,958	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
100-4810-102	ADJ INVEST TO MARKET	\$ 11,987	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
100-4810-103	MCF Endowment Investment Earn	\$ (1,006)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
100-4810-200	INTEREST ON DELINQ S/A & ACCTS	\$ 1,518	\$ 1,000	\$ 167	\$ 500	\$ 500	\$ -	\$ 500	\$ (500)	-50.0%	
100-4810-300	OTHER INTEREST REVENUE	\$ 263	\$ -	\$ 1,002	\$ 1,100	\$ -	\$ -	\$ -	\$ -	100.0%	
100-4820-200	BUILDING RENTALS (CC & FS#2)	\$ 15,239	\$ 13,000	\$ 12,249	\$ 16,000	\$ 16,000	\$ 11,627	\$ 27,627	\$ 14,627	112.5%	
100-4820-300	EMS RENTAL - FIRE STATION #2	\$ 3,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
100-4820-400	TOWER LEASE-FIRE STATION #1	\$ 18,240	\$ 18,240	\$ -	\$ 18,240	\$ 18,240	\$ -	\$ 18,240	\$ -	0.0%	
100-4830-200	SR SUBSCRIPTIONS & AD SALES	\$ 4,082	\$ 2,500	\$ 952	\$ 3,500	\$ 2,300	\$ -	\$ 2,300	\$ (200)	-8.0%	
100-4830-500	MAINT FACILITY REIMB UD#1	\$ 1,257	\$ 1,000	\$ 618	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%	
100-4830-600	SUD REIMBURSEMENT FOR HWY WORK	\$ 54,816	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	0.0%	
	<b>Commercial Revenues Total</b>	<b>\$ 223,438</b>	<b>\$ 205,740</b>	<b>\$ 124,334</b>	<b>\$ 185,340</b>	<b>\$ 183,040</b>	<b>\$ 11,627</b>	<b>\$ 194,667</b>	<b>\$ (11,073)</b>	<b>-5.4%</b>	
100-4850-000	DONATIONS	\$ 3,363	\$ 2,000	\$ 1,759	\$ 2,259	\$ 5,000	\$ -	\$ 5,000	\$ 3,000	150.0%	
100-4850-200	SR CENTER MEALS DONATIONS	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
100-4860-000	PCARD REBATE	\$ -	\$ 10,000	\$ 12,023	\$ 12,023	\$ 15,000	\$ -	\$ 15,000	\$ 5,000	50.0%	
100-4875-001	MCF Grants/Endowment Contrib	\$ 1,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
100-4890-000	MISCELLANEOUS INCOME	\$ 832	\$ 1,500	\$ 5,559	\$ 5,559	\$ 1,500	\$ 4,000	\$ 5,500	\$ 4,000	266.7%	
100-4890-300	WPRA TICKET COMMISSION	\$ 132	\$ 150	\$ -	\$ 95	\$ 100	\$ -	\$ 100	\$ (50)	-33.3%	
100-4890-400	REFUND PRIOR YR EXP/INS REBATE	\$ 50,634	\$ 53,800	\$ 467	\$ 53,200	\$ 49,300	\$ -	\$ 49,300	\$ (4,500)	-8.4%	
100-4890-500	INSURANCE RECOVERIES	\$ 1,038	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%	
100-4890-550	ACCIDENT RECOVERIES	\$ 30,448	\$ 20,000	\$ 9,326	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	0.0%	
100-4890-600	SALE OF FIXED ASSETS	\$ 6,417	\$ -	\$ 5,514	\$ 6,000	\$ -	\$ -	\$ -	\$ -	100.0%	
	<b>Miscellaneous Revenues Total</b>	<b>\$ 95,153</b>	<b>\$ 87,450</b>	<b>\$ 34,647</b>	<b>\$ 99,136</b>	<b>\$ 90,900</b>	<b>\$ 4,000</b>	<b>\$ 94,900</b>	<b>\$ 7,450</b>	<b>8.5%</b>	
100-4922-225	TRANSFER FROM CEDA	\$ 54,261	\$ 54,867	\$ 27,434	\$ 53,153	\$ 53,241	\$ -	\$ 53,241	\$ (1,626)	-3.0%	
100-4922-300	TRANSFER BRUSH COLLECTION REIM	\$ 20,000	\$ 20,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	0.0%	
100-4922-320	REIMBURSEMENT FROM TIF	\$ 44,963	\$ 60,000	\$ 22,845	\$ 45,690	\$ 45,000	\$ -	\$ 45,000	\$ (15,000)	-25.0%	
100-4930-100	FUND BAL APPLIED	\$ -	\$ 1,267,000	\$ -	\$ 1,044,200	\$ -	\$ 359,615	\$ 359,615	\$ (907,385)	-71.6%	
	<b>Other Financing Sources Total</b>	<b>\$ 119,224</b>	<b>\$ 1,401,867</b>	<b>\$ 60,278</b>	<b>\$ 1,163,043</b>	<b>\$ 118,241</b>	<b>\$ 359,615</b>	<b>\$ 477,856</b>	<b>\$ (924,011)</b>	<b>-65.9%</b>	
	<b>Total Revenues &amp; Other Financing Sources</b>	<b>\$ 18,011,403</b>	<b>\$ 19,684,246</b>	<b>\$ 15,752,951</b>	<b>\$ 19,416,656</b>	<b>\$ 18,865,146</b>	<b>\$ 637,927</b>	<b>\$ 19,503,073</b>	<b>\$ (181,173)</b>	<b>-0.9%</b>	

City of Fitchburg  
General Fund #100  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
100-5110-110	SALARIES & WAGES - MAYOR & CC	\$ 50,695	\$ 50,500	\$ 23,502	\$ 50,500	\$ 50,500	\$ -	\$ 50,500	\$ - 0.0%
100-5110-130	DIRECT FRINGE BENEFITS	\$ 4,477	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-5110-131	FICA	\$ -	\$ 3,863	\$ 1,621	\$ 3,863	\$ 3,863	\$ -	\$ 3,863	\$ - 0.0%
100-5110-132	WRS	\$ -	\$ 990	\$ 461	\$ 990	\$ 1,020	\$ -	\$ 1,020	\$ 30 3.0%
100-5110-160	HEALTH INS	\$ 5,288	\$ 13,875	\$ 6,938	\$ 13,875	\$ 13,460	\$ -	\$ 13,460	\$ (415) -3.0%
100-5110-161	LIFE INS	\$ -	\$ -	\$ -	\$ 72	\$ 72	\$ -	\$ 72	\$ 72 100.0%
	<b>Personnel Costs Total</b>	<b>\$ 60,459</b>	<b>\$ 69,228</b>	<b>\$ 32,521</b>	<b>\$ 69,300</b>	<b>\$ 68,915</b>	<b>\$ -</b>	<b>\$ 68,915</b>	<b>\$ (313) -0.5%</b>
100-5110-310	OFFICE SUPPLIES & POSTAGE	\$ 188	\$ 100	\$ 10	\$ 100	\$ 200	\$ -	\$ 200	\$ 100 100.0%
100-5110-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 11,817	\$ 12,035	\$ 11,347	\$ 12,000	\$ 12,135	\$ -	\$ 12,135	\$ 100 0.8%
100-5110-325	TRAINING & TRAVEL	\$ 482	\$ 500	\$ 228	\$ 500	\$ 500	\$ 1,000	\$ 1,500	\$ 1,000 200.0%
100-5110-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ - 0.0%
100-5110-340	OPERATING MATERIALS & SUPPLIES	\$ 376	\$ 1,100	\$ 305	\$ 1,000	\$ 1,100	\$ -	\$ 1,100	\$ - 0.0%
	<b>Operating Exp Total</b>	<b>\$ 12,863</b>	<b>\$ 13,835</b>	<b>\$ 11,890</b>	<b>\$ 13,700</b>	<b>\$ 14,035</b>	<b>\$ 1,000</b>	<b>\$ 15,035</b>	<b>\$ 1,200 8.7%</b>
100-5110-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 5,765	\$ 2,883	\$ 5,765	\$ 6,750	\$ 30	\$ 6,780	\$ 1,015 17.6%
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 5,765</b>	<b>\$ 2,883</b>	<b>\$ 5,765</b>	<b>\$ 6,750</b>	<b>\$ 30</b>	<b>\$ 6,780</b>	<b>\$ 1,015 17.6%</b>
	<b>Mayor &amp; Council Total</b>	<b>\$ 73,322</b>	<b>\$ 88,828</b>	<b>\$ 47,294</b>	<b>\$ 88,765</b>	<b>\$ 89,700</b>	<b>\$ 1,030</b>	<b>\$ 90,730</b>	<b>\$ 1,902 2.1%</b>
100-5115-110	SALARIES & WAGES-ADMINISTRATOR	\$ -	\$ 169,862	\$ 80,600	\$ 172,254	\$ 176,010	\$ -	\$ 176,010	\$ 6,148 3.6%
100-5115-131	FICA	\$ -	\$ 12,994	\$ 5,983	\$ 13,177	\$ 13,465	\$ -	\$ 13,465	\$ 471 3.6%
100-5115-132	WRS	\$ -	\$ 11,211	\$ 5,320	\$ 11,369	\$ 11,969	\$ -	\$ 11,969	\$ 758 6.8%
100-5115-160	HEALTH INS	\$ -	\$ 17,617	\$ 9,442	\$ 17,617	\$ 17,946	\$ -	\$ 17,946	\$ 329 1.9%
100-5115-161	LIFE INS	\$ -	\$ 837	\$ 149	\$ 455	\$ 465	\$ -	\$ 465	\$ (372) -44.4%
100-5115-162	DISABILITY INS	\$ -	\$ 709	\$ -	\$ -	\$ 717	\$ -	\$ 717	\$ 8 1.1%
100-5115-163	DENTAL INS	\$ -	\$ 2,343	\$ 1,244	\$ 2,415	\$ 2,536	\$ -	\$ 2,536	\$ 193 8.2%
	<b>Personnel Costs Total</b>	<b>\$ -</b>	<b>\$ 215,573</b>	<b>\$ 102,737</b>	<b>\$ 217,287</b>	<b>\$ 223,108</b>	<b>\$ -</b>	<b>\$ 223,108</b>	<b>\$ 7,535 3.5%</b>
100-5115-245	COMPUTER RELATED REP & MAINT	\$ -	\$ 700	\$ 675	\$ 675	\$ -	\$ -	\$ -	\$ (700) -100.0%
	<b>Contractual Services Total</b>	<b>\$ -</b>	<b>\$ 700</b>	<b>\$ 675</b>	<b>\$ 675</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (700) -100.0%</b>
100-5115-310	OFFICE SUPPLIES & POSTAGE	\$ -	\$ 200	\$ 99	\$ 200	\$ 200	\$ -	\$ 200	\$ - 0.0%
100-5115-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ -	\$ 1,180	\$ 1,148	\$ 1,180	\$ 1,245	\$ -	\$ 1,245	\$ 65 5.5%
100-5115-325	TRAINING & TRAVEL	\$ -	\$ 4,250	\$ 1,937	\$ 4,500	\$ 5,050	\$ -	\$ 5,050	\$ 800 18.8%
100-5115-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ 750	\$ 276	\$ 1,550	\$ 1,620	\$ -	\$ 1,620	\$ 870 116.0%
100-5115-340	OPERATING MATERIALS & SUPP	\$ -	\$ 50	\$ 10	\$ 50	\$ 50	\$ -	\$ 50	\$ - 0.0%
	<b>Operating Exp Total</b>	<b>\$ -</b>	<b>\$ 6,430</b>	<b>\$ 3,470</b>	<b>\$ 7,480</b>	<b>\$ 8,165</b>	<b>\$ -</b>	<b>\$ 8,165</b>	<b>\$ 1,735 27.0%</b>
100-5115-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 7,325	\$ 3,663	\$ 7,325	\$ 7,560	\$ 60	\$ 7,620	\$ 295 4.0%
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 7,325</b>	<b>\$ 3,663</b>	<b>\$ 7,325</b>	<b>\$ 7,560</b>	<b>\$ 60</b>	<b>\$ 7,620</b>	<b>\$ 295 4.0%</b>
	<b>Admin Total</b>	<b>\$ -</b>	<b>\$ 230,028</b>	<b>\$ 110,544</b>	<b>\$ 232,767</b>	<b>\$ 238,833</b>	<b>\$ 60</b>	<b>\$ 238,893</b>	<b>\$ 8,865 3.9%</b>
100-5120-110	SALARIES & WAGES - MUN COURT	\$ 96,946	\$ 94,919	\$ 46,016	\$ 97,647	\$ 98,778	\$ -	\$ 98,778	\$ 3,859 4.1%
100-5120-120	PT/LTE/SEASONAL WAGES	\$ 9,768	\$ 12,318	\$ 3,991	\$ 12,273	\$ 12,350	\$ -	\$ 12,350	\$ 32 0.3%
100-5120-130	DIRECT FRINGE BENEFITS	\$ 12,662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-5120-131	FICA	\$ -	\$ 8,238	\$ 3,704	\$ 8,443	\$ 8,539	\$ -	\$ 8,539	\$ 301 3.7%
100-5120-132	WRS	\$ -	\$ 3,738	\$ 2,112	\$ 3,893	\$ 4,028	\$ -	\$ 4,028	\$ 290 7.8%
100-5120-135	LONGEVITY BENEFIT	\$ 540	\$ 450	\$ 450	\$ 450	\$ 495	\$ -	\$ 495	\$ 45 10.0%
100-5120-160	HEALTH INS	\$ 18,506	\$ 17,617	\$ 9,283	\$ 17,617	\$ 18,190	\$ -	\$ 18,190	\$ 573 3.3%
100-5120-161	LIFE INS	\$ 64	\$ 54	\$ 29	\$ 57	\$ 57	\$ -	\$ 57	\$ 3 5.6%
100-5120-162	DISABILITY INS	\$ -	\$ 348	\$ -	\$ -	\$ 364	\$ -	\$ 364	\$ 16 4.6%
100-5120-163	DENTAL INS	\$ 1,227	\$ 1,171	\$ 633	\$ 1,208	\$ 1,268	\$ -	\$ 1,268	\$ 97 8.3%
	<b>Personnel Costs Total</b>	<b>\$ 139,713</b>	<b>\$ 138,853</b>	<b>\$ 66,218</b>	<b>\$ 141,588</b>	<b>\$ 144,069</b>	<b>\$ -</b>	<b>\$ 144,069</b>	<b>\$ 5,216 3.8%</b>
100-5120-245	COMPUTER RELATED REP & MAINT	\$ 10,212	\$ 10,965	\$ -	\$ 400	\$ 400	\$ -	\$ 400	\$ (10,565) -96.4%
100-5120-290	INTERPRETOR/SUB JUDGE	\$ 1,772	\$ 3,000	\$ 630	\$ 2,000	\$ 2,750	\$ -	\$ 2,750	\$ (250) -8.3%
	<b>Contractual Services Total</b>	<b>\$ 11,984</b>	<b>\$ 13,965</b>	<b>\$ 630</b>	<b>\$ 2,400</b>	<b>\$ 3,150</b>	<b>\$ -</b>	<b>\$ 3,150</b>	<b>\$ (10,815) -77.4%</b>
100-5120-310	OFFICE SUPPLIES & POSTAGE	\$ 2,896	\$ 3,400	\$ 1,180	\$ 3,400	\$ 3,400	\$ -	\$ 3,400	\$ - 0.0%
100-5120-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 299	\$ 390	\$ 259	\$ 259	\$ 340	\$ -	\$ 340	\$ (50) -12.8%
100-5120-325	TRAINING & TRAVEL	\$ 2,074	\$ 1,660	\$ 700	\$ 1,660	\$ 2,185	\$ -	\$ 2,185	\$ 525 31.6%
100-5120-330	VEHICLE USE REIMBURSEMENT	\$ 136	\$ 250	\$ -	\$ 165	\$ 250	\$ -	\$ 250	\$ - 0.0%
100-5120-340	OPERATING MATERIALS & SUPPLIES	\$ 4,378	\$ 3,795	\$ 736	\$ 3,795	\$ 3,825	\$ -	\$ 3,825	\$ 30 0.8%
100-5120-390	OTHER - DOT SUSPENSION FEES	\$ 1,525	\$ 3,000	\$ 5	\$ 1,000	\$ 2,500	\$ -	\$ 2,500	\$ (500) -16.7%
	<b>Operating Exp Total</b>	<b>\$ 11,307</b>	<b>\$ 12,495</b>	<b>\$ 2,880</b>	<b>\$ 10,279</b>	<b>\$ 12,500</b>	<b>\$ -</b>	<b>\$ 12,500</b>	<b>\$ 5 0.0%</b>
100-5120-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 10,075	\$ 5,037	\$ 10,075	\$ 10,340	\$ 90	\$ 10,430	\$ 355 3.5%
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 10,075</b>	<b>\$ 5,037</b>	<b>\$ 10,075</b>	<b>\$ 10,340</b>	<b>\$ 90</b>	<b>\$ 10,430</b>	<b>\$ 355 3.5%</b>
	<b>Municipal Court Total</b>	<b>\$ 163,004</b>	<b>\$ 175,388</b>	<b>\$ 74,765</b>	<b>\$ 164,342</b>	<b>\$ 170,059</b>	<b>\$ 90</b>	<b>\$ 170,149</b>	<b>\$ (5,239) -3.0%</b>
100-5130-110	SALARIES & WAGES - LEGAL DEPT	\$ 109,406	\$ 145,180	\$ 52,967	\$ 119,906	\$ 131,113	\$ -	\$ 131,113	\$ (14,067) -9.7%
100-5130-130	DIRECT FRINGE BENEFITS	\$ 15,432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
100-5130-131	FICA	\$ -	\$ 11,106	\$ 3,855	\$ 9,173	\$ 10,030	\$ -	\$ 10,030	\$ (1,076) -9.7%
100-5130-132	WRS	\$ -	\$ 9,582	\$ 3,496	\$ 7,914	\$ 8,916	\$ -	\$ 8,916	\$ (666) -7.0%
100-5130-160	HEALTH INS	\$ 17,232	\$ 27,306	\$ 8,543	\$ 10,570	\$ 26,723	\$ -	\$ 26,723	\$ (583) -2.1%
100-5130-161	LIFE INS	\$ 593	\$ 433	\$ 298	\$ 415	\$ 318	\$ -	\$ 318	\$ (115) -26.6%
100-5130-162	DISABILITY INS	\$ -	\$ 800	\$ -	\$ -	\$ 750	\$ -	\$ 750	\$ (50) -6.3%
100-5130-163	DENTAL INS	\$ 942	\$ 1,874	\$ 481	\$ 725	\$ 2,029	\$ -	\$ 2,029	\$ 155 8.3%
	<b>Personnel Costs Total</b>	<b>\$ 143,604</b>	<b>\$ 196,281</b>	<b>\$ 69,639</b>	<b>\$ 148,703</b>	<b>\$ 179,879</b>	<b>\$ -</b>	<b>\$ 179,879</b>	<b>\$ (16,402) -8.4%</b>
100-5130-203	OUTSIDE LEGAL COUNSEL	\$ 31,505	\$ 15,000	\$ 10,611	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ - 0.0%
100-5130-210	OTHER PROFESSIONAL SERVICES	\$ 14,125	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ - 0.0%
	<b>Contractual Services Total</b>	<b>\$ 45,630</b>	<b>\$ 25,000</b>	<b>\$ 15,611</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ - 0.0%</b>
100-5130-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 1,346	\$ 2,100	\$ 1,170	\$ 2,100	\$ 2,100	\$ -	\$ 2,100	\$ - 0.0%
100-5130-325	TRAINING & TRAVEL	\$ 612	\$ 2,000	\$ 1,111	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
100-5130-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ 230	\$ 414	\$ 435	\$ 435	\$ -	\$ 435	\$ 205 89.1%
100-5130-340	OPERATING MATERIALS & SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ 600	\$ 600 100.0%
100-5130-355	EQUIPMENT OPERATING EXPENSE	\$ -	\$ 250	\$ 698	\$ 875	\$ -	\$ -	\$ -	\$ (250) -100.0%
	<b>Operating Exp Total</b>	<b>\$ 1,958</b>	<b>\$ 4,580</b>	<b>\$ 3,393</b>	<b>\$ 5,410</b>	<b>\$ 5,135</b>	<b>\$ -</b>	<b>\$ 5,135</b>	<b>\$ 555 12.1%</b>
100-5130-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 5,120	\$ 2,560	\$ 5,120	\$ 6,880	\$ 60	\$ 6,940	\$ 1,820 35.5%
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 5,120</b>	<b>\$ 2,560</b>	<b>\$ 5,120</b>	<b>\$ 6,880</b>	<b>\$ 60</b>	<b>\$ 6,940</b>	<b>\$ 1,820 35.5%</b>
	<b>Legal Total</b>	<b>\$ 191,192</b>	<b>\$ 230,981</b>	<b>\$ 91,203</b>	<b>\$ 184,233</b>	<b>\$ 216,894</b>	<b>\$ 60</b>	<b>\$ 216,954</b>	<b>\$ (14,027) -6.1%</b>

City of Fitchburg  
General Fund #100  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
100-5141-110	SALARIES & WAGES-ADMINISTRATOR	\$ 267,451	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-130	DIRECT FRINGE BENEFITS	\$ 36,151	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-135	LONGEVITY	\$ 585	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-160	HEALTH INS	\$ 26,529	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-161	LIFE INS	\$ 777	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-163	DENTAL INS	\$ 3,398	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Personnel Costs Total</b>	<b>\$ 334,890</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
100-5141-210	PROFESSIONAL SERVICES	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-245	COMPUTER RELATED REP & MAINT	\$ 19,730	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-250	RECRUITMENT & TEST - GEN	\$ 3,860	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-251	RECRUITMENT & TEST - PD	\$ 14,206	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-252	RECRUITMENT & TEST - FD	\$ 4,947	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-253	RECRUITMENT & TEST - HIGHWAY	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-290	OTHER CONTRACTUAL SERVICES	\$ 4,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Contractual Services Total</b>	<b>\$ 47,833</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
100-5141-310	OFFICE SUPPLIES & POSTAGE	\$ 423	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 1,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-325	TRAINING & TRAVEL	\$ 5,256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-330	VEHICLE USE REIMBURSEMENT	\$ 710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-340	OPERATING MATERIALS & SUPP	\$ 2,019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5141-363	COMMUNICATIONS EXPENSE	\$ 717	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Operating Exp Total</b>	<b>\$ 10,253</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
	<b>Administrator/HR Total</b>	<b>\$ 392,976</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
100-5142-110	SALARIES & WAGES - CLERKS OFFC	\$ 172,368	\$ 191,603	\$ 87,060	\$ 191,603	\$ 196,857	\$ -	\$ 196,857	\$ 5,254	2.7%
100-5142-115	OVERTIME WAGES	\$ 2,238	\$ 4,171	\$ 2,007	\$ 4,171	\$ 3,389	\$ -	\$ 3,389	\$ (782)	-18.7%
100-5142-120	PT/LTE/SEASONAL WAGES	\$ 8,672	\$ 45,280	\$ 13,070	\$ 45,280	\$ 9,200	\$ -	\$ 9,200	\$ (36,080)	-79.7%
100-5142-130	DIRECT FRINGE BENEFITS	\$ 25,095	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5142-131	FICA	\$ -	\$ 15,809	\$ 6,535	\$ 15,809	\$ 15,391	\$ -	\$ 15,391	\$ (418)	-2.6%
100-5142-132	WRS	\$ -	\$ 12,978	\$ 5,935	\$ 12,978	\$ 13,681	\$ -	\$ 13,681	\$ 703	5.4%
100-5142-135	LONGEVITY BENEFIT	\$ 765	\$ 855	\$ 855	\$ 855	\$ 945	\$ -	\$ 945	\$ 90	10.5%
100-5142-160	HEALTH INS	\$ 64,719	\$ 70,470	\$ 36,634	\$ 70,470	\$ 71,787	\$ -	\$ 71,787	\$ 1,317	1.9%
100-5142-161	LIFE INS	\$ 227	\$ 299	\$ 165	\$ 298	\$ 386	\$ -	\$ 386	\$ 87	29.1%
100-5142-162	DISABILITY INS	\$ -	\$ 1,150	\$ -	\$ -	\$ 1,171	\$ -	\$ 1,171	\$ 21	1.8%
100-5142-163	DENTAL INS	\$ 4,462	\$ 4,686	\$ 2,501	\$ 4,830	\$ 5,072	\$ -	\$ 5,072	\$ 386	8.2%
	<b>Personnel Costs Total</b>	<b>\$ 278,545</b>	<b>\$ 347,301</b>	<b>\$ 154,762</b>	<b>\$ 346,294</b>	<b>\$ 317,879</b>	<b>\$ -</b>	<b>\$ 317,879</b>	<b>\$ (29,422)</b>	<b>-8.5%</b>
100-5142-210	PROFESSIONAL SERVICES	\$ 8,253	\$ 9,825	\$ 2,055	\$ 9,825	\$ 9,825	\$ -	\$ 9,825	\$ -	0.0%
100-5142-245	COMPUTER RELATED REP & MAINT	\$ 1,443	\$ 1,275	\$ 1,256	\$ 1,295	\$ 1,305	\$ -	\$ 1,305	\$ 30	2.4%
100-5142-250	PUBLIC NOTICES & ADVERTISEMENT	\$ 15,327	\$ 14,200	\$ 8,802	\$ 14,200	\$ 15,500	\$ -	\$ 15,500	\$ 1,300	9.2%
100-5142-290	OTHER CONTRACTUAL	\$ 398	\$ 360	\$ 181	\$ 360	\$ 360	\$ -	\$ 360	\$ -	0.0%
	<b>Contractual Services Total</b>	<b>\$ 25,421</b>	<b>\$ 25,660</b>	<b>\$ 12,293</b>	<b>\$ 25,680</b>	<b>\$ 26,990</b>	<b>\$ -</b>	<b>\$ 26,990</b>	<b>\$ 1,330</b>	<b>5.2%</b>
100-5142-310	OFFICE SUPPLIES & POSTAGE	\$ 3,008	\$ 5,000	\$ 4,790	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0%
100-5142-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 130	\$ 470	\$ 495	\$ 495	\$ 560	\$ -	\$ 560	\$ 90	19.1%
100-5142-325	TRAINING & TRAVEL	\$ 3,170	\$ 4,375	\$ 1,180	\$ 4,000	\$ 4,670	\$ -	\$ 4,670	\$ 295	6.7%
100-5142-330	VEHICLE USE REIMBURSEMENT	\$ 647	\$ 690	\$ 55	\$ 660	\$ 920	\$ -	\$ 920	\$ 230	33.3%
100-5142-340	OPERATING MATERIALS & SUPPLIES	\$ 126	\$ 45	\$ 113	\$ 120	\$ 15	\$ -	\$ 15	\$ (30)	-66.7%
100-5142-355	EQUIPMENT OPERATING EXPENSE	\$ 12,125	\$ 13,000	\$ 5,189	\$ 13,000	\$ 13,000	\$ -	\$ 13,000	\$ -	0.0%
100-5142-365	TELEPHONE	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5142-390	ELECTION COSTS	\$ 5,758	\$ 16,110	\$ 8,619	\$ 16,110	\$ 12,960	\$ 840	\$ 13,800	\$ (2,310)	-14.3%
	<b>Operating Exp Total</b>	<b>\$ 24,978</b>	<b>\$ 39,690</b>	<b>\$ 20,440</b>	<b>\$ 39,385</b>	<b>\$ 37,125</b>	<b>\$ 840</b>	<b>\$ 37,965</b>	<b>\$ (1,725)</b>	<b>-4.3%</b>
100-5142-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 18,650	\$ 9,325	\$ 18,650	\$ 16,505	\$ 115	\$ 16,620	\$ (2,030)	-10.9%
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 18,650</b>	<b>\$ 9,325</b>	<b>\$ 18,650</b>	<b>\$ 16,505</b>	<b>\$ 115</b>	<b>\$ 16,620</b>	<b>\$ (2,030)</b>	<b>-10.9%</b>
	<b>City Clerk Total</b>	<b>\$ 328,944</b>	<b>\$ 431,301</b>	<b>\$ 196,820</b>	<b>\$ 430,009</b>	<b>\$ 398,499</b>	<b>\$ 955</b>	<b>\$ 399,454</b>	<b>\$ (31,847)</b>	<b>-7.4%</b>
100-5143-110	SALARIES & WAGES-HR	\$ -	\$ 104,686	\$ 49,262	\$ 104,943	\$ 106,855	\$ -	\$ 106,855	\$ 2,169	2.1%
100-5143-131	FICA	\$ -	\$ 8,060	\$ 3,753	\$ 8,080	\$ 8,231	\$ -	\$ 8,231	\$ 171	2.1%
100-5143-132	WRS	\$ -	\$ 5,441	\$ 2,600	\$ 5,458	\$ 5,716	\$ -	\$ 5,716	\$ 275	5.1%
100-5143-135	LONGEVITY	\$ -	\$ 675	\$ 675	\$ 675	\$ 735	\$ -	\$ 735	\$ 60	8.9%
100-5143-160	HEALTH INS	\$ -	\$ 17,617	\$ 8,176	\$ 17,617	\$ 17,946	\$ -	\$ 17,946	\$ 329	1.9%
100-5143-161	LIFE INS	\$ -	\$ 79	\$ 36	\$ 79	\$ 121	\$ -	\$ 121	\$ 42	53.2%
100-5143-162	DISABILITY INS	\$ -	\$ 400	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ -	0.0%
100-5143-163	DENTAL INS	\$ -	\$ 1,171	\$ 559	\$ 1,208	\$ 1,268	\$ -	\$ 1,268	\$ 97	8.3%
	<b>Personnel Costs Total</b>	<b>\$ -</b>	<b>\$ 138,129</b>	<b>\$ 65,059</b>	<b>\$ 138,060</b>	<b>\$ 141,272</b>	<b>\$ -</b>	<b>\$ 141,272</b>	<b>\$ 3,143</b>	<b>2.3%</b>
100-5143-210	PROFESSIONAL SERVICES	\$ -	\$ 12,750	\$ 1,652	\$ 12,750	\$ 1,750	\$ -	\$ 1,750	\$ (11,000)	-86.3%
100-5143-245	COMPUTER RELATED REP & MAINT	\$ -	\$ 15,300	\$ 14,799	\$ 15,300	\$ 15,300	\$ -	\$ 15,300	\$ -	0.0%
100-5143-250	RECRUITMENT & TEST - GEN	\$ -	\$ 6,445	\$ 1,444	\$ 3,000	\$ 4,500	\$ 520	\$ 5,020	\$ (1,425)	-22.1%
100-5143-251	RECRUITMENT & TEST - PD	\$ -	\$ 16,080	\$ 7,948	\$ 9,000	\$ 10,000	\$ -	\$ 10,000	\$ (6,080)	-37.8%
100-5143-252	RECRUITMENT & TEST - FD	\$ -	\$ 7,500	\$ 1,514	\$ 2,000	\$ 5,500	\$ -	\$ 5,500	\$ (2,000)	-26.7%
100-5143-253	RECRUITMENT & TEST - HIGHWAY	\$ -	\$ 1,050	\$ 720	\$ 1,000	\$ 1,050	\$ 290	\$ 1,340	\$ 290	27.6%
100-5143-290	OTHER CONTRACTUAL SERVICES	\$ -	\$ 5,440	\$ 2,548	\$ 5,440	\$ 6,000	\$ -	\$ 6,000	\$ 560	10.3%
	<b>Contractual Services Total</b>	<b>\$ -</b>	<b>\$ 64,565</b>	<b>\$ 30,625</b>	<b>\$ 48,490</b>	<b>\$ 44,100</b>	<b>\$ 810</b>	<b>\$ 44,910</b>	<b>\$ (19,655)</b>	<b>-30.4%</b>
100-5143-310	OFFICE SUPPLIES & POSTAGE	\$ -	\$ 350	\$ 101	\$ 350	\$ 350	\$ -	\$ 350	\$ -	0.0%
100-5143-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ -	\$ 520	\$ 385	\$ 520	\$ 520	\$ -	\$ 520	\$ -	0.0%
100-5143-325	TRAINING & TRAVEL	\$ -	\$ 4,300	\$ 3,896	\$ 4,300	\$ 3,200	\$ -	\$ 3,200	\$ (1,100)	-25.6%
100-5143-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ 30	\$ 59	\$ 100	\$ 135	\$ -	\$ 135	\$ 105	350.0%
100-5143-340	OPERATING MATERIALS & SUPP	\$ -	\$ 1,000	\$ 351	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%
100-5143-355	EQUIPMENT OPERATING EXPENSE	\$ -	\$ 500	\$ 349	\$ 600	\$ 500	\$ -	\$ 500	\$ -	0.0%
	<b>Operating Exp Total</b>	<b>\$ -</b>	<b>\$ 6,700</b>	<b>\$ 5,142</b>	<b>\$ 6,870</b>	<b>\$ 5,705</b>	<b>\$ -</b>	<b>\$ 5,705</b>	<b>\$ (995)</b>	<b>-14.9%</b>
100-5143-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 6,705	\$ 3,353	\$ 6,705	\$ 6,880	\$ 60	\$ 6,940	\$ 235	3.5%
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 6,705</b>	<b>\$ 3,353</b>	<b>\$ 6,705</b>	<b>\$ 6,880</b>	<b>\$ 60</b>	<b>\$ 6,940</b>	<b>\$ 235</b>	<b>3.5%</b>
	<b>HR Total</b>	<b>\$ -</b>	<b>\$ 216,099</b>	<b>\$ 104,178</b>	<b>\$ 200,125</b>	<b>\$ 197,957</b>	<b>\$ 870</b>	<b>\$ 198,827</b>	<b>\$ (17,272)</b>	<b>-8.0%</b>
100-5144-110	SALARIES & WAGES-SUSTAINABILIT	\$ -	\$ -	\$ 212	\$ 2,186	\$ -	\$ 5,512	\$ 5,512	\$ 5,512	100.0%
100-5144-131	FICA	\$ -	\$ -	\$ 16	\$ 167	\$ -	\$ 422	\$ 422	\$ 422	100.0%
100-5144-132	WRS	\$ -	\$ -	\$ 14	\$ 144	\$ -	\$ 375	\$ 375	\$ 375	100.0%
100-5144-161	LIFE INS	\$ -	\$ -	\$ 0	\$ 3	\$ -	\$ 8	\$ 8	\$ 8	100.0%
100-5144-162	DISABILITY INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33	\$ 33	\$ 33	100.0%
	<b>Personnel Costs Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 242</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 6,350</b>	<b>\$ 6,350</b>	<b>\$ 6,350</b>	<b>100.0%</b>
100-5144-210	PROFESSIONAL SERVICES	\$ -	\$ 1,444	\$ -	\$ -	\$ 2,888	\$ -	\$ 2,888	\$ 1,444	100.0%
	<b>Contractual Services Total</b>	<b>\$ -</b>	<b>\$ 1,444</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,888</b>	<b>\$ -</b>	<b>\$ 2,888</b>	<b>\$ 1,444</b>	<b>100.0%</b>
	<b>Sustainability Total</b>	<b>\$ -</b>	<b>\$ 1,444</b>	<b>\$ 242</b>	<b>\$ 2,500</b>	<b>\$ 2,888</b>	<b>\$ 6,350</b>	<b>\$ 9,238</b>	<b>\$ 7,794</b>	<b>539.8%</b>

City of Fitchburg  
General Fund #100  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
100-5145-110	SALARIES & WAGES-IT	\$ 178,490	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-115	OVERTIME WAGES	\$ 3,499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-120	PT/LTE/SEASONAL WAGES	\$ 14,147	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-130	DIRECT FRINGE BENEFITS	\$ 27,554	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-135	LONGEVITY	\$ 1,620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-160	HEALTH INS	\$ 45,438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-161	LIFE INS	\$ 112	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-163	DENTAL INS	\$ 3,239	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Personnel Costs Total</b>	<b>\$ 274,098</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
100-5145-210	PROFESSIONAL SERVICES	\$ 7,644	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-245	COMPUTER REPL & MAINT	\$ 50,227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Contractual Services Total</b>	<b>\$ 57,871</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
100-5145-310	OFFICE SUPPLIES & POSTAGE	\$ 564	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-320	PUB, SUBSCRIPTIONS/DUES	\$ 274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-325	TRAINING & TRAVEL	\$ 9,434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-330	VEHICLE REIMBURSEMENT	\$ 164	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-363	COMMUNICATIONS EXPENSE	\$ 5,498	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5145-365	TELEPHONE EXPENSE	\$ 4,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Operating Exp Total</b>	<b>\$ 20,084</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
	<b>IT Total</b>	<b>\$ 352,054</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
100-5146-110	SALARIES & WAGES	\$ 75,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5146-115	OVERTIME WAGES	\$ 1,936	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5146-120	PT/LTE/SEASONAL WAGES	\$ 76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5146-130	DIRECT FRINGE BENEFITS	\$ 11,181	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5146-135	LONGEVITY	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5146-160	HEALTH INS	\$ 16,602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5146-161	LIFE INS	\$ 66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5146-163	DENTAL INS	\$ 1,038	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Personnel Costs Total</b>	<b>\$ 106,948</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
100-5146-245	COMPUTER REP & MAINT	\$ 73,184	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Contractual Services Total</b>	<b>\$ 73,184</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
100-5146-310	OFFICE SUPPLIES/POSTAGE	\$ 213	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5146-325	TRAINING & TRAVEL	\$ 1,383	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5146-355	EQUIPMENT EXPENSE	\$ 1,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5146-363	COMMUNICATIONS EXPENSE	\$ 18,353	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5146-390	OPER CONTINGENCY/REPLACEMENT	\$ 14,096	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Operating Exp Total</b>	<b>\$ 35,375</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
	<b>MPSIS Total</b>	<b>\$ 215,508</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
100-5152-110	SALARIES & WAGES - FINANCE	\$ 181,038	\$ 184,143	\$ 85,577	\$ 185,310	\$ 188,942	\$ -	\$ 188,942	\$ 4,799	2.6%
100-5152-115	OVERTIME WAGES	\$ 291	\$ 341	\$ -	\$ 381	\$ 385	\$ -	\$ 385	\$ 44	12.9%
100-5152-120	PT/LTE/SEASONAL WAGES	\$ 1,073	\$ 2,500	\$ 1,272	\$ 2,450	\$ 2,500	\$ -	\$ 2,500	\$ -	0.0%
100-5152-130	DIRECT FRINGE BENEFITS	\$ 25,873	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5152-131	FICA	\$ -	\$ 14,405	\$ 6,413	\$ 14,494	\$ 14,782	\$ -	\$ 14,782	\$ 377	2.6%
100-5152-132	WRS	\$ -	\$ 12,263	\$ 5,735	\$ 12,343	\$ 12,969	\$ -	\$ 12,969	\$ 706	5.8%
100-5152-135	LONGEVITY BENEFIT	\$ 1,350	\$ 1,321	\$ 1,321	\$ 1,321	\$ 1,395	\$ -	\$ 1,395	\$ 74	5.6%
100-5152-160	HEALTH INS	\$ 33,111	\$ 39,677	\$ 19,838	\$ 39,677	\$ 40,496	\$ -	\$ 40,496	\$ 819	2.1%
100-5152-161	LIFE INS	\$ 564	\$ 375	\$ 211	\$ 378	\$ 383	\$ -	\$ 383	\$ 8	2.1%
100-5152-162	DISABILITY INS	\$ -	\$ 803	\$ -	\$ -	\$ 820	\$ -	\$ 820	\$ 17	2.1%
100-5152-163	DENTAL INS	\$ 2,991	\$ 3,339	\$ 1,712	\$ 3,442	\$ 3,614	\$ -	\$ 3,614	\$ 275	8.2%
	<b>Personnel Costs Total</b>	<b>\$ 246,290</b>	<b>\$ 259,167</b>	<b>\$ 122,079</b>	<b>\$ 259,796</b>	<b>\$ 266,286</b>	<b>\$ -</b>	<b>\$ 266,286</b>	<b>\$ 7,119</b>	<b>2.7%</b>
100-5152-210	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	100.0%
100-5152-212	AUDIT & FINANCIAL CONSULTING	\$ 34,872	\$ 42,000	\$ 35,947	\$ 41,000	\$ 32,500	\$ -	\$ 32,500	\$ (9,500)	-22.6%
100-5152-245	COMPUTER RELATED - REP & MAINT	\$ 13,994	\$ 11,400	\$ 10,982	\$ 11,000	\$ 12,260	\$ -	\$ 12,260	\$ 860	7.5%
100-5152-290	OTHER CONTRACTUAL	\$ 1,085	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	100.0%
	<b>Contractual Services Total</b>	<b>\$ 49,951</b>	<b>\$ 53,400</b>	<b>\$ 46,929</b>	<b>\$ 53,000</b>	<b>\$ 56,760</b>	<b>\$ 1,000</b>	<b>\$ 57,760</b>	<b>\$ 4,360</b>	<b>8.2%</b>
100-5152-310	OFFICE SUPPLIES & POSTAGE	\$ 5,555	\$ 6,850	\$ 845	\$ 5,700	\$ 6,600	\$ (750)	\$ 5,850	\$ (1,000)	-14.6%
100-5152-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 570	\$ 650	\$ 759	\$ 760	\$ 700	\$ -	\$ 700	\$ 50	7.7%
100-5152-325	TRAINING & TRAVEL	\$ 2,407	\$ 4,850	\$ 1,500	\$ 4,700	\$ 6,025	\$ -	\$ 6,025	\$ 1,175	24.2%
100-5152-326	TUITION REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	100.0%
100-5152-330	VEHICLE USE REIMBURSEMENT	\$ 79	\$ 150	\$ 96	\$ 305	\$ 305	\$ -	\$ 305	\$ 155	103.3%
100-5152-340	OPERATING MATERIALS & SUPPLIES	\$ 1,992	\$ 2,300	\$ 80	\$ 2,300	\$ 2,300	\$ -	\$ 2,300	\$ -	0.0%
	<b>Operating Exp Total</b>	<b>\$ 10,603</b>	<b>\$ 14,800</b>	<b>\$ 3,280</b>	<b>\$ 13,765</b>	<b>\$ 17,130</b>	<b>\$ (750)</b>	<b>\$ 16,380</b>	<b>\$ 1,580</b>	<b>10.7%</b>
100-5152-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 10,075	\$ 5,037	\$ 10,075	\$ 9,830	\$ 80	\$ 9,910	\$ (165)	-1.6%
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 10,075</b>	<b>\$ 5,037</b>	<b>\$ 10,075</b>	<b>\$ 9,830</b>	<b>\$ 80</b>	<b>\$ 9,910</b>	<b>\$ (165)</b>	<b>-1.6%</b>
	<b>Finance Total</b>	<b>\$ 306,844</b>	<b>\$ 337,442</b>	<b>\$ 177,326</b>	<b>\$ 336,636</b>	<b>\$ 350,006</b>	<b>\$ 330</b>	<b>\$ 350,336</b>	<b>\$ 12,894</b>	<b>3.8%</b>
100-5153-110	SALARIES & WAGES-ASSESSORS OFC	\$ 231,517	\$ 263,259	\$ 115,261	\$ 260,289	\$ 270,815	\$ 1,062	\$ 271,877	\$ 8,618	3.3%
100-5153-115	OVERTIME WAGES	\$ -	\$ 867	\$ 78	\$ 875	\$ 885	\$ -	\$ 885	\$ 18	2.1%
100-5153-120	PT/LTE/SEASONAL	\$ 113	\$ -	\$ 1,655	\$ 2,000	\$ -	\$ -	\$ -	\$ -	100.0%
100-5153-130	DIRECT FRINGE BENEFITS	\$ 32,763	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5153-131	FICA	\$ -	\$ 20,273	\$ 8,742	\$ 20,047	\$ 20,844	\$ 82	\$ 20,926	\$ 653	3.2%
100-5153-132	WRS	\$ -	\$ 17,491	\$ 7,648	\$ 17,295	\$ 18,528	\$ 73	\$ 18,601	\$ 1,110	6.3%
100-5153-135	LONGEVITY BENEFIT	\$ 1,440	\$ 885	\$ 885	\$ 885	\$ 765	\$ -	\$ 765	\$ (120)	-13.6%
100-5153-141	PER DIEMS - BOARD OF REVIEW	\$ -	\$ 270	\$ 50	\$ 270	\$ 270	\$ -	\$ 270	\$ -	0.0%
100-5153-160	HEALTH INS	\$ 55,828	\$ 70,470	\$ 32,299	\$ 70,470	\$ 72,031	\$ -	\$ 72,031	\$ 1,561	2.2%
100-5153-161	LIFE INS	\$ 468	\$ 563	\$ 386	\$ 719	\$ 804	\$ -	\$ 804	\$ 241	42.8%
100-5153-162	DISABILITY INS	\$ -	\$ 1,495	\$ -	\$ -	\$ 1,465	\$ -	\$ 1,465	\$ (30)	-2.0%
100-5153-163	DENTAL INS	\$ 3,886	\$ 4,686	\$ 2,202	\$ 4,830	\$ 5,072	\$ -	\$ 5,072	\$ 386	8.2%
	<b>Personnel Costs Total</b>	<b>\$ 326,015</b>	<b>\$ 380,259</b>	<b>\$ 169,205</b>	<b>\$ 377,680</b>	<b>\$ 391,479</b>	<b>\$ 1,217</b>	<b>\$ 392,696</b>	<b>\$ 12,437</b>	<b>3.3%</b>
100-5153-245	COMPUTER RELATED - REP & MAINT	\$ 2,887	\$ 4,950	\$ 4,858	\$ 4,950	\$ 3,850	\$ -	\$ 3,850	\$ (1,100)	-22.2%
100-5153-290	OTHER CONTRACTUAL	\$ 31,521	\$ 16,600	\$ 5,713	\$ 25,000	\$ 21,600	\$ 600	\$ 22,200	\$ 5,600	33.7%
	<b>Contractual Services Total</b>	<b>\$ 34,408</b>	<b>\$ 21,550</b>	<b>\$ 10,570</b>	<b>\$ 29,950</b>	<b>\$ 25,450</b>	<b>\$ 600</b>	<b>\$ 26,050</b>	<b>\$ 4,500</b>	<b>20.9%</b>
100-5153-310	OFFICE SUPPLIES & POSTAGE	\$ 4,613	\$ 5,490	\$ 556	\$ 5,490	\$ 5,930	\$ (500)	\$ 5,430	\$ (60)	-1.1%
100-5153-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 939	\$ 1,025	\$ 634	\$ 1,025	\$ 2,860	\$ -	\$ 2,860	\$ 1,835	179.0%
100-5153-323	UNIFORMS & PROTECTIVE GEAR	\$ -	\$ 160	\$ 34	\$ 160	\$ 160	\$ -	\$ 160	\$ -	0.0%
100-5153-325	TRAINING & TRAVEL	\$ 2,047	\$ 3,000	\$ 80	\$ 3,000	\$ 3,200	\$ -	\$ 3,200	\$ 200	6.7%
100-5153-330	VEHICLE USE REIMBURSEMENT	\$ 2,572	\$ 4,600	\$ 896	\$ 3,600	\$ 3,240	\$ -	\$ 3,240	\$ (1,360)	-29.6%
100-5153-340	OPERATING MATERIALS & SUPPLIES	\$ 62	\$ 50	\$ 4	\$ 50	\$ 50	\$ -	\$ 50	\$ -	0.0%
100-5153-363	COMMUNICATIONS EXPENSE	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Operating Exp Total</b>	<b>\$ 10,234</b>	<b>\$ 14,325</b>	<b>\$ 2,205</b>	<b>\$ 13,325</b>	<b>\$ 15,440</b>	<b>\$ (500)</b>	<b>\$ 14,940</b>	<b>\$ 615</b>	<b>4.3%</b>
100-5153-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 13,410	\$ 6,705	\$ 13,410	\$ 14,450	\$ 115	\$ 14,565	\$ 1,155	8.6%
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 13,410</b>	<b>\$ 6,705</b>	<b>\$ 13,410</b>	<b>\$ 14,450</b>	<b>\$ 115</b>	<b>\$ 14,565</b>	<b>\$ 1,155</b>	<b>8.6%</b>
	<b>Assessing Total</b>	<b>\$ 370,657</b>	<b>\$ 429,544</b>	<b>\$ 188,685</b>	<b>\$ 434,365</b>	<b>\$ 446,819</b>	<b>\$ 1,432</b>	<b>\$ 448,251</b>	<b>\$ 18,707</b>	<b>4.4%</b>

City of Fitchburg  
General Fund #100  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
100-5154-510	BOILER/EQUIP BREAKDOWN INS	\$ -	\$ 1,505	\$ 3,543	\$ 3,600	\$ -	\$ -	\$ -	(1,505) -100.0%
100-5154-511	PROPERTY INSURANCE	\$ 27,506	\$ 30,000	\$ -	\$ 27,400	\$ 31,200	\$ (31,200)	\$ -	(30,000) -100.0%
100-5154-512	LIABILITY INSURANCE - GENERAL	\$ 104,626	\$ 120,000	\$ 75,914	\$ 119,900	\$ 72,300	\$ (60,250)	\$ 12,050	(107,950) -90.0%
100-5154-514	AUTOMOBILE	\$ -	\$ -	\$ -	\$ -	\$ 52,700	\$ (43,917)	\$ 8,783	8,783 100.0%
100-5154-520	EMPLOYEE BONDS & OTHER	\$ 100	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	(1,000) -100.0%
100-5154-572	INSURANCE ISF ALLOCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 356,765	\$ 356,765	356,765 100.0%
100-5154-595	WORKER'S COMPENSATION INSUR	\$ 247,495	\$ 251,576	\$ 151,819	\$ 265,900	\$ 246,300	\$ (207,161)	\$ 39,139	(212,437) -84.4%
100-5154-596	UNEMPLOYMENT INSURANCE EXPENSE	\$ 3,580	\$ 6,000	\$ 1,335	\$ 1,400	\$ 4,000	\$ (4,000)	\$ -	(6,000) -100.0%
100-5154-599	VOL FF ACCIDENT & HEALTH	\$ 7,307	\$ 7,400	\$ 7,248	\$ 7,300	\$ 7,400	\$ (7,400)	\$ -	(7,400) -100.0%
	<b>Allocated Benefits Total</b>	<b>\$ 390,614</b>	<b>\$ 417,481</b>	<b>\$ 239,859</b>	<b>\$ 425,500</b>	<b>\$ 413,900</b>	<b>\$ 2,837</b>	<b>\$ 416,737</b>	<b>(744) -0.2%</b>
	<b>Insurance Total</b>	<b>\$ 390,614</b>	<b>\$ 417,481</b>	<b>\$ 239,859</b>	<b>\$ 425,500</b>	<b>\$ 413,900</b>	<b>\$ 2,837</b>	<b>\$ 416,737</b>	<b>(744) -0.2%</b>
100-5162-240	REPAIRS & MAINT - BY OTHERS	\$ 11,968	\$ 5,900	\$ 4,772	\$ 6,000	\$ 10,000	\$ -	\$ 10,000	4,100 69.5%
	<b>Contractual Services Total</b>	<b>\$ 11,968</b>	<b>\$ 5,900</b>	<b>\$ 4,772</b>	<b>\$ 6,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>4,100 69.5%</b>
100-5162-350	REPAIR & MAINT SUPPLIES	\$ 2,268	\$ 3,000	\$ 1,279	\$ 2,500	\$ 3,500	\$ -	\$ 3,500	500 16.7%
100-5162-355	EQUIPMENT EXPENSE	\$ 1,865	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	- 0.0%
100-5162-360	BLDG CUSTODIAL SUPPLIES	\$ 2,466	\$ 3,200	\$ 1,214	\$ 3,200	\$ 3,200	\$ -	\$ 3,200	- 0.0%
100-5162-365	UTILITIES	\$ 25,667	\$ 31,200	\$ 11,218	\$ 25,000	\$ 28,500	\$ -	\$ 28,500	(2,700) -8.7%
	<b>Operating Exp Total</b>	<b>\$ 32,266</b>	<b>\$ 37,900</b>	<b>\$ 13,712</b>	<b>\$ 31,200</b>	<b>\$ 35,700</b>	<b>\$ -</b>	<b>\$ 35,700</b>	<b>(2,200) -5.8%</b>
	<b>Safety Building Total</b>	<b>\$ 44,234</b>	<b>\$ 43,800</b>	<b>\$ 18,484</b>	<b>\$ 37,200</b>	<b>\$ 45,700</b>	<b>\$ -</b>	<b>\$ 45,700</b>	<b>1,900 4.3%</b>
100-5163-240	REPAIRS & MAINT - BY OTHERS	\$ 17,331	\$ 9,500	\$ 5,673	\$ 9,500	\$ 13,700	\$ -	\$ 13,700	4,200 44.2%
100-5163-290	OTHER CONTRACTUAL SERVICES	\$ 68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Contractual Services Total</b>	<b>\$ 17,399</b>	<b>\$ 9,500</b>	<b>\$ 5,673</b>	<b>\$ 9,500</b>	<b>\$ 13,700</b>	<b>\$ -</b>	<b>\$ 13,700</b>	<b>4,200 44.2%</b>
100-5163-350	REPAIR & MAINT SUPPLIES	\$ 2,668	\$ 3,250	\$ 862	\$ 2,000	\$ 3,500	\$ -	\$ 3,500	250 7.7%
100-5163-355	EQUIPMENT EXPENSE	\$ -	\$ 1,000	\$ -	\$ 750	\$ 1,000	\$ -	\$ 1,000	- 0.0%
100-5163-360	BLDG CUSTODIAL SUPPLIES	\$ 3,330	\$ 3,700	\$ 830	\$ 2,500	\$ 2,200	\$ -	\$ 2,200	(1,500) -40.5%
100-5163-365	UTILITIES	\$ 23,608	\$ 27,000	\$ 10,425	\$ 24,000	\$ 27,000	\$ -	\$ 27,000	- 0.0%
	<b>Operating Exp Total</b>	<b>\$ 29,607</b>	<b>\$ 34,950</b>	<b>\$ 12,117</b>	<b>\$ 29,250</b>	<b>\$ 33,700</b>	<b>\$ -</b>	<b>\$ 33,700</b>	<b>(1,250) -3.6%</b>
	<b>Fire Station #2 Total</b>	<b>\$ 47,006</b>	<b>\$ 44,450</b>	<b>\$ 17,790</b>	<b>\$ 38,750</b>	<b>\$ 47,400</b>	<b>\$ -</b>	<b>\$ 47,400</b>	<b>2,950 6.6%</b>
100-5164-240	REPAIRS & MAINTENANCE BY OTHER	\$ 2,739	\$ 10,460	\$ 2,700	\$ 10,000	\$ 11,750	\$ -	\$ 11,750	1,290 12.3%
	<b>Contractual Services Total</b>	<b>\$ 2,739</b>	<b>\$ 10,460</b>	<b>\$ 2,700</b>	<b>\$ 10,000</b>	<b>\$ 11,750</b>	<b>\$ -</b>	<b>\$ 11,750</b>	<b>1,290 12.3%</b>
100-5164-350	REPAIR & MAINTENANCE SUPPLIES	\$ 4,963	\$ 3,200	\$ 957	\$ 2,000	\$ 3,750	\$ -	\$ 3,750	550 17.2%
100-5164-360	BLDG CUSTODIAL SUPPLIES	\$ 1,451	\$ 2,000	\$ 1,405	\$ 2,500	\$ 2,000	\$ -	\$ 2,000	- 0.0%
100-5164-365	UTILITIES	\$ 32,065	\$ 36,000	\$ 14,682	\$ 36,000	\$ 36,200	\$ -	\$ 36,200	200 0.6%
	<b>Operating Exp Total</b>	<b>\$ 38,479</b>	<b>\$ 41,200</b>	<b>\$ 17,045</b>	<b>\$ 40,500</b>	<b>\$ 41,950</b>	<b>\$ -</b>	<b>\$ 41,950</b>	<b>750 1.8%</b>
	<b>Maintenance Building Total</b>	<b>\$ 41,218</b>	<b>\$ 51,660</b>	<b>\$ 19,744</b>	<b>\$ 50,500</b>	<b>\$ 53,700</b>	<b>\$ -</b>	<b>\$ 53,700</b>	<b>2,040 3.9%</b>
100-5165-110	SALARIES & WAGES-NEW CITY HALL	\$ 128,571	\$ 134,984	\$ 59,638	\$ 132,139	\$ 136,542	\$ -	\$ 136,542	1,558 1.2%
100-5165-115	OVERTIME	\$ 2,912	\$ 4,313	\$ 521	\$ 4,287	\$ 4,369	\$ -	\$ 4,369	56 1.3%
100-5165-130	DIRECT FRINGE BENEFITS	\$ 18,239	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5165-131	FICA	\$ -	\$ 10,725	\$ 4,485	\$ 10,505	\$ 10,855	\$ -	\$ 10,855	130 1.2%
100-5165-132	WRS	\$ -	\$ 8,237	\$ 3,894	\$ 8,188	\$ 8,604	\$ -	\$ 8,604	367 4.5%
100-5165-135	LONGEVITY	\$ 810	\$ 900	\$ 900	\$ 900	\$ 990	\$ -	\$ 990	90 10.0%
100-5165-160	HEALTH INS	\$ 40,052	\$ 38,777	\$ 19,374	\$ 38,777	\$ 40,029	\$ -	\$ 40,029	1,252 3.2%
100-5165-161	LIFE INS	\$ 300	\$ 285	\$ 145	\$ 283	\$ 375	\$ -	\$ 375	90 31.6%
100-5165-162	DISABILITY INS	\$ -	\$ 741	\$ -	\$ -	\$ 749	\$ -	\$ 749	8 1.1%
100-5165-163	DENTAL INS	\$ 2,615	\$ 2,555	\$ 1,309	\$ 2,634	\$ 2,765	\$ -	\$ 2,765	210 8.2%
	<b>Personnel Costs Total</b>	<b>\$ 193,499</b>	<b>\$ 201,517</b>	<b>\$ 90,267</b>	<b>\$ 197,713</b>	<b>\$ 205,278</b>	<b>\$ -</b>	<b>\$ 205,278</b>	<b>3,761 1.9%</b>
100-5165-240	REPAIR & MAINT - BY OTHERS	\$ 22,248	\$ 25,850	\$ 8,049	\$ 20,000	\$ 30,200	\$ -	\$ 30,200	4,350 16.8%
100-5165-290	OTHER CONTRACTUAL SERVICES	\$ 244	\$ 300	\$ 130	\$ 300	\$ 400	\$ -	\$ 400	100 33.3%
	<b>Contractual Services Total</b>	<b>\$ 22,491</b>	<b>\$ 26,150</b>	<b>\$ 8,178</b>	<b>\$ 20,300</b>	<b>\$ 30,600</b>	<b>\$ -</b>	<b>\$ 30,600</b>	<b>4,450 17.0%</b>
100-5165-323	UNIFORMS & PROTECTIVE GEAR	\$ 201	\$ 450	\$ 172	\$ 300	\$ 450	\$ -	\$ 450	- 0.0%
100-5165-325	TRAINING & TRAVEL	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	- 0.0%
100-5165-335	VEHICLE EXPENSE	\$ 319	\$ 600	\$ 228	\$ 500	\$ 1,000	\$ -	\$ 1,000	400 66.7%
100-5165-350	REPAIR AND MAINT SUPPLIES	\$ 2,548	\$ 3,000	\$ 2,936	\$ 4,500	\$ 5,000	\$ -	\$ 5,000	2,000 66.7%
100-5165-355	EQUIPMENT EXPENSE	\$ -	\$ 2,000	\$ 1,362	\$ 2,000	\$ 3,000	\$ -	\$ 3,000	1,000 50.0%
100-5165-360	BLDG CUSTODIAL SUPPLIES	\$ 24,141	\$ 12,000	\$ 4,061	\$ 10,000	\$ 10,000	\$ 6,480	\$ 16,480	4,480 37.3%
100-5165-363	COMMUNICATIONS EXPENSE	\$ 2,795	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5165-365	UTILITIES	\$ 110,764	\$ 107,000	\$ 41,814	\$ 107,000	\$ 107,000	\$ -	\$ 107,000	- 0.0%
	<b>Operating Exp Total</b>	<b>\$ 140,767</b>	<b>\$ 125,150</b>	<b>\$ 50,573</b>	<b>\$ 124,400</b>	<b>\$ 126,550</b>	<b>\$ 6,480</b>	<b>\$ 133,030</b>	<b>7,880 6.3%</b>
100-5165-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 12,865	\$ 6,432	\$ 12,865	\$ 16,230	\$ 120	\$ 16,350	3,485 27.1%
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 12,865</b>	<b>\$ 6,432</b>	<b>\$ 12,865</b>	<b>\$ 16,230</b>	<b>\$ 120</b>	<b>\$ 16,350</b>	<b>3,485 27.1%</b>
	<b>New City Hall Total</b>	<b>\$ 356,758</b>	<b>\$ 365,682</b>	<b>\$ 155,451</b>	<b>\$ 355,278</b>	<b>\$ 378,658</b>	<b>\$ 6,600</b>	<b>\$ 385,258</b>	<b>19,576 5.4%</b>
100-5166-240	REPAIRS & MAINT - BY OTHERS	\$ 5,023	\$ 3,500	\$ 5,372	\$ 5,505	\$ 5,000	\$ -	\$ 5,000	1,500 42.9%
	<b>Contractual Services Total</b>	<b>\$ 5,023</b>	<b>\$ 3,500</b>	<b>\$ 5,372</b>	<b>\$ 5,505</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>1,500 42.9%</b>
100-5166-350	REPAIR & MAINT SUPPLIES	\$ 129	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	- 0.0%
100-5166-365	UTILITIES	\$ 4,268	\$ 4,000	\$ 1,888	\$ 4,200	\$ 4,500	\$ -	\$ 4,500	500 12.5%
	<b>Operating Exp Total</b>	<b>\$ 4,397</b>	<b>\$ 4,500</b>	<b>\$ 1,888</b>	<b>\$ 4,700</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>500 11.1%</b>
	<b>Police Evidence Total</b>	<b>\$ 9,421</b>	<b>\$ 8,000</b>	<b>\$ 7,260</b>	<b>\$ 10,205</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>2,000 25.0%</b>
100-5190-130	DIRECT FRINGE-RETIREMENT PAYS	\$ 3,816	\$ 1,881	\$ -	\$ -	\$ -	\$ -	\$ -	(1,881) -100.0%
100-5190-131	FICA	\$ -	\$ -	\$ 3,389	\$ 5,320	\$ 5,325	\$ -	\$ 5,325	5,325 100.0%
100-5190-181	PAY FOR PERFORMANCE	\$ -	\$ 89,778	\$ -	\$ -	\$ 52,748	\$ -	\$ 52,748	(37,030) -41.2%
100-5190-189	EMPLOYEE RETIREMENT RESERVE	\$ 47,117	\$ 28,500	\$ 44,302	\$ 69,550	\$ 69,600	\$ -	\$ 69,600	41,100 144.2%
	<b>Personnel Costs Total</b>	<b>\$ 50,933</b>	<b>\$ 120,159</b>	<b>\$ 47,691</b>	<b>\$ 74,870</b>	<b>\$ 127,673</b>	<b>\$ -</b>	<b>\$ 127,673</b>	<b>7,514 6.3%</b>
100-5190-210	PROFESSIONAL SERVICES	\$ 50,000	\$ 60,000	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	- 0.0%
100-5190-255	DEBT COLLECTION EXPENSE	\$ 4,381	\$ 7,000	\$ 1,098	\$ 7,000	\$ 4,000	\$ -	\$ 4,000	(3,000) -42.9%
	<b>Contractual Services Total</b>	<b>\$ 54,381</b>	<b>\$ 67,000</b>	<b>\$ 1,098</b>	<b>\$ 67,000</b>	<b>\$ 64,000</b>	<b>\$ -</b>	<b>\$ 64,000</b>	<b>(3,000) -4.5%</b>
100-5190-310	OFFICE SUPPLIES - INTERDEPT	\$ 11,661	\$ 16,000	\$ 4,515	\$ 16,000	\$ 14,000	\$ -	\$ 14,000	(2,000) -12.5%
100-5190-349	LOSS PD BY INSURANCE RECOVERY	\$ 1,933	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5190-380	EMPLOYEE RECOG & MEMORIALS	\$ 3,247	\$ 4,250	\$ 86	\$ 4,250	\$ 4,250	\$ -	\$ 4,250	- 0.0%
	<b>Operating Exp Total</b>	<b>\$ 16,841</b>	<b>\$ 20,250</b>	<b>\$ 4,601</b>	<b>\$ 20,250</b>	<b>\$ 18,250</b>	<b>\$ -</b>	<b>\$ 18,250</b>	<b>(2,000) -9.9%</b>
100-5190-730	ILLEGAL TAXES, REFUND OF TAXES	\$ 38,367	\$ -	\$ 11,276	\$ 11,300	\$ -	\$ -	\$ -	100.0%
100-5190-735	SPECIAL ASSESSMENTS-CITY	\$ 43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Refund of Taxes Total</b>	<b>\$ 38,411</b>	<b>\$ -</b>	<b>\$ 11,276</b>	<b>\$ 11,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
100-5190-900	CONTINGENCY - UNDESIGNATED	\$ -	\$ 12,500	\$ -	\$ 500	\$ 12,500	\$ -	\$ 12,500	- 0.0%
100-5190-990	PRIOR YEAR EXPENSE	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5190-991	BAD DEBT EXPENSE	\$ 60,126	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	- 0.0%
	<b>Miscellaneous Costs Total</b>	<b>\$ 60,128</b>	<b>\$ 15,500</b>	<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ 15,500</b>	<b>\$ -</b>	<b>\$ 15,500</b>	<b>- 0.0%</b>
	<b>Interdepartmental Other Total</b>	<b>\$ 220,694</b>	<b>\$ 222,909</b>	<b>\$ 64,666</b>	<b>\$ 176,920</b>	<b>\$ 225,423</b>	<b>\$ -</b>	<b>\$ 225,423</b>	<b>2,514 1.1%</b>



City of Fitchburg  
General Fund #100  
2017 Operating Budget

Acct #	Account Name	2016				Revisions		2017		Budget Change
		2015 Actual	Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Thru Adoption	Adopted Budget		
100-5210-110	SALARIES & WAGES - POLICE	\$ 3,958,989	\$ 4,148,927	\$ 1,910,002	\$ 4,054,229	\$ 4,202,401	\$ 27,000	\$ 4,229,401	\$ 80,474	1.9%
100-5210-115	OVERTIME	\$ 271,733	\$ 189,592	\$ 130,251	\$ 193,374	\$ 197,242	\$ -	\$ 197,242	\$ 7,650	4.0%
100-5210-120	PT/LTE/SEASONAL WAGES	\$ 45,815	\$ 58,625	\$ 27,615	\$ 58,625	\$ 58,625	\$ -	\$ 58,625	\$ -	0.0%
100-5210-125	SHIFT DIFFERENTIAL	\$ 19,344	\$ 21,024	\$ 11,320	\$ 21,024	\$ 21,024	\$ -	\$ 21,024	\$ -	0.0%
100-5210-130	DIRECT FRINGE BENEFITS	\$ 726,989	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5210-131	FICA	\$ -	\$ 342,228	\$ 159,211	\$ 335,142	\$ 346,705	\$ -	\$ 346,705	\$ 4,477	1.3%
100-5210-132	WRS	\$ -	\$ 406,057	\$ 188,374	\$ 398,017	\$ 463,775	\$ -	\$ 463,775	\$ 57,718	14.2%
100-5210-135	LONGEVITY	\$ 27,780	\$ 30,045	\$ 27,885	\$ 27,885	\$ 26,520	\$ -	\$ 26,520	\$ (3,525)	-11.7%
100-5210-160	HEALTH INS	\$ 768,505	\$ 865,639	\$ 414,448	\$ 834,558	\$ 826,130	\$ -	\$ 826,130	\$ (39,509)	-4.6%
100-5210-161	LIFE INS	\$ 6,382	\$ 6,739	\$ 3,064	\$ 6,057	\$ 6,429	\$ -	\$ 6,429	\$ (310)	-4.6%
100-5210-162	DISABILITY INS	\$ -	\$ 21,791	\$ -	\$ -	\$ 22,174	\$ -	\$ 22,174	\$ 383	1.8%
100-5210-163	DENTAL INS	\$ 54,653	\$ 56,210	\$ 28,978	\$ 57,610	\$ 56,796	\$ -	\$ 56,796	\$ 586	1.0%
100-5210-190	HOLIDAY PREMIUM	\$ 31,116	\$ 25,342	\$ 14,793	\$ 25,804	\$ 26,276	\$ -	\$ 26,276	\$ 934	3.7%
	<b>Personnel Costs Total</b>	<b>\$ 5,911,306</b>	<b>\$ 6,172,219</b>	<b>\$ 2,915,940</b>	<b>\$ 6,012,325</b>	<b>\$ 6,254,097</b>	<b>\$ 27,000</b>	<b>\$ 6,281,097</b>	<b>\$ 108,878</b>	<b>1.8%</b>
100-5210-210	PROFESSIONAL SERVICES	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 2,500	\$ -	\$ 2,500	\$ (2,500)	-50.0%
100-5210-240	REPAIRS & MAINT - BY OTHERS	\$ 10,354	\$ 14,080	\$ 7,237	\$ 12,000	\$ 12,080	\$ -	\$ 12,080	\$ (2,000)	-14.2%
100-5210-245	COMPUTER RELATED - REP & MAINT	\$ 34,960	\$ 9,255	\$ 6,225	\$ 9,255	\$ 9,325	\$ -	\$ 9,325	\$ 70	0.8%
100-5210-260	POLICE VEHICLE LEASE PROGRAM	\$ 98,532	\$ 106,215	\$ 54,454	\$ 106,215	\$ 109,395	\$ -	\$ 109,395	\$ 3,180	3.0%
100-5210-290	OTHER CONTRACTUAL/CROSS GUARDS	\$ 4,472	\$ 4,400	\$ -	\$ 4,400	\$ 4,400	\$ -	\$ 4,400	\$ -	0.0%
	<b>Contractual Services Total</b>	<b>\$ 148,318</b>	<b>\$ 138,500</b>	<b>\$ 67,916</b>	<b>\$ 136,870</b>	<b>\$ 137,700</b>	<b>\$ -</b>	<b>\$ 137,700</b>	<b>\$ (1,250)</b>	<b>-0.9%</b>
100-5210-310	OFFICE SUPPLIES & POSTAGE	\$ 12,256	\$ 13,000	\$ 7,062	\$ 13,000	\$ 13,000	\$ -	\$ 13,000	\$ -	0.0%
100-5210-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 817	\$ 1,500	\$ 1,237	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	0.0%
100-5210-323	UNIFORMS & PROTECTIVE GEAR	\$ 32,148	\$ 37,500	\$ 12,350	\$ 37,500	\$ 36,800	\$ -	\$ 36,800	\$ (700)	-1.9%
100-5210-324	YMCA MEMBERSHIP	\$ 7,056	\$ 8,280	\$ 2,811	\$ 7,055	\$ 7,765	\$ -	\$ 7,765	\$ (515)	-6.2%
100-5210-326	TUITION REIMBURSEMENT	\$ 11,087	\$ 6,150	\$ 77	\$ 6,150	\$ 6,075	\$ -	\$ 6,075	\$ (75)	-1.2%
100-5210-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ 200	\$ -	\$ 200	\$ 200	\$ -	\$ 200	\$ -	0.0%
100-5210-335	VEHICLE EXPENSE (G&O, REPAIRS)	\$ 147,839	\$ 137,032	\$ 39,423	\$ 137,035	\$ 136,730	\$ (3,750)	\$ 132,980	\$ (4,052)	-3.0%
100-5210-340	OPERATING MATERIALS & SUPPLIES	\$ 12,152	\$ 11,500	\$ 3,711	\$ 11,500	\$ 11,500	\$ -	\$ 11,500	\$ -	0.0%
100-5210-345	PUBLIC INFORMATION & EDUCATION	\$ 8,456	\$ 8,000	\$ 5,182	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ 1,000	12.5%
100-5210-350	REPAIR & MAINT SUPPLIES	\$ 3,047	\$ 3,000	\$ 119	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.0%
100-5210-355	EQUIPMENT EXPENSE	\$ 14,917	\$ 15,580	\$ 9,479	\$ 15,580	\$ 35,080	\$ -	\$ 35,080	\$ 19,500	125.2%
100-5210-361	COMMUNICATIONS CENTER EQUIP	\$ 636	\$ 500	\$ -	\$ 575	\$ 500	\$ -	\$ 500	\$ -	0.0%
100-5210-363	COMMUNICATIONS EXPENSE	\$ 19,389	\$ 13,660	\$ 2,404	\$ 4,000	\$ 3,000	\$ -	\$ 3,000	\$ (10,660)	-78.0%
100-5210-365	TELEPHONE & UTILITIES	\$ 5,987	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5210-382	DANE CO JAIL - PRISONER BOARD	\$ -	\$ 300	\$ -	\$ 150	\$ 300	\$ -	\$ 300	\$ -	0.0%
100-5210-383	FIREARMS & AMMUNITION	\$ 48,482	\$ 35,820	\$ 9,987	\$ 35,820	\$ 56,820	\$ -	\$ 56,820	\$ 21,000	58.6%
100-5210-384	INVESTIGATIVE SUPPLIES	\$ 23,498	\$ 26,190	\$ 10,644	\$ 26,190	\$ 26,190	\$ 1,400	\$ 27,590	\$ 1,400	5.3%
100-5210-392	K-9 UNIT	\$ 2,880	\$ 1,000	\$ 452	\$ 455	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%
	<b>Operating Exp Total</b>	<b>\$ 350,647</b>	<b>\$ 319,212</b>	<b>\$ 104,938</b>	<b>\$ 308,710</b>	<b>\$ 348,460</b>	<b>\$ (2,350)</b>	<b>\$ 346,110</b>	<b>\$ 26,898</b>	<b>8.4%</b>
100-5210-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 195,305	\$ 98,043	\$ 195,695	\$ 248,270	\$ 2,065	\$ 250,335	\$ 55,030	28.2%
100-5210-571	MP SIS ALLOCATION	\$ -	\$ 157,771	\$ 156,928	\$ 156,928	\$ 174,175	\$ -	\$ 174,175	\$ 16,404	10.4%
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 353,076</b>	<b>\$ 254,971</b>	<b>\$ 352,623</b>	<b>\$ 422,445</b>	<b>\$ 2,065</b>	<b>\$ 424,510</b>	<b>\$ 71,434</b>	<b>20.2%</b>
	<b>Police Total</b>	<b>\$ 6,410,271</b>	<b>\$ 6,983,457</b>	<b>\$ 3,343,766</b>	<b>\$ 6,810,528</b>	<b>\$ 7,162,702</b>	<b>\$ 26,715</b>	<b>\$ 7,189,417</b>	<b>\$ 205,960</b>	<b>2.9%</b>
100-5220-110	SALARIES & WAGES - FIRE DEPT	\$ 771,155	\$ 946,187	\$ 413,130	\$ 961,160	\$ 1,036,444	\$ -	\$ 1,036,444	\$ 90,257	9.5%
100-5220-115	OVERTIME	\$ 66,061	\$ 80,675	\$ 40,321	\$ 80,203	\$ 92,937	\$ -	\$ 92,937	\$ 12,262	15.2%
100-5220-120	PT/LTE/SEASONAL WAGES	\$ 27,553	\$ 35,100	\$ 11,890	\$ 35,100	\$ 35,100	\$ -	\$ 35,100	\$ -	0.0%
100-5220-130	DIRECT FRINGE BENEFITS	\$ 228,799	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5220-131	FICA	\$ -	\$ 127,736	\$ 54,972	\$ 126,389	\$ 133,167	\$ -	\$ 133,167	\$ 5,431	4.3%
100-5220-132	WRS	\$ -	\$ 152,132	\$ 60,187	\$ 150,430	\$ 180,351	\$ -	\$ 180,351	\$ 28,219	18.5%
100-5220-135	LONGEVITY	\$ 6,165	\$ 6,660	\$ 6,660	\$ 6,660	\$ 7,155	\$ -	\$ 7,155	\$ 495	7.4%
100-5220-150	POC SERVICES	\$ 606,460	\$ 594,567	\$ 263,633	\$ 564,546	\$ 564,546	\$ -	\$ 564,546	\$ (30,021)	-5.0%
100-5220-160	HEALTH INS	\$ 157,188	\$ 214,595	\$ 105,052	\$ 220,119	\$ 225,747	\$ -	\$ 225,747	\$ 11,152	5.2%
100-5220-161	LIFE INS	\$ 647	\$ 1,673	\$ 381	\$ 1,680	\$ 1,861	\$ -	\$ 1,861	\$ 188	11.2%
100-5220-162	DISABILITY INS	\$ -	\$ 5,293	\$ -	\$ -	\$ 5,800	\$ -	\$ 5,800	\$ 507	9.6%
100-5220-163	DENTAL INS	\$ 11,319	\$ 14,481	\$ 6,728	\$ 14,543	\$ 16,134	\$ -	\$ 16,134	\$ 1,653	11.4%
100-5220-190	HOLIDAY PREMIUM	\$ 6,490	\$ 6,578	\$ 2,451	\$ 4,473	\$ 4,563	\$ -	\$ 4,563	\$ (2,015)	-30.6%
	<b>Personnel Costs Total</b>	<b>\$ 1,881,836</b>	<b>\$ 2,185,677</b>	<b>\$ 965,405</b>	<b>\$ 2,165,303</b>	<b>\$ 2,303,805</b>	<b>\$ -</b>	<b>\$ 2,303,805</b>	<b>\$ 118,128</b>	<b>5.4%</b>
100-5220-240	REPAIRS & MAINT - BY OTHERS	\$ 15,276	\$ 17,135	\$ 5,563	\$ 15,000	\$ 17,300	\$ -	\$ 17,300	\$ 165	1.0%
100-5220-245	COMPUTER RELATED - REP & MAINT	\$ 38,172	\$ 7,200	\$ 5,599	\$ 7,630	\$ 9,250	\$ -	\$ 9,250	\$ 2,050	28.5%
100-5220-250	PUBLIC NOTICES/ADS	\$ 386	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.0%
100-5220-290	OTHER CONTRACTUAL SERVICES	\$ 2,633	\$ 3,160	\$ 2,000	\$ 3,160	\$ 3,520	\$ -	\$ 3,520	\$ 360	11.4%
	<b>Contractual Services Total</b>	<b>\$ 56,467</b>	<b>\$ 27,995</b>	<b>\$ 13,162</b>	<b>\$ 26,290</b>	<b>\$ 30,570</b>	<b>\$ -</b>	<b>\$ 30,570</b>	<b>\$ 2,575</b>	<b>9.2%</b>
100-5220-310	OFFICE SUPPLIES & POSTAGE	\$ 3,685	\$ 2,500	\$ 1,444	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	0.0%
100-5220-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 7,180	\$ 6,140	\$ 4,328	\$ 6,855	\$ 7,220	\$ 770	\$ 7,990	\$ 1,850	30.1%
100-5220-323	UNIFORMS	\$ 14,825	\$ 31,590	\$ 6,061	\$ 18,440	\$ 18,100	\$ -	\$ 18,100	\$ (13,490)	-42.7%
100-5220-324	PROTECTIVE GEAR	\$ 32,321	\$ 51,970	\$ 4,196	\$ 58,000	\$ 58,140	\$ -	\$ 58,140	\$ 6,170	11.9%
100-5220-325	TRAINING & TRAVEL	\$ 16,659	\$ 32,350	\$ 12,092	\$ 24,000	\$ 32,975	\$ 6,540	\$ 39,515	\$ 7,165	22.1%
100-5220-326	TUITION REIMBURSEMENT	\$ 13,339	\$ 15,300	\$ 8,837	\$ 17,837	\$ 20,400	\$ -	\$ 20,400	\$ 5,100	33.3%
100-5220-330	VEHICLE USE REIMBURSEMENT	\$ 78	\$ 205	\$ -	\$ 205	\$ 190	\$ -	\$ 190	\$ (15)	-7.3%
100-5220-335	VEHICLE EXPENSE (G&O, REPAIRS)	\$ 99,681	\$ 113,695	\$ 63,784	\$ 113,695	\$ 115,000	\$ -	\$ 115,000	\$ 1,305	1.1%
100-5220-340	OPERATING MATERIALS & SUPPLIES	\$ 4,205	\$ 6,500	\$ 1,752	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ (1,500)	-23.1%
100-5220-341	MEDICAL/EMS SUPPLIES	\$ 3,034	\$ 3,000	\$ 2,117	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.0%
100-5220-345	PUBLIC INFORMATION & EDUCATION	\$ 3,009	\$ 4,200	\$ -	\$ 4,200	\$ 4,200	\$ -	\$ 4,200	\$ -	0.0%
100-5220-350	REPAIR & MAINT SUPPLIES	\$ 563	\$ 2,000	\$ 17	\$ 1,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0.0%
100-5220-355	EQUIPMENT EXPENSE	\$ 24,257	\$ 30,000	\$ 5,855	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -	0.0%
100-5220-363	COMMUNICATIONS EXPENSE	\$ 12,327	\$ 4,225	\$ 1,752	\$ 4,225	\$ 10,900	\$ -	\$ 10,900	\$ 6,675	158.0%
100-5220-365	TELEPHONE	\$ 17,158	\$ 8,585	\$ 5,978	\$ 10,407	\$ 9,250	\$ -	\$ 9,250	\$ 665	7.7%
	<b>Operating Exp Total</b>	<b>\$ 252,319</b>	<b>\$ 312,260</b>	<b>\$ 118,213</b>	<b>\$ 299,364</b>	<b>\$ 318,875</b>	<b>\$ 7,310</b>	<b>\$ 326,185</b>	<b>\$ 13,925</b>	<b>4.5%</b>
100-5220-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 103,805	\$ 51,903	\$ 103,805	\$ 100,755	\$ 525	\$ 101,280	\$ (2,525)	-2.4%
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 103,805</b>	<b>\$ 51,903</b>	<b>\$ 103,805</b>	<b>\$ 100,755</b>	<b>\$ 525</b>	<b>\$ 101,280</b>	<b>\$ (2,525)</b>	<b>-2.4%</b>
	<b>Fire Department Total</b>	<b>\$ 2,190,621</b>	<b>\$ 2,629,737</b>	<b>\$ 1,148,682</b>	<b>\$ 2,594,762</b>	<b>\$ 2,754,005</b>	<b>\$ 7,835</b>	<b>\$ 2,761,840</b>	<b>\$ 132,103</b>	<b>5.0%</b>

City of Fitchburg  
General Fund #100  
2017 Operating Budget

Acct #	Account Name	2015		2016		2016		2017		Revisions		2017		Budget	
		Actual	Adopted	06/2016	YTD Actual	Estimate	Request	Thru	Adoption	Adopted	Budget	Change			
100-5240-110	SALARIES & WAGES - BLDG INSP	\$ 201,022	\$ 201,104	\$ 92,969	\$ 201,789	\$ 205,181	\$ -	\$ -	\$ 205,181	\$ 4,077	2.0%				
100-5240-115	OVERTIME	\$ 244	\$ 2,396	\$ 233	\$ 2,409	\$ 2,443	\$ -	\$ -	\$ 2,443	\$ 47	2.0%				
100-5240-120	PT/LTE/SEASONAL WAGES	\$ -	\$ 22,880	\$ -	\$ 22,880	\$ 22,880	\$ -	\$ -	\$ 22,880	\$ -	0.0%				
100-5240-130	DIRECT FRINGE BENEFITS	\$ 29,618	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%				
100-5240-131	FICA	\$ -	\$ 17,463	\$ 7,329	\$ 17,516	\$ 17,787	\$ -	\$ -	\$ 17,787	\$ 324	1.9%				
100-5240-132	WRS	\$ -	\$ 13,556	\$ 6,276	\$ 13,602	\$ 14,255	\$ -	\$ -	\$ 14,255	\$ 699	5.2%				
100-5240-135	LONGEVITY	\$ 1,710	\$ 1,890	\$ 1,890	\$ 1,890	\$ 2,010	\$ -	\$ -	\$ 2,010	\$ 120	6.3%				
100-5240-160	HEALTH INS	\$ 52,461	\$ 54,623	\$ 22,045	\$ 44,090	\$ 45,012	\$ -	\$ -	\$ 45,012	\$ (9,611)	-17.6%				
100-5240-161	LIFE INS	\$ 452	\$ 782	\$ 231	\$ 724	\$ 736	\$ -	\$ -	\$ 736	\$ (46)	-5.9%				
100-5240-162	DISABILITY INS	\$ -	\$ 1,109	\$ -	\$ -	\$ 1,123	\$ -	\$ -	\$ 1,123	\$ 14	1.3%				
100-5240-163	DENTAL INS	\$ 3,606	\$ 3,620	\$ 1,857	\$ 3,732	\$ 3,919	\$ -	\$ -	\$ 3,919	\$ 299	8.3%				
	<b>Personnel Costs Total</b>	<b>\$ 289,113</b>	<b>\$ 319,423</b>	<b>\$ 132,830</b>	<b>\$ 308,632</b>	<b>\$ 315,346</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 315,346</b>	<b>\$ (4,077)</b>	<b>-1.3%</b>				
100-5240-210	PROFESSIONAL SERVICES	\$ 5,213	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	0.0%				
	<b>Contractual Services Total</b>	<b>\$ 5,213</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>0.0%</b>				
100-5240-310	OFFICE SUPPLIES & POSTAGE	\$ 292	\$ 500	\$ 306	\$ 500	\$ 500	\$ -	\$ -	\$ 500	\$ -	0.0%				
100-5240-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 447	\$ 700	\$ 371	\$ 700	\$ 725	\$ -	\$ -	\$ 725	\$ 25	3.6%				
100-5240-323	UNIFORMS & PROTECTIVE GEAR	\$ 330	\$ 1,000	\$ 100	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	0.0%				
100-5240-325	TRAINING & TRAVEL	\$ 3,591	\$ 7,000	\$ 2,602	\$ 6,000	\$ 7,000	\$ -	\$ -	\$ 7,000	\$ -	0.0%				
100-5240-330	VEHICLE USE REIMBURSEMENT	\$ 1,860	\$ 500	\$ 84	\$ 200	\$ 470	\$ -	\$ -	\$ 470	\$ (30)	-6.0%				
100-5240-335	VEHICLE EXPENSE (GAS & OIL)	\$ 2,494	\$ 2,516	\$ 511	\$ 2,516	\$ 2,960	\$ -	\$ -	\$ 2,960	\$ 444	17.6%				
100-5240-340	OPERATING MATERIALS & SUPPLIES	\$ 3,476	\$ 4,000	\$ 2,116	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ -	0.0%				
100-5240-345	PUBLIC INFORMATION & EDUCATION	\$ 49	\$ 200	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ 200	\$ -	0.0%				
100-5240-350	REPAIR & MAINT SUPPLIES	\$ -	\$ -	\$ 486	\$ 490	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%				
100-5240-363	COMMUNICATIONS EXPENSE	\$ 3,057	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%				
	<b>Operating Exp Total</b>	<b>\$ 15,595</b>	<b>\$ 16,416</b>	<b>\$ 6,577</b>	<b>\$ 15,406</b>	<b>\$ 16,855</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,855</b>	<b>\$ 439</b>	<b>2.7%</b>				
100-5240-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 16,590	\$ 8,295	\$ 16,590	\$ 13,900	\$ 95	\$ 95	\$ 13,995	\$ (2,595)	-15.6%				
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 16,590</b>	<b>\$ 8,295</b>	<b>\$ 16,590</b>	<b>\$ 13,900</b>	<b>\$ 95</b>	<b>\$ 95</b>	<b>\$ 13,995</b>	<b>\$ (2,595)</b>	<b>-15.6%</b>				
	<b>Building Inspection Total</b>	<b>\$ 309,921</b>	<b>\$ 362,429</b>	<b>\$ 147,702</b>	<b>\$ 340,628</b>	<b>\$ 356,101</b>	<b>\$ 95</b>	<b>\$ 95</b>	<b>\$ 356,196</b>	<b>\$ (6,233)</b>	<b>-1.7%</b>				
100-5290-130	DIRECT FRINGE BENEFITS	\$ 111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%				
100-5290-131	FICA	\$ -	\$ 50	\$ 47	\$ 100	\$ 100	\$ -	\$ -	\$ 100	\$ 50	100.0%				
100-5290-132	WRS	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (50)	-100.0%				
100-5290-142	PER DIEMS - POLICE & FIRE COMM	\$ 1,175	\$ 1,000	\$ 440	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	0.0%				
100-5290-143	PER DIEMS-EMS COMMISSION	\$ 275	\$ 500	\$ 175	\$ 500	\$ 500	\$ -	\$ -	\$ 500	\$ -	0.0%				
	<b>Personnel Costs Total</b>	<b>\$ 1,561</b>	<b>\$ 1,600</b>	<b>\$ 662</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,600</b>	<b>\$ -</b>	<b>0.0%</b>				
100-5290-265	WEIGHTS & MEASURES	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ -	\$ -	\$ 3,600	\$ -	0.0%				
100-5290-269	DANE COM/ANALOG TACTICAL	\$ 45,843	\$ 82,467	\$ 17,730	\$ 82,467	\$ 179,305	\$ -	\$ -	\$ 179,305	\$ 96,838	117.4%				
100-5290-270	FITCHRONA EMS CONTRIBUTION	\$ 464,355	\$ 495,794	\$ 247,897	\$ 495,794	\$ 500,272	\$ 6,015	\$ 6,015	\$ 506,287	\$ 10,493	2.1%				
	<b>Contractual Services Total</b>	<b>\$ 513,798</b>	<b>\$ 581,861</b>	<b>\$ 269,227</b>	<b>\$ 581,861</b>	<b>\$ 683,177</b>	<b>\$ 6,015</b>	<b>\$ 6,015</b>	<b>\$ 689,192</b>	<b>\$ 107,331</b>	<b>18.4%</b>				
	<b>Other Public Safety Total</b>	<b>\$ 515,358</b>	<b>\$ 583,461</b>	<b>\$ 269,889</b>	<b>\$ 583,461</b>	<b>\$ 684,777</b>	<b>\$ 6,015</b>	<b>\$ 6,015</b>	<b>\$ 690,792</b>	<b>\$ 107,331</b>	<b>18.4%</b>				
100-5300-110	SALARIES & WAGES - PUBLIC WKS	\$ 657,579	\$ 667,706	\$ 298,342	\$ 645,282	\$ 671,043	\$ 18,970	\$ 18,970	\$ 690,013	\$ 22,307	3.3%				
100-5300-115	OVERTIME	\$ 26,005	\$ 26,630	\$ 7,944	\$ 26,997	\$ 27,313	\$ 684	\$ 684	\$ 27,997	\$ 1,367	5.1%				
100-5300-120	PT/LTE/SEASONAL WAGES	\$ 9,718	\$ 13,319	\$ 3,371	\$ 12,869	\$ 13,369	\$ -	\$ -	\$ 13,369	\$ 50	0.4%				
100-5300-130	DIRECT FRINGE BENEFITS	\$ 102,185	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%				
100-5300-131	FICA	\$ -	\$ 54,517	\$ 23,317	\$ 52,671	\$ 54,720	\$ 1,504	\$ 1,504	\$ 56,224	\$ 1,707	3.1%				
100-5300-132	WRS	\$ -	\$ 46,097	\$ 20,200	\$ 44,536	\$ 47,671	\$ 1,336	\$ 1,336	\$ 49,007	\$ 2,910	6.3%				
100-5300-135	LONGEVITY	\$ 4,395	\$ 4,986	\$ 3,366	\$ 3,366	\$ 3,576	\$ -	\$ -	\$ 3,576	\$ (1,410)	-28.3%				
100-5300-143	PER DIEMS - BD OF PUBLIC WKS	\$ 413	\$ 300	\$ 150	\$ 300	\$ 300	\$ -	\$ -	\$ 300	\$ -	0.0%				
100-5300-144	TRANSPORTATION	\$ 650	\$ 1,280	\$ 420	\$ 1,000	\$ 1,280	\$ -	\$ -	\$ 1,280	\$ -	0.0%				
100-5300-160	HEALTH INS	\$ 138,073	\$ 145,336	\$ 71,102	\$ 147,731	\$ 150,696	\$ 9,690	\$ 9,690	\$ 160,386	\$ 15,050	10.4%				
100-5300-161	LIFE INS	\$ 1,567	\$ 1,496	\$ 701	\$ 1,229	\$ 1,329	\$ 17	\$ 17	\$ 1,346	\$ (150)	-10.0%				
100-5300-162	DISABILITY INS	\$ -	\$ 3,989	\$ -	\$ -	\$ 3,972	\$ 122	\$ 122	\$ 4,094	\$ 105	2.6%				
100-5300-163	DENTAL INS	\$ 10,028	\$ 10,039	\$ 4,913	\$ 11,162	\$ 12,529	\$ 636	\$ 636	\$ 13,165	\$ 3,126	31.1%				
	<b>Personnel Costs Total</b>	<b>\$ 950,613</b>	<b>\$ 975,695</b>	<b>\$ 433,826</b>	<b>\$ 947,143</b>	<b>\$ 987,798</b>	<b>\$ 32,959</b>	<b>\$ 32,959</b>	<b>\$ 1,020,757</b>	<b>\$ 45,062</b>	<b>4.6%</b>				
100-5300-210	PROFESSIONAL SERVICES	\$ 600	\$ 2,000	\$ 2,440	\$ 4,800	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	0.0%				
100-5300-220	STREET LIGHT SERVICE - MG&E	\$ 159,766	\$ 164,000	\$ 66,737	\$ 134,000	\$ 164,000	\$ -	\$ -	\$ 164,000	\$ -	0.0%				
100-5300-225	STREET LIGHT MAINTENANCE	\$ 25,080	\$ 28,000	\$ 4,258	\$ 28,000	\$ 28,000	\$ -	\$ -	\$ 28,000	\$ -	0.0%				
100-5300-230	TRAFFIC SIGNAL MAINTENANCE	\$ 33,656	\$ 17,000	\$ 2,110	\$ 15,000	\$ 17,000	\$ 250	\$ 250	\$ 17,250	\$ 250	1.5%				
100-5300-245	COMPUTER RELATED REP & MAINT	\$ 1,727	\$ 1,900	\$ 396	\$ 1,900	\$ 1,900	\$ -	\$ -	\$ 1,900	\$ -	0.0%				
100-5300-250	PUBLIC NOTICES/ADS	\$ 561	\$ 600	\$ 166	\$ 600	\$ 600	\$ -	\$ -	\$ 600	\$ -	0.0%				
	<b>Contractual Services Total</b>	<b>\$ 221,391</b>	<b>\$ 213,500</b>	<b>\$ 76,108</b>	<b>\$ 184,300</b>	<b>\$ 213,500</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 213,750</b>	<b>\$ 250</b>	<b>0.1%</b>				
100-5300-310	OFFICE SUPPLIES & POSTAGE	\$ 1,497	\$ 1,600	\$ 599	\$ 1,600	\$ 1,600	\$ -	\$ -	\$ 1,600	\$ -	0.0%				
100-5300-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 9,361	\$ 9,400	\$ 1,455	\$ 9,400	\$ 9,400	\$ -	\$ -	\$ 9,400	\$ -	0.0%				
100-5300-323	UNIFORMS & PROTECTIVE GEAR	\$ 7,025	\$ 6,400	\$ 3,060	\$ 6,450	\$ 9,200	\$ 750	\$ 750	\$ 9,950	\$ 3,550	55.5%				
100-5300-325	TRAINING & TRAVEL	\$ 1,539	\$ 7,450	\$ 1,535	\$ 7,450	\$ 9,305	\$ -	\$ -	\$ 9,305	\$ 1,855	24.9%				
100-5300-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ 500	\$ -	\$ -	\$ 475	\$ -	\$ -	\$ 475	\$ (25)	-5.0%				
100-5300-335	VEHICLE EXPENSE (G&O, REPAIRS)	\$ 64,069	\$ 89,078	\$ 28,711	\$ 98,450	\$ 103,760	\$ -	\$ -	\$ 103,760	\$ 14,682	16.5%				
100-5300-340	OPERATING MATERIALS & SUPPLIES	\$ 1,409	\$ 1,500	\$ 989	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	0.0%				
100-5300-345	PUBLIC INFORMATION & EDUCATION	\$ -	\$ 300	\$ 110	\$ 300	\$ 300	\$ -	\$ -	\$ 300	\$ -	0.0%				
100-5300-350	REPAIR & MAINT SUPPLIES	\$ 26,199	\$ 30,000	\$ 10,216	\$ 19,163	\$ 22,000	\$ -	\$ -	\$ 22,000	\$ (8,000)	-26.7%				
100-5300-355	EQUIPMENT EXPENSE	\$ 10,131	\$ 7,000	\$ 2,851	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ 7,000	\$ -	0.0%				
100-5300-363	COMMUNICATIONS EXPENSE	\$ 4,258	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ -	\$ 500	\$ -	0.0%				
100-5300-365	TELEPHONE EXPENSE	\$ 565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%				
100-5300-370	ROADWAY SUPPLIES	\$ 133,039	\$ 155,790	\$ 123,787	\$ 140,787	\$ 87,935	\$ -	\$ -	\$ 87,935	\$ (67,855)	-43.6%				
100-5300-371	POLES & LIGHTS REPLACE STOCK	\$ 7,034	\$ 8,000	\$ 8,913	\$ 9,687	\$ 11,000	\$ -	\$ -	\$ 11,000	\$ 3,000	37.5%				
100-5300-375	ROAD MAINTENANCE	\$ 190,848	\$ 200,000	\$ -	\$ 196,480	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	0.0%				
100-5300-377	CURB & SIDEWALK REPAIR - MINOR	\$ 10,091	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%				
	<b>Operating Exp Total</b>	<b>\$ 467,065</b>	<b>\$ 517,518</b>	<b>\$ 182,225</b>	<b>\$ 498,767</b>	<b>\$ 463,975</b>	<b>\$ 750</b>	<b>\$ 750</b>	<b>\$ 464,725</b>	<b>\$ (52,793)</b>	<b>-10.2%</b>				
100-5300-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 69,990	\$ 34,995	\$ 69,990	\$ 31,005	\$ 210	\$ 210	\$ 31,215	\$ (38,775)	-55.4%				
	<b>Allocated Benefits Total</b>	<b>\$ -</b>	<b>\$ 69,990</b>	<b>\$ 34,995</b>	<b>\$ 69,990</b>	<b>\$ 31,005</b>	<b>\$ 210</b>	<b>\$ 210</b>	<b>\$ 31,215</b>	<b>\$ (38,775)</b>	<b>-55.4%</b>				
	<b>Public Works Total</b>	<b>\$ 1,639,068</b>	<b>\$ 1,776,703</b>	<b>\$ 727,154</b>	<b>\$ 1,700,200</b>	<b>\$ 1,696,278</b>	<b>\$ 34,169</b>	<b>\$ 34,169</b>	<b>\$ 1,730,447</b>	<b>\$ (46,256)</b>	<b>-2.6%</b>				
100-5352-200	METRO TRANSIT SERVICES	\$ 407,889	\$ 475,000	\$ 103,444	\$ 474,400	\$ 488,000	\$ -	\$ -	\$ 488,000	\$ 13,000	2.7%				
100-5352-290	OTHER CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,000	\$ 69,000	\$ 69,000	\$ 69,000	100.0%				
	<b>Contractual Services Total</b>	<b>\$ 407,889</b>	<b>\$ 475,000</b>	<b>\$ 103,444</b>	<b>\$ 474,400</b>	<b>\$ 488,000</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>	<b>\$ 557,000</b>	<b>\$ 82,000</b>	<b>17.3%</b>				
	<b>Mass Transit Total</b>	<b>\$ 407,889</b>	<b>\$ 475,000</b>	<b>\$ 103,444</b>	<b>\$ 474,400</b>	<b>\$ 488,000</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>	<b>\$ 557,000</b>						

City of Fitchburg  
General Fund #100  
2017 Operating Budget

2017 Operating Budget		2015		2016		2016		2017		Revisions		2017		Budget	
Acct #	Account Name	Actual	Adopted Budget	06/2016 YTD Actual	Estimate	Request	Thru Adoption	Adopted Budget	Budget Change						
100-5460-110	SALARIES & WAGES - SENIOR CTR	\$ 315,730	\$ 312,205	\$ 140,029	\$ 320,260	\$ 323,859	\$ 16,276	\$ 340,135	\$ 27,930	8.9%					
100-5460-120	PT/LTE/SEASONAL WAGES	\$ 9,415	\$ 10,920	\$ 5,600	\$ 8,750	\$ 8,750	-	\$ 8,750	\$ (2,170)	-19.9%					
100-5460-130	DIRECT FRINGE BENEFITS	\$ 46,602	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	100.0%					
100-5460-131	FICA	\$ -	\$ 24,943	\$ 11,206	\$ 25,394	\$ 25,686	\$ 1,245	\$ 26,931	\$ 1,988	8.0%					
100-5460-132	WRS	\$ -	\$ 20,799	\$ 9,436	\$ 21,331	\$ 22,237	\$ 1,107	\$ 23,344	\$ 2,545	12.2%					
100-5460-135	LONGEVITY	\$ 2,718	\$ 2,934	\$ 2,934	\$ 2,934	\$ 3,150	-	\$ 3,150	\$ 216	7.4%					
100-5460-145	PER DIEMS - COMM ON AGING	\$ 440	\$ 700	\$ 195	\$ 800	\$ 1,480	-	\$ 1,480	\$ 780	111.4%					
100-5460-160	HEALTH INS	\$ 58,733	\$ 59,937	\$ 29,968	\$ 59,937	\$ 61,134	\$ 9,690	\$ 70,824	\$ 10,887	18.2%					
100-5460-161	LIFE INS	\$ 352	\$ 576	\$ 185	\$ 589	\$ 603	\$ 96	\$ 699	\$ 123	21.4%					
100-5460-162	DISABILITY INS	\$ -	\$ 1,724	\$ -	\$ -	\$ 1,772	\$ 101	\$ 1,873	\$ 149	8.6%					
100-5460-163	DENTAL INS	\$ 4,356	\$ 3,939	\$ 2,020	\$ 4,060	\$ 4,263	\$ 636	\$ 4,899	\$ 960	24.4%					
	Personnel Costs Total	\$ 438,345	\$ 438,677	\$ 201,573	\$ 444,055	\$ 452,934	\$ 29,151	\$ 482,085	\$ 43,408	9.9%					
100-5460-211	OREGON SNR CTR CONTRIBUTION	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ -	0.0%					
100-5460-240	REPAIRS & MAINT - BY OTHERS	\$ 682	\$ 1,200	\$ 239	\$ 1,200	\$ 1,270	-	\$ 1,270	\$ 70	5.8%					
100-5460-245	COMPUTER RELATED REP & MAINT	\$ 909	\$ 1,000	\$ -	\$ 800	\$ -	-	\$ -	\$ (1,000)	-100.0%					
100-5460-290	OTHER CONTRACTUAL	\$ 600	\$ 430	\$ 142	\$ 430	\$ 430	-	\$ 430	\$ -	0.0%					
	Contractual Services Total	\$ 3,190	\$ 3,630	\$ 381	\$ 3,430	\$ 2,700	\$ -	\$ 2,700	\$ (930)	-25.6%					
100-5460-310	OFFICE SUPPLIES & POSTAGE	\$ 1,731	\$ 1,625	\$ 1,324	\$ 1,625	\$ 1,625	-	\$ 1,625	\$ -	0.0%					
100-5460-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 591	\$ 590	\$ 458	\$ 590	\$ 615	-	\$ 615	\$ 25	4.2%					
100-5460-325	TRAINING & TRAVEL	\$ 2,541	\$ 2,200	\$ 600	\$ 2,200	\$ 2,700	\$ 200	\$ 2,900	\$ 700	31.8%					
100-5460-330	VEHICLE USE REIMBURSEMENT	\$ 3,527	\$ 4,450	\$ 806	\$ 3,700	\$ 3,700	\$ 100	\$ 3,800	\$ (650)	-14.6%					
100-5460-340	OPERATING MATERIALS & SUPPLIES	\$ 435	\$ 600	\$ 308	\$ 600	\$ 600	-	\$ 600	\$ -	0.0%					
100-5460-345	PUBLIC INFORMATION & EDUCATION	\$ 4,207	\$ 4,500	\$ 1,657	\$ 4,500	\$ 3,500	-	\$ 3,500	\$ (1,000)	-22.2%					
100-5460-355	EQUIPMENT EXPENSE	\$ 484	\$ 550	\$ -	\$ 550	\$ 550	-	\$ 550	\$ -	0.0%					
100-5460-363	COMMUNICATIONS EXPENSE	\$ 671	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	100.0%					
100-5460-365	TELEPHONE	\$ 323	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	100.0%					
100-5460-386	NUTRITION PROGRAM	\$ 2,372	\$ 2,200	\$ 1,176	\$ 2,200	\$ 2,200	-	\$ 2,200	\$ -	0.0%					
100-5460-387	SENIOR PROGRAMS EXPENSE	\$ 6,976	\$ 8,500	\$ 13,935	\$ 19,000	\$ 22,000	-	\$ 22,000	\$ 13,500	158.8%					
100-5460-391	VOLUNTEER PROGRAM EXP	\$ 1,703	\$ 1,700	\$ -	\$ 1,700	\$ 1,700	-	\$ 1,700	\$ -	0.0%					
	Operating Exp Total	\$ 25,559	\$ 26,915	\$ 20,262	\$ 36,665	\$ 39,190	\$ 300	\$ 39,490	\$ 12,575	46.7%					
100-5460-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 22,380	\$ 11,190	\$ 22,380	\$ 23,805	\$ 675	\$ 24,480	\$ 2,100	9.4%					
	Allocated Benefits Total	\$ -	\$ 22,380	\$ 11,190	\$ 22,380	\$ 23,805	\$ 675	\$ 24,480	\$ 2,100	9.4%					
	Senior Center Total	\$ 467,094	\$ 491,602	\$ 233,406	\$ 506,530	\$ 518,629	\$ 30,126	\$ 548,755	\$ 57,153	11.6%					
100-5514-110	SALARIES & WAGES	\$ -	\$ -	\$ 57	\$ 57	\$ -	-	\$ -	\$ -	100.0%					
100-5514-120	PT/LTE/SEASONAL WAGES	\$ 5,840	\$ 14,468	\$ 2,923	\$ 14,360	\$ 14,522	\$ 10,125	\$ 24,647	\$ 10,179	70.4%					
100-5514-130	DIRECT FRINGE BENEFITS	\$ 447	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	100.0%					
100-5514-131	FICA	\$ -	\$ 1,107	\$ 228	\$ 1,099	\$ 1,111	\$ 775	\$ 1,886	\$ 779	70.4%					
100-5514-132	WRS	\$ -	\$ -	\$ 13	\$ 28	\$ -	-	\$ -	\$ -	100.0%					
100-5514-160	HEALTH INS	\$ -	\$ -	\$ 30	\$ 77	\$ -	-	\$ -	\$ -	100.0%					
100-5514-161	LIFE INS	\$ -	\$ -	\$ 1	\$ 2	\$ -	-	\$ -	\$ -	100.0%					
100-5514-163	DENTAL INS	\$ -	\$ -	\$ 2	\$ 5	\$ -	-	\$ -	\$ -	100.0%					
	Personnel Costs Total	\$ 6,287	\$ 15,575	\$ 3,253	\$ 15,628	\$ 15,633	\$ 10,900	\$ 26,533	\$ 10,958	70.4%					
100-5514-240	REPAIRS & MAINT - BY OTHERS	\$ 16,332	\$ 11,600	\$ 1,519	\$ 10,000	\$ 12,100	-	\$ 12,100	\$ 500	4.3%					
100-5514-290	OTHER CONTRACTUAL SERVICES	\$ 315	\$ -	\$ 525	\$ 525	\$ 400	-	\$ 400	\$ 400	100.0%					
	Contractual Services Total	\$ 16,647	\$ 11,600	\$ 2,044	\$ 10,525	\$ 12,500	\$ -	\$ 12,500	\$ 900	7.8%					
100-5514-350	REPAIR & MAINT SUPPLIES	\$ 1,601	\$ 5,000	\$ 825	\$ 5,000	\$ 7,000	-	\$ 7,000	\$ 2,000	40.0%					
100-5514-355	EQUIPMENT EXPENSE	\$ 397	\$ 1,000	\$ -	\$ -	\$ 6,000	-	\$ 6,000	\$ 5,000	500.0%					
100-5514-360	BLDG CUSTODIAL SUPPLIES	\$ 7,944	\$ 13,000	\$ 1,515	\$ 8,000	\$ 8,000	-	\$ 8,000	\$ (5,000)	-38.5%					
100-5514-365	UTILITIES & PAY TELEPHONE	\$ 34,435	\$ 29,000	\$ 13,977	\$ 29,000	\$ 29,000	-	\$ 29,000	\$ -	0.0%					
	Operating Exp Total	\$ 44,377	\$ 48,000	\$ 16,317	\$ 42,000	\$ 50,000	\$ -	\$ 50,000	\$ 2,000	4.2%					
	Community Center Total	\$ 67,311	\$ 75,175	\$ 21,613	\$ 68,153	\$ 78,133	\$ 10,900	\$ 89,033	\$ 13,858	18.4%					
100-5520-110	SALARIES & WAGES - PARKS DEPT	\$ 337,521	\$ 340,215	\$ 157,459	\$ 346,565	\$ 351,631	\$ 18,970	\$ 370,601	\$ 30,386	8.9%					
100-5520-115	OVERTIME	\$ 11,105	\$ 11,675	\$ 3,151	\$ 11,753	\$ 11,879	\$ 684	\$ 12,563	\$ 888	7.6%					
100-5520-120	PT/LTE/SEASONAL WAGES	\$ 53,205	\$ 63,355	\$ 15,050	\$ 63,287	\$ 65,773	\$ (22,479)	\$ 43,294	\$ (20,061)	-31.7%					
100-5520-130	DIRECT FRINGE BENEFITS	\$ 55,233	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	100.0%					
100-5520-131	FICA	\$ -	\$ 31,942	\$ 12,881	\$ 32,428	\$ 33,032	\$ (216)	\$ 32,816	\$ 874	2.7%					
100-5520-132	WRS	\$ -	\$ 24,784	\$ 11,029	\$ 25,259	\$ 26,418	\$ (193)	\$ 26,225	\$ 1,441	5.8%					
100-5520-135	LONGEVITY	\$ 2,295	\$ 2,295	\$ 2,295	\$ 2,295	\$ 2,505	-	\$ 2,505	\$ 210	9.2%					
100-5520-146	PER DIEMS - PARKS COMMISSION	\$ 595	\$ 1,665	\$ 150	\$ 1,665	\$ 1,665	-	\$ 1,665	\$ -	0.0%					
100-5520-160	HEALTH INS	\$ 68,862	\$ 78,121	\$ 37,154	\$ 78,121	\$ 79,686	\$ 9,690	\$ 89,376	\$ 11,255	14.4%					
100-5520-161	LIFE INS	\$ 1,028	\$ 1,247	\$ 356	\$ 1,065	\$ 1,077	\$ 4	\$ 1,081	\$ (166)	-13.3%					
100-5520-162	DISABILITY INS	\$ -	\$ 1,974	\$ -	\$ -	\$ 2,019	\$ 122	\$ 2,141	\$ 167	8.5%					
100-5520-163	DENTAL INS	\$ 4,860	\$ 5,066	\$ 2,475	\$ 5,222	\$ 5,483	\$ 636	\$ 6,119	\$ 1,053	20.8%					
	Personnel Costs Total	\$ 534,704	\$ 562,339	\$ 242,000	\$ 567,660	\$ 581,168	\$ 7,218	\$ 588,386	\$ 26,047	4.6%					
100-5520-240	REPAIRS & MAINT - BY OTHERS	\$ -	\$ -	\$ -	\$ 8,000	\$ -	-	\$ -	\$ -	100.0%					
100-5520-245	COMPUTER RELATED REP & MAINT	\$ 251	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	100.0%					
100-5520-250	PUBLIC NOTICES/ADS	\$ 461	\$ 300	\$ 96	\$ 300	\$ 300	-	\$ 300	\$ -	0.0%					
100-5520-289	GOLF COURSE MAINTENANCE	\$ 20,000	\$ 30,000	\$ 15,000	\$ 30,000	\$ 30,000	-	\$ 30,000	\$ -	0.0%					
100-5520-290	OTHER CONTRACTUAL	\$ 81,671	\$ 96,500	\$ 33,268	\$ 91,905	\$ 130,000	-	\$ 130,000	\$ 33,500	34.7%					
	Contractual Services Total	\$ 102,383	\$ 126,800	\$ 48,364	\$ 130,205	\$ 160,300	\$ -	\$ 160,300	\$ 33,500	26.4%					
100-5520-310	OFFICE SUPPLIES & POSTAGE	\$ 961	\$ 750	\$ 504	\$ 750	\$ 750	-	\$ 750	\$ -	0.0%					
100-5520-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 717	\$ 750	\$ 949	\$ 1,000	\$ 750	-	\$ 750	\$ -	0.0%					
100-5520-323	UNIFORMS & PROTECTIVE GEAR	\$ 3,800	\$ 3,200	\$ 2,182	\$ 3,200	\$ 3,200	\$ 750	\$ 3,950	\$ 750	23.4%					
100-5520-325	TRAINING & TRAVEL	\$ 1,576	\$ 3,500	\$ 1,243	\$ 3,500	\$ 3,500	-	\$ 3,500	\$ -	0.0%					
100-5520-335	VEHICLE EXPENSE (G&O, REPAIRS)	\$ 25,559	\$ 32,504	\$ 11,874	\$ 32,504	\$ 32,495	-	\$ 32,495	\$ (9)	0.0%					
100-5520-340	OPERATING MATERIALS & SUPPLIES	\$ 18,122	\$ 20,000	\$ 12,724	\$ 20,000	\$ 20,000	-	\$ 20,000	\$ -	0.0%					
100-5520-350	REPAIR & MAINT SUPPLIES	\$ 26,554	\$ 23,000	\$ 10,977	\$ 23,000	\$ 25,500	-	\$ 25,500	\$ 2,500	10.9%					
100-5520-355	EQUIPMENT EXPENSE	\$ 4,642	\$ 12,700	\$ 2,074	\$ 12,700	\$ 12,700	-	\$ 12,700	\$ -	0.0%					
100-5520-360	BUILDING REPAIRS & MAINTENANCE	\$ 12,565	\$ 12,800	\$ 5,853	\$ 12,800	\$ 12,800	-	\$ 12,800	\$ -	0.0%					
100-5520-363	COMMUNICATION EXPENSE	\$ 3,050	\$ 2,500	\$ -	\$ -	\$ -	-	\$ -	\$ (2,500)	-100.0%					
100-5520-365	UTIL (SHELTERS) & TELEPHONE														

City of Fitchburg  
General Fund #100  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
100-5530-110	SALARIES & WAGES - RECREATION	\$ 110,153	\$ 114,212	\$ 53,371	\$ 114,758	\$ 116,501	\$ -	\$ 116,501	\$ 2,289	2.0%
100-5530-115	OVERTIME	\$ 642	\$ 2,099	\$ 519	\$ 2,111	\$ 2,141	\$ -	\$ 2,141	\$ 42	2.0%
100-5530-120	PTA/TE/SEASONAL WAGES	\$ 38,864	\$ 44,219	\$ 12,480	\$ 30,237	\$ 44,219	\$ -	\$ 44,219	\$ -	0.0%
100-5530-130	DIRECT FRINGE BENEFITS	\$ 19,008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5530-131	FICA	\$ -	\$ 12,329	\$ 5,033	\$ 11,302	\$ 12,514	\$ -	\$ 12,514	\$ 185	1.5%
100-5530-132	WRS	\$ -	\$ 7,718	\$ 3,596	\$ 7,755	\$ 8,117	\$ -	\$ 8,117	\$ 399	5.2%
100-5530-135	LONGEVITY	\$ 540	\$ 630	\$ 630	\$ 630	\$ 720	\$ -	\$ 720	\$ 90	14.3%
100-5530-160	HEALTH INS	\$ 16,920	\$ 17,617	\$ 17,617	\$ 35,235	\$ 35,894	\$ -	\$ 35,894	\$ 18,277	103.7%
100-5530-161	LIFE INS	\$ 100	\$ 100	\$ 50	\$ 100	\$ 108	\$ -	\$ 108	\$ 8	8.0%
100-5530-162	DISABILITY INS	\$ -	\$ 701	\$ -	\$ -	\$ 707	\$ -	\$ 707	\$ 6	0.9%
100-5530-163	DENTAL INS	\$ 1,589	\$ 1,596	\$ 903	\$ 2,415	\$ 1,727	\$ -	\$ 1,727	\$ 131	8.2%
	Personnel Costs Total	\$ 187,817	\$ 201,221	\$ 94,198	\$ 204,543	\$ 222,648	\$ -	\$ 222,648	\$ 21,427	10.6%
100-5530-240	REPAIRS & MAINT - BY OTHERS	\$ 158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5530-245	COMPUTER RELATED REP & MAINT	\$ 3,068	\$ 4,500	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ -	0.0%
100-5530-290	OTHER CONTRACTUAL SERVICES	\$ 57,414	\$ 45,000	\$ 24,917	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	0.0%
	Contractual Services Total	\$ 60,640	\$ 49,500	\$ 24,917	\$ 49,500	\$ 49,500	\$ -	\$ 49,500	\$ -	0.0%
100-5530-310	OFFICE SUPPLIES & POSTAGE	\$ 14	\$ 250	\$ 14	\$ 250	\$ 250	\$ -	\$ 250	\$ -	0.0%
100-5530-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 592	\$ 600	\$ 252	\$ 600	\$ 600	\$ -	\$ 600	\$ -	0.0%
100-5530-325	TRAINING & TRAVEL	\$ 36	\$ 1,300	\$ -	\$ 1,300	\$ 1,300	\$ -	\$ 1,300	\$ -	0.0%
100-5530-330	VEHICLE USE REIMBURSEMENT	\$ (36)	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (750)	-100.0%
100-5530-335	VEHICLE OPERATING EXPENSE	\$ 1,399	\$ 500	\$ 163	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.0%
100-5530-340	OPERATING MATERIALS & SUPPLIES	\$ 430	\$ -	\$ 14	\$ 20	\$ 20	\$ -	\$ 20	\$ 20	100.0%
100-5530-345	PUBLIC INFORMATION & EDUCATION	\$ 8,050	\$ 8,400	\$ 3,325	\$ 8,400	\$ 8,400	\$ -	\$ 8,400	\$ -	0.0%
100-5530-363	COMMUNICATIONS EXPENSE	\$ 1,470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5530-365	TELEPHONE	\$ 161	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5530-387	RECREATION PROGRAMS EXPENSE	\$ 35,602	\$ 38,000	\$ 17,866	\$ 33,500	\$ 38,470	\$ -	\$ 38,470	\$ 470	1.2%
100-5530-389	NEIGHBORHOOD ENGAGEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	100.0%
	Operating Exp Total	\$ 47,720	\$ 49,800	\$ 21,634	\$ 44,570	\$ 49,540	\$ 15,000	\$ 64,540	\$ 14,740	29.6%
100-5530-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 10,535	\$ 5,268	\$ 10,535	\$ 8,865	\$ 60	\$ 8,925	\$ (1,610)	-15.3%
	Allocated Benefits Total	\$ -	\$ 10,535	\$ 5,268	\$ 10,535	\$ 8,865	\$ 60	\$ 8,925	\$ (1,610)	-15.3%
	Recreation & Leisure Total	\$ 296,177	\$ 311,056	\$ 146,016	\$ 309,148	\$ 330,553	\$ 15,060	\$ 345,613	\$ 34,557	11.1%
100-5630-110	SALARIES & WAGES - PLANNING	\$ 226,539	\$ 221,839	\$ 104,011	\$ 226,250	\$ 229,743	\$ -	\$ 229,743	\$ 7,904	3.6%
100-5630-115	OVERTIME	\$ 1,715	\$ 4,129	\$ 1,161	\$ 4,190	\$ 4,277	\$ -	\$ 4,277	\$ 148	3.6%
100-5630-120	PTA/TE/SEASONAL WAGES	\$ 3,029	\$ 8,415	\$ 2,200	\$ 8,085	\$ 8,415	\$ -	\$ 8,415	\$ -	0.0%
100-5630-130	DIRECT FRINGE BENEFITS	\$ 33,134	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5630-131	FICA	\$ -	\$ 18,061	\$ 8,249	\$ 18,378	\$ 18,686	\$ -	\$ 18,686	\$ 625	3.5%
100-5630-132	WRS	\$ -	\$ 15,027	\$ 7,054	\$ 15,322	\$ 16,038	\$ -	\$ 16,038	\$ 1,011	6.7%
100-5630-135	LONGEVITY	\$ 1,530	\$ 1,710	\$ 1,710	\$ 1,710	\$ 1,830	\$ -	\$ 1,830	\$ 120	7.0%
100-5630-147	PER DIEMS - COMMISSIONS & BDS	\$ 2,360	\$ 3,445	\$ 930	\$ 3,300	\$ 3,445	\$ -	\$ 3,445	\$ -	0.0%
100-5630-160	HEALTH INS	\$ 40,644	\$ 42,319	\$ 21,160	\$ 42,319	\$ 43,188	\$ -	\$ 43,188	\$ 869	2.1%
100-5630-161	LIFE INS	\$ 623	\$ 552	\$ 314	\$ 565	\$ 698	\$ -	\$ 698	\$ 146	26.4%
100-5630-162	DISABILITY INS	\$ -	\$ 1,024	\$ -	\$ -	\$ 1,042	\$ -	\$ 1,042	\$ 18	1.8%
100-5630-163	DENTAL INS	\$ 2,756	\$ 2,767	\$ 1,419	\$ 2,852	\$ 2,995	\$ -	\$ 2,995	\$ 228	8.2%
	Personnel Costs Total	\$ 312,330	\$ 319,288	\$ 148,208	\$ 322,971	\$ 330,357	\$ -	\$ 330,357	\$ 11,069	3.5%
100-5630-210	PROFESSIONAL SERVICES	\$ 8,000	\$ 4,200	\$ -	\$ 4,200	\$ 4,200	\$ -	\$ 4,200	\$ -	0.0%
100-5630-250	PUBLIC NOTICES/ADS	\$ 3,036	\$ 4,200	\$ 1,497	\$ 3,500	\$ 4,300	\$ -	\$ 4,300	\$ 100	2.4%
	Contractual Services Total	\$ 11,036	\$ 8,400	\$ 1,497	\$ 7,700	\$ 8,500	\$ -	\$ 8,500	\$ 100	1.2%
100-5630-310	OFFICE SUPPLIES & POSTAGE	\$ 1,126	\$ 1,600	\$ 290	\$ 1,200	\$ 1,600	\$ -	\$ 1,600	\$ -	0.0%
100-5630-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 642	\$ 1,975	\$ 1,063	\$ 1,975	\$ 1,995	\$ -	\$ 1,995	\$ 20	1.0%
100-5630-325	TRAINING & TRAVEL	\$ 837	\$ 4,920	\$ 25	\$ 4,920	\$ 6,200	\$ -	\$ 6,200	\$ 1,280	26.0%
100-5630-330	VEHICLE USE REIMBURSEMENT	\$ 71	\$ 940	\$ -	\$ 940	\$ 780	\$ -	\$ 780	\$ (160)	-17.0%
100-5630-340	OPERATING MATERIALS & SUPPLIES	\$ -	\$ 250	\$ -	\$ 250	\$ 250	\$ -	\$ 250	\$ -	0.0%
100-5630-345	PUBLIC INFORMATION & EDUCATION	\$ 5,195	\$ 400	\$ 13	\$ 400	\$ 400	\$ -	\$ 400	\$ -	0.0%
	Operating Exp Total	\$ 7,871	\$ 10,085	\$ 1,392	\$ 9,685	\$ 11,225	\$ -	\$ 11,225	\$ 1,140	11.3%
100-5630-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 13,885	\$ 6,942	\$ 13,885	\$ 14,710	\$ 120	\$ 14,830	\$ 945	6.8%
	Allocated Benefits Total	\$ -	\$ 13,885	\$ 6,942	\$ 13,885	\$ 14,710	\$ 120	\$ 14,830	\$ 945	6.8%
	Zoning & Planning Total	\$ 331,237	\$ 351,658	\$ 158,039	\$ 354,241	\$ 364,792	\$ 120	\$ 364,912	\$ 13,254	3.8%
100-5670-110	SALARIES & WAGES - EDC	\$ 163,169	\$ 159,349	\$ 75,272	\$ 162,805	\$ 164,965	\$ -	\$ 164,965	\$ 5,616	3.5%
100-5670-130	DIRECT FRINGE BENEFITS	\$ 23,184	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
100-5670-131	FICA	\$ -	\$ 12,321	\$ 5,642	\$ 12,585	\$ 12,758	\$ -	\$ 12,758	\$ 437	3.5%
100-5670-132	WRS	\$ -	\$ 10,630	\$ 5,081	\$ 10,858	\$ 11,340	\$ -	\$ 11,340	\$ 710	6.7%
100-5670-135	LONGEVITY	\$ 1,620	\$ 1,710	\$ 1,710	\$ 1,710	\$ 1,800	\$ -	\$ 1,800	\$ 90	5.3%
100-5670-149	PER DIEMS-CDA/ECON DEV COMM	\$ 220	\$ 1,080	\$ 100	\$ 1,080	\$ 1,080	\$ -	\$ 1,080	\$ -	0.0%
100-5670-160	HEALTH INS	\$ 24,893	\$ 24,702	\$ 12,351	\$ 24,702	\$ 25,570	\$ -	\$ 25,570	\$ 868	3.5%
100-5670-161	LIFE INS	\$ 461	\$ 425	\$ 231	\$ 434	\$ 642	\$ -	\$ 642	\$ 217	51.1%
100-5670-162	DISABILITY INS	\$ -	\$ 800	\$ -	\$ -	\$ 800	\$ -	\$ 800	\$ -	0.0%
100-5670-163	DENTAL INS	\$ 1,589	\$ 1,596	\$ 818	\$ 1,645	\$ 1,727	\$ -	\$ 1,727	\$ 131	8.2%
	Personnel Costs Total	\$ 215,136	\$ 212,613	\$ 101,205	\$ 215,819	\$ 220,682	\$ -	\$ 220,682	\$ 8,069	3.8%
100-5670-245	COMPUTER RELATED REP & MAINT	\$ -	\$ 600	\$ 840	\$ 840	\$ 840	\$ -	\$ 840	\$ 240	40.0%
	Contractual Services Total	\$ -	\$ 600	\$ 840	\$ 840	\$ 840	\$ -	\$ 840	\$ 240	40.0%
100-5670-310	OFFICE SUPPLIES & POSTAGE	\$ 905	\$ 1,590	\$ 148	\$ 1,350	\$ 1,350	\$ -	\$ 1,350	\$ (240)	-15.1%
100-5670-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 1,975	\$ 1,720	\$ 640	\$ 1,800	\$ 1,885	\$ -	\$ 1,885	\$ 165	9.6%
100-5670-325	TRAINING & TRAVEL	\$ 1,542	\$ 1,250	\$ 254	\$ 1,250	\$ 1,370	\$ -	\$ 1,370	\$ 120	9.6%
100-5670-330	VEHICLE USE REIMBURSEMENT	\$ 456	\$ 655	\$ -	\$ 655	\$ 615	\$ -	\$ 615	\$ (40)	-6.1%
100-5670-340	OPERATING MATERIALS & SUPPLIES	\$ 176	\$ 625	\$ -	\$ 625	\$ 625	\$ -	\$ 625	\$ -	0.0%
100-5670-345	PUBLIC INFORMATION & EDUCATION	\$ -	\$ 400	\$ -	\$ 400	\$ 400	\$ -	\$ 400	\$ -	0.0%
100-5670-363	COMMUNICATIONS EXPENSE	\$ 331	\$ 325	\$ -	\$ 325	\$ 325	\$ -	\$ 325	\$ -	0.0%
	Operating Exp Total	\$ 5,385	\$ 6,565	\$ 1,042	\$ 6,405	\$ 6,570	\$ -	\$ 6,570	\$ 5	0.1%
100-5670-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 6,745	\$ 3,372	\$ 6,745	\$ 6,920	\$ 60	\$ 6,980	\$ 235	3.5%
	Allocated Benefits Total	\$ -	\$ 6,745	\$ 3,372	\$ 6,745	\$ 6,920	\$ 60	\$ 6,980	\$ 235	3.5%
	Economic Development Total	\$ 220,520	\$ 226,523	\$ 106,460	\$ 229,809	\$ 235,012	\$ 60	\$ 235,072	\$ 8,549	3.8%
100-5920-954	OTHER TRANS TO FUND 400	\$ -	\$ 1,267,000	\$ 4,595	\$ 1,048,795	\$ -	\$ 359,615	\$ 359,615	\$ (907,385)	-71.6%
100-5920-960	TRANSFER TO CEDA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	100.0%
	Miscellaneous Costs Total	\$ -	\$ 1,267,000	\$ 4,595	\$ 1,048,795	\$ -	\$ 409,615	\$ 409,615	\$ (857,385)	-67.7%
	Transfers to Other Funds Total	\$ -	\$ 1,267,000	\$ 4,595	\$ 1,048,795	\$ -	\$ 409,615	\$ 409,615	\$ (857,385)	-67.7%
	Grand Total	\$ 17,140,590	\$ 19,684,246	\$ 8,288,959	\$ 19,050,634	\$ 18,864,641	\$ 638,432	\$ 19,503,073	\$ (181,173)	-0.9%
	Net Surplus/(Deficit)	\$ 870,813	\$ (1,267,000)	\$ 7,483,991	\$ (878,178)	\$ 505	\$ (360,120)	\$ (359,615)	\$ 907,385	



City of Fitchburg  
Park Dedication Fund #202  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
202-4613-100	FEES N LIEU-PARK DEDICATION	\$ 186,271	\$ -	\$ 113,489	\$ 113,489	\$ -	\$ -	\$ -	100.0%
202-4613-200	FEES N LIEU-STREET FRONTAGE	\$ -	\$ -	\$ 2,160	\$ 2,160	\$ -	\$ -	\$ -	100.0%
	<b>Subtotal Fees in Lieu</b>	<b>\$ 186,271</b>	<b>\$ -</b>	<b>\$ 115,649</b>	<b>\$ 115,649</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
202-4672-000	PI-AREA COMMUNITY PARKS	\$ -	\$ -	\$ 650	\$ 650	\$ -	\$ -	\$ -	100.0%
202-4672-024	PI FEES- ORCHARD PO NTE	\$ 6,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-4672-029	PI FEES - QUARRY VISTA	\$ (11,230)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-4672-030	PI FEES - Prima Vista Uptown	\$ 9,280	\$ -	\$ 8,480	\$ 8,480	\$ -	\$ -	\$ -	100.0%
202-4672-031	PI FEES - Rimrock	\$ -	\$ -	\$ 1,920	\$ 1,920	\$ -	\$ -	\$ -	100.0%
202-4672-100	PI-TECH LANDS	\$ -	\$ -	\$ 4,800	\$ 4,800	\$ -	\$ -	\$ -	100.0%
	<b>Subtotal Park Improvement Fees</b>	<b>\$ 4,140</b>	<b>\$ -</b>	<b>\$ 15,850</b>	<b>\$ 15,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
202-4810-000	INTEREST REVENUES	\$ 2,767	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-4930-202	FUND BALANCE APPLIED	\$ -	\$ 35,000	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000	100.0%
	<b>Subtotal Miscellaneous Revenues</b>	<b>\$ 2,767</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>100.0%</b>
	<b>Total Revenues</b>	<b>\$ 193,177</b>	<b>\$ 35,000</b>	<b>\$ 131,499</b>	<b>\$ 131,499</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>100.0%</b>

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
202-5520-000	PARK DEDICATION IMPROVEMENTS	\$ 5,540	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	100.0%
202-5762-021	PARK IMPROVE - FITCH TECH CAMP	\$ 2,264	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-023	PARK IMPROVE - MCGAW PARK	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ (35,000)	-100.0%
202-5762-024	PARK IMPROVE - ORCHARD PO NTE	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	100.0%
202-5762-027	PARK IMPROVE-UPTOWN V LLAGE	\$ 25,577	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
202-5762-029	PARK IMPROVE - QUARRY VISTA	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	100.0%
202-5921-400	TRANSFER TO CAPITAL PROJECTS	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Total Expenditures</b>	<b>\$ 45,881</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>100.0%</b>
	<b>Net Surplus/(Deficit)</b>	<b>\$ 147,296</b>	<b>\$ (35,000)</b>	<b>\$ 131,499</b>	<b>\$ 131,499</b>	<b>\$ (70,000)</b>	<b>\$ -</b>	<b>\$ (70,000)</b>	<b>\$ (35,000)</b>
	Beginning Fund Balance	\$ 1,363,892	\$ 1,295,773	\$ 1,511,189	\$ 1,511,189	\$ 1,642,688		\$ 1,642,688	
	Annual Activity	\$ 147,296	\$ (35,000)	\$ 131,499	\$ 131,499	\$ (70,000)		\$ (70,000)	
	<b>Estimated Ending Fund Balance</b>	<b>\$ 1,511,189</b>	<b>\$ 1,260,773</b>	<b>\$ 1,642,688</b>	<b>\$ 1,642,688</b>	<b>\$ 1,572,688</b>		<b>\$ 1,572,688</b>	

City of Fitchburg  
FACTv Fund #207  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
207-4490-000	CABLE FRANCHISE FEES - CHARTER	\$ 240,355	\$ 235,000	\$ 60,586	\$ 240,000	\$ 242,000	\$ -	\$ 242,000	\$ 7,000 3.0%
207-4490-100	CABLE FRANCHISE FEES - AT&T	\$ 93,592	\$ 82,000	\$ 22,789	\$ 85,000	\$ 85,000	\$ -	\$ 85,000	\$ 3,000 3.7%
207-4490-200	CABLE FRANCHISE FEES - TDS	\$ -	\$ -	\$ -	\$ 10,000	\$ 40,000	\$ -	\$ 40,000	\$ 40,000 100.0%
207-4690-000	PUBLIC CHARGES	\$ 5,219	\$ 3,500	\$ 1,066	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ - 0.0%
207-4810-000	INTEREST REVENUES	\$ 847	\$ 400	\$ -	\$ 400	\$ 400	\$ -	\$ 400	\$ - 0.0%
207-4860-000	PCARD REBATE	\$ -	\$ 75	\$ 159	\$ 159	\$ 200	\$ -	\$ 200	\$ 125 166.7%
207-4890-400	ALLOCATED INSURANCE DIVIDEND	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000 100.0%
207-4890-600	SALE OF FIXED ASSETS	\$ -	\$ -	\$ 158	\$ 158	\$ -	\$ -	\$ -	\$ - 100.0%
207-4930-207	FUND BALANCE APPLIED	\$ -	\$ 60,915	\$ -	\$ 76,857	\$ (34,931)	\$ 67,831	\$ 32,900	\$ (28,015) -46.0%
	<b>Total Revenues</b>	<b>\$ 340,012</b>	<b>\$ 381,890</b>	<b>\$ 84,758</b>	<b>\$ 416,074</b>	<b>\$ 337,169</b>	<b>\$ 67,831</b>	<b>\$ 405,000</b>	<b>\$ 23,110 6.1%</b>

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
207-5570-110	SALARIES & WAGES - CABLE	\$ 107,528	\$ 109,905	\$ 50,827	\$ 109,905	\$ 112,827	\$ 38,334	\$ 151,161	\$ 41,256 37.5%
207-5570-120	PT/LTE/SEASONAL WAGES	\$ 27,895	\$ 32,852	\$ 14,283	\$ 29,845	\$ 30,999	\$ -	\$ 30,999	\$ (1,853) -5.6%
207-5570-130	DIRECT FRINGE BENEFITS	\$ 19,311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
207-5570-131	FICA	\$ -	\$ 10,938	\$ 4,882	\$ 10,708	\$ 11,023	\$ 2,933	\$ 13,956	\$ 3,018 27.6%
207-5570-132	WRS	\$ -	\$ 8,917	\$ 4,111	\$ 8,749	\$ 9,260	\$ 2,607	\$ 11,867	\$ 2,950 33.1%
207-5570-135	LONGEVITY	\$ 120	\$ 225	\$ 225	\$ 225	\$ 270	\$ -	\$ 270	\$ 45 20.0%
207-5570-160	HEALTH INS	\$ 33,840	\$ 35,235	\$ 17,617	\$ 35,235	\$ 35,894	\$ 19,380	\$ 55,274	\$ 20,039 56.9%
207-5570-161	LIFE INS	\$ 75	\$ 94	\$ 41	\$ 87	\$ 96	\$ 55	\$ 151	\$ 57 60.6%
207-5570-162	DISABILITY INS	\$ -	\$ 676	\$ -	\$ -	\$ 684	\$ 328	\$ 1,012	\$ 336 49.7%
207-5570-163	DENTAL INS	\$ 2,334	\$ 2,343	\$ 1,202	\$ 2,415	\$ 2,536	\$ 1,272	\$ 3,808	\$ 1,465 62.5%
207-5570-189	EMPLOYEE RETIREMENT RESERVE	\$ 516	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	<b>Personnel Costs</b>	<b>\$ 191,618</b>	<b>\$ 201,185</b>	<b>\$ 93,187</b>	<b>\$ 197,169</b>	<b>\$ 203,589</b>	<b>\$ 64,909</b>	<b>\$ 268,498</b>	<b>\$ 67,313 33.5%</b>

207-5570-210	PROFESSIONAL SERVICES	\$ 125	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ - 0.0%
207-5570-240	REPAIRS & MAINT - BY OTHERS	\$ 9,090	\$ 9,860	\$ 11,435	\$ 11,435	\$ 10,360	\$ -	\$ 10,360	\$ 500 5.1%
207-5570-245	COMPUTER RELATED REP & MAINT	\$ 8,420	\$ 9,020	\$ -	\$ 1,700	\$ 12,320	\$ 600	\$ 12,920	\$ 3,900 43.2%
207-5570-250	PUBLIC NOTICES/ADS	\$ 178	\$ 100	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ - 0.0%
207-5570-290	OTHER CONTRACTUAL SERVICES	\$ 151	\$ 1,445	\$ 694	\$ 1,390	\$ 600	\$ 410	\$ 1,010	\$ (435) -30.1%
	<b>Contractual Services Costs</b>	<b>\$ 17,964</b>	<b>\$ 21,925</b>	<b>\$ 12,129</b>	<b>\$ 14,525</b>	<b>\$ 24,880</b>	<b>\$ 1,010</b>	<b>\$ 25,890</b>	<b>\$ 3,965 18.1%</b>

207-5570-310	OFFICE SUPPLIES & POSTAGE	\$ 66	\$ 500	\$ 42	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ 700 140.0%
207-5570-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 1,209	\$ 1,100	\$ 1,003	\$ 1,100	\$ 1,100	\$ -	\$ 1,100	\$ - 0.0%
207-5570-323	CLOTHING	\$ -	\$ 200	\$ -	\$ 200	\$ 200	\$ -	\$ 200	\$ - 0.0%
207-5570-325	TRAINING & TRAVEL	\$ 2,844	\$ 650	\$ 389	\$ 650	\$ 2,650	\$ -	\$ 2,650	\$ 2,000 307.7%
207-5570-330	VEHICLE USE REIMBURSEMENT	\$ 97	\$ 30	\$ -	\$ 30	\$ 30	\$ -	\$ 30	\$ - 0.0%
207-5570-335	VEHICLE EXPENSE	\$ -	\$ 3,235	\$ -	\$ 3,235	\$ 3,325	\$ -	\$ 3,325	\$ 90 2.8%
207-5570-340	OPERATING MATERIALS & SUPPLIES	\$ 6,266	\$ 6,500	\$ 5,440	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ - 0.0%
207-5570-345	PUBLIC INFORMATION & EDUCATION	\$ -	\$ 400	\$ -	\$ 400	\$ 400	\$ -	\$ 400	\$ - 0.0%
207-5570-350	REPAIRS & MAINT SUPPLIES	\$ 1,042	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ - 0.0%
207-5570-355	EQUIPMENT EXPENSE	\$ 1,317	\$ 7,500	\$ 2,523	\$ 30,500	\$ 37,000	\$ -	\$ 37,000	\$ 29,500 393.3%
207-5570-363	COMMUNICATION EXPENSE	\$ 730	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
207-5570-365	UTILITIES & TELEPHONE	\$ 242	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	<b>Operating Costs</b>	<b>\$ 13,815</b>	<b>\$ 21,615</b>	<b>\$ 9,396</b>	<b>\$ 45,315</b>	<b>\$ 53,905</b>	<b>\$ -</b>	<b>\$ 53,905</b>	<b>\$ 32,290 149.4%</b>

207-5570-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 15,525	\$ 7,763	\$ 15,525	\$ 16,695	\$ 145	\$ 16,840	\$ 1,315 8.5%
207-5570-572	INSURANCE ISF ALLOCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,556	\$ 6,556	\$ 6,556 100.0%
207-5570-590	ALLOC INSURANCE - BLDG, LI, WC	\$ -	\$ -	\$ -	\$ -	\$ 6,100	\$ (4,789)	\$ 1,311	\$ 1,311 100.0%
	<b>Allocated Costs</b>	<b>\$ -</b>	<b>\$ 15,525</b>	<b>\$ 7,763</b>	<b>\$ 15,525</b>	<b>\$ 22,795</b>	<b>\$ 1,912</b>	<b>\$ 24,707</b>	<b>\$ 9,182 59.1%</b>

207-5780-000	TRANS TO CAP PROJECTS	\$ 37,000	\$ 105,000	\$ -	\$ 126,640	\$ 12,500	\$ -	\$ 12,500	\$ (92,500) -88.1%
207-5920-100	TRANSFER TO GENERAL FUND	\$ 22,200	\$ 16,640	\$ 8,320	\$ 16,900	\$ 19,500	\$ -	\$ 19,500	\$ 2,860 17.2%
	<b>Transfers</b>	<b>\$ 59,200</b>	<b>\$ 121,640</b>	<b>\$ 8,320</b>	<b>\$ 143,540</b>	<b>\$ 32,000</b>	<b>\$ -</b>	<b>\$ 32,000</b>	<b>\$ (89,640) -73.7%</b>
	<b>Total Expenditures</b>	<b>\$ 282,597</b>	<b>\$ 381,890</b>	<b>\$ 130,794</b>	<b>\$ 416,074</b>	<b>\$ 337,169</b>	<b>\$ 67,831</b>	<b>\$ 405,000</b>	<b>\$ 23,110 6.1%</b>

<b>Net Surplus/(Deficit)</b>	<b>\$ 57,415</b>	<b>\$ (60,915)</b>	<b>\$ (46,037)</b>	<b>\$ (76,857)</b>	<b>\$ 34,931</b>	<b>\$ (67,831)</b>	<b>\$ (32,900)</b>	<b>\$ 28,015</b>
------------------------------	------------------	--------------------	--------------------	--------------------	------------------	--------------------	--------------------	------------------

Beginning Fund Balance	\$ 538,465	\$ 566,689	\$ 595,880	\$ 595,880	\$ 519,023	\$ 519,023
Annual Activity	\$ 57,415	\$ (60,915)	\$ (46,037)	\$ (76,857)	\$ 34,931	\$ (32,900)
Estimated Ending Fund Balance	\$ 595,880	\$ 505,774	\$ 549,844	\$ 519,023	\$ 553,954	\$ 486,123

% of Expenditures	210.9%	132.4%		124.7%	164.3%	120.0%
-------------------	--------	--------	--	--------	--------	--------



City of Fitchburg  
Refuse & Recycle Collection Fund #213  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
213-4354-213	RECYCL NG GRANT - ST OF WISC	\$ 106,524	\$ 81,650	\$ 98,462	\$ 98,462	\$ 98,000	\$ -	\$ 98,000	\$ 16,350 20.0%
213-4373-213	MISC AID/GRANT - DANE COUNTY	\$ 2,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
213-4642-000	REFUSE & RECYCLE COLLECTION	\$ 770,343	\$ 816,762	\$ 823,870	\$ 823,870	\$ 873,222	\$ -	\$ 873,222	\$ 56,460 6.9%
213-4800-000	MISCELLANEOUS REVENUES	\$ 6,571	\$ 3,000	\$ 2,116	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ - 0.0%
213-4800-001	C&D REUSE/RECYCLE DEP RETAINED	\$ 52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
213-4810-000	INTEREST ON TEMP INVESTMENTS	\$ 1,190	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ - 0.0%
213-4830-100	YARDWASTE POLYBAG SALES	\$ 22	\$ 100	\$ 101	\$ 200	\$ 200	\$ -	\$ 200	\$ 100 100.0%
213-4830-200	SALE OF RECYCLED MATERIALS	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,000) -100.0%
213-4860-000	PCARD REBATE	\$ -	\$ 6,000	\$ 7,785	\$ 7,785	\$ 8,000	\$ -	\$ 8,000	\$ 2,000 33.3%
213-4890-400	ALLOCATED INSURANCE DIVIDEND	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 500 100.0%
213-4930-213	FUND BALANCE APPLIED	\$ -	\$ (2,042)	\$ -	\$ (2,794)	\$ 3,440	\$ 21,786	\$ 25,226	\$ 27,268 -1335.4%
	<b>Total Revenues</b>	<b>\$ 886,925</b>	<b>\$ 909,470</b>	<b>\$ 932,334</b>	<b>\$ 931,523</b>	<b>\$ 987,362</b>	<b>\$ 21,786</b>	<b>\$ 1,009,148</b>	<b>\$ 99,678 11.0%</b>

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
213-5362-110	SALARIES & WAGES - RECYCL NG	\$ 66,867	\$ 71,049	\$ 33,673	\$ 70,533	\$ 71,804	\$ 10,579	\$ 82,383	\$ 11,334 16.0%
213-5362-115	OVERTIME WAGES	\$ 120	\$ 686	\$ 601	\$ 680	\$ 675	\$ 381	\$ 1,056	\$ 370 53.9%
213-5362-120	PT/LTE/SEASONAL WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,480	\$ 3,480	\$ 3,480 100.0%
213-5362-130	D RECT FR NGE BENEFITS	\$ 9,891	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
213-5362-131	FICA	\$ -	\$ 5,473	\$ 2,592	\$ 5,472	\$ 5,531	\$ 1,104	\$ 6,635	\$ 1,162 21.2%
213-5362-132	WRS	\$ -	\$ 4,722	\$ 2,257	\$ 4,721	\$ 4,917	\$ 745	\$ 5,662	\$ 940 19.9%
213-5362-135	LONGEVITY	\$ 242	\$ 311	\$ 311	\$ 311	\$ 249	\$ -	\$ 249	\$ (62) -19.9%
213-5362-140	PER DIEMS - RCC	\$ 1,055	\$ -	\$ 565	\$ 1,130	\$ 1,280	\$ -	\$ 1,280	\$ 1,280 100.0%
213-5362-160	HEALTH NS	\$ 12,695	\$ 14,103	\$ 6,431	\$ 11,997	\$ 12,378	\$ 3,876	\$ 16,254	\$ 2,151 15.3%
213-5362-161	L FE INS	\$ 110	\$ 110	\$ 57	\$ 105	\$ 107	\$ 3	\$ 110	\$ - 0.0%
213-5362-162	DISAB LITY INS	\$ -	\$ 406	\$ -	\$ -	\$ 407	\$ 68	\$ 475	\$ 69 17.0%
213-5362-163	DENTAL NS	\$ 689	\$ 692	\$ 374	\$ 801	\$ 841	\$ 254	\$ 1,095	\$ 403 58.2%
	<b>Total Personnel Costs</b>	<b>\$ 91,669</b>	<b>\$ 97,552</b>	<b>\$ 46,862</b>	<b>\$ 95,750</b>	<b>\$ 98,189</b>	<b>\$ 20,490</b>	<b>\$ 118,679</b>	<b>\$ 21,127 21.7%</b>
213-5362-245	COMPUTER RELATED REP & MAINT	\$ 996	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
213-5362-290	OTHER CONTRACTUAL SERVICES	\$ 721,888	\$ 750,560	\$ 382,003	\$ 768,170	\$ 796,328	\$ 58	\$ 796,386	\$ 45,826 6.1%
	<b>Total Contractual Services</b>	<b>\$ 722,884</b>	<b>\$ 752,560</b>	<b>\$ 382,003</b>	<b>\$ 770,170</b>	<b>\$ 798,328</b>	<b>\$ 58</b>	<b>\$ 798,386</b>	<b>\$ 45,826 6.1%</b>
213-5362-310	OFFICE SUPPL ES & POSTAGE	\$ 33	\$ 400	\$ 1	\$ 400	\$ 400	\$ -	\$ 400	\$ - 0.0%
213-5362-320	PUBLICATIONS, DUES & SUBSCR PT	\$ 900	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ - 0.0%
213-5362-323	UN FORMS & PROTECTIVE GEAR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 100 100.0%
213-5362-325	TRAN NG & TRAVEL	\$ 459	\$ 550	\$ 85	\$ 550	\$ 550	\$ -	\$ 550	\$ - 0.0%
213-5362-330	VEHICLE USE REIMBURSEMENT	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ - 0.0%
213-5362-340	OPERAT NG MATERIALS & SUPPL ES	\$ 15	\$ 250	\$ -	\$ 250	\$ 550	\$ -	\$ 550	\$ 300 120.0%
213-5362-345	PUBLIC NFORMATION & EDUCATION	\$ 6,155	\$ 12,500	\$ 1,678	\$ 12,500	\$ 12,500	\$ -	\$ 12,500	\$ - 0.0%
213-5362-380	YARDWASTE POLYBAGS	\$ 378	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	\$ 800	\$ - 0.0%
213-5362-381	RECYCL NG DROP OFF SITE MAINT	\$ 697	\$ 15,000	\$ 93	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ - 0.0%
	<b>Total Operating Expenditures</b>	<b>\$ 8,637</b>	<b>\$ 30,600</b>	<b>\$ 2,657</b>	<b>\$ 30,600</b>	<b>\$ 30,900</b>	<b>\$ 100</b>	<b>\$ 31,000</b>	<b>\$ 400 1.3%</b>
213-5362-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 6,245	\$ 3,123	\$ 12,490	\$ 2,837	\$ 473	\$ 3,310	\$ (2,935) -47.0%
213-5362-572	NSURANCE ISF ALLOCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,383	\$ 4,383	\$ 4,383 100.0%
213-5362-590	ALLOC NSURANCE - BLDG, LI, WC	\$ -	\$ -	\$ -	\$ -	\$ 5,100	\$ (4,223)	\$ 877	\$ 877 100.0%
	<b>Total Allocated Costs</b>	<b>\$ -</b>	<b>\$ 6,245</b>	<b>\$ 3,123</b>	<b>\$ 12,490</b>	<b>\$ 7,937</b>	<b>\$ 633</b>	<b>\$ 8,570</b>	<b>\$ 2,325 37.2%</b>
213-5920-100	TRANSFER TO GENERAL FUND	\$ 20,000	\$ 20,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ - 0.0%
213-5920-300	TRANS TO DEBT SERVICE-RENT	\$ 2,513	\$ 2,513	\$ 1,257	\$ 2,513	\$ 2,513	\$ -	\$ 2,513	\$ - 0.0%
213-5920-400	TRANSFER TO CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000 100.0%
	<b>Total Transfers &amp; Other Financing Sources</b>	<b>\$ 22,513</b>	<b>\$ 22,513</b>	<b>\$ 11,257</b>	<b>\$ 22,513</b>	<b>\$ 52,513</b>	<b>\$ -</b>	<b>\$ 52,513</b>	<b>\$ 30,000 133.3%</b>
	<b>Total Expenditures</b>	<b>\$ 845,703</b>	<b>\$ 909,470</b>	<b>\$ 445,901</b>	<b>\$ 931,523</b>	<b>\$ 987,867</b>	<b>\$ 21,281</b>	<b>\$ 1,009,148</b>	<b>\$ 99,678 11.0%</b>
	<b>Net Surplus/(Deficit)</b>	<b>\$ 41,222</b>	<b>\$ 2,042</b>	<b>\$ 486,432</b>	<b>\$ 2,794</b>	<b>\$ (3,945)</b>	<b>\$ (21,281)</b>	<b>\$ (25,226)</b>	<b>\$ (27,268)</b>
	Beginning Fund Balance	\$ 258,383	\$ 279,489	\$ 299,605	\$ 299,605	\$ 302,399		\$ 302,399	
	Annual Activity	\$ 41,222	\$ 2,042	\$ 486,432	\$ 2,794	\$ (3,945)		\$ (25,226)	
	Estimated Ending Fund Balance	\$ 299,605	\$ 281,531	\$ 786,037	\$ 302,399	\$ 298,454		\$ 277,173	
	% of Expenditures	35.4%	31.0%		32.5%	30.2%		27.5%	

City of Fitchburg  
Police Training Fund #221  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
221-4510-000	TRAN NG PORTION OF F NES	\$ 11,884	\$ 13,000	\$ 5,913	\$ 8,910	\$ 9,000	\$ -	\$ 9,000	\$ (4,000)	-30.8% ok
221-4800-000	OTHER REVENUE	\$ 8,230	\$ 7,360	\$ -	\$ 6,880	\$ 7,840	\$ -	\$ 7,840	\$ 480	6.5% ok
221-4810-000	INTEREST ON TEMP NVESTMENTS	\$ 34	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (20)	-100.0% ok
221-4860-000	PCARD REBATE	\$ -	\$ -	\$ 72	\$ 72	\$ -	\$ -	\$ -	\$ -	100.0% ok
221-4930-221	FUND BALANCE APPL ED	\$ -	\$ (380)	\$ -	\$ 4,138	\$ 3,160	\$ -	\$ 3,160	\$ 3,540	-931.6% ok
		\$ 20,147	\$ 20,000	\$ 5,985	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	0.0% ok

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
221-5210-130	D RECT FRINGE BENEFITS	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok
221-5210-131	FICA	\$ -	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok
221-5210-160	HEALTH NS	\$ 8	\$ -	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok
221-5210-161	L FE INS	\$ 0	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok
221-5210-163	DENTAL NS	\$ 1	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok
221-5210-325	TRA N NG & TRAVEL	\$ 17,451	\$ 20,000	\$ 12,084	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	0.0% ok
		\$ 17,463	\$ 20,000	\$ 12,105	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	0.0% ok

<b>Net Surplus/(Deficit)</b>	\$ 2,684	\$ 380	\$ (6,120)	\$ (4,138)	\$ (3,160)	\$ -	\$ (3,160)	\$ (3,540)
------------------------------	----------	--------	------------	------------	------------	------	------------	------------

Beginning Fund Balance	\$ 16,615	\$ 16,080	\$ 19,299	\$ 19,299	\$ 15,161	\$ 15,161
Annual Activity	\$ 2,684	\$ 380	\$ (6,120)	\$ (4,138)	\$ (3,160)	\$ (3,160)
Estimated Ending Fund Balance	\$ 19,299	\$ 16,460	\$ 13,180	\$ 15,161	\$ 12,001	\$ 12,001

% of Expenditures	110.5%	82.3%		75.8%	60.0%	60.0%
-------------------	--------	-------	--	-------	-------	-------



City of Fitchburg  
Drug Enforcement Fund #222  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
222-4810-000	INTEREST ON FED EQUIT FUNDS	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok
		\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
222-5210-355	EQUIPMENT EXPENSE	\$ 69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok
		\$ 69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok

<b>Net Surplus/(Deficit)</b>	\$ (64)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
------------------------------	---------	------	------	------	------	------	------	------	------	--

Beginning Fund Balance	\$ 981	\$ -	\$ 917	\$ 917	\$ 917		\$ 917	
Annual Activity	\$ (64)	\$ -	\$ -	\$ -	\$ -		\$ -	
Estimated Ending Fund Balance	\$ 917	\$ -	\$ 917	\$ 917	\$ 917		\$ 917	

% of Expenditures	n/a	n/a	n/a	n/a	n/a		n/a	
-------------------	-----	-----	-----	-----	-----	--	-----	--

City of Fitchburg  
Community & Economic Development Authority #250  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
225-4121-000	HOTEL ROOM TAX - CEDA	\$ 250,090	\$ 235,382	\$ 49,442	\$ 255,571	\$ 362,700	\$ -	\$ 362,700	\$ 127,318	54.1%
225-4121-001	HOTEL ROOM TAX - CEDA SPORTS	\$ 55,576	\$ 52,307	\$ 10,987	\$ 56,794	\$ -	\$ -	\$ -	\$ (52,307)	-100.0%
	<b>Subtotal Room Tax</b>	<b>\$ 305,666</b>	<b>\$ 287,689</b>	<b>\$ 60,430</b>	<b>\$ 312,365</b>	<b>\$ 362,700</b>	<b>\$ -</b>	<b>\$ 362,700</b>	<b>\$ 75,011</b>	<b>26.1%</b>
225-4800-000	OTHER REVENUE	\$ 5,691	\$ 6,300	\$ 581	\$ 6,300	\$ 6,300	\$ -	\$ 6,300	\$ -	0.0%
225-4810-100	INTEREST ON INVESTMENTS	\$ 806	\$ 500	\$ -	\$ 800	\$ 500	\$ -	\$ 500	\$ -	0.0%
225-4810-225	OTHER INTEREST REVENUE	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (300)	-100.0%
225-4810-400	INTEREST ON LOAN REPAYMENTS	\$ 3,201	\$ 2,500	\$ 1,580	\$ 2,880	\$ 2,500	\$ -	\$ 2,500	\$ -	0.0%
225-4860-000	PCARD REBATE	\$ -	\$ -	\$ 234	\$ 234	\$ 150	\$ -	\$ 150	\$ 150	100.0%
225-4921-100	OPERATING TRANSFER - GEN FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	100.0%
225-4930-225	UNASSIGNED FUND BAL APPL ED	\$ -	\$ 89,428	\$ -	\$ 68,144	\$ 9,000	\$ -	\$ 9,000	\$ (80,428)	-89.9%
	<b>Subtotal Miscellaneous Revenues</b>	<b>\$ 9,698</b>	<b>\$ 99,028</b>	<b>\$ 2,395</b>	<b>\$ 78,358</b>	<b>\$ 18,450</b>	<b>\$ 50,000</b>	<b>\$ 68,450</b>	<b>\$ (30,578)</b>	<b>-30.9%</b>
	<b>Total Revenues</b>	<b>\$ 315,363</b>	<b>\$ 386,717</b>	<b>\$ 62,825</b>	<b>\$ 390,723</b>	<b>\$ 381,150</b>	<b>\$ 50,000</b>	<b>\$ 431,150</b>	<b>\$ 44,433</b>	<b>11.5%</b>

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
225-5610-245	COMPUTER RELATED REP & MA NT	\$ 100	\$ 1,700	\$ 500	\$ 1,700	\$ 1,700	\$ -	\$ 1,700	\$ -	0.0%
	<b>Subtotal Contractual Services</b>	<b>\$ 100</b>	<b>\$ 1,700</b>	<b>\$ 500</b>	<b>\$ 1,700</b>	<b>\$ 1,700</b>	<b>\$ -</b>	<b>\$ 1,700</b>	<b>\$ -</b>	<b>0.0%</b>
225-5610-320	PUBLICATIONS/DUES/SUBS/MEMBER	\$ 6,480	\$ 7,580	\$ 5,970	\$ 7,580	\$ 5,720	\$ -	\$ 5,720	\$ (1,860)	-24.5%
225-5610-325	TRAINING & TRAVEL	\$ 1,324	\$ 3,000	\$ 2,095	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.0%
225-5610-345	PUBLIC INFO & EDUCATION	\$ 1,825	\$ 12,265	\$ 2,375	\$ 4,500	\$ 23,679	\$ -	\$ 23,679	\$ 11,414	93.1%
225-5610-360	ANNUAL BUS NESS LUNCHEON	\$ 9,346	\$ 13,100	\$ -	\$ 13,800	\$ 13,800	\$ -	\$ 13,800	\$ 700	5.3%
225-5610-388	MADISON AREA SPORTS COMM	\$ 38,903	\$ 36,615	\$ 7,691	\$ 39,755	\$ -	\$ -	\$ -	\$ (36,615)	-100.0%
225-5610-389	GMCVB SHARE OF ROOM TAX	\$ 19,451	\$ 18,307	\$ 3,846	\$ 19,877	\$ -	\$ -	\$ -	\$ (18,307)	-100.0%
225-5610-390	ROOM TAX PAYMENT TO CHAMBER	\$ 83,363	\$ 78,461	\$ 16,481	\$ 85,190	\$ 273,000	\$ -	\$ 273,000	\$ 194,539	247.9%
225-5610-391	OTHER PROMOTIONAL EXPENSES	\$ 33,345	\$ 49,602	\$ 12,654	\$ 49,602	\$ -	\$ -	\$ -	\$ (49,602)	-100.0%
225-5610-392	(30%) PROMOTIONAL EXPENSES	\$ 1,281	\$ 1,800	\$ 600	\$ 1,800	\$ 6,010	\$ -	\$ 6,010	\$ 4,210	233.9%
225-5610-393	SIGNAGE MPROVEMENTS	\$ -	\$ 92,728	\$ -	\$ 92,728	\$ -	\$ -	\$ -	\$ (92,728)	-100.0%
225-5610-394	SPORTS RELATED PROMO EXP	\$ -	\$ 15,692	\$ -	\$ 17,038	\$ -	\$ -	\$ -	\$ (15,692)	-100.0%
225-5610-396	GRANTS TO OTHERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	100.0%
	<b>Subtotal Operating Expenditures</b>	<b>\$ 195,319</b>	<b>\$ 329,150</b>	<b>\$ 51,711</b>	<b>\$ 334,870</b>	<b>\$ 325,209</b>	<b>\$ 50,000</b>	<b>\$ 375,209</b>	<b>\$ 46,059</b>	<b>14.0%</b>
225-5610-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 1,000	\$ 500	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%
	<b>Subtotal Allocated Benefits</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 500</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>0.0%</b>
225-5922-100	TRANSFER TO GENERAL FUND	\$ 54,261	\$ 54,867	\$ 27,434	\$ 53,153	\$ 53,241	\$ -	\$ 53,241	\$ (1,626)	-3.0%
	<b>Subtotal Transfers &amp; Other Uses</b>	<b>\$ 54,261</b>	<b>\$ 54,867</b>	<b>\$ 27,434</b>	<b>\$ 53,153</b>	<b>\$ 53,241</b>	<b>\$ -</b>	<b>\$ 53,241</b>	<b>\$ (1,626)</b>	<b>-3.0%</b>
	<b>Total Expenditures</b>	<b>\$ 249,680</b>	<b>\$ 386,717</b>	<b>\$ 80,145</b>	<b>\$ 390,723</b>	<b>\$ 381,150</b>	<b>\$ 50,000</b>	<b>\$ 431,150</b>	<b>\$ 44,433</b>	<b>11.5%</b>

<b>Net Surplus/(Deficit)</b>	<b>\$ 65,684</b>	<b>\$ (89,428)</b>	<b>\$ (17,320)</b>	<b>\$ (68,144)</b>	<b>\$ (9,000)</b>	<b>\$ -</b>	<b>\$ (9,000)</b>	<b>\$ 80,428</b>
------------------------------	------------------	--------------------	--------------------	--------------------	-------------------	-------------	-------------------	------------------

Room Tax - General

(target: 15-20% of budgeted expenditures)

Beginning Fund Balance	\$ 115,700	\$ 105,121	\$ 174,409	\$ 174,409	\$ 277,350	\$ 277,350
Annual Activity	\$ 58,709	\$ 102,328	\$ (18,221)	\$ 102,941	\$ 9,450	\$ 59,450
Estimated Ending Fund Balance	\$ 174,409	\$ 207,449	\$ 156,188	\$ 277,350	\$ 286,800	\$ 336,800
% of expenditures	69.9%	53.6%		71.0%	75.2%	78.1%

Room Tax - Sports Fund

Beginning Fund Balance	\$ 46,352	\$ 60,000	\$ 63,025	\$ 63,025	\$ 63,026	\$ 63,026
Annual Activity	\$ 16,673	\$ -	\$ 3,296	\$ 1	\$ -	\$ -
Estimated Ending Fund Balance	\$ 63,025	\$ 60,000	\$ 66,321	\$ 63,026	\$ 63,026	\$ 63,026

Room Tax - Placemaking/Signage

(target: 15-20% of budgeted expenditures)

Beginning Fund Balance	\$ 92,728	\$ 92,728	\$ 92,728	\$ 92,728	\$ -	\$ -
Annual Activity	\$ -	\$ (92,728.00)	\$ -	\$ (92,728.00)	\$ -	\$ -
Estimated Ending Fund Balance	\$ 92,728	\$ -	\$ 92,728	\$ -	\$ -	\$ -

Revolving Loan Fund

Beginning Fund Balance	\$ 318,688	\$ 303,000	\$ 303,655	\$ 303,655	\$ 324,821	\$ 324,821
Annual Activity	\$ (15,033)	\$ 20,500	\$ 10,867	\$ 21,166	\$ 20,000	\$ 20,000
Estimated Ending Fund Balance	\$ 303,655	\$ 323,500	\$ 314,522	\$ 324,821	\$ 344,821	\$ 344,821

Grant Fund

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Activity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Undesignated

Beginning Fund Balance	\$ 107,501	\$ 126,500	\$ 112,836	\$ 112,836	\$ 13,311	\$ 13,311
Annual Activity	\$ 5,335	\$ (119,528)	\$ (13,262)	\$ (99,524)	\$ (38,450)	\$ (88,450)
Estimated Ending Fund Balance	\$ 112,836	\$ 6,972	\$ 99,574	\$ 13,311	\$ (25,139)	\$ (75,139)

Total Fund Balance

Beginning Fund Balance	\$ 680,969	\$ 687,349	\$ 746,652	\$ 746,652	\$ 678,508	\$ 678,508
Annual Activity	\$ 65,684	\$ (89,428)	\$ (17,320)	\$ (68,144)	\$ (9,000)	\$ (9,000)
Estimated Ending Fund Balance	\$ 746,652	\$ 597,921	\$ 729,332	\$ 678,508	\$ 669,508	\$ 669,508



City of Fitchburg  
Library Fund #250  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
250-4111-000	PROPERTY TAX LEVY	\$ 1,604,133	\$ 1,663,679	\$ 1,663,679	\$ 1,663,679	\$ 1,729,164	\$ 2,055	\$ 1,731,219	\$ 67,540	4.1%
250-4374-101	COUNTY PYMNT FOR TOWNSP USERS	\$ 106,277	\$ 95,944	\$ 95,944	\$ 95,944	\$ -	\$ -	\$ -	\$ (95,944)	-100.0%
250-4374-102	COUNTY PYMNT FOR MUNI USERS	\$ 377,294	\$ 348,505	\$ 376,637	\$ 376,637	\$ -	\$ -	\$ -	\$ (348,505)	-100.0%
250-4374-103	NET COUNTY PAYMENT	\$ -	\$ -	\$ -	\$ -	\$ 12,869	\$ -	\$ 12,869	\$ 12,869	100.0%
250-4510-000	LIBRARY FES	\$ 17,400	\$ 17,000	\$ 8,632	\$ 17,000	\$ 17,000	\$ -	\$ 17,000	\$ -	0.0%
250-4610-250	COPY FEES - LIBRARY	\$ 6,541	\$ 6,000	\$ 3,747	\$ 6,000	\$ 7,000	\$ -	\$ 7,000	\$ 1,000	16.7%
250-4810-100	INTEREST INCOME	\$ 1,897	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	0.0%
250-4810-103	MCF Endowment Investment Earn	\$ (1,024)	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,400)	-100.0%
250-4820-100	SALE OF SUPPLIES - LIBRARY	\$ 170	\$ 150	\$ 159	\$ 175	\$ 200	\$ -	\$ 200	\$ 50	33.3%
250-4830-100	PAYMENT - FL MATERIAL DAMAGES	\$ 5,424	\$ 3,000	\$ 2,833	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.0%
250-4850-000	DONATIONS	\$ 1,389	\$ 1,500	\$ 1,024	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	0.0%
250-4860-000	PCARD REBATE	\$ -	\$ 2,000	\$ 2,416	\$ 2,416	\$ 4,000	\$ -	\$ 4,000	\$ 2,000	100.0%
250-4875-001	MCF GRANT/ENDOWMENT	\$ 18,038	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
250-4875-002	GRANT- OTHER	\$ 330	\$ 400	\$ 2,585	\$ 2,585	\$ 600	\$ -	\$ 600	\$ 200	50.0%
250-4890-000	MISCELLANEOUS REVENUE	\$ 21,937	\$ 16,000	\$ 12,872	\$ 16,000	\$ 16,000	\$ -	\$ 16,000	\$ -	0.0%
250-4890-400	ALLOCATED INSURANCE DIV DEND	\$ 326	\$ 750	\$ -	\$ 300	\$ 700	\$ -	\$ 700	\$ (50)	-6.7%
250-4890-501	PAYMENT - OTHER SCLS DAMAGES	\$ 212	\$ 200	\$ 250	\$ 300	\$ 200	\$ -	\$ 200	\$ -	0.0%
250-4930-250	UNASSIGNED FUND BAL APPLIED	\$ -	\$ -	\$ -	\$ (9,865)	\$ -	\$ -	\$ -	\$ -	100.0%
250-4930-251	ASSIGNED FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	100.0%
	<b>Total Revenues</b>	<b>\$ 2,160,343</b>	<b>\$ 2,159,028</b>	<b>\$ 2,170,778</b>	<b>\$ 2,175,671</b>	<b>\$ 1,796,733</b>	<b>\$ 2,055</b>	<b>\$ 1,798,788</b>	<b>\$ (360,240)</b>	<b>-16.7%</b>

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
250-5511-110	SALARIES & WAGES - LIBRARY SVC	\$ 723,675	\$ 785,022	\$ 342,782	\$ 772,644	\$ 824,202	\$ -	\$ 824,202	\$ 39,180	5.0%
250-5511-115	OVERTIME	\$ -	\$ 567	\$ 101	\$ 567	\$ 583	\$ -	\$ 583	\$ 16	2.8%
250-5511-120	PT/LTE/SEASONAL WAGES	\$ 39,259	\$ 43,057	\$ 18,888	\$ 40,312	\$ 43,538	\$ -	\$ 43,538	\$ 481	1.1%
250-5511-130	DIRECT FRNGE BENEFITS	\$ 97,138	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
250-5511-131	FICA	\$ -	\$ 63,417	\$ 26,899	\$ 62,300	\$ 66,534	\$ -	\$ 66,534	\$ 3,117	4.9%
250-5511-132	WRS	\$ -	\$ 42,367	\$ 18,248	\$ 42,044	\$ 46,326	\$ -	\$ 46,326	\$ 3,959	9.3%
250-5511-135	LIBRARY - LONGEVITY	\$ 525	\$ 855	\$ 855	\$ 855	\$ 1,403	\$ -	\$ 1,403	\$ 548	64.1%
250-5511-160	HEALTH INS	\$ 78,437	\$ 90,177	\$ 40,669	\$ 88,453	\$ 90,398	\$ -	\$ 90,398	\$ 221	0.2%
250-5511-161	LIFE INS	\$ 506	\$ 615	\$ 277	\$ 610	\$ 658	\$ -	\$ 658	\$ 43	7.0%
250-5511-162	DISABILITY INS	\$ -	\$ 3,567	\$ -	\$ -	\$ 3,786	\$ -	\$ 3,786	\$ 219	6.1%
250-5511-163	DENTAL INS	\$ 6,831	\$ 7,503	\$ 3,764	\$ 8,006	\$ 7,947	\$ -	\$ 7,947	\$ 444	5.9%
250-5511-181	PAY FOR PERFORMANCE	\$ -	\$ -	\$ -	\$ -	\$ 3,471	\$ -	\$ 3,471	\$ 3,471	100.0%
	<b>Personnel Costs</b>	<b>\$ 946,370</b>	<b>\$ 1,037,147</b>	<b>\$ 452,485</b>	<b>\$ 1,015,791</b>	<b>\$ 1,088,846</b>	<b>\$ -</b>	<b>\$ 1,088,846</b>	<b>\$ 51,699</b>	<b>5.0%</b>
250-5511-240	REPAIRS & MAINT BY OTHERS	\$ 9,036	\$ 10,000	\$ 3,448	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.0%
250-5511-245	COMPUTER RELATED REP & MAINT	\$ 7,188	\$ 2,500	\$ 110	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ (500)	-20.0%
250-5511-250	PUBLIC NOTICES & ADVERTISEMENT	\$ -	\$ 500	\$ 325	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.0%
250-5511-290	OTHER CONTRACTUAL SERVICES	\$ 108,527	\$ 131,044	\$ 124,018	\$ 131,170	\$ 136,237	\$ -	\$ 136,237	\$ 5,193	4.0%
250-5511-291	CONTRACT SVC- PERFRMR & PRSNTRS	\$ 4,274	\$ 4,850	\$ 2,509	\$ 4,850	\$ 4,850	\$ -	\$ 4,850	\$ -	0.0%
	<b>Contractual Services Costs</b>	<b>\$ 129,025</b>	<b>\$ 148,894</b>	<b>\$ 130,411</b>	<b>\$ 148,520</b>	<b>\$ 153,587</b>	<b>\$ -</b>	<b>\$ 153,587</b>	<b>\$ 4,693</b>	<b>3.2%</b>
250-5511-310	OFFICE SUPPLIES & POSTAGE	\$ 2,551	\$ 2,500	\$ 1,189	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	0.0%
250-5511-325	TRAINING & TRAVEL	\$ 3,900	\$ 6,000	\$ 4,753	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	0.0%
250-5511-330	VEHICLE USE REIMBURSEMENT	\$ 246	\$ 1,125	\$ 62	\$ 1,125	\$ 1,410	\$ -	\$ 1,410	\$ 285	25.3%
250-5511-335	VEHICLE EXPENSE (G&O, REPAIRS)	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ 800	\$ 800	100.0%
250-5511-340	OPERATING MATERIALS & SUPPLIES	\$ 25,558	\$ 17,000	\$ 7,432	\$ 17,000	\$ 19,000	\$ -	\$ 19,000	\$ 2,000	11.8%
250-5511-345	PUBLIC INFORMATION & EDUCATION	\$ 4,227	\$ 4,000	\$ 2,134	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ (1,000)	-25.0%
250-5511-350	REPAIR & MAINTENANCE SUPPLIES	\$ 7,507	\$ 6,000	\$ 2,003	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	0.0%
250-5511-355	EQUIPMENT OPERATING EXPENSE	\$ 17,700	\$ 34,500	\$ 9,125	\$ 34,500	\$ 39,500	\$ -	\$ 39,500	\$ 5,000	14.5%
250-5511-360	BLDG CUSTODIAL SUPPLIES	\$ 6,257	\$ 6,000	\$ 3,117	\$ 6,500	\$ 7,000	\$ 1,560	\$ 8,560	\$ 2,560	42.7%
250-5511-363	COMMUNICATIONS EXPENSE	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
250-5511-365	UTILITIES & TELEPHONE	\$ 105,391	\$ 101,355	\$ 45,006	\$ 110,000	\$ 116,200	\$ -	\$ 116,200	\$ 14,845	14.6%
250-5511-387	LIBRARY COLLECTION	\$ 191,177	\$ 175,000	\$ 93,157	\$ 175,000	\$ 175,000	\$ -	\$ 175,000	\$ -	0.0%
250-5511-390	OTHER OPERATING EXP	\$ 2,076	\$ 1,500	\$ 838	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	0.0%
250-5511-391	OTHER OPER EXP-DANE CO	\$ 524,642	\$ 449,228	\$ 477,360	\$ 477,360	\$ -	\$ -	\$ -	\$ (449,228)	-100.0%
	<b>Operating Costs</b>	<b>\$ 891,583</b>	<b>\$ 804,208</b>	<b>\$ 646,176</b>	<b>\$ 840,485</b>	<b>\$ 377,910</b>	<b>\$ 1,560</b>	<b>\$ 379,470</b>	<b>\$ (424,738)</b>	<b>-52.8%</b>
250-5511-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ 49,425	\$ 24,713	\$ 49,425	\$ 48,790	\$ 495	\$ 49,285	\$ (140)	-0.3%
250-5511-572	INSURANCE ISF ALLOCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,500	\$ 14,500	\$ 14,500	100.0%
250-5511-590	ALLOCATED INSUR - BLDG, LI, WC	\$ 19,054	\$ 23,934	\$ 10,369	\$ 22,400	\$ 17,400	\$ (14,500)	\$ 2,900	\$ (21,034)	-87.9%
250-5511-596	Unemployment Expense	\$ -	\$ -	\$ 1,010	\$ 2,750	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	100.0%
	<b>Allocated Costs</b>	<b>\$ 19,054</b>	<b>\$ 73,359</b>	<b>\$ 36,092</b>	<b>\$ 74,575</b>	<b>\$ 68,190</b>	<b>\$ 495</b>	<b>\$ 68,685</b>	<b>\$ (4,674)</b>	<b>-6.4%</b>
250-5920-100	OPERATING OUT-GEN FUND ADMIN	\$ 110,000	\$ 95,420	\$ 47,710	\$ 96,300	\$ 108,200	\$ -	\$ 108,200	\$ 12,780	13.4%
250-5920-400	TRANS TO CAP PROJ-EQUIPMENT	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Transfers</b>	<b>\$ 126,000</b>	<b>\$ 95,420</b>	<b>\$ 47,710</b>	<b>\$ 96,300</b>	<b>\$ 108,200</b>	<b>\$ -</b>	<b>\$ 108,200</b>	<b>\$ 12,780</b>	<b>13.4%</b>
	<b>Total Expenditures</b>	<b>\$ 2,112,032</b>	<b>\$ 2,159,028</b>	<b>\$ 1,312,874</b>	<b>\$ 2,175,671</b>	<b>\$ 1,796,733</b>	<b>\$ 2,055</b>	<b>\$ 1,798,788</b>	<b>\$ (360,240)</b>	<b>-16.7%</b>
	<b>Net Surplus/(Deficit)</b>	<b>\$ 48,311</b>	<b>\$ -</b>	<b>\$ 857,904</b>	<b>\$ 9,865</b>	<b>\$ (3,000)</b>	<b>\$ -</b>	<b>\$ (3,000)</b>	<b>\$ (3,000)</b>	

City of Fitchburg  
Library Fund #250  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
<b><u>Reserve Fund</u></b>									
(target: 15-20% of budgeted expenditures)									
	Beginning Fund Balance	\$ 305,567	\$ 261,291	\$ 351,614	\$ 351,614	\$ 326,351		\$ 326,351	
	Reclassified FB	\$ -	\$ -	\$ (34,297)	\$ (35,128)	\$ (56,841)		\$ (56,533)	
	Annual Activity	\$ 46,047	\$ (2,400)	\$ 857,904	\$ 9,865	\$ -		\$ -	
	Estimated Ending Fund Balance	\$ 351,614	\$ 258,891	\$ 1,175,221	\$ 326,351	\$ 269,510		\$ 269,818	
	% of expenditures	16.6%	12.0%		15.0%	15.0%		15.0%	
<b><u>Assigned Fund Balance - Building Maint</u></b>									
	Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 35,128		\$ 35,128	
	Reclassified FB	\$ -	\$ -	\$ 34,297	\$ 35,128	\$ 56,841		\$ 56,533	
	Annual Activity	\$ -	\$ -	\$ -	\$ -	\$ (3,000)		\$ (3,000)	
	Estimated Ending Fund Balance	\$ -	\$ -	\$ 34,297	\$ 35,128	\$ 88,969		\$ 88,661	
<b><u>Restricted Fund Balance - Endowment</u></b>									
	Beginning Fund Balance	\$ 54,036	\$ 54,036	\$ 56,300	\$ 56,300	\$ 56,300		\$ 56,300	
	Annual Activity	\$ 2,264	\$ 2,400	\$ -	\$ -	\$ -		\$ -	
	Estimated Ending Fund Balance	\$ 56,300	\$ 56,436	\$ 56,300	\$ 56,300	\$ 56,300		\$ 56,300	
<b><u>Total Fund Balance</u></b>									
	Beginning Fund Balance	\$ 359,603	\$ 315,327	\$ 407,914	\$ 407,914	\$ 417,779		\$ 417,779	
	Reclassified FB	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
	Annual Activity	\$ 48,311	\$ -	\$ 857,904	\$ 9,865	\$ (3,000)		\$ (3,000)	
	Estimated Ending Fund Balance	\$ 407,914	\$ 315,327	\$ 1,265,818	\$ 417,779	\$ 414,779		\$ 414,779	



City of Fitchburg  
Debt Service Fund #300  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
300-4111-000	TAX APPORTIONMENT FOR DEBT SVC	\$ 3,618,232	\$ 3,607,587	\$ 3,607,587	\$ 3,607,587	\$ 4,059,220	\$ -	\$ 4,059,220	\$ 451,633	12.5% ok
300-4200-000	SPECIAL ASSESS INSTALLMENTS	\$ 182,282	\$ 166,700	\$ 166,704	\$ 166,704	\$ 159,416	\$ -	\$ 159,416	\$ (7,284)	-4.4% ok
300-4200-100	SPECIAL ASSESS - ADVANCE COLL	\$ 12,354	\$ 5,000	\$ 27,180	\$ 27,180	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0% ok
300-4810-000	INTEREST FROM INVESTMENTS	\$ 2,666	\$ 2,300	\$ 63	\$ 2,700	\$ 2,700	\$ -	\$ 2,700	\$ 400	17.4% ok
300-4810-200	INTEREST ON S/A	\$ 24,679	\$ 20,000	\$ 19,690	\$ 19,690	\$ 15,000	\$ -	\$ 15,000	\$ (5,000)	-25.0% ok
300-4810-201	MISCELLANEOUS REVENUE	\$ 70,818	\$ 67,909	\$ 34,138	\$ 68,276	\$ 64,999	\$ -	\$ 64,999	\$ (2,910)	-4.3% ok
	<b>Total General Revenues</b>	<b>\$ 3,911,061</b>	<b>\$ 3,869,496</b>	<b>\$ 3,855,342</b>	<b>\$ 3,892,117</b>	<b>\$ 4,306,335</b>	<b>\$ -</b>	<b>\$ 4,306,335</b>	<b>\$ 436,839</b>	<b>11.3% ok</b>
300-4924-014	TRANSFER FROM TID #4	\$ 1,095,960	\$ 1,284,727	\$ 811,158	\$ 1,284,727	\$ 1,331,598	\$ -	\$ 1,331,598	\$ 46,871	3.6% ok
300-4924-015	TRANSFER FROM TID #6	\$ -	\$ 337,263	\$ 298,413	\$ 337,263	\$ 379,650	\$ -	\$ 379,650	\$ 42,387	12.6% ok
300-4924-213	TRANS FROM RECY - RENT	\$ 2,513	\$ 2,513	\$ 1,257	\$ 2,513	\$ 2,513	\$ -	\$ 2,513	\$ -	0.0% ok
300-4925-000	SUD DEBT SERV REIMBURSEMENT	\$ 19,157	\$ 148,868	\$ 7,176	\$ 148,868	\$ 166,307	\$ -	\$ 166,307	\$ 17,439	11.7% ok
300-4925-001	UTILITY DIST #1 - RENT	\$ 51,667	\$ 51,667	\$ 25,834	\$ 51,667	\$ 51,667	\$ -	\$ 51,667	\$ -	0.0% ok
300-4925-100	RENT - SUD	\$ 2,513	\$ 2,513	\$ 1,257	\$ 2,513	\$ 2,513	\$ -	\$ 2,513	\$ -	0.0% ok
300-4930-301	FUND BAL APPLIED - PREMIUM	\$ -	\$ 73,621	\$ -	\$ 159,630	\$ 60,674	\$ -	\$ 60,674	\$ (12,947)	-17.6% ok
300-4950-100	PREMIUM ON DEBT ISSUANCE	\$ 190,066	\$ -	\$ 201,679	\$ 201,679	\$ 60,000	\$ -	\$ 60,000	\$ 60,000	100.0% ok
	<b>Total General Revenues</b>	<b>\$ 1,361,906</b>	<b>\$ 1,901,172</b>	<b>\$ 1,346,772</b>	<b>\$ 2,188,860</b>	<b>\$ 2,054,922</b>	<b>\$ -</b>	<b>\$ 2,054,922</b>	<b>\$ 153,750</b>	<b>8.1% ok</b>
	<b>Total Revenues</b>	<b>\$ 5,272,968</b>	<b>\$ 5,770,668</b>	<b>\$ 5,202,115</b>	<b>\$ 6,080,977</b>	<b>\$ 6,361,257</b>	<b>\$ -</b>	<b>\$ 6,361,257</b>	<b>\$ 560,589</b>	<b>10.2% ok</b>

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
300-5810-051	PRINCIPAL - 2005 G.O. NOTES	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok
300-5810-052	PRINCIPAL - 2005 REFUNDING NTS	\$ 670,000	\$ 730,000	\$ -	\$ 730,000	\$ 795,000	\$ -	\$ 795,000	\$ 65,000	8.9% ok
300-5810-054	PRINCIPAL - 2005 STF, LT PROJ	\$ 52,170	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok
300-5810-070	PRINCIPAL - 2007 G.O. NOTES	\$ 70,000	\$ 195,000	\$ -	\$ 195,000	\$ 225,000	\$ -	\$ 225,000	\$ 30,000	15.4% ok
300-5810-090	PRINCIPAL - 2009 G.O. NOTES	\$ 510,000	\$ 515,000	\$ -	\$ 515,000	\$ 515,000	\$ -	\$ 515,000	\$ -	0.0% ok
300-5810-100	PRINCIPAL - 2010 GO - LIBRARY	\$ 200,000	\$ 205,000	\$ -	\$ 205,000	\$ 210,000	\$ -	\$ 210,000	\$ 5,000	2.4% ok
300-5810-101	PRINCIPAL - 2010 GO NOTES	\$ 245,000	\$ 255,000	\$ -	\$ 255,000	\$ 260,000	\$ -	\$ 260,000	\$ 5,000	2.0% ok
300-5810-110	PRINCIPAL - 2011 GO NOTES	\$ 190,000	\$ 190,000	\$ -	\$ 190,000	\$ 50,000	\$ -	\$ 50,000	\$ (140,000)	-73.7% ok
300-5810-111	PRINCIPAL - 2011 GO BONDS	\$ 120,000	\$ 200,000	\$ -	\$ 200,000	\$ 250,000	\$ -	\$ 250,000	\$ 50,000	25.0% ok
300-5810-120	PRINCIPAL - 2012 GO NOTES	\$ 730,000	\$ 735,000	\$ 735,000	\$ 735,000	\$ 745,000	\$ -	\$ 745,000	\$ 10,000	1.4% ok
300-5810-121	PRINCIPAL - 2012 GO REF BONDS	\$ 125,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ -	\$ 65,000	\$ -	0.0% ok
300-5810-122	PRINCIPAL - 2012 GO BONDS	\$ 620,000	\$ 710,000	\$ 710,000	\$ 710,000	\$ 715,000	\$ -	\$ 715,000	\$ 5,000	0.7% ok
300-5810-130	PRINCIPAL - 2013 GO NOTE	\$ 75,000	\$ 75,000	\$ -	\$ 75,000	\$ 100,000	\$ -	\$ 100,000	\$ 25,000	33.3% ok
300-5810-150	PRINCIPAL - 2015A GO NOTES	\$ -	\$ 320,000	\$ 320,000	\$ 320,000	\$ 330,000	\$ -	\$ 330,000	\$ 10,000	3.1% ok
300-5810-151	PRINCIPAL - 2015B GO BONDS	\$ -	\$ 340,000	\$ 340,000	\$ 340,000	\$ 310,000	\$ -	\$ 310,000	\$ (30,000)	-8.8% ok
300-5810-160	PRINCIPAL - 2016A GO NOTES	\$ -	\$ -	\$ -	\$ -	\$ 290,000	\$ -	\$ 290,000	\$ 290,000	100.0% ok
300-5810-161	PRINCIPAL - 2016B GO BONDS	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	100.0% ok
	<b>Principal Expenses</b>	<b>\$ 3,732,170</b>	<b>\$ 4,535,000</b>	<b>\$ 2,170,000</b>	<b>\$ 4,535,000</b>	<b>\$ 4,960,000</b>	<b>\$ -</b>	<b>\$ 4,960,000</b>	<b>\$ 425,000</b>	<b>9.4% ok</b>
300-5820-051	INTEREST - 2005 G.O. NOTES	\$ 4,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok
300-5820-052	INTEREST - 2005 REFUNDING NOTE	\$ 80,243	\$ 56,458	\$ 28,229	\$ 56,458	\$ 29,813	\$ -	\$ 29,813	\$ (26,845)	-47.2% ok
300-5820-054	INTEREST - 2005 STF, LT PROJ	\$ 2,087	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0% ok
300-5820-070	INTEREST - 2007 G.O. NOTES	\$ 8,495	\$ 16,703	\$ 8,351	\$ 16,703	\$ 9,000	\$ -	\$ 9,000	\$ (7,703)	-46.1% ok
300-5820-090	INTEREST - 2009 G.O. NOTES	\$ 71,744	\$ 60,269	\$ 30,134	\$ 60,269	\$ 47,394	\$ -	\$ 47,394	\$ (12,875)	-21.4% ok
300-5820-100	INTEREST - 2010 GO LIBRARY	\$ 173,578	\$ 169,978	\$ 84,989	\$ 169,978	\$ 165,673	\$ -	\$ 165,673	\$ (4,305)	-2.5% ok
300-5820-101	INTEREST - 2010 GO NOTES	\$ 44,105	\$ 39,328	\$ 19,664	\$ 39,328	\$ 33,590	\$ -	\$ 33,590	\$ (5,738)	-14.6% ok
300-5820-110	INTEREST - 2011 GO NOTES	\$ 13,110	\$ 9,310	\$ 4,655	\$ 9,310	\$ 5,510	\$ -	\$ 5,510	\$ (3,800)	-40.8% ok
300-5820-111	INTEREST - 2011 GO BONDS	\$ 120,438	\$ 118,038	\$ 59,019	\$ 118,038	\$ 114,038	\$ -	\$ 114,038	\$ (4,000)	-3.4% ok
300-5820-120	INTEREST - 2012 GO NOTES	\$ 80,175	\$ 71,013	\$ 38,263	\$ 71,013	\$ 58,050	\$ -	\$ 58,050	\$ (12,963)	-18.3% ok
300-5820-121	INTEREST - 2012 GO REF BONDS	\$ 2,253	\$ 1,268	\$ 845	\$ 1,268	\$ 423	\$ -	\$ 423	\$ (845)	-66.6% ok
300-5820-122	INTEREST - 2012 GO BONDS	\$ 336,350	\$ 323,050	\$ 165,075	\$ 323,050	\$ 308,800	\$ -	\$ 308,800	\$ (14,250)	-4.4% ok
300-5820-130	INTEREST - 2013 GO NOTE	\$ 16,278	\$ 15,828	\$ 7,914	\$ 15,828	\$ 15,228	\$ -	\$ 15,228	\$ (600)	-3.8% ok
300-5820-150	INTEREST - 2015A GO NOTES	\$ 28,576	\$ 60,000	\$ 30,800	\$ 60,000	\$ 55,100	\$ -	\$ 55,100	\$ (4,800)	-8.2% ok
300-5820-151	INTEREST - 2015B GO BONDS	\$ 51,573	\$ 107,775	\$ 55,588	\$ 107,775	\$ 101,275	\$ -	\$ 101,275	\$ (6,500)	-6.0% ok
300-5820-160	INTEREST - 2016A GO NOTES	\$ -	\$ 125,000	\$ -	\$ 34,710	\$ 73,463	\$ -	\$ 73,463	\$ (51,537)	-41.2% ok
300-5820-161	INTEREST - 2016B GO BONDS	\$ -	\$ -	\$ -	\$ 51,299	\$ 110,250	\$ -	\$ 110,250	\$ 110,250	100.0% ok
300-5820-170	INTEREST - 2017A GO NOTES	\$ -	\$ -	\$ -	\$ -	\$ 22,500	\$ -	\$ 22,500	\$ 22,500	100.0% ok
300-5820-171	INTEREST - 2017B GO BONDS	\$ -	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	100.0% ok
	<b>Interest Expenses</b>	<b>\$ 1,033,626</b>	<b>\$ 1,174,018</b>	<b>\$ 533,524</b>	<b>\$ 1,135,027</b>	<b>\$ 1,325,107</b>	<b>\$ -</b>	<b>\$ 1,325,107</b>	<b>\$ 151,089</b>	<b>12.9% ok</b>
300-5831-000	NEW DEBT ISSUANCE COSTS	\$ 36,345	\$ 40,000	\$ 55,044	\$ 55,044	\$ 60,000	\$ -	\$ 60,000	\$ 20,000	50.0% ok
300-5832-000	PAYMENT TO ESCROW AGENT	\$ 1,350	\$ 1,650	\$ 700	\$ 1,350	\$ 1,350	\$ -	\$ 1,350	\$ (300)	-18.2% ok
300-5833-000	ARBITRAGE & OTHER DEBT SERVICE	\$ 14,800	\$ 20,000	\$ -	\$ 25,800	\$ 14,800	\$ -	\$ 14,800	\$ (5,200)	-26.0% ok
	<b>New Debt Costs</b>	<b>\$ 52,495</b>	<b>\$ 61,650</b>	<b>\$ 55,744</b>	<b>\$ 82,194</b>	<b>\$ 76,150</b>	<b>\$ -</b>	<b>\$ 76,150</b>	<b>\$ 14,500</b>	<b>23.5% ok</b>
300-5920-954	OTHER TRANS TO FUND 400	\$ 390,000	\$ -	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$ -	100.0% ok
	<b>Transfers Out</b>	<b>\$ 390,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0% ok</b>
	<b>Total Expenditures</b>	<b>\$ 5,208,291</b>	<b>\$ 5,770,668</b>	<b>\$ 2,759,269</b>	<b>\$ 5,917,221</b>	<b>\$ 6,361,257</b>	<b>\$ -</b>	<b>\$ 6,361,257</b>	<b>\$ 590,589</b>	<b>10.2% ok</b>

<b>Net Surplus/(Deficit)</b>	<b>\$ 64,677</b>	<b>\$ (73,621)</b>	<b>\$ 2,442,846</b>	<b>\$ 4,126</b>	<b>\$ (60,674)</b>	<b>\$ -</b>	<b>\$ (60,674)</b>	<b>\$ 12,947</b>
------------------------------	------------------	--------------------	---------------------	-----------------	--------------------	-------------	--------------------	------------------

Beginning Fund Balance	\$ 138,815	\$ 194,878	\$ 203,492	\$ 203,492	\$ 207,618		\$ 207,618
Annual Activity	\$ 64,677	\$ (73,621)	\$ 2,442,846	\$ 4,126	\$ (60,674)		\$ (60,674)
Estimated Ending Fund Balance	\$ 203,492	\$ 121,257	\$ 2,646,337	\$ 207,618	\$ 146,944		\$ 146,944

% of Expenditures	3.9%	2.1%		3.5%	2.3%		2.3%
-------------------	------	------	--	------	------	--	------

City of Fitchburg  
Schedule of Indebtedness  
2017 Adopted Budget

Debt Issuance	Interest Rates	Balance at 12/31/15	Additions	Payments	Balance at 12/31/16	2017 Budgeted New Debt	2017 Budgeted Payments	Projected Balance at 12/31/17	Total Issue Balance	Maturity Date
2005 Gen'l Obligation Bonds- Refunding (City)	3.00-3.75%	\$ 1,525,000		(\$730,000)	\$ 795,000		(\$795,000)	\$0	\$0	2017
2007 Gen'l Obligation Notes (CIP)	3.70-4.00%	\$ 145,000		(\$70,000)	\$ 75,000		(\$75,000)	\$0		
2007 Gen'l Obligation Notes (SUD)	3.70-4.00%	\$ 275,000		(\$125,000)	\$ 150,000		(\$150,000)	\$0	\$0	2017
2009 Gen'l Obligation Notes (Assessed)	2.00-3.125%	\$ 30,000		(\$30,000)	\$ -		\$0	\$0		
2009 Gen'l Obligation Notes (CIP)	2.00-3.125%	\$ 1,705,000		(\$395,000)	\$ 1,310,000		(\$420,000)	\$890,000		
2009 Gen'l Obligation Notes (TID #4)	2.00-3.125%	\$ 380,000		(\$90,000)	\$ 290,000		(\$95,000)	\$195,000	\$1,085,000	2019
2010 Gen'l Obligation Bonds - Library (BAB's)	0.65-3.60%	\$ 4,040,000		(\$205,000)	\$ 3,835,000		(\$210,000)	\$3,625,000	\$3,625,000	2030
2010 Gen'l Obligation Notes (CIP)(BAB's)	0.70-5.25%	\$ 1,355,000		(\$255,000)	\$ 1,100,000		(\$260,000)	\$840,000	\$840,000	2020
2011 Gen'l Obligation Notes (CIP)	2.00-2.10%	\$ 460,000		(\$190,000)	\$ 270,000		(\$50,000)	\$220,000	\$220,000	2019
2011 Gen'l Obligation Bonds (TID #4))	2.00-2.85%	\$ 5,075,000		(\$200,000)	\$ 4,875,000		(\$250,000)	\$4,625,000	\$4,625,000	2021
2012 Gen'l Obligation Notes (CIP)	1.00-2.00%	\$ 2,330,000		(\$315,000)	\$ 2,015,000		(\$325,000)	\$1,690,000		
2012 Gen'l Obligation Notes (Assessed)	1.00-2.00%	\$ 1,680,000		(\$420,000)	\$ 1,260,000		(\$420,000)	\$840,000	\$2,530,000	2022
2012 Gen'l Obligation Notes (TID #4)	2.00%-3.00%	\$ 9,640,000		(\$480,000)	\$ 9,160,000		(\$480,000)	\$8,680,000		
2012 Gen'l Obligation Bonds Refunding (Library)	2.00%-3.00%	\$ 4,220,000		(\$230,000)	\$ 3,990,000		(\$235,000)	\$3,755,000	\$12,435,000	2029
2012 Gen'l Obligation Bonds Refunding (TID #4)	0.40-1.30%	\$ 130,000		(\$65,000)	\$ 65,000		(\$65,000)	\$0	\$0	2017
2013 Gen'l Obligation NOTE - (CIP)	0.40-2.35%	\$ 915,000		(\$75,000)	\$ 840,000		(\$100,000)	\$740,000	\$740,000	2023
2015 Gen'l Obligation Notes - (CIP)	1.00-2.00%	\$ 2,285,000		(\$230,000)	\$ 2,055,000		(\$240,000)	\$1,815,000	\$1,815,000	2025
2015 Gen'l Obligation Notes - (TID #4)	1.00-2.00%	\$ 955,000		(\$90,000)	\$ 865,000		(\$90,000)	\$775,000	\$775,000	2025
2015 Gen'l Obligation Bonds - (CIP)	2.00-3.00%	\$ 1,090,000		(\$45,000)	\$ 1,045,000		(\$5,000)	\$1,040,000	\$1,040,000	2035
2015 Gen'l Obligation Bonds - (TID #6)	2.00-3.00%	\$ 3,995,000		(\$295,000)	\$ 3,700,000		(\$305,000)	\$3,395,000	\$3,395,000	2027
2016A Gen'l Obligation Notes - (CIP)	1.25-2.00%	\$ -	\$ 4,465,000	\$0	\$ 4,465,000		(\$290,000)	\$4,175,000	\$4,175,000	2026
2016B Gen'l Obligation Bonds - (CIP)	2.00-2.60%	\$ -	\$ 5,235,000	\$0	\$ 5,235,000		(\$100,000)	\$5,135,000	\$5,135,000	2036
2017A Gen'l Obligation Notes - (CIP)	est 1.5%	\$ -		\$0	\$ -	\$ 3,000,000	\$0	\$3,000,000	\$3,000,000	2027
2017B Gen'l Obligation Bonds - (CIP)	est 2.5%	\$ -		\$0	\$ -	\$ 14,000,000	\$0	\$14,000,000	\$14,000,000	2037
<b>TOTAL INDEBTEDNESS</b>		<b>\$ 42,230,000</b>	<b>\$ 9,700,000</b>	<b>\$ (4,535,000)</b>	<b>\$ 47,395,000</b>	<b>\$ 17,000,000</b>	<b>\$ (4,960,000)</b>	<b>\$ 59,435,000</b>	<b>\$ 59,435,000</b>	

	Balance at 12/31/15	Additions	Payments	Balance at 12/31/16	2017 Budgeted New Debt	2017 Budgeted Payments	Projected Balance at 12/31/17
Stormwater Utility District	\$275,000	\$0	(\$125,000)	\$150,000	\$0	(\$150,000)	\$0
Tax Increment District #4	\$ 16,180,000	\$0	(\$925,000)	\$15,255,000	\$0	(\$980,000)	\$14,275,000
Tax Increment District #6	\$ 3,995,000	\$0	(\$295,000)	\$3,700,000	\$0	(\$305,000)	\$3,395,000
Assessed	\$ 1,710,000	\$0	(\$450,000)	\$1,260,000	\$0	(\$420,000)	\$840,000
<b>TOTAL DEBT - NON LEVY</b>	<b>\$22,160,000</b>	<b>\$0</b>	<b>(\$1,795,000)</b>	<b>\$20,365,000</b>	<b>\$0</b>	<b>(\$1,855,000)</b>	<b>\$18,510,000</b>
Library	\$8,260,000	\$0	(\$435,000)	\$7,825,000	\$0	(\$445,000)	\$7,380,000
CIP	\$ 11,810,000	\$ 9,700,000	(\$2,305,000)	\$19,205,000	\$17,000,000	(\$2,660,000)	\$33,545,000
<b>TOTAL DEBT - TAX LEVY</b>	<b>\$20,070,000</b>	<b>\$9,700,000</b>	<b>(\$2,740,000)</b>	<b>\$27,030,000</b>	<b>\$17,000,000</b>	<b>(\$3,105,000)</b>	<b>\$40,925,000</b>
<b>TOTAL INDEBTEDNESS</b>	<b>\$42,230,000</b>	<b>\$9,700,000</b>	<b>(\$4,535,000)</b>	<b>\$47,395,000</b>	<b>\$17,000,000</b>	<b>(\$4,960,000)</b>	<b>\$59,435,000</b>

Note: Tax Increment District, SUD, and Utility District #1 borrowing do not require general tax levy to service debt. Assessed projects also do not typically require general tax levy to service debt.

	Equalized Value (TID in)	Debt Maximum - State (5%)	Debt Maximum - City (3%)
2016 Value (TID in)	2,830,645,500	\$ 141,532,275	\$ 84,919,365
12/31/16 Projected Debt as a Percent of EV	1.67%	33.49%	55.81%
2017 Estimated Value (TID in)	2,887,258,410	\$ 144,362,921	\$ 86,617,752
12/31/17 Projected Debt as a Percent of EV	2.06%	41.17%	68.62%

City of Fitchburg  
Capital Projects Fund #400  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
400-4111-012	LEVY-INFO TECH UPGRD & REPLACE	\$ -	\$ 5,558	\$ 5,558	\$ 5,558	\$ -	\$ -	\$ -	(5,558) -100.0%
400-4111-016	LEVY-TELEPHONE SYSTEM REPLACE	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	10,000 100.0%
400-4111-022	LEVY-ENTERPRISE CONTENT MGMT	\$ 15,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 15,000	\$ -	\$ 15,000	(20,000) -57.1%
400-4111-030	LEVY-LOGO IMPLEMENT/WAYFINDING	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	- 0.0%
400-4111-034	LEVY-ANTON DRIVE PLAN STUDY	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4112-014	LEVY-GIS SYSTEM MAINT & UPGRAD	\$ 9,191	\$ 64,688	\$ 64,688	\$ 64,688	\$ 7,200	\$ -	\$ 7,200	(57,488) -88.9%
400-4112-104	LEVY-MOBILE DATA COMP-PD	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4112-105	LEVY-COMPUTER REPLACE-PD	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4112-109	LEVY-MOBILE VIDEO CAMERAS-PD	\$ 21,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	(15,000) -100.0%
400-4112-127	LEVY-POLICE EVIDENCE FACILITY	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000	35,000 100.0%
400-4112-141	LEVY-POLICE FAC/CH EXPAND	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	25,000 100.0%
400-4112-259	LEVY-FIRE ATV	\$ -	\$ -	\$ -	\$ -	\$ 20,839	\$ -	\$ 20,839	20,839 100.0%
400-4112-261	LEVY-FIRE SCBA FACEPIECE TEST	\$ -	\$ -	\$ -	\$ -	\$ 16,450	\$ -	\$ 16,450	16,450 100.0%
400-4112-263	LEVY-BRUSH TRUCK	\$ -	\$ (52,750)	\$ (52,750)	\$ (52,750)	\$ -	\$ -	\$ -	52,750 -100.0%
400-4112-302	LEVY-AMBULANCE	\$ -	\$ -	\$ -	\$ -	\$ 128,227	\$ (128,227)	\$ -	- 100.0%
400-4112-303	LEVY-FITCHRONA EQUIP REPLACE	\$ 13,740	\$ 11,625	\$ 11,625	\$ 11,625	\$ -	\$ -	\$ -	(11,625) -100.0%
400-4112-308	LEVY-REPLACE EMS EQUIP	\$ -	\$ 3,767	\$ 3,767	\$ 3,767	\$ 7,599	\$ -	\$ 7,599	3,832 101.7%
400-4113-101	LEVY-HIGHWAY EQUIP REPLACE	\$ 260,500	\$ -	\$ -	\$ -	\$ 184,000	\$ (108,773)	\$ 75,227	75,227 100.0%
400-4113-319	LEVY-STREET RESURFACE PRGM	\$ 500,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 594,000	\$ (45,000)	\$ 549,000	374,000 213.7%
400-4113-427	LEVY-PED & BIKE SYSTEM IMPROVE	\$ 80,000	\$ 57,000	\$ 57,000	\$ 57,000	\$ 96,000	\$ -	\$ 96,000	39,000 68.4%
400-4113-450	LEVY-TRAFFIC CALMING PRGRM	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	2,000 100.0%
400-4113-479	LEVY-UPDATE STREET LIGHTING	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4113-486	LEVY-SIDEWALK & PATH IMPROV	\$ -	\$ 48,000	\$ 48,000	\$ 48,000	\$ 53,000	\$ -	\$ 53,000	5,000 10.4%
400-4114-630	LEVY-VERONA RD UTIL RELOC&REL	\$ 25,000	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	30,000 100.0%
400-4116-211	LEVY-MCGAW PARK	\$ -	\$ 36,000	\$ 36,000	\$ 36,000	\$ 208,400	\$ -	\$ 208,400	172,400 478.9%
400-4116-212	LEVY-MCKEE FARMS PARK	\$ -	\$ 41,500	\$ 41,500	\$ 41,500	\$ 32,500	\$ -	\$ 32,500	(9,000) -21.7%
400-4116-221	LEVY-NEIGHBORHOOD PARK IMPROVE	\$ 53,000	\$ 50,500	\$ 50,500	\$ 50,500	\$ -	\$ -	\$ -	(50,500) -100.0%
400-4116-259	LEVY-PARK SYSTEM IMPROVEMENTS	\$ -	\$ 64,000	\$ 64,000	\$ 64,000	\$ 55,000	\$ -	\$ 55,000	(9,000) -14.1%
400-4116-261	LEVY-NINE SPRINGS GOLF COURSE	\$ -	\$ -	\$ -	\$ -	\$ 136,815	\$ (136,815)	\$ -	- 100.0%
400-4116-262	LEVY-PARKING LOT RESURFACING	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 51,000	\$ -	\$ 51,000	1,000 2.0%
400-4116-302	LEVY-CITY CAMPUS BLDG SYSTEMS	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 110,000	\$ -	\$ 110,000	35,000 46.7%
400-4116-351	LEVY-SNR CTR/COMM CTR FURNISH	\$ 2,955	\$ 14,000	\$ 14,000	\$ 14,000	\$ 16,000	\$ (14,000)	\$ 2,000	(12,000) -85.7%
400-411	<b>Taxes Total</b>	<b>\$ 1,145,386</b>	<b>\$ 723,888</b>	<b>\$ 723,888</b>	<b>\$ 723,888</b>	<b>\$ 1,864,030</b>	<b>\$ (432,815)</b>	<b>\$ 1,431,215</b>	<b>\$ 707,327 97.7%</b>
400-4125-201	LIB LEVY - LIBRARY COMPUTERS	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-412	<b>Library Levy Total</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>- 100.0%</b>
400-4233-319	SA DEBT-STREET RESURFACE PGM	\$ -	\$ 15,000	\$ -	\$ -	\$ 16,000	\$ -	\$ 16,000	1,000 6.7%
400-4233-427	SA DEBT PROCEEDS-PED & BIKE SY	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	1,000 100.0%
400-4233-486	S/A-SIDEWALK & PATH IMPROV	\$ -	\$ 16,000	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	(1,000) -6.3%
400-4253-103	INTERSECTION SIGNAL SPECIAL AS	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	10,000 100.0%
400-4253-320	SIDEWALK SPECIAL CHARGES	\$ 27,608	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-42	<b>Special Assessments Total</b>	<b>\$ 27,608</b>	<b>\$ 31,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,000</b>	<b>\$ -</b>	<b>\$ 42,000</b>	<b>\$ 11,000 35.5%</b>
400-4323-468	FED GRANT - LACY RD	\$ -	\$ -	\$ -	\$ -	\$ 2,875,000	\$ -	\$ 2,875,000	2,875,000 100.0%
400-432	<b>Federal Grants Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,875,000</b>	<b>\$ -</b>	<b>\$ 2,875,000</b>	<b>\$ 2,875,000 100.0%</b>
400-4351-034	GRANT-ANTON DRIVE PLAN STUDY	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	(30,000) -100.0%
400-4352-263	ST GRANT DNR- BRUSH TRUCK	\$ -	\$ 10,150	\$ 7,469	\$ 7,469	\$ -	\$ -	\$ -	(10,150) -100.0%
400-4353-319	ST GRANT-STREET RESURFACE PRGM	\$ 57,889	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ 55,000	55,000 100.0%
400-435	<b>State Grants Total (excl ERP)</b>	<b>\$ 57,889</b>	<b>\$ 40,150</b>	<b>\$ 7,469</b>	<b>\$ 37,469</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ 14,850 37.0%</b>
400-4361-005	ERP-COMPUTER REPLACEMENT PGM	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4361-008	COMPUTER REPLACE - FIRE	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4361-012	ERP-INFO TECH UPGRADE	\$ 80,000	\$ 64,442	\$ -	\$ 64,442	\$ 75,000	\$ -	\$ 75,000	10,558 16.4%
400-4361-016	EXP REST-TELEPHONE SYS REPLACE	\$ 100,000	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	(50,000) -100.0%
400-4361-025	EXP RSTR-DOOR ACCESS	\$ -	\$ -	\$ -	\$ -	\$ 210,000	\$ (210,000)	\$ -	- 100.0%
400-4361-028	ERP-POLLING LOCATIONS	\$ 16,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4361-029	ERP-LIBRARY SOLAR ARRAY	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4361-030	ERP-LOGO IMPLEMENT/WAYFINDING	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4361-032	ERP-EXERCISE EQUIPMENT	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	(5,000) -100.0%
400-4361-033	ERP-DATA CENTER UNINTRUPT PS	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4361-036	ERP-AUTOMATED TIMEKEEPING	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	(50,000) -100.0%
400-4361-111	EXPENDITURE RESTRAINT PROGRAM	\$ 44,469	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4362-124	ERP-INTERVIEW RECORDING EQUIP	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	(15,000) -100.0%
400-4362-126	ERP-ELECTRONIC CONTROL DEVICE	\$ -	\$ 19,500	\$ -	\$ 19,500	\$ -	\$ -	\$ -	(19,500) -100.0%
400-4362-131	ERP-CRIME SCENE VEH REPL (PD)	\$ -	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ -	\$ -	(32,000) -100.0%
400-4362-135	PD FLEET VEHICLE #63	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4362-136	ERP-PD VEHICLE REPL #64	\$ -	\$ -	\$ -	\$ -	\$ 27,000	\$ (27,000)	\$ -	- 100.0%
400-4362-137	ERP-PD VEHICLE REPL #65	\$ -	\$ -	\$ -	\$ -	\$ 27,500	\$ -	\$ 27,500	27,500 100.0%
400-4362-138	ERP-PD VEHICLE REPL #67	\$ -	\$ -	\$ -	\$ -	\$ 23,000	\$ -	\$ 23,000	23,000 100.0%
400-4362-139	ERP-PD VEHICLE REPL #69	\$ -	\$ -	\$ -	\$ -	\$ 27,000	\$ -	\$ 27,000	27,000 100.0%
400-4362-251	ERP-FD STAFF VEHICLE	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4362-258	ERP-FLAME SIM TRAINING PROG	\$ -	\$ 13,800	\$ -	\$ 13,800	\$ -	\$ -	\$ -	(13,800) -100.0%
400-4362-302	ERP-AMBULANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4363-101	EXP RSTR-STREETS/PW EQUIP REPL	\$ -	\$ 218,000	\$ -	\$ 218,000	\$ 110,500	\$ 108,773	\$ 219,273	128,227 100.0%
400-4363-428	ERP-BIKE & PED PLAN UPDATE	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	(15,000) -100.0%
400-4364-630	ERP-VERONA RD UTIL RELOC&REL	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	(25,000) -100.0%
400-4366-260	ERP HOUSE ON FH & IRISH	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4366-351	ERP-SENIOR/CC FURNISHINGS	\$ 37,045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-436	<b>Expenditure Restraint Aid Total</b>	<b>\$ 501,314</b>	<b>\$ 507,742</b>	<b>\$ -</b>	<b>\$ 507,742</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ (7,742) -1.5%</b>
400-4620-330	FIRE IMPACT FEES RECEIVED	\$ 310,224	\$ -	\$ 45,483	\$ 45,483	\$ -	\$ -	\$ -	- 100.0%
400-462	<b>Impact Fees Total</b>	<b>\$ 310,224</b>	<b>\$ -</b>	<b>\$ 45,483</b>	<b>\$ 45,483</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>- 100.0%</b>
400-4810-330	INTEREST - FIRE IMPACT FEES	\$ 824	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4811-201	INTEREST COMMERCE PARK DEV	\$ 71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-481	<b>Interest Income on Projects Total</b>	<b>\$ 895</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>- 100.0%</b>
400-4810-000	OTHER INTEREST EARNINGS	\$ 4,652	\$ -	\$ 1,691	\$ 325	\$ -	\$ -	\$ -	- 100.0%
400-4819-000	INTEREST - SODFATHER INTERFUND	\$ 21,479	\$ -	\$ 11,219	\$ 22,202	\$ -	\$ -	\$ -	- 100.0%
400-481	<b>Other Interest Total</b>	<b>\$ 26,131</b>	<b>\$ -</b>	<b>\$ 12,910</b>	<b>\$ 22,527</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>- 100.0%</b>
400-4821-034	DEV CON-ANTON DRIVE PLAN STUDY	\$ -	\$ 35,000	\$ 1,423	\$ 35,000	\$ -	\$ -	\$ -	(35,000) -100.0%
400-4822-200	DANECOM CONTRIB OTHER ENTITIES	\$ -	\$ -	\$ 149,985	\$ 149,985	\$ -	\$ -	\$ -	- 100.0%
400-4823-319	DEV CONTRIB STREET PROJ	\$ 21,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4823-999	DEV CONTRIB INFRASTRUCTURE	\$ -	\$ -	\$ 12,113	\$ 12,113	\$ -	\$ -	\$ -	- 100.0%
400-482	<b>Developer Contributions Total</b>	<b>\$ 21,101</b>	<b>\$ 35,000</b>	<b>\$ 163,521</b>	<b>\$ 197,098</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (35,000) -100.0%</b>
400-4850-002	DONATIONS - REC DEPARTMENT	\$ (57)	\$ -	\$ (215)	\$ (215)	\$ -	\$ -	\$ -	- 100.0%
400-4850-003	DONATIONS - PARKS	\$ -	\$ -	\$ 2,400	\$ 2,400	\$ -	\$ -	\$ -	- 100.0%
400-4850-303	DONATIONS-SNR CTR PROGRAMS	\$ 9,335	\$ -	\$ 2,655	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4850-306	DONATIONS-SNR ENRGY ASST TSK F	\$ 310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4850-344	DONATIONS-SCHOLARSHIPS	\$ (16)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4850-345	DONATIONS-PARKS	\$ 1,786	\$ -	\$ 100	\$ 100	\$ -	\$ -	\$ -	- 100.0%
400-4850-348	DONATIONS-SAVE AN ASH PROGRAM	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4850-366	CONTRIB TO MCF - LIBRARY	\$ 5,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4853-450	DONATIONS-TRAFFIC CALMING	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	15,000 100.0%
400-4855-202	DONATIONS - MOBILE LIBRARY	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ -	\$ 16,000	16,000 100.0%
400-4856-212	DONATIONS - MCKEE FARMS PARK	\$ 142	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4856-221	DONATIONS-NGBHRHD PARK IMPROVE	\$ 1,410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4856-312	DONATIONS-SPLASH PAD	\$ 875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-485	<b>Donations Total</b>	<b>\$ 19,039</b>	<b>\$ -</b>	<b>\$ 4,940</b>	<b>\$ 2,285</b>	<b>\$ 31,000</b>	<b>\$ -</b>	<b>\$ 31,000</b>	<b>\$ 31,000 100.0%</b>
400-4860-000	PCARD REBATE	\$ -	\$ -	\$ 3,962	\$ 3,962	\$ -	\$ -	\$ -	- 100.0%
400-486	<b>Pcard Rebate</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,962</b>	<b>\$ 3,962</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>- 100.0%</b>

City of Fitchburg  
Capital Projects Fund #400  
2017 Operating Budget

2017 Operating Budget		2015	2016	06/2016	2016	2017	Revisions	2017	Budget
Acct #	Account Name	Actual	Adopted Budget	YTD Actual	Estimate	Request	Thru Adoption	Adopted Budget	Change
400-4881-032	SALE FA - EXERCISE EQUIPMENT	\$ -	\$ -	\$ 150	\$ 150	\$ -	\$ -	\$ -	100.0%
400-4882-131	SALE OF CRIME SCENE VEHICLE	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	(3,000) -100.0%
400-4882-135	SALE OF VEHICLE #63 - PD	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4882-136	SALE OF VEHICLE #64 - PD	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ (2,000)	\$ -	- 100.0%
400-4882-137	SALE OF PD VEHICLE #65	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	2,500 100.0%
400-4882-138	SALE OF PD VEHICLE #67	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ 7,000	7,000 100.0%
400-4882-139	SALE OF PD VEHICLE #69	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	3,000 100.0%
400-4882-247	FIRE AERIAL LADDER	\$ -	\$ 70,000	\$ -	\$ 70,000	\$ -	\$ -	\$ -	(70,000) -100.0%
400-4882-249	FUTURE FIRE STATION	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	(1,000,000) -100.0%
400-4882-251	SALE FA - FD STAFF VEHICLE	\$ -	\$ -	\$ 4,479	\$ 4,479	\$ -	\$ -	\$ -	- 100.0%
400-4882-253	SALE FA - FD STAFF VEHICLE	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	(2,000) -100.0%
400-4882-256	SALE FA - EXTRICATE EQUIPMENT	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4882-259	SALE FA - FIRE ATV	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ 7,500	7,500 100.0%
400-4882-261	SALE FA - FIRE SCBA FACEPIECE	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	1,500 100.0%
400-4882-263	SALE FA - BRUSH TRUCK	\$ -	\$ 60,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	(60,000) -100.0%
400-4883-101	SALE OF PW VEHICLE/EQUIP	\$ 18,450	\$ 22,000	\$ 36,586	\$ 36,586	\$ 46,000	\$ -	\$ 46,000	24,000 109.1%
400-4884-102	SALE OF RAIL LINE	\$ 29,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-488	Sale of Fixed Assets Total	\$ 65,521	\$ 1,157,000	\$ 41,215	\$ 156,215	\$ 69,500	\$ (2,000)	\$ 67,500	\$ (1,089,500) -94.2%
400-4890-000	MISCELLANEOUS INCOME	\$ 1,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4893-319	Misc Revenue - Street Resurfac	\$ 65,259	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-489	Miscellaneous Revenues Total	\$ 66,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4901-021	DEBT PROCEEDS-MAINT FACIL EXP	\$ 557,056	\$ -	\$ -	\$ (998)	\$ -	\$ -	\$ -	- 100.0%
400-4901-022	DEBT PROCEEDS-ENT CONTENT MGMT	\$ -	\$ -	\$ 118,763	\$ 118,763	\$ -	\$ -	\$ -	- 100.0%
400-4901-025	DEBT PROCEEDS-DOOR ACCESS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,000	\$ 210,000	210,000 100.0%
400-4901-028	DEBT PROCEEDS-ELECTION EQUIP	\$ 34,633	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4901-029	DEBT PROCEEDS-LIBRARY SOLAR	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	(150,000) -100.0%
400-4901-035	DEBT-VIDEO SECURITY SYSTEM	\$ -	\$ -	\$ 62,494	\$ 62,494	\$ -	\$ -	\$ -	- 100.0%
400-4901-038	DEBT-FITCHBURG SOLAR INVEST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000	80,000 100.0%
400-4902-114	DEBT PROCEEDS-AED DEFIBRILLAT	\$ 12,167	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4902-140	DEBT PROCEEDS-POLICE BODY CAM	\$ -	\$ 95,800	\$ -	\$ -	\$ -	\$ -	\$ -	(95,800) -100.0%
400-4902-220	DEBT PROCEEDS-REFRISH PS BLDG	\$ 45,138	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4902-241	DEBT PROCEEDS-REFURB FS#2	\$ 40,259	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4902-247	DEBT-FIRE AERIAL LADDER	\$ -	\$ 1,125,000	\$ 1,108,711	\$ 1,108,711	\$ -	\$ -	\$ -	(1,125,000) -100.0%
400-4902-249	DEBT-FUTURE FIRE STN LAND&BLDG	\$ 431,584	\$ 300,160	\$ 5,235,000	\$ 5,235,998	\$ -	\$ -	\$ -	(300,160) -100.0%
400-4902-253	DEBT-FIRE STAFF VEHICLE	\$ -	\$ 51,000	\$ 49,390	\$ 49,390	\$ -	\$ -	\$ -	(51,000) -100.0%
400-4902-256	DEBT-EXTRICATION EQUIPMENT	\$ -	\$ -	\$ 106,637	\$ 106,637	\$ -	\$ -	\$ -	- 100.0%
400-4902-257	DEBT-FIRE STN SIGNAL MRKTPLC	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	(170,000) -100.0%
400-4902-262	DEBT-VEHICLE EXHAUST REMOVAL	\$ -	\$ 113,620	\$ 114,525	\$ 114,525	\$ -	\$ -	\$ -	(113,620) -100.0%
400-4902-302	DEBT PROCEEDS-AMBULANCE	\$ -	\$ -	\$ 114,092	\$ 114,092	\$ -	\$ -	\$ -	- 100.0%
400-4903-101	DEBT PROCEEDS-PW EQUIP	\$ 141,357	\$ 160,000	\$ 161,275	\$ 161,275	\$ 205,000	\$ -	\$ 205,000	45,000 28.1%
400-4903-103	DEBT-INTERSECTION SIGNAL	\$ -	\$ -	\$ 161,275	\$ 161,275	\$ -	\$ -	\$ -	- 100.0%
400-4903-319	DEBT PROCEEDS-STR RESURF PGRM	\$ 122,678	\$ 200,000	\$ 431,381	\$ 431,381	\$ 175,000	\$ -	\$ 175,000	(25,000) -12.5%
400-4903-351	DEBT PROCEEDS-CTH PD SECTION1	\$ 1,497,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4903-360	DEBT PROCEEDS-FH/WHALEN INTER	\$ 19,952	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4903-367	DEBT PROCEEDS-SYENE RD	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	(80,000) -100.0%
400-4903-462	DEBT PROCEEDS-BRIDGE	\$ 110,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4903-463	DEBT PROCEEDS-CNBALL/CAP CITY	\$ 261,713	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4903-468	DEBT-LACY RD COMM CTR TO SYENE	\$ -	\$ -	\$ 713,275	\$ 713,275	\$ 3,224,000	\$ -	\$ 3,224,000	3,224,000 100.0%
400-4903-477	DEBT-SEMINOLE HWY PATH	\$ -	\$ 50,000	\$ 50,398	\$ 50,398	\$ -	\$ 250,000	\$ 250,000	200,000 400.0%
400-4903-479	DEBT-UPDATE STREET LIGHTING	\$ -	\$ 183,000	\$ -	\$ -	\$ -	\$ -	\$ -	(183,000) -100.0%
400-4903-481	DEBT PROCEEDS-MCKEE PHASE II	\$ -	\$ -	\$ -	\$ -	\$ 490,000	\$ -	\$ 490,000	490,000 100.0%
400-4903-483	DEBT-MURPHY RD BRIDGE	\$ -	\$ 135,000	\$ 136,076	\$ 136,076	\$ -	\$ -	\$ -	(135,000) -100.0%
400-4903-484	DEBT PROCEEDS-CONFIRM BEACONS	\$ -	\$ 20,000	\$ 20,159	\$ 20,159	\$ -	\$ -	\$ -	(20,000) -100.0%
400-4903-485	DEBT-COUNTY M RESURFACE	\$ -	\$ -	\$ 39,490	\$ 39,490	\$ -	\$ -	\$ -	- 100.0%
400-4903-487	DEBT PROCEEDS-MAINT FAC REPAIR	\$ -	\$ 25,000	\$ 25,199	\$ 25,199	\$ -	\$ -	\$ -	(25,000) -100.0%
400-4904-630	DEBT PROCEEDS-VERONA RD UTILIT	\$ -	\$ 146,600	\$ 147,768	\$ 147,768	\$ -	\$ -	\$ -	(146,600) -100.0%
400-4906-212	DEBT PROCEEDS-MCKEE FARMS PARK	\$ 46,264	\$ -	\$ 182,496	\$ 182,496	\$ -	\$ -	\$ -	- 100.0%
400-4906-257	DEBT PROCEEDS-HUEG/JMESTWN IMP	\$ -	\$ -	\$ 528,196	\$ 528,196	\$ -	\$ -	\$ -	- 100.0%
400-4906-259	DEBT PROCEEDS-PARK SYSTEM IMP	\$ 54,725	\$ -	\$ 52,284	\$ 52,284	\$ -	\$ -	\$ -	- 100.0%
400-4906-263	DEBT PROCEEDS-TENNIS COURT IMP	\$ -	\$ 100,000	\$ 100,797	\$ 100,797	\$ -	\$ -	\$ -	(100,000) -100.0%
400-4906-302	DEBT PROCEEDS-CITY CAMPUS BLDG	\$ -	\$ -	\$ 40,319	\$ 40,319	\$ -	\$ -	\$ -	- 100.0%
400-490	Debt Proceeds Total	\$ 3,374,999	\$ 3,105,180	\$ 9,700,000	\$ 9,700,000	\$ 4,094,000	\$ 540,000	\$ 4,634,000	\$ 1,528,820 49.2%
400-4921-021	DEBT FB TRX - MAINT FACILITY	\$ 200,872	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4922-249	GF TRX - FUTURE FIRE STATION	\$ 189,128	\$ 1,187,000	\$ -	\$ 964,200	\$ -	\$ 222,800	\$ 222,800	(964,200) -81.2%
400-4926-261	FB FB-NINE SPRINGS GOLF COURSE	\$ -	\$ 80,000	\$ -	\$ 80,000	\$ -	\$ 136,815	\$ 136,815	56,815 71.0%
400-4926-263	GF TRX - TENNIS COURTS	\$ -	\$ -	\$ 4,595	\$ 4,595	\$ -	\$ -	\$ -	- 100.0%
400-4936-211	TRANS FR PARK DED-MCGAW PK IMP	\$ -	\$ -	\$ -	\$ 108,905	\$ -	\$ -	\$ -	- 100.0%
400-4936-212	TRANS FR PARK DED - MCKEE FMS	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4936-265	TRANS FR PK DED - DOG PARK	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	50,000 100.0%
400-4954-650	TRANS FR SPR - COMPOST FACILITY	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	30,000 100.0%
400-49	Transfers From Other Funds Total	\$ 402,500	\$ 1,267,000	\$ 4,595	\$ 1,157,700	\$ 80,000	\$ 359,615	\$ 439,615	\$ (827,385) -65.3%
400-4971-704	TRANSFER-FACT CABLE CASTING	\$ 12,000	\$ -	\$ -	\$ 86,640	\$ -	\$ -	\$ -	- 100.0%
400-4971-710	INTRFND TRNSFR-FACT CH CAMPUS	\$ 25,000	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	- 100.0%
400-4971-711	INTRFND TRNSFR-FACT VIDEO DEL	\$ -	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ 12,500	12,500 100.0%
400-4980-000	INTER-PROJECT TRANSFERS	\$ 1,087	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4981-030	INTER-PROJ TRANS #1030	\$ 14,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4982-125	INTER-PROJ TRX IN PD RADIOS	\$ 198,489	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4982-200	INTER-PROJ TRANSFER DANECOM	\$ 672,246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- 100.0%
400-4982-249	INTER-PROJ TRANSFER PROJ 2249	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	(300,000) -100.0%
400-4983-483	TRX IN-MURPHY RD BRIDGE	\$ -	\$ 56,000	\$ -	\$ 56,000	\$ -	\$ -	\$ -	(56,000) -100.0%
400-4985-202	INTER-PROJ TRANS-MOBILE LIB	\$ -	\$ -	\$ -	\$ -	\$ 29,000	\$ -	\$ 29,000	29,000 100.0%
400-49	Transfer From Other Projects Total	\$ 922,932	\$ 356,000	\$ -	\$ 482,640	\$ 41,500	\$ -	\$ 41,500	\$ (314,500) -88.3%
400-4990-330	FB APP-FIRE IMPACT FEES	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	(300,000) -100.0%
400-4991-010	FB APP-LIB CAPITAL CAMPAIGN	\$ -	\$ -	\$ -	\$ -	\$ 29,000	\$ -	\$ 29,000	29,000 100.0%
400-4992-104	FB APP-PD MOBILE COMPUTERS	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	(35,000) -100.0%
400-4992-105	FB APP-PD COMPUTER REPLACEMENT	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	(40,000) -100.0%
400-4993-450	FB APP-TRAFFIC CALMING PRGM	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ 13,000	13,000 100.0%
400-4993-462	FB APP-HAIGHT FARM RD BRIDGE	\$ -	\$ 56,000	\$ -	\$ 56,000	\$ -	\$ -	\$ -	(56,000) -100.0%
400-4993-468	FB APP-LACY RD PROJECT	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	50,000 100.0%
400-4996-351	FB APP-SR CNTR/CC EQUIP/FURNIS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 14,000	14,000 100.0%
400-499	Fund Balance Applied Total	\$ -	\$ 431,000	\$ -	\$ 431,000	\$ 92,000	\$ 14,000	\$ 106,000	\$ (325,000) -75.4%
	Revenue Total	\$ 6,957,924	\$ 7,653,960	\$ 10,707,983	\$ 13,468,009	\$ 9,744,030	\$ 478,800	\$ 10,222,830	\$ 2,568,870 33.6%



City of Fitchburg  
Capital Projects Fund #400  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
400-5700-001	SENIOR CTR EXP-PD BY DONATIONS	\$ -	\$ -	\$ 444	\$ 444	\$ -	\$ -	\$ -	\$ -	100.0%
400-5700-003	COMM EVENT PD BY DONATION	\$ 651	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5700-303	SENIOR DONATIONS	\$ 3,825	\$ -	\$ 181	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5700-306	SNR ENRGY ASST TASK FORCE	\$ 41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5700-341	REC DEPT DONATIONS	\$ 701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5700-345	PARKS DONATIONS	\$ 3,386	\$ -	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	100.0%
400-5706-312	Splashpad MCF endowment exp	\$ 136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-570	<b>Reimbursed Expenditures Total</b>	<b>\$ 8,740</b>	<b>\$ -</b>	<b>\$ 775</b>	<b>\$ 594</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
400-5711-005	COMPUTER REPLACEMENT PRGM	\$ 20,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5711-008	COMPUTER REPLACEMENT PRGM-FIRE	\$ 6,007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5711-012	INFO TECH UPGRADE & REPLACE	\$ 68,429	\$ 70,000	\$ 59,069	\$ 70,000	\$ 75,000	\$ -	\$ 75,000	\$ 5,000	7.1%
400-5711-016	TELEPHONE/VOICE MAIL REPLACE	\$ -	\$ 50,000	\$ 4,000	\$ 50,000	\$ 10,000	\$ -	\$ 10,000	\$ (40,000)	-80.0%
400-5711-018	OLD CITY HALL DEMOLITION	\$ 1,703	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5711-019	FACILITIES & OTHER STUDIES	\$ 14,469	\$ -	\$ 992	\$ 992	\$ -	\$ -	\$ -	\$ -	100.0%
400-5711-021	MAINTENANCE FACILITY EXPANSION	\$ 5,156	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5711-022	ENTERPRISE CONTENT MGMT SYSTEM	\$ 107,824	\$ 35,000	\$ 5,163	\$ 35,000	\$ 15,000	\$ -	\$ 15,000	\$ (20,000)	-57.1%
400-5711-025	DOOR ACCESS SYSTEM	\$ -	\$ -	\$ -	\$ -	\$ 210,000	\$ -	\$ 210,000	\$ 210,000	100.0%
400-5711-028	ELECTION EQUIPMENT	\$ 333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5711-029	LIBRARY SOLAR ARRAY	\$ 900	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (150,000)	-100.0%
400-5711-030	LOGO IMPLEMENT & WAYFINDING	\$ 16,980	\$ 30,000	\$ 12,147	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -	0.0%
400-5711-032	EXERCISE EQUIPMENT REPLACEMENT	\$ 4,995	\$ 5,000	\$ 5,145	\$ 5,145	\$ -	\$ -	\$ -	\$ (5,000)	-100.0%
400-5711-035	VIDEO SECURITY SYSTEM UPGRADE	\$ 36	\$ -	\$ 53,036	\$ 53,036	\$ -	\$ -	\$ -	\$ -	100.0%
400-5711-036	AUTOMATED TIMEKEEPING	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ (50,000)	-100.0%
400-5711-038	FITCHBURG SOLAR INVESTMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	100.0%
400-5711-702	EQUIP REPLACE & DIGITAL TRANS	\$ 2,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5711-704	CABLE CASTING	\$ 8,754	\$ -	\$ 86,904	\$ 86,904	\$ -	\$ -	\$ -	\$ -	100.0%
400-5711-710	FACT NEW EQUIP CITY HALL CAMP	\$ 10,009	\$ -	\$ 11,782	\$ 40,000	\$ -	\$ -	\$ -	\$ -	100.0%
400-5711-711	FACT VIDEO DELIVERY SYSTEM	\$ -	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ 12,500	\$ 12,500	100.0%
400-5712-014	GIS IMPLEMENTATION	\$ 32,633	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5713-487	MAINTENANCE FACILITY REPAIRS	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ (25,000)	-100.0%
400-5715-201	LIBRARY COMPUTERS	\$ 13,163	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5715-202	MOBILE LIBRARY	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	100.0%
400-5716-262	PARKING LOT RESURFACING	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 51,000	\$ -	\$ 51,000	\$ 1,000	2.0%
400-5716-302	CITY CAMPUS/BLDG SYS REPLACE	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ 110,000	\$ -	\$ 110,000	\$ 35,000	46.7%
400-5716-351	SR CTR/COMM CTR FURNISHINGS	\$ 30,855	\$ 14,000	\$ -	\$ 14,000	\$ 16,000	\$ -	\$ 16,000	\$ 2,000	14.3%
400-571	<b>Capital Projects - General</b>	<b>\$ 344,850</b>	<b>\$ 554,000</b>	<b>\$ 238,237</b>	<b>\$ 585,077</b>	<b>\$ 574,500</b>	<b>\$ 80,000</b>	<b>\$ 654,500</b>	<b>\$ 100,500</b>	<b>18.1%</b>
400-5722-104	MOBILE DATA COMPUTERS	\$ 37,988	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ (35,000)	-100.0%
400-5722-105	POLICE COMPUTER REPLACEMENT	\$ 34,798	\$ 40,000	\$ 40,059	\$ 40,059	\$ -	\$ -	\$ -	\$ (40,000)	-100.0%
400-5722-109	MOBILE VIDEO CAMERAS	\$ 19,137	\$ 15,000	\$ 3,780	\$ 15,000	\$ -	\$ -	\$ -	\$ (15,000)	-100.0%
400-5722-114	AED-DEFIBRILLATORS	\$ 3,441	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5722-121	BALLISTIC VESTS	\$ 5,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5722-124	INTERVIEW RECORDING EQUIPMENT	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ (15,000)	-100.0%
400-5722-126	Elec Control Devices - Police	\$ -	\$ 19,500	\$ 16,659	\$ 19,500	\$ -	\$ -	\$ -	\$ (19,500)	-100.0%
400-5722-127	POLICE EVIDENCE FACILITY	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 35,000	100.0%
400-5722-131	CRIME SCENE VEHICLE REPLACE	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ (35,000)	-100.0%
400-5722-135	PD FLEET VEHICLE #63	\$ 26,271	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5722-136	PD FLEET VEHICLE #64	\$ -	\$ -	\$ -	\$ -	\$ 29,000	\$ (29,000)	\$ -	\$ -	100.0%
400-5722-137	PD FLEET VEHICLE #65	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	100.0%
400-5722-138	PD FLEET VEHICLE #67	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	100.0%
400-5722-139	PD FLEET VEHICLE #69	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	100.0%
400-5722-140	POLICE BODY CAMERAS	\$ -	\$ 95,800	\$ -	\$ 95,800	\$ -	\$ -	\$ -	\$ (95,800)	-100.0%
400-5722-141	POLICE FACILITY/CH EXPAND	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	100.0%
400-5722-200	DANECOM LOCAL ADDITIONS	\$ 237,555	\$ -	\$ 48,380	\$ 48,380	\$ -	\$ -	\$ -	\$ -	100.0%
400-5722-220	REFURBISH PUB SAFETY BLDG	\$ 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5722-221	FIRE RADIO REPLACEMENT	\$ -	\$ -	\$ (9,496)	\$ (9,496)	\$ -	\$ -	\$ -	\$ -	100.0%
400-5722-241	REFURBISH FIRE STA #2	\$ 776	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5722-247	FIRE AERIAL LADDER	\$ -	\$ 1,195,000	\$ 1,099,946	\$ 1,099,946	\$ -	\$ -	\$ -	\$ (1,195,000)	-100.0%
400-5722-249	FUTURE FIRE STA LAND & BLDGS	\$ 86,482	\$ 2,787,160	\$ 82,047	\$ 2,937,160	\$ -	\$ -	\$ -	\$ (2,787,160)	-100.0%
400-5722-251	FD STAFF VEHICLE	\$ 40,649	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5722-253	FD STAFF VEHICLE	\$ -	\$ 53,000	\$ -	\$ 53,000	\$ -	\$ -	\$ -	\$ (53,000)	-100.0%
400-5722-256	FD EXTRICATION EQUIPMENT	\$ 120,794	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5722-258	FLAME SIM TRAINING PROGRAM	\$ -	\$ 13,800	\$ 5,581	\$ 13,800	\$ -	\$ -	\$ -	\$ (13,800)	-100.0%
400-5722-259	FIRE ATV	\$ -	\$ -	\$ -	\$ -	\$ 28,339	\$ -	\$ 28,339	\$ 28,339	100.0%
400-5722-261	FIRE SCBA FACEPIECE TESTING	\$ -	\$ -	\$ -	\$ -	\$ 17,950	\$ -	\$ 17,950	\$ 17,950	100.0%
400-5722-262	VEHICLE EXHAUST REMOVAL SYSTEM	\$ -	\$ 113,620	\$ -	\$ 113,620	\$ -	\$ -	\$ -	\$ (113,620)	-100.0%
400-5722-263	BRUSH TRUCK	\$ -	\$ 17,400	\$ 17,283	\$ 17,400	\$ -	\$ -	\$ -	\$ (17,400)	-100.0%
400-5722-302	AMBULANCE	\$ 113,190	\$ -	\$ -	\$ -	\$ 128,227	\$ -	\$ 128,227	\$ 128,227	100.0%
400-5722-303	FITCHRONA COMPUTER REPLACEMENT	\$ -	\$ 11,625	\$ -	\$ 11,625	\$ -	\$ -	\$ -	\$ (11,625)	-100.0%
400-5722-308	REPLACE EMS MEDICAL EQUIPMENT	\$ -	\$ 3,767	\$ -	\$ 3,767	\$ 7,599	\$ -	\$ 7,599	\$ 3,832	101.7%
400-572	<b>Capital Projects - Public Safety</b>	<b>\$ 726,629</b>	<b>\$ 4,450,672</b>	<b>\$ 1,304,238</b>	<b>\$ 4,544,561</b>	<b>\$ 361,115</b>	<b>\$ (29,000)</b>	<b>\$ 332,115</b>	<b>\$ (4,118,557)</b>	<b>-92.5%</b>
400-5731-201	COMMERCE PARK DEV FUND	\$ 546	\$ -	\$ 216	\$ 216	\$ -	\$ -	\$ -	\$ -	100.0%
400-5732-014	GIS IMPLEMENTATION	\$ -	\$ 64,688	\$ 407	\$ 64,688	\$ 7,200	\$ -	\$ 7,200	\$ (57,488)	-88.9%
400-5732-238	EARLY WARNING SIRENS	\$ -	\$ -	\$ 15,853	\$ 15,853	\$ -	\$ -	\$ -	\$ -	100.0%
400-5732-257	FIRE STN SIGNAL MRKTPCLC & MCK	\$ -	\$ 170,000	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ (170,000)	-100.0%
400-5733-101	HWY EQUIPMENT REPLACEMENT	\$ 139,864	\$ 284,000	\$ 72,840	\$ 284,000	\$ 455,000	\$ -	\$ 455,000	\$ 171,000	60.2%
400-5733-103	INTERSECTION SIGNALIZATION	\$ 20,727	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	100.0%
400-5733-319	STREET RESURFACING PROGRAM	\$ 699,640	\$ 390,000	\$ 15,788	\$ 390,000	\$ 840,000	\$ (45,000)	\$ 795,000	\$ 405,000	103.8%
400-5733-351	CTH PD SECTION I-MCKEE RD	\$ 22,476	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-360	FISH HATCHERY/WHALEN INTERSECT	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-367	SYENE ROAD RECONSTRUCTION	\$ -	\$ 80,000	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ (80,000)	-100.0%
400-5733-370	NOVATION CAMPUS RD IMPROVEMENT	\$ 192,425	\$ -	\$ 6,420	\$ 6,420	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-427	PED & BIKE PATH IMPROVEMENTS	\$ 66,844	\$ 57,000	\$ -	\$ 57,000	\$ 97,000	\$ -	\$ 97,000	\$ 40,000	70.2%
400-5733-428	BIKE & PED PLAN UPDATE	\$ -	\$ 15,000	\$ 9,368	\$ 15,000	\$ -	\$ -	\$ -	\$ (15,000)	-100.0%
400-5733-450	TRAFFIC CALMING PROGRAM	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	100.0%
400-5733-462	HAIGHT FARM RD BRIDGE DESIGN	\$ 9,732	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-463	CANNONBALL & CAPITAL CITY TRL	\$ 121,637	\$ -	\$ 153	\$ 153	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-468	LACY RD COMM CTR TO SYENE RD	\$ 330,450	\$ -	\$ 272,938	\$ 272,938	\$ 6,149,000	\$ -	\$ 6,149,000	\$ 6,149,000	100.0%
400-5733-477	SEMINOLE HIGHWAY PATH	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 250,000	\$ 250,000	\$ 200,000	400.0%
400-5733-479	UPDATE STREET LIGHTING	\$ -	\$ 183,000	\$ 63,492	\$ 63,492	\$ -	\$ -	\$ -	\$ (183,000)	-100.0%
400-5733-481	MCKEE ROAD PHASE II	\$ -	\$ -	\$ -	\$ -	\$ 490,000	\$ -	\$ 490,000	\$ 490,000	100.0%
400-5733-483	MURPHY ROAD BRIDGE REPLACE	\$ 2,490	\$ 191,000	\$ -	\$ 191,000	\$ -	\$ -	\$ -	\$ (191,000)	-100.0%
400-5733-484	CONFIRMATION BEACONS TRAF SIG	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ (20,000)	-100.0%
400-5733-485	COUNTY M RESURFACE	\$ 39,178	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
400-5733-486	SIDEWALK & PATH MAINT & IMPROV	\$ -	\$ 64,000	\$ -	\$ 64,000	\$ 68,000	\$ -	\$ 68,000	\$ 4,000	6.3%
400-5733-999	PW DEV PD INFRASTRUCTURE	\$ -	\$ -	\$ 17,761	\$ 17,761	\$ -	\$ -	\$ -	\$ -	100.0%
400-5734-630	VERONA RD UTILITY RELOC & REL	\$ 25,000	\$ 171,600	\$ 25,000	\$ 171,600	\$ 30,000	\$ -	\$ 30,000	\$ (141,600)	-82.5%
400-5734-650	COMPOST FACILITY	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	100.0%
400-573	<b>Capital Projects - Public Works</b>	<b>\$ 1,671,200</b>	<b>\$ 1,740,288</b>	<b>\$ 500,235</b>	<b>\$ 1,934,121</b>	<b>\$ 8,206,200</b>	<b>\$ 205,000</b>	<b>\$ 8,411,200</b>	<b>\$ 6,670,912</b>	<b>383.3%</b>

City of Fitchburg  
Capital Projects Fund #400  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
400-5763-101	PARKS EQUIPMENT REPLACEMENT	\$ 68,768	\$ 116,000	\$ 85,127	\$ 116,000	\$ 90,500	\$ -	\$ 90,500	\$ (25,500) -22.0%
400-5766-211	MCGAW PARK	\$ 16,052	\$ 36,000	\$ 3,498	\$ 144,905	\$ 208,400	\$ -	\$ 208,400	\$ 172,400 478.9%
400-5766-212	MCKEE FARMS PARK	\$ 98,774	\$ 41,500	\$ 308	\$ 41,500	\$ 32,500	\$ -	\$ 32,500	\$ (9,000) -21.7%
400-5766-221	NEIGHBORHOOD PARK IMPROVEMNT	\$ 23,781	\$ 50,500	\$ 43,748	\$ 50,500	\$ -	\$ -	\$ -	\$ (50,500) -100.0%
400-5766-223	QUARRY RIDGE PARK	\$ 4,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
400-5766-230	HARLAN HILLS PARK	\$ 374	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
400-5766-234	DAWLEY BIKE	\$ 1,732	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
400-5766-243	SEMINOLE GLEN PARK	\$ 2,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
400-5766-255	JAMESTOWN PARKLAND	\$ 4,118	\$ -	\$ -	\$ (174,021)	\$ -	\$ -	\$ -	\$ - 100.0%
400-5766-257	HUEGEL-JAMESTOWN PARK IMPROVE	\$ 31,467	\$ -	\$ 4,790	\$ 174,021	\$ -	\$ -	\$ -	\$ - 100.0%
400-5766-259	PARK SYSTEM IMPROVEMENTS	\$ 54,180	\$ 64,000	\$ 3,306	\$ 64,000	\$ 55,000	\$ -	\$ 55,000	\$ (9,000) -14.1%
400-5766-260	HOUSE ON FH & IRISH	\$ 904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
400-5766-261	NINE SPRINGS GOLF COURSE	\$ -	\$ 80,000	\$ 1,843	\$ 80,000	\$ 136,815	\$ -	\$ 136,815	\$ 56,815 71.0%
400-5766-263	TENNIS COURT IMPROVEMENTS	\$ -	\$ 100,000	\$ 730	\$ 104,595	\$ -	\$ -	\$ -	\$ (100,000) -100.0%
400-5766-265	DOG PARK/EXERCISE AREA	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000 100.0%
400-5766-312	SPLASH PAD-AMENDED	\$ 1,662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
400-576	Capital Projects - Parks & Recreation	\$ 308,781	\$ 488,000	\$ 143,348	\$ 601,500	\$ 573,215	\$ -	\$ 573,215	\$ 85,215 17.5%
400-5771-034	ANTON DRIVE PLANNING STUDY	\$ -	\$ 65,000	\$ 28,607	\$ 65,000	\$ -	\$ -	\$ -	\$ (65,000) -100.0%
400-577	Capital Projects - Planning	\$ -	\$ 65,000	\$ 28,607	\$ 65,000	\$ -	\$ -	\$ -	\$ (65,000) -100.0%
400-583	Capital Projects - Debt Issuance Costs	\$ 10,990	\$ -	\$ 80,785	\$ 80,785	\$ -	\$ -	\$ -	\$ - 100.0%
400-5900-000	INTER-PROJECT TRANSFERS	\$ 27,624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
400-5900-330	INTERFUND TRX FIRE IMPACT FEES	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ (300,000) -100.0%
400-5901-010	TRX OUT #1010 TO OTHER PROJ	\$ 9,706	\$ -	\$ -	\$ -	\$ 29,000	\$ -	\$ 29,000	\$ 29,000 100.0%
400-5901-421	INTER PROJ TRX OUT UDRGRND TNK	\$ 15,540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
400-5902-125	INTER PROJ TRX OUT PD RADIOS	\$ 672,246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
400-5903-462	INTERFUND TRX HAIGHT FRM RD BR	\$ -	\$ 56,000	\$ -	\$ 56,000	\$ -	\$ -	\$ -	\$ (56,000) -100.0%
400-5903-473	INTER PROJ TRX OUT MCCOY RD	\$ 156,412	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
400-5906-301	INTER PROJ TRX OUT CC EQUIP	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
400-5906-351	TRX OUT #6351 TO OTHER PROJ	\$ 4,404	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
400-599	Interproject Transfers	\$ 885,932	\$ 356,000	\$ -	\$ 356,000	\$ 29,000	\$ -	\$ 29,000	\$ (327,000) -91.9%
	Grand Total	\$ 3,957,122	\$ 7,653,960	\$ 2,296,226	\$ 8,167,638	\$ 9,744,030	\$ 256,000	\$ 10,000,030	\$ 2,346,070 30.7%
Net Surplus/(Deficit)		\$ 3,000,802	\$ (431,000)	\$ 8,411,757	\$ 4,869,371	\$ (92,000)	\$ 208,800	\$ 116,800	\$ 547,800

City of Fitchburg, WI  
*Capital Improvement Program (CIP)*

2017 thru 2021

**EXPENDITURES AND SOURCES SUMMARY**

<b>Department</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
EMS	135,826	115,630	143,849	47,997	131,229	574,531
FACTv (cable)	12,500	20,000	20,000	37,500		90,000
Fire Department	46,289	4,833,000	3,040,000	669,000	565,500	9,153,789
General Government	135,000	130,000	30,000	30,000	30,000	355,000
Library	45,000					45,000
Parks, Recreation, and Forestr	502,715	129,300	99,300	305,000	180,000	1,216,315
Police Department	90,000	29,000	0	0	0	119,000
Public Works - B&G	196,000	155,000	128,000	379,000	130,000	988,000
Public Works - General	581,500	552,000	504,000	512,500	479,000	2,629,000
Public Works - Parks	347,000	56,000	63,000	74,000	86,500	626,500
Public Works - Refuse & Recycl	30,000					30,000
Public Works - Stormwater	270,000	530,000	535,000	446,000	250,000	2,031,000
Public Works - Streets	8,593,000	6,409,450	1,136,500	7,571,000	9,001,000	32,710,950
Public Works - Water & Sewer	2,462,250	152,250	1,405,000	195,000	1,650,000	5,864,500
Senior Center	16,000	10,000	0	0		26,000
Technology	310,000	105,000	95,000	95,000	85,000	690,000
<b>EXPENDITURE TOTAL</b>	<b>13,773,080</b>	<b>13,226,630</b>	<b>7,199,649</b>	<b>10,361,997</b>	<b>12,588,229</b>	<b>57,149,585</b>

<b>Source</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Assessed (non-util)	42,000	353,000	25,900	94,000	929,000	1,443,900
Borrowing (non-util, GO debt)	4,634,000	7,994,350	3,290,000	2,489,400	7,491,500	25,899,250
Capital Property Tax Levy	1,431,215	1,947,930	1,377,149	1,328,497	1,580,729	7,665,520
Contribution from Other Entities	250,000	1,936,350	50,000	425,000		2,661,350
Est. Expenditure Restraint	500,000		500,000	500,000	500,000	2,000,000
Grants/Donations (non-util)	2,961,000	10,000	105,000	2,664,600	55,000	5,795,600
Other (describe)	0	10,000	15,000	20,000	25,000	70,000
Project Fund Balance Applied	106,000	28,000			60,000	194,000
Sale/Trade In (hwy)	40,000	37,000	37,000	57,500	66,000	237,500
Sale/Trade In (non-hwy, non-util)	27,500	-877,000	20,100	38,500	5,000	-785,900
SRF - Cable Fund (transfer)	12,500	20,000	20,000	37,500		90,000
SRF - Park Improvement/Dedication Fees	70,000					70,000
SRF - Refuse and Recycling Fund	30,000					30,000
TIF	150,000	17,000		1,890,000		2,057,000
Transfer from General Fund	136,815					136,815
Utility - Assessed (storm)	35,000	350,000	25,000	15,000	10,000	435,000
Utility - Assessed (W&S)	997,250	47,250		90,000	890,000	2,024,500
Utility - Impact Fees	780,000	65,000	1,215,000	65,000	685,000	2,810,000
Utility - Rates (stormwater)	338,000	724,250	489,500	440,500	263,000	2,255,250
Utility - Rates (water & sewer)	1,231,800	561,000	30,000	205,000	28,000	2,055,800
Utility - Sale/Trade In (storm)				500		500

**SOURCE TOTAL**

13,773,080	13,226,630	7,199,649	10,361,997	12,588,229	57,149,585
------------	------------	-----------	------------	------------	------------

City of Fitchburg, WI  
*Capital Improvement Program (CIP)*  
 2017 thru 2021

**PROJECTS BY FUNDING SOURCE**

Source	Project#	2017	2018	2019	2020	2021	Total
<b>Assessed (non-util)</b>							
Intersection Signalization - Revised	3103	10,000	325,000				335,000
Street Resurfacing Program - Revised	3319	16,000	12,000	9,900	18,000	13,000	68,900
Herman Road Realignment/Extension - Rev - Amended	3365					900,000	900,000
Pedestrian and Bike System Improvements - Revised	3427	1,000	1,000	1,000	1,000	1,000	5,000
McKee Road Reconstruction Phase II - Revised	3481				60,000		60,000
Sidewalk and Path Maintenance & Improvements - Rev	3486	15,000	15,000	15,000	15,000	15,000	75,000
<b>Assessed (non-util) Total</b>		<b>42,000</b>	<b>353,000</b>	<b>25,900</b>	<b>94,000</b>	<b>929,000</b>	<b>1,443,900</b>
<b>Borrowing (non-util, GO debt)</b>							
Door Access System Replacement - New	1025	210,000					210,000
Fitchburg Solar Investment	1038	80,000					80,000
Police Facility/City Hall Remodel - New - Amend	2141			0	0	0	0
Future Fire Station Land & Buildings - Amended	2249		4,000,000	3,000,000			7,000,000
Fire Engine Replacement - Revised	2250		1,395,000				1,395,000
Replacement of SCBA - Revised	2254		323,000				323,000
Replacement of Fire Department Squad - Revised	2260				579,000		579,000
Portable/Mobile Radio Upgrade	2265					526,500	526,500
Public Works Equipment Replace - Revised	3101	205,000					205,000
Street Resurfacing Program - Revised	3319	175,000	150,000	125,000	100,000	75,000	625,000
Herman Road Realignment/Extension - Rev - Amended	3365					450,000	450,000
Syene Road Reconstruction - Revised - Amended	3367	0	0				0
S. Syene-McCoy to Lacy Rd - New	3368			15,000	580,000	6,440,000	7,035,000
Lacy Road -Comm Center to Syene Road - Revised	3468	3,224,000					3,224,000
Seminole Highway Path - Amended	3477	250,000					250,000
McKee Road Reconstruction Phase II - Revised	3481	490,000	200,000		730,400		1,420,400
Fish Hatchery Road Resurfacing - New - Amended	3488		1,926,350				1,926,350
Verona Rd Utility Relocations & Related - Revised	4630			150,000			150,000
Large Park Shelters - Revised	6264				250,000		250,000
City Campus Building Systems Replacement - Revised	6302				250,000		250,000
<b>Borrowing (non-util, GO debt) Total</b>		<b>4,634,000</b>	<b>7,994,350</b>	<b>3,290,000</b>	<b>2,489,400</b>	<b>7,491,500</b>	<b>25,899,250</b>
<b>Capital Property Tax Levy</b>							
Information Technology Upgrade and Replacement	1012		80,000				80,000
Telephone System Replacement - Revised	1016	10,000	15,000				25,000
Enterprise Content Management System	1022	15,000	10,000	10,000	10,000		45,000
Logo Implementation and Wayfinding	1030	30,000	30,000	30,000	30,000	30,000	150,000
Transit Study - New - Amended	1037	0					0
GIS System - Revised	2014	7,200	2,000			4,000	13,200
Replacement of Mobile Video Cameras - Revised	2109	0	0	0	0		0
Ballistic Vest Replacement - Revised	2121			0			0
Electronic Control Devices (ECD) - Revised	2126	0				0	0

Monday, December 12, 2016



Source	Project#	2017	2018	2019	2020	2021	Total
Evidence Processing Facility Maintenance - New	2127	35,000					35,000
Fleet Vehicle Replacement #64	2136		27,000				27,000
Police Facility/City Hall Remodel - New - Amend	2141	25,000	100,000				125,000
Replacement of Fire Department ATV	2259	20,839					20,839
Replacement of SCBA Facepiece Testing Unit - Rev	2261	16,450					16,450
EMS Vehicle Replacement - Revised - Amended	2302		23,155	135,943		115,230	274,328
Replacement of Medical Equipment - Revised	2308	7,599	31,501	7,906	47,997	15,999	111,002
Third Front Line Ambulance - Split	2309		60,974				60,974
Fleet Vehicle Replacement - Building Inspection	2408		0				0
Public Works Equipment Replace - Revised	3101	75,227	469,000	46,900	67,500	12,000	670,627
Street Resurfacing Program - Revised	3319	549,000	683,000	760,100	817,000	932,000	3,741,100
Pedestrian and Bike System Improvements - Revised	3427	96,000	55,000	62,000	73,000	68,000	354,000
Bicycle and Pedestrian Plan Update	3428					17,500	17,500
Traffic Calming Program - Amended	3450	2,000	15,000	15,000	15,000	15,000	62,000
Sidewalk and Path Maintenance & Improvements - Rev	3486	53,000	55,000	57,000	59,000	61,000	285,000
Verona Rd Utility Relocations & Related - Revised	4630	30,000	25,000	25,000	25,000		105,000
McGaw Park Improvements - Revised - Amended	6211	208,400	30,000				238,400
McKee Farms Park Improvement - Revised	6212	32,500	44,300	44,300			121,100
Neighborhood Forestry Improvements - Amended	6221	0	0	0	0	0	0
Recurring Park System Improvements	6259	55,000	55,000	55,000	55,000	55,000	275,000
Nine Springs Golf Course - Revised	6261	0					0
Parking Lot Resurfacing	6262	51,000	52,000	53,000	54,000	55,000	265,000
Tennis Court Improvements - Amended	6263					125,000	125,000
City Campus Building Systems Replacement - Revised	6302	110,000	75,000	75,000	75,000	75,000	410,000
Senior/Community Center Equip/Furnish	6351	2,000	10,000	0			12,000
<b>Capital Property Tax Levy Total</b>		<b>1,431,215</b>	<b>1,947,930</b>	<b>1,377,149</b>	<b>1,328,497</b>	<b>1,580,729</b>	<b>7,665,520</b>

#### Contribution from Other Entities

McKee Road Reconstruction Phase II - Revised	3481				425,000		425,000
Fish Hatchery Road Resurfacing - New - Amended	3488		1,926,350				1,926,350
Verona Rd Utility Relocations & Related - Revised	4630	250,000					250,000
Fitchrona Road Stormwater Improvements - New	4713		10,000	50,000			60,000
<b>Contribution from Other Entities Total</b>		<b>250,000</b>	<b>1,936,350</b>	<b>50,000</b>	<b>425,000</b>		<b>2,661,350</b>

#### Est. Expenditure Restraint

Information Technology Upgrade and Replacement	1012	75,000		85,000	85,000	85,000	330,000
Door Access System Replacement - New	1025	0					0
Exercise Equipment Replacement/Addition - Revised	1032				0		0
Fleet Vehicle Replacement #65	2137	27,500					27,500
Fleet Vehicle Replacement #67	2138	23,000					23,000
Fleet Vehicle Replacement #69	2139	27,000					27,000
Replacement of Fire Department Squad - Revised	2260					39,000	39,000
Thermal Imaging Camera Replacement - New	2264			40,000			40,000
Replace Staff Car - New	2266				57,500		57,500
EMS Vehicle Replacement - Revised - Amended	2302	128,227					128,227
Public Works Equipment Replace - Revised	3101	219,273		375,000	357,500	376,000	1,327,773
Sr. Center Fleet Vehicles - New - Amend	6352	0			0		0
<b>Est. Expenditure Restraint Total</b>		<b>500,000</b>		<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>2,000,000</b>

#### Grants/Donations (non-util)

Street Resurfacing Program - Revised	3319	55,000		55,000		55,000	165,000
--------------------------------------	------	--------	--	--------	--	--------	---------

Source	Project#	2017	2018	2019	2020	2021	Total
Traffic Calming Program - Amended	3450	15,000					15,000
Lacy Road -Comm Center to Syene Road - Revised	3468	2,875,000					2,875,000
McKee Road Reconstruction Phase II - Revised	3481				2,664,600		2,664,600
Fitchrona Road Stormwater Improvements - New	4713		10,000	50,000			60,000
Mobile Library - New	5202	16,000					16,000
<b>Grants/Donations (non-util) Total</b>		<b>2,961,000</b>	<b>10,000</b>	<b>105,000</b>	<b>2,664,600</b>	<b>55,000</b>	<b>5,795,600</b>
<b>Other (describe)</b>							
Street Resurfacing Program - Revised	3319	0	10,000	15,000	20,000	25,000	70,000
<b>Other (describe) Total</b>		<b>0</b>	<b>10,000</b>	<b>15,000</b>	<b>20,000</b>	<b>25,000</b>	<b>70,000</b>
<b>Project Fund Balance Applied</b>							
Early Warning Sirens - Revised	2238		28,000				28,000
Traffic Calming Program - Amended	3450	13,000					13,000
Lacy Road -Comm Center to Syene Road - Revised	3468	50,000					50,000
Greenfield Watermain Extension - Revised	4524					60,000	60,000
Mobile Library - New	5202	29,000					29,000
Senior/Community Center Equip/Furnish	6351	14,000					14,000
<b>Project Fund Balance Applied Total</b>		<b>106,000</b>	<b>28,000</b>			<b>60,000</b>	<b>194,000</b>
<b>Sale/Trade In (hwy)</b>							
Public Works Equipment Replace - Revised	3101	40,000	37,000	37,000	57,500	66,000	237,500
<b>Sale/Trade In (hwy) Total</b>		<b>40,000</b>	<b>37,000</b>	<b>37,000</b>	<b>57,500</b>	<b>66,000</b>	<b>237,500</b>
<b>Sale/Trade In (non-hwy, non-util)</b>							
Fleet Vehicle Replacement #64	2136		2,000				2,000
Fleet Vehicle Replacement #65	2137	2,500					2,500
Fleet Vehicle Replacement #67	2138	7,000					7,000
Fleet Vehicle Replacement #69	2139	3,000					3,000
Future Fire Station Land & Buildings - Amended	2249		-1,000,000				-1,000,000
Fire Engine Replacement - Revised	2250		100,000				100,000
Replacement of SCBA - Revised	2254		15,000				15,000
Replacement of Fire Department ATV	2259	7,500					7,500
Replacement of Fire Department Squad - Revised	2260				30,000		30,000
Replacement of SCBA Facepiece Testing Unit - Rev	2261	1,500					1,500
Replace Staff Car - New	2266				2,500		2,500
Fleet Vehicle Replacement - Building Inspection	2408		0				0
Public Works Equipment Replace - Revised	3101	6,000	6,000	20,100	6,000	5,000	43,100
<b>Sale/Trade In (non-hwy, non-util) Total</b>		<b>27,500</b>	<b>-877,000</b>	<b>20,100</b>	<b>38,500</b>	<b>5,000</b>	<b>-785,900</b>
<b>SRF - Cable Fund (transfer)</b>							
FACTv Facility & Equipment Upgrades - Revised	1710				30,000		30,000
Video Delivery System Replacements - New	1711	12,500	20,000	20,000	7,500		60,000
<b>SRF - Cable Fund (transfer) Total</b>		<b>12,500</b>	<b>20,000</b>	<b>20,000</b>	<b>37,500</b>		<b>90,000</b>
<b>SRF - Park Improvement/Dedication F</b>							



Source	Project#	2017	2018	2019	2020	2021	Total
Dog Park - Revised - Amended	6265	50,000					50,000
New Park Developments - New	6266	20,000					20,000
<b>SRF - Park Improvement/Dedication Fees Total</b>		<b>70,000</b>					<b>70,000</b>
<b>SRF - Refuse and Recycling Fund</b>							
Compost Facility	4650	30,000					30,000
<b>SRF - Refuse and Recycling Fund Total</b>		<b>30,000</b>					<b>30,000</b>
<b>TIF</b>							
Fish Hatchery Road Left Turn Lane - Revised	3474		17,000				17,000
McKee Road Reconstruction Phase II - Revised	3481	150,000			1,890,000		2,040,000
<b>TIF Total</b>		<b>150,000</b>	<b>17,000</b>		<b>1,890,000</b>		<b>2,057,000</b>
<b>Transfer from General Fund</b>							
Nine Springs Golf Course - Revised	6261	136,815					136,815
<b>Transfer from General Fund Total</b>		<b>136,815</b>					<b>136,815</b>
<b>Utility - Assessed (storm)</b>							
Uptown Wet Pond - Revised	4705	35,000	350,000	25,000	15,000	10,000	435,000
<b>Utility - Assessed (storm) Total</b>		<b>35,000</b>	<b>350,000</b>	<b>25,000</b>	<b>15,000</b>	<b>10,000</b>	<b>435,000</b>
<b>Utility - Assessed (W&amp;S)</b>							
Lacy Road -Comm Center to Syene Road - Revised	3468	300,000					300,000
Well 12 and Pump house - Revised	4518	150,000					150,000
Greenfield Watermain Extension - Revised	4524				35,000	215,000	250,000
Verona Rd Utility Relocations & Related - Revised	4630	500,000					500,000
North Water Main Loop to NE Neighborhood - Revised	4631				55,000	675,000	730,000
Woods Hollow Interceptor Extension - Revised	4635	47,250	47,250				94,500
<b>Utility - Assessed (W&amp;S) Total</b>		<b>997,250</b>	<b>47,250</b>		<b>90,000</b>	<b>890,000</b>	<b>2,024,500</b>
<b>Utility - Impact Fees</b>							
Lacy Road -Comm Center to Syene Road - Revised	3468	240,000					240,000
Well 12 and Pump house - Revised	4518	400,000					400,000
Greenfield Watermain Extension - Revised	4524				25,000	325,000	350,000
Water Tower D - Revised	4532		50,000	1,200,000			1,250,000
Verona Rd Utility Relocations & Related - Revised	4630	125,000					125,000
North Water Main Loop to NE Neighborhood - Revised	4631				25,000	345,000	370,000
Water Main Oversize/Water Service Insulating - Rev	4632	15,000	15,000	15,000	15,000	15,000	75,000
<b>Utility - Impact Fees Total</b>		<b>780,000</b>	<b>65,000</b>	<b>1,215,000</b>	<b>65,000</b>	<b>685,000</b>	<b>2,810,000</b>
<b>Utility - Rates (stormwater)</b>							
GIS System - Revised	2014	27,000	7,500			15,000	49,500
Public Works Equipment Replace - Revised	3101			25,000	9,500		34,500
Street Resurfacing Program - Revised	3319	76,000	56,750	54,500		8,000	195,250

Monday, December 12, 2016



Source	Project#	2017	2018	2019	2020	2021	Total
Fish Hatchery Road Resurfacing - New - Amended	3488		500,000				500,000
Schumann Drive Storm Sewer - Revised	4527	0					0
Stormwater Pond Dredging and Retrofits - Revised	4702	190,000	140,000	130,000	416,000	230,000	1,106,000
Greenway Restoration & Pond Enlargement	4708	15,000	10,000	5,000			30,000
Fish Hatch Rd/Sun Valley Pond - Removed	4710		0	0			0
Traceway Drive Storm Sewer Reroute - Revised	4711			225,000	15,000	10,000	250,000
Fitchrona Road Stormwater Improvements - New	4713	30,000	10,000	50,000			90,000
<b>Utility - Rates (stormwater) Total</b>		<b>338,000</b>	<b>724,250</b>	<b>489,500</b>	<b>440,500</b>	<b>263,000</b>	<b>2,255,250</b>
<b>Utility - Rates (water &amp; sewer)</b>							
GIS System - Revised	2014	1,800	500			1,000	3,300
Public Works Equipment Replace - Revised	3101		27,500		13,000		40,500
Street Resurfacing Program - Revised	3319	25,000	18,000	15,000	137,000	12,000	207,000
Lacy Road -Comm Center to Syene Road - Revised	3468	260,000					260,000
McKee Road Reconstruction Phase II - Revised	3481				40,000		40,000
Fish Hatchery Road Resurfacing - New - Amended	3488		500,000				500,000
Verona Rd Utility Relocations & Related - Revised	4630	930,000					930,000
Water Main Oversize/Water Service Insulating - Rev	4632	15,000	15,000	15,000	15,000	15,000	75,000
<b>Utility - Rates (water &amp; sewer) Total</b>		<b>1,231,800</b>	<b>561,000</b>	<b>30,000</b>	<b>205,000</b>	<b>28,000</b>	<b>2,055,800</b>
<b>Utility - Sale/Trade In (storm)</b>							
Public Works Equipment Replace - Revised	3101				500		500
<b>Utility - Sale/Trade In (storm) Total</b>					<b>500</b>		<b>500</b>
<b>Utility - Sale/Trade In (W&amp;S)</b>							
Public Works Equipment Replace - Revised	3101		2,500		1,000		3,500
<b>Utility - Sale/Trade In (W&amp;S) Total</b>			<b>2,500</b>		<b>1,000</b>		<b>3,500</b>
<b>GRAND TOTAL</b>		<b>13,773,080</b>	<b>13,226,630</b>	<b>7,199,649</b>	<b>10,361,997</b>	<b>12,588,229</b>	<b>57,149,585</b>

City of Fitchburg  
TID #4 Fund 404  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
404-4112-000	T F #4 NCREMENT - KELLY	\$ 1,429,478	\$ 1,465,258	\$ 1,613,685	\$ 1,613,685	\$ 1,506,479	\$ -	\$ 1,506,479	\$ 41,221	2.8%
404-4112-001	T F #4 NCREMENT - NINE SPRING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-4113-100	T F #4 NCREMENT - PROMEGA	\$ 1,903,884	\$ 1,868,391	\$ 2,074,942	\$ 2,074,942	\$ 1,614,282	\$ -	\$ 1,614,282	\$ (254,109)	-13.6%
404-4113-200	T F #4 NCREMENT - PROM PROCES	\$ -	\$ 268,552	\$ 268,645	\$ 268,645	\$ 311,595	\$ -	\$ 311,595	\$ 43,043	16.0%
404-4114-000	T D 4 INCREMENT - AVANTE	\$ (10,315)	\$ -	\$ 6,043	\$ 6,043	\$ 135,627	\$ -	\$ 135,627	\$ 135,627	100.0%
404-4114-100	T D 4 INCREMENT - OTHERS	\$ 14,555	\$ 56,198	\$ 48,783	\$ 48,783	\$ 239,840	\$ -	\$ 239,840	\$ 183,642	326.8%
	Subtotal Increment	\$ 3,337,602	\$ 3,658,399	\$ 4,012,097	\$ 4,012,098	\$ 3,807,823	\$ -	\$ 3,807,823	\$ 149,424	4.1%
404-4354-000	EXEMPT COMP AID-FTC/KELLY	\$ 331,689	\$ 265,000	\$ -	\$ 503,632	\$ 550,000	\$ -	\$ 550,000	\$ 285,000	107.5%
404-4354-001	T D #4 EXEMPT COMP AID-9 SPGS	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 1	\$ 1	100.0%
404-4355-100	EXEMPT COMPUTER AID - PROMEGA	\$ 176,080	\$ 262,500	\$ -	\$ 113,890	\$ 69,000	\$ -	\$ 69,000	\$ (193,500)	-73.7%
404-4355-200	EXEMPT COMPUTER AID - PROM PRO	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ 80	\$ 80	100.0%
404-4356-000	EXEMPT COMPUTER AID - OTHER	\$ 13,634	\$ 15,000	\$ -	\$ 9,355	\$ 6,000	\$ -	\$ 6,000	\$ (9,000)	-60.0%
	Subtotal Exempt Computer Aid	\$ 521,403	\$ 542,500	\$ -	\$ 626,877	\$ 625,081	\$ -	\$ 625,081	\$ 82,581	15.2%
404-4810-001	T D #4 NTEREST INCOME - N NE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-4810-100	INTEREST INCOME - PROMEGA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-4810-400	INTEREST INCOME	\$ 10,870	\$ 8,000	\$ 314	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	0.0%
404-4810-404	INTEREST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Interest Income	\$ 10,870	\$ 8,000	\$ 314	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	0.0%
404-4890-001	T D #4 DEBT PROCEEDS-N NE SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-4890-043	OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-4890-300	PROCEEDS FROM DEBT - KELLY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-4890-304	BOND PROCEEDS-CITY DEBT	\$ 955,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-4891-100	DEBT PROCEEDS - PROMEGA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-4911-001	PREMIUM ON DEBT ISSUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-4930-404	FUTURE INCREMENT NEEDED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-4999-999	AMT TO BE PROV BY FUTURE NCR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Miscellaneous Revenues/Sources	\$ 955,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Total Revenues & Sources	\$ 4,824,876	\$ 4,208,899	\$ 4,012,411	\$ 4,646,975	\$ 4,440,904	\$ -	\$ 4,440,904	\$ 232,005	5.5%

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
404-5730-001	KELLY INFRASTRUCTURE PAYMENTS	\$ 220,655	\$ 206,708	\$ 625,147	\$ 625,147	\$ -	\$ -	\$ -	\$ (206,708)	-100.0%
404-5730-002	IMPLEMENTATION/ADM NISTRATION	\$ 1,847	\$ 5,000	\$ 1,276	\$ 4,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0%
404-5730-003	LEGAL, CONSULT NG, OTHER PROF	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,000)	-100.0%
404-5730-004	MARKETING	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	0.0%
404-5730-005	TECH ASSESSMENT PLAN	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	0.0%
404-5730-006	LACY ROAD SIGNAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-007	LACY ROAD MPROVEMENTS	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (150,000)	-100.0%
404-5730-008	LACY RD POWER UNDERGROUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-009	FISH HATCHERY RD PRELIM DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-010	PURCHASE OF LAND - KELLY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-011	OTHER INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-012	E CHERYL/FISH HATCH SIGNAL-KEL	\$ -	\$ 10,000	\$ -	\$ -	\$ 17,000	\$ -	\$ 17,000	\$ 7,000	70.0%
404-5730-014	LACY RD/PARKWAY RD ENHANCEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-020	DEVELOPMENT NCENTIVES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Original TID	\$ 222,502	\$ 411,708	\$ 626,422	\$ 629,147	\$ 57,000	\$ -	\$ 57,000	\$ (354,708)	-86.2%
404-5730-101	NOBEL DR & MICA RD - FTC	\$ 242,781	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-102	IMPL/ADM N-NE SPR NGS	\$ 7,657	\$ -	\$ 9,284	\$ 10,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	100.0%
404-5730-103	LEGAL, CONSULT NG & OTHER PROF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-104	INTERCHANGE PROJECT & LACY E	\$ -	\$ -	\$ 317,763	\$ 317,763	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-105	LACY RD CONNECTION-ROUNABOUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-106	UNDERPASS - N NE SPR NGS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-107	E CHERYL/LACY CONNECTOR	\$ 2,902	\$ -	\$ 68,089	\$ 68,089	\$ -	\$ -	\$ -	\$ -	100.0%
404-5730-108	RAILROAD CROSS NGS	\$ 407,355	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,500,000)	-100.0%
404-5730-110	DEVELOPMENT NCENTIVES-NINE SP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Amendment #2	\$ 660,695	\$ 1,500,000	\$ 395,136	\$ 395,852	\$ 5,000	\$ -	\$ 5,000	\$ (1,495,000)	-99.7%
404-5731-001	INCREMENT PAYMENTS - PROMEGA	\$ 901,078	\$ 865,079	\$ 1,158,610	\$ 1,158,610	\$ 454,000	\$ -	\$ 454,000	\$ (411,079)	-47.5%
404-5731-002	IMPLEMENTATION/ADM N - PROMEGA	\$ -	\$ 3,000	\$ 301	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	0.0%
404-5731-003	LEGAL, CONSULT NG - PROMEGA	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000)	-100.0%
404-5731-004	MARKETING - PROMEGA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Amendment #1	\$ 901,078	\$ 869,079	\$ 1,158,911	\$ 1,161,610	\$ 457,000	\$ -	\$ 457,000	\$ (412,079)	-47.4%
404-5832-001	NEW DEBT ISS COSTS/BOND DISC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5833-000	DISCOUNT ON DEBT ISSUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5922-100	TRANSFER TO GEN FUND FOR ADM N	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5922-101	TRAN DEBT SERVICE-KELLY	\$ 855,553	\$ 868,855	\$ 662,139	\$ 868,855	\$ 861,160	\$ -	\$ 861,160	\$ (7,695)	-0.9%
404-5922-105	TRANS TO GF FOR ADMIN-N NE SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5922-106	TRANSFER TO DS-NINE SPRINGS	\$ 240,438	\$ 318,038	\$ 59,019	\$ 318,038	\$ 364,038	\$ -	\$ 364,038	\$ 46,000	14.5%
404-5922-200	TRANS TO GF FOR ADMIN REIMB-PR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5922-202	TRANS TO DEBT SVC-PROMEGA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
404-5922-304	TRAN DEBT SERVICE-CITY	\$ -	\$ 97,834	\$ 90,000	\$ 97,834	\$ 106,400	\$ -	\$ 106,400	\$ 8,566	8.8%
404-5922-404	FUND BALANCE ADDED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Admin & Implementation Exp	\$ 1,095,990	\$ 1,284,727	\$ 811,158	\$ 1,284,727	\$ 1,331,598	\$ -	\$ 1,331,598	\$ 46,871	3.6%
	Total Expenditures	\$ 2,880,266	\$ 4,065,514	\$ 2,991,627	\$ 3,471,336	\$ 1,850,598	\$ -	\$ 1,850,598	\$ (2,214,916)	-54.5%

City of Fitchburg  
TID #6 Fund 406  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
406-4116-000	T D #6 NCREMENT - RYAN	\$ 1,297,797	\$ 1,300,000	\$ 1,426,180	\$ 1,426,180	\$ 1,587,083	\$ -	\$ 1,587,083	\$ 287,083	22.1%
406-4116-100	T D #6 NCREMENT - OTHERS	\$ 2,262	\$ 139,000	\$ 103,072	\$ 103,072	\$ 156,492	\$ -	\$ 156,492	\$ 17,492	12 6%
406-4116-200	T D #6 NCREMENT - ARROWHEAD	\$ (976,754)	\$ 900,000	\$ 1,054,959	\$ 1,054,959	\$ 308,869	\$ -	\$ 308,869	\$ (591,131)	-65.7%
	Subtotal Increment	\$ 323,306	\$ 2,339,000	\$ 2,584,211	\$ 2,584,211	\$ 2,052,444	\$ -	\$ 2,052,444	\$ (286,556)	-12 3%
406-4353-000	STATE HIGHWAY AIDS	\$ 98,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
406-4354-006	EXEMPT COMPUTER AID - RYAN	\$ 4,420	\$ 10,000	\$ -	\$ 19,333	\$ 14,000	\$ -	\$ 14,000	\$ 4,000	40 0%
406-4354-106	EXEMPT COMPUTER AID - OTHERS	\$ 9,890	\$ 4,000	\$ -	\$ 2,106	\$ 2,000	\$ -	\$ 2,000	\$ (2,000)	-50 0%
406-4354-200	EXEMPT COMPUTER AID - ARROWHEA	\$ -	\$ -	\$ -	\$ 57,567	\$ 54,000	\$ -	\$ 54,000	\$ 54,000	100 0%
	Subtotal Intergovernmental Aid	\$ 112,412	\$ 14,000	\$ -	\$ 79,006	\$ 70,000	\$ -	\$ 70,000	\$ 56,000	400 0%
406-4810-000	INTEREST REVENUE	\$ 4,162	\$ 2,000	\$ 208	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0 0%
	Subtotal Interest Income	\$ 4,162	\$ 2,000	\$ 208	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0 0%
406-4890-000	MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
406-4890-001	DEBT PROCEEDS - AMEND 1	\$ 3,995,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
	Subtotal Miscellaneous Revenues/Sources	\$ 3,995,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
	Total Revenues & Sources	\$ 4,434,880	\$ 2,355,000	\$ 2,584,419	\$ 2,665,217	\$ 2,124,444	\$ -	\$ 2,124,444	\$ (230,556)	-9 8%

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
406-5730-001	INFRASTRUCTURE PAYMENTS-RYAN	\$ 520,989	\$ 491,858	\$ 927,883	\$ 927,883	\$ -	\$ -	\$ -	\$ (491,858)	-100 0%
406-5730-002	IMPLEMENTATION/ADMIN - RYAN	\$ 10,815	\$ 2,000	\$ 619	\$ 2,000	\$ 3,000	\$ -	\$ 3,000	\$ 1,000	50 0%
406-5730-003	LEGAL, CONSULTING & OTHER PROF	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,000)	-100 0%
406-5730-005	BURY POWER LINES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
406-5730-006	FITCH-RONA ROAD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
406-5730-007	BUS PLAZAS	\$ 38,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
406-5730-009	STORM WATER MPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
406-5730-010	ROAD IMPROVEMENTS (AMEND 1)	\$ 782,635	\$ -	\$ 105,460	\$ 105,460	\$ -	\$ -	\$ -	\$ -	100 0%
406-5730-011	LAND ACQUISITION (AMEND 1)	\$ 13,495	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
406-5730-012	MCKEE ROAD PHASE II (Comm-Bad)	\$ 30,971	\$ 425,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ (275,000)	-64.7%
406-5730-013	PARKING, SUSTAIN, DEMO, RELOC	\$ -	\$ 1,326,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,326,000)	-100 0%
406-5730-015	OTHER NTEREST EXPENSE	\$ 5,958	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
	Subtotal Project Costs	\$ 1,403,223	\$ 2,249,858	\$ 1,033,962	\$ 1,035,343	\$ 153,000	\$ -	\$ 153,000	\$ (2,096,858)	-93 2%
406-5731-002	IMPLEMENTATION/ADMIN - OTHERS	\$ 682	\$ 1,000	\$ 618	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 2,000	200 0%
406-5732-002	IMPLEMENTATION/ADMIN - AMEND1	\$ 10,672	\$ 60,000	\$ 25,701	\$ 28,000	\$ 3,000	\$ -	\$ 3,000	\$ (57,000)	-95 0%
406-5733-002	IMPLEMENTATION/ADMIN - BENJAM N	\$ 30	\$ -	\$ 2	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	100 0%
406-5922-406	TRANS TO GEN FUND FOR ADMIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
406-5922-407	TRANS TO GEN FUND-ADMIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
406-5922-408	TRANS TO GEN FUN-AMEND1 ADM N	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
406-5922-409	TRANS TO GEN FUN-AMEND1 DEBT	\$ -	\$ 337,263	\$ 298,413	\$ 337,263	\$ 379,650	\$ -	\$ 379,650	\$ 42,387	12 6%
406-5924-406	FUND BALANCE ADDED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
406-5924-407	TRANS TO GEN FUND-ADMIN REIMB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100 0%
	Subtotal Admin & Implementation Exp	\$ 11,384	\$ 398,263	\$ 324,733	\$ 372,263	\$ 389,650	\$ -	\$ 389,650	\$ (8,613)	-2 2%
	Total Expenditures	\$ 1,414,607	\$ 2,648,121	\$ 1,358,695	\$ 1,407,606	\$ 542,650	\$ -	\$ 542,650	\$ (2,105,471)	-79 5%

City of Fitchburg  
TID #7 Fund 407  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
407-4117-000	TID #7 INCREMENT	\$ 76,376	\$ 143,196	\$ 151,164	\$ 151,164	\$ 150,000	\$ -	\$ 150,000	\$ 6,804 4.8%
	Subtotal Increment	\$ 76,376	\$ 143,196	\$ 151,164	\$ 151,164	\$ 150,000	\$ -	\$ 150,000	\$ 6,804 4.8%
407-4354-007	EXEMPT COMPUTER STATE AID	\$ 7,841	\$ 8,000	\$ -	\$ 7,408	\$ 7,000	\$ -	\$ 7,000	\$ (1,000) -12.5%
	Subtotal Intergovernmental Aid	\$ 7,841	\$ 8,000	\$ -	\$ 7,408	\$ 7,000	\$ -	\$ 7,000	\$ (1,000) -12.5%
407-4810-000	INTEREST NCOME	\$ 646	\$ 500	\$ -	\$ 500	\$ 200	\$ -	\$ 200	\$ (300) -60.0%
	Subtotal Interest Income	\$ 646	\$ 500	\$ -	\$ 500	\$ 200	\$ -	\$ 200	\$ (300) -60.0%
407-4930-407	FUTURE INCREMENT NEEDED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Miscellaneous Revenues/Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Total Revenues & Sources	\$ 84,862	\$ 151,696	\$ 151,164	\$ 159,072	\$ 157,200	\$ -	\$ 157,200	\$ 5,504 3.6%

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
407-5730-005	BURY POWER LINES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
407-5730-006	STREET LIGHTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
407-5730-007	BUS SHELTERS	\$ 38,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
407-5730-008	LANDSCAPING/BENCHES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
407-5730-009	FENCING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
407-5730-020	FACADE IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Project Costs	\$ 38,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
407-5730-002	IMPLEMENTATION/ADMINISTRATION	\$ 354	\$ 1,000	\$ 770	\$ 1,000	\$ 10,000	\$ -	\$ 10,000	\$ 9,000 900.0%
407-5730-003	LEGAL, CONSULTING & OTHER PROF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
407-5730-015	OTHER INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
407-5922-100	CLOSE-OUT SURPLUS TO OVERLYING	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ 500,000 100.0%
407-5922-200	TRANS TO SRF FOR HOUSING IMPRV	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ 150,000 100.0%
407-5922-407	TRANS TO GEN FUND FOR ADMIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Admin & Implementation Exp	\$ 354	\$ 1,000	\$ 770	\$ 1,000	\$ 660,000	\$ -	\$ 660,000	\$ 659,000 65900.0%
	Total Expenditures	\$ 38,714	\$ 1,000	\$ 770	\$ 1,000	\$ 660,000	\$ -	\$ 660,000	\$ 659,000 65900.0%

City of Fitchburg  
TID #8 Fund 408  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
408-4111-000	INCREMENT - T D #8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Increment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
408-4354-000	COMPUTER AID	\$ 7	\$ 10	\$ -	\$ 5	\$ 5	\$ -	\$ 5	\$ (5) -50.0%
	Subtotal Intergovernmental Aid	\$ 7	\$ 10	\$ -	\$ 5	\$ 5	\$ -	\$ 5	\$ (5) -50.0%
408-4810-000	INTEREST REVENUE	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Interest Income	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
408-4930-408	FUTURE INCREMENT TO BE COLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Miscellaneous Revenues/Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Total Revenues & Sources	\$ 7	\$ 10	\$ -	\$ 5	\$ 5	\$ -	\$ 5	\$ (5) -50.0%

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
408-5730-001	INFRASTRUCTURE PAYMENT-BROWN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
408-5730-005	UNDERGROUND POWER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
408-5730-006	SIDEWALK - CITY PORTION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
408-5730-007	GRADING/STREET/UTILITY CONSTR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
408-5730-011	OTHER FINANCING COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
408-5730-020	DEVELOPER INCENTIVES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Project Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
408-5730-002	IMPLEMENTATION/ADMINISTRATION	\$ 325	\$ 400	\$ 150	\$ 2,000	\$ 15,000	\$ -	\$ 15,000	\$ 14,600 3650.0%
408-5730-003	LEGAL, CONSULTING & OTHER PROF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
408-5922-100	TRANS TO GF FOR ADM N RE MB	\$ -	\$ -	\$ 547	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
408-5922-408	#NUM!	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
	Subtotal Admin & Implementation Exp	\$ 325	\$ 400	\$ 697	\$ 2,000	\$ 15,000	\$ -	\$ 15,000	\$ 14,600 3650.0%
	Total Expenditures	\$ 325	\$ 400	\$ 697	\$ 2,000	\$ 15,000	\$ -	\$ 15,000	\$ 14,600 3650.0%

City of Fitchburg  
TID #9 Fund 409  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
409-4111-000	INCREMENT - TID #9	\$ -	\$ -	\$ -	\$ -	\$ 95,105	\$ -	\$ 95,105	\$ 95,105	100.0%
	Subtotal Increment	\$ -	\$ -	\$ -	\$ -	\$ 95,105	\$ -	\$ 95,105	\$ 95,105	100.0%
409-4354-000	STATE COMPUTER AID	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,000	\$ 128,000	\$ 128,000	100.0%
	Subtotal Intergovernmental Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,000	\$ 128,000	\$ 128,000	100.0%
409-4810-000	INTEREST REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
409-4930-408	FUTURE INCREMENT TO BE COLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Miscellaneous Revenues/Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Total Revenues & Sources	\$ -	\$ -	\$ -	\$ -	\$ 95,105	\$ 128,000	\$ 223,105	\$ 223,105	100.0%

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
409-5730-001	INFRASTRUCTURE PYMTS-SUB ZERO	\$ -	\$ -	\$ -	\$ -	\$ 51,032	\$ -	\$ 51,032	\$ 51,032	100.0%
409-5730-004	EASEMENT ACQUISITION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
409-5730-005	ROAD ACCESS	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (650,000)	-100.0%
409-5730-006	UTILITIES EXTENSION	\$ 30	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,100,000)	-100.0%
409-5730-007	ENGINEER NG & PERMITTING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
409-5730-008	DEMO & RECONSTRUCT CUL DE SACS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
409-5730-009	RETENTION POND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
409-5730-010	PARK NG LOTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
409-5730-011	ENGINEER NG SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
409-5730-012	MUNICIPAL FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
409-5730-013	GRAD NG AND OTHER SITE WORK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Project Costs	\$ 30	\$ 1,750,000	\$ -	\$ -	\$ 51,032	\$ -	\$ 51,032	\$ (1,698,968)	-97.1%
409-5730-002	IMPLEMENTATION/ADMINISTRATION	\$ 19,233	\$ 15,000	\$ 1,770	\$ 15,000	\$ 5,000	\$ -	\$ 5,000	\$ (10,000)	-66.7%
409-5730-003	LEGAL,CONSULTING & OTHER PROF	\$ 8,400	\$ -	\$ 15,600	\$ 20,000	\$ -	\$ -	\$ -	\$ -	100.0%
409-5922-100	TRANS TO GF FOR ADMIN REIMB	\$ -	\$ -	\$ 6,339	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	100.0%
409-5922-408	#NUM!	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Admin & Implementation Exp	\$ 27,633	\$ 15,000	\$ 23,709	\$ 45,000	\$ 15,000	\$ -	\$ 15,000	\$ -	0.0%
	Total Expenditures	\$ 27,663	\$ 1,765,000	\$ 23,709	\$ 45,000	\$ 66,032	\$ -	\$ 66,032	\$ (1,698,968)	-96.3%

City of Fitchburg  
TID #10 Fund 410  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
410-4111-000	INCREMENT - TID #10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Increment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-4354-000	COMPUTER AID	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Intergovernmental Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-4810-000	INTEREST REVENUE	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Interest Income	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-4930-408	FUTURE INCREMENT TO BE COLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Miscellaneous Revenues/Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Total Revenues & Sources	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
410-5730-001	INFRASTRUCTURE PAYMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-5730-004	LAND ACQUISITION COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-5730-005	DEMOLITION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-5730-006	ROAD CONSTRUCTION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-5730-007	PROFESSIONAL FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-5730-008	SITE PREPARATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-5730-009	ADDITIONAL EARTHWORK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-5730-010	CAPITALIZED NTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-5730-011	OTHER F NANCING COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-5730-012	INTEREST ON ADVANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Project Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-5730-002	IMPLEMENTATION/ADMINISTRATION	\$ 3,896	\$ -	\$ 15,909	\$ 25,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	100.0%
410-5730-003	LEGAL, CONSULT NG & OTHER PROF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
410-5922-100	TRANS TO GF FOR ADMIN REIMB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Subtotal Admin & Implementation Exp	\$ 3,896	\$ -	\$ 15,909	\$ 25,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	100.0%
	Total Expenditures	\$ 3,896	\$ -	\$ 15,909	\$ 25,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	100.0%

City of Fitchburg  
Utility Fund #602 - Water  
2017 Operating Budget

Acct #	New Acct #	Account Name	2015	2016	06/2016	2016	2017	Revisions	2017	Budget
			Actual	Adopted Budget	YTD Actual	Estimate	Request	Thru Adoption	Budget	Change
600-4421-102	602-4421-002	CIAC - From City-Water	\$ 219,516	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ - 0.0%
600-4425-100	602-4425-000	Misc Amortization	\$ 59,580	\$ 59,580	\$ -	\$ 59,580	\$ 59,580	\$ -	\$ 59,580	\$ - 0.0%
600-4434-100	602-4434-000	Misc. Credits to Surplus	\$ -	\$ -	\$ 2,933	\$ 2,933	\$ -	\$ -	\$ -	\$ 100.0%
600-4435-100	602-4435-000	Misc. Debits to Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.0%
600-4460-100	602-4460-000	Unmetered Sales-Gen Cust-Permt	\$ 3,337	\$ 4,200	\$ 1,201	\$ 4,200	\$ 4,200	\$ -	\$ 4,200	\$ - 0.0%
600-4461-100	602-4461-000	Metered - Residential	\$ 749,080	\$ 793,100	\$ 318,003	\$ 800,000	\$ 936,200	\$ -	\$ 936,200	\$ 143,100 19.1%
600-4461-101	602-4461-001	Metered - Commercial	\$ 203,478	\$ 180,250	\$ 80,296	\$ 210,000	\$ 282,000	\$ -	\$ 282,000	\$ 101,750 50.0%
600-4461-102	602-4461-002	Metered - Industrial	\$ 69,632	\$ 73,130	\$ 27,628	\$ 68,000	\$ 94,000	\$ -	\$ 94,000	\$ 20,870 30.0%
600-4461-103	602-4461-003	Metered - Res Irrigation	\$ 46,243	\$ 52,530	\$ 11,175	\$ 53,000	\$ 58,000	\$ -	\$ 58,000	\$ 5,470 11.8%
600-4461-104	602-4461-004	Metered - Comm Irrigation	\$ 37,055	\$ 41,200	\$ 7,904	\$ 42,000	\$ 45,000	\$ -	\$ 45,000	\$ 3,800 10.3%
600-4461-105	602-4461-005	Metered - Ind Irrigation	\$ 4,847	\$ 5,768	\$ 783	\$ 5,000	\$ 5,900	\$ -	\$ 5,900	\$ 132 2.7%
600-4461-106	602-4461-006	Metered - Mult Fam Residential	\$ 396,991	\$ 432,600	\$ 168,063	\$ 400,000	\$ 511,000	\$ -	\$ 511,000	\$ 78,400 19.7%
600-4461-107	602-4461-007	Metered - Mult Fam Res IRR	\$ 5,807	\$ 4,738	\$ 807	\$ 5,000	\$ 5,700	\$ -	\$ 5,700	\$ 962 16.6%
600-4462-100	602-4462-000	Private Fire Protection	\$ 87,152	\$ 87,035	\$ 45,112	\$ 90,000	\$ 93,000	\$ -	\$ 93,000	\$ 5,965 6.8%
600-4463-100	602-4463-000	Public Fire Protection	\$ 485,844	\$ 495,430	\$ 246,091	\$ 495,000	\$ 593,000	\$ -	\$ 593,000	\$ 97,570 20.1%
600-4464-100	602-4464-000	Sales to Public Authority	\$ 6,815	\$ 8,240	\$ 3,078	\$ 8,000	\$ 10,500	\$ -	\$ 10,500	\$ 2,260 33.2%
600-4464-101	602-4464-001	Irrigation Sales to Pub Auth	\$ 2,680	\$ 5,768	\$ 331	\$ 5,800	\$ 5,900	\$ -	\$ 5,900	\$ 132 4.9%
<b>Subtotal Water Service Sales</b>			<b>\$ 2,378,058</b>	<b>\$ 2,493,569</b>	<b>\$ 913,405</b>	<b>\$ 2,498,513</b>	<b>\$ 2,953,980</b>	<b>\$ -</b>	<b>\$ 2,953,980</b>	<b>\$ 460,411 19.4%</b>
600-4470-100	602-4470-000	Forfeited Discounts	\$ 4,082	\$ 3,500	\$ 1,746	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ - 0.0%
600-4475-100	602-4475-000	P-Card Rebate	\$ -	\$ 500	\$ 3,978	\$ 3,978	\$ 7,000	\$ -	\$ 7,000	\$ 6,500 100.0%
600-4419-100	602-4419-000	Interest Income	\$ 16,317	\$ 10,000	\$ 8	\$ 10,000	\$ 16,000	\$ -	\$ 16,000	\$ 6,000 36.8%
600-4421-100	602-4421-000	CIAC-Water	\$ 592,475	\$ 350,000	\$ -	\$ 350,000	\$ 350,000	\$ -	\$ 350,000	\$ - 0.0%
600-4421-101	602-4421-001	CIAC - Impact Fees	\$ 526,358	\$ 250,000	\$ 66,998	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ - 0.0%
600-4471-100	602-4471-000	Misc. Serv Rev-NSF-Recon-Permt	\$ 1,823	\$ 127,000	\$ 1,026	\$ 2,100	\$ 2,100	\$ -	\$ 2,100	\$ (124,900) -6851.3%
600-4472-100	602-4472-000	Rents from Water Property	\$ 92,466	\$ 92,500	\$ 96,164	\$ 96,165	\$ 98,000	\$ -	\$ 98,000	\$ 5,500 5.9%
600-4474-100	602-4474-000	Other Revenues (Junk & Scrap)	\$ 31,950	\$ 15,000	\$ 415	\$ 15,000	\$ 30,000	\$ -	\$ 30,000	\$ 15,000 46.9%
new	602-4631-100	Reimb from Projects/Developers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
<b>Subtotal Other Water Revenues</b>			<b>\$ 1,265,470</b>	<b>\$ 848,500</b>	<b>\$ 170,335</b>	<b>\$ 730,743</b>	<b>\$ 756,600</b>	<b>\$ -</b>	<b>\$ 756,600</b>	<b>\$ (91,900) -7.3%</b>
<b>Total Water Revenues</b>			<b>\$ 3,643,528</b>	<b>\$ 3,342,069</b>	<b>\$ 1,083,739</b>	<b>\$ 3,229,256</b>	<b>\$ 3,710,580</b>	<b>\$ -</b>	<b>\$ 3,710,580</b>	<b>\$ 368,511 10.1%</b>

			2016		06/2016		2016		2017		Revisions		2017		Budget	
Acct #			Actual		YTD Actual		Estimate		Request		Thru Adoption		Budget		Change	
600-5403-100	602-5403-530	Depreciation Expense	\$	345,546	\$	350,000	\$	-	\$	350,000	\$	350,000	\$	-	\$	0.0%
600-5403-101	602-5403-531	Depr Exp Contrib Plant	\$	299,188	\$	300,000	\$	-	\$	300,000	\$	300,000	\$	-	\$	0.0%
600-5407-100	delete	Loss on Meter Retirement	\$	422,653	\$	-	\$	-	\$	-	\$	-	\$	-	\$	0.0%
600-5408-100	602-5408-534	Taxes - W	\$	620,778	\$	650,000	\$	12,636	\$	630,000	\$	650,000	\$	-	\$	0.0%
600-5425-100	602-5425-533	Misc. Amortization	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
600-5427-100	602-5427-532	Interest on LT Debt	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
600-5428-100	602-5428-533	Amortization Exp	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
600-5430-100	602-5430-532	Int on Debt to Munic	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
Subtotal Depreciation and Taxes			\$	1,688,164	\$	1,300,000	\$	12,636	\$	1,280,000	\$	1,300,000	\$	-	\$	0.0%
600-5600-100	602-5600-110	Oper Supr-SS Wages	\$	3,192	\$	700	\$	2,283	\$	3,200	\$	3,921	\$	-	\$	100.9%
new	602-5600-115	Oper Supr-SS OT	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5600-120	Oper Supr-SS PT/Seas	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5600-131	Oper Supr-SS FICA	\$	-	\$	-	\$	-	\$	-	\$	302	\$	-	\$	100.0%
new	602-5600-132	Oper Supr-SS Med	\$	-	\$	-	\$	-	\$	-	\$	269	\$	-	\$	100.0%
new	602-5600-135	Oper Supr-SS Longvty	\$	-	\$	-	\$	-	\$	-	\$	32	\$	-	\$	100.0%
new	602-5600-160	Oper Supr-SS Hlth	\$	-	\$	-	\$	-	\$	-	\$	469	\$	-	\$	100.0%
new	602-5600-161	Oper Supr-SS Life	\$	-	\$	-	\$	-	\$	-	\$	10	\$	-	\$	100.0%
new	602-5600-162	Oper Supr-SS Disab	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5600-163	Oper Supr-SS Dental	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
600-5601-100	602-5601-110	Ck Wells, DNR Rep Wages	\$	21,741	\$	23,000	\$	11,389	\$	23,000	\$	22,186	\$	-	\$	-3.7%
new	602-5601-115	Ck Wells, DNR Rep OT	\$	-	\$	-	\$	-	\$	-	\$	3,955	\$	-	\$	100.0%
new	602-5601-120	Ck Wells, DNR Rep PT/Seas	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5601-131	Ck Wells, DNR Rep FICA	\$	-	\$	-	\$	-	\$	-	\$	1,451	\$	-	\$	100.0%
new	602-5601-132	Ck Wells, DNR Rep Med	\$	-	\$	-	\$	-	\$	-	\$	1,305	\$	-	\$	100.0%
new	602-5601-135	Ck Wells, DNR Rep Longvty	\$	-	\$	-	\$	-	\$	-	\$	113	\$	-	\$	100.0%
new	602-5601-160	Ck Wells, DNR Rep Hlth	\$	-	\$	-	\$	-	\$	-	\$	2,545	\$	-	\$	100.0%
new	602-5601-161	Ck Wells, DNR Rep Life	\$	-	\$	-	\$	-	\$	-	\$	52	\$	-	\$	100.0%
new	602-5601-162	Ck Wells, DNR Rep Disability	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5601-163	Ck Wells, DNR Rep Dental	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
600-5602-100	602-5602-340	Purchased Water	\$	7,975	\$	8,000	\$	4,169	\$	8,300	\$	8,500	\$	-	\$	6.3%
600-5603-100	602-5603-110	Misc Exp - Prep maps Wages	\$	715	\$	400	\$	389	\$	800	\$	1,313	\$	-	\$	127.7%
new	602-5603-115	Misc Exp - Prep maps OT	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5603-120	Misc Exp - Prep maps PT/Seas	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5603-131	Misc Exp - Prep maps FICA	\$	-	\$	-	\$	-	\$	-	\$	101	\$	-	\$	100.0%
new	602-5603-132	Misc Exp - Prep maps Med	\$	-	\$	-	\$	-	\$	-	\$	90	\$	-	\$	100.0%
new	602-5603-135	Misc Exp - Prep maps Longvty	\$	-	\$	-	\$	-	\$	-	\$	8	\$	-	\$	100.0%
new	602-5603-160	Misc Exp - Prep maps Hlth	\$	-	\$	-	\$	-	\$	-	\$	228	\$	-	\$	100.0%
new	602-5603-161	Misc Exp - Prep maps Life	\$	-	\$	-	\$	-	\$	-	\$	3	\$	-	\$	100.0%
new	602-5603-162	Misc Exp - Prep maps Disab	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5603-163	Misc Exp - Prep maps Dental	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
600-5610-100	602-5610-110	Maint Suprvsn & Eng Wages	\$	706	\$	500	\$	489	\$	800	\$	567	\$	-	\$	9.5%
new	602-5610-115	Maint Suprvsn & Eng OT	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5610-120	Maint Suprvsn & Eng PT/Seas	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5610-131	Maint Suprvsn & Eng FICA	\$	-	\$	-	\$	-	\$	-	\$	44	\$	-	\$	100.0%
new	602-5610-132	Maint Suprvsn & Eng Med	\$	-	\$	-	\$	-	\$	-	\$	39	\$	-	\$	100.0%
new	602-5610-135	Maint Suprvsn & Eng Longvty	\$	-	\$	-	\$	-	\$	-	\$	5	\$	-	\$	100.0%
new	602-5610-160	Maint Suprvsn & Eng Hlth	\$	-	\$	-	\$	-	\$	-	\$	55	\$	-	\$	100.0%
new	602-5610-161	Maint Suprvsn & Eng Life	\$	-	\$	-	\$	-	\$	-	\$	2	\$	-	\$	100.0%
new	602-5610-162	Maint Suprvsn & Eng Disab	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5610-163	Maint Suprvsn & Eng Dental	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
600-5614-100	602-5614-110	Maint Well (below) Wages	\$	56,193	\$	22,500	\$	471	\$	1,000	\$	684	\$	-	\$	-38.8%
new	602-5614-115	Maint Well (below) OT	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5614-120	Maint Well (below) PT/Seas	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5614-131	Maint Well (below) FICA	\$	-	\$	-	\$	-	\$	-	\$	53	\$	-	\$	100.0%
new	602-5614-132	Maint Well (below) Med	\$	-	\$	-	\$	-	\$	-	\$	47	\$	-	\$	100.0%
new	602-5614-135	Maint Well (below) Longvty	\$	-	\$	-	\$	-	\$	-	\$	8	\$	-	\$	100.0%
new	602-5614-160	Maint Well (below) Hlth	\$	-	\$	-	\$	-	\$	-	\$	193	\$	-	\$	100.0%
new	602-5614-161	Maint Well (below) Life	\$	-	\$	-	\$	-	\$	-	\$	1	\$	-	\$	100.0%
new	602-5614-162	Maint Well (below) Disab	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5614-163	Maint Well (below) Dental	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.0%
new	602-5614-240	Maint Well (below) Rep by Oth	\$	-	\$	-	\$	-	\$	-	\$	60,000	\$	25,000	\$	100.0%
new	602-5614-350	Maint Wells below Rep Supp	\$	-	\$	-	\$	-	\$	-	\$	1,000	\$	-	\$	100.0%
Subtotal Source of Supply Expenses			\$	90,523	\$	55,100	\$	19,190	\$	37,100	\$	109,551	\$	25,000	\$	(6,851) -7.6%



City of Fitchburg  
Utility Fund #602 - Water  
2017 Operating Budget

Acct #	New Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Budget	Budget Change	
600-5620-100	602-5620-110	Oper Sprvsn - Pump Wages	\$ 1,499	\$ 1,300	\$ 910	\$ 1,500	\$ 1,941	\$ -	\$ 1,941	\$ 641	42.8%
new	602-5620-115	Oper Sprvsn - Pump OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5620-120	Oper Sprvsn - Pump PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5620-131	Oper Sprvsn - Pump FICA	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ 150	\$ 150	100.0%
new	602-5620-132	Oper Sprvsn - Pump Med	\$ -	\$ -	\$ -	\$ -	\$ 133	\$ -	\$ 133	\$ 133	100.0%
new	602-5620-135	Oper Sprvsn - Pump Longvty	\$ -	\$ -	\$ -	\$ -	\$ 16	\$ -	\$ 16	\$ 16	100.0%
new	602-5620-160	Oper Sprvsn - Pump Hlth	\$ -	\$ -	\$ -	\$ -	\$ 233	\$ -	\$ 233	\$ 233	100.0%
new	602-5620-161	Oper Sprvsn - Pump Life	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ -	\$ 5	\$ 5	100.0%
new	602-5620-162	Oper Sprvsn - Pump Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5620-163	Oper Sprvsn - Pump Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-5623-100	602-5623-365	Power Purch for Pump Utilities	\$ 243,609	\$ 260,000	\$ 90,212	\$ 260,000	\$ 260,000	\$ -	\$ 260,000	\$ -	0.0%
600-5624-100	602-5624110	SCADA Alarm Wages	\$ 5,174	\$ 11,500	\$ 3,913	\$ 11,500	\$ 5,391	\$ -	\$ 5,391	\$ (6,109)	-118.1%
new	602-5624-115	SCADA Alarm OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5624-120	SCADA Alarm PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5624-131	SCADA Alarm FICA	\$ -	\$ -	\$ -	\$ -	\$ 416	\$ -	\$ 416	\$ 416	100.0%
new	602-5624-132	SCADA Alarm Med	\$ -	\$ -	\$ -	\$ -	\$ 370	\$ -	\$ 370	\$ 370	100.0%
new	602-5624-135	SCADA Alarm Longvty	\$ -	\$ -	\$ -	\$ -	\$ 52	\$ -	\$ 52	\$ 52	100.0%
new	602-5624-160	SCADA Alarm Hlth	\$ -	\$ -	\$ -	\$ -	\$ 858	\$ -	\$ 858	\$ 858	100.0%
new	602-5624-161	SCADA Alarm Life	\$ -	\$ -	\$ -	\$ -	\$ 13	\$ -	\$ 13	\$ 13	100.0%
new	602-5624-162	SCADA Alarm Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5624-163	SCADA Alarm Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5624-245	SCADA Alarm Comp Maint & Rep	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	100.0%
600-5626-100	602-5626-110	Misc Exp Wages	\$ 3,914	\$ 7,000	\$ 4,517	\$ 9,000	\$ 3,772	\$ -	\$ 3,772	\$ (3,228)	-82.5%
new	602-5626-115	Misc Exp OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5626-120	Misc Exp PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5626-131	Misc Exp FICA	\$ -	\$ -	\$ -	\$ -	\$ 291	\$ -	\$ 291	\$ 291	100.0%
new	602-5626-132	Misc Exp Med	\$ -	\$ -	\$ -	\$ -	\$ 259	\$ -	\$ 259	\$ 259	100.0%
new	602-5626-135	Misc Exp Longvty	\$ -	\$ -	\$ -	\$ -	\$ 35	\$ -	\$ 35	\$ 35	100.0%
new	602-5626-160	Misc Exp Hlth	\$ -	\$ -	\$ -	\$ -	\$ 1,251	\$ -	\$ 1,251	\$ 1,251	100.0%
new	602-5626-161	Misc Exp Life	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ -	\$ 5	\$ 5	100.0%
new	602-5626-162	Misc Exp Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5626-163	Misc Exp Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5626-323	Misc Exp Protective Gear	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 500	100.0%
new	602-5626-340	Misc Exp (MF exp 1/4)	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 500	100.0%
new	602-5626-350	Misc Exp Repair Maint & Supp	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%
600-5627-100	602-5627-922	Rents (Maint facility 1/4)	\$ 10,000	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.0%
600-5630-100	602-5630-110	Maint Sprvsn - Pump Wages	\$ 154	\$ 1,500	\$ 274	\$ 1,500	\$ 260	\$ -	\$ 260	\$ (1,240)	-805.8%
new	602-5630-115	Maint Sprvsn - Pump OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5630-120	Maint Sprvsn - Pump PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5630-131	Maint Sprvsn - Pump FICA	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ -	\$ 20	\$ 20	100.0%
new	602-5630-132	Maint Sprvsn - Pump Med	\$ -	\$ -	\$ -	\$ -	\$ 18	\$ -	\$ 18	\$ 18	100.0%
new	602-5630-135	Maint Sprvsn - Pump Longvty	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ 2	\$ 2	100.0%
new	602-5630-160	Maint Sprvsn - Pump Hlth	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ 30	\$ 30	100.0%
new	602-5630-161	Maint Sprvsn - Pump Life	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 1	\$ 1	100.0%
new	602-5630-162	Maint Sprvsn - Pump Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5630-163	Maint Sprvsn - Pump Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5630-340	Maint Pump Oper Supplies	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 500	100.0%
600-5631-100	602-5631-110	Maint Wellhs Booster Sta Wages	\$ 12,847	\$ 13,500	\$ 7,419	\$ 15,000	\$ 11,094	\$ -	\$ 11,094	\$ (2,406)	-18.7%
new	602-5631-115	Maint Wellhs Booster Sta OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5631-120	Maint Wellhs Boost Sta PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5631-131	Maint Wellhs Booster Sta FICA	\$ -	\$ -	\$ -	\$ -	\$ 853	\$ -	\$ 853	\$ 853	100.0%
new	602-5631-132	Maint Wellhs Booster Sta Med	\$ -	\$ -	\$ -	\$ -	\$ 544	\$ -	\$ 544	\$ 544	100.0%
new	602-5631-135	Maint Wellhs Boost Sta Longvty	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ 50	100.0%
new	602-5631-160	Maint Wellhs Booster Sta Hlth	\$ -	\$ -	\$ -	\$ -	\$ 1,691	\$ -	\$ 1,691	\$ 1,691	100.0%
new	602-5631-161	Maint Wellhs Booster Sta Life	\$ -	\$ -	\$ -	\$ -	\$ 17	\$ -	\$ 17	\$ 17	100.0%
new	602-5631-162	Maint Wellhs Booster Sta Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5631-163	Maint Wellhs Boost Sta Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5631-240	Maint Wellhs Boost Sta by Oth	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%
new	602-5631-350	Maint-Wellhs, Booster Sta	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	100.0%
600-5633-100	602-5633-110	Maint Pump Equip Above Wages	\$ 8,216	\$ 11,000	\$ 5,550	\$ 15,000	\$ 3,025	\$ -	\$ 3,025	\$ (7,975)	-97.1%
new	602-5633-115	Maint Pump Equip Above OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5633-120	Maint Pump Equip Above PT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5633-131	Maint Pump Equip Above FICA	\$ -	\$ -	\$ -	\$ -	\$ 234	\$ -	\$ 234	\$ 234	100.0%
new	602-5633-132	Maint Pump Equip Above Med	\$ -	\$ -	\$ -	\$ -	\$ 208	\$ -	\$ 208	\$ 208	100.0%
new	602-5633-135	Maint Pump Equip Above Lngvty	\$ -	\$ -	\$ -	\$ -	\$ 39	\$ -	\$ 39	\$ 39	100.0%
new	602-5633-160	Maint Pump Equip Above Hlth	\$ -	\$ -	\$ -	\$ -	\$ 699	\$ -	\$ 699	\$ 699	100.0%
new	602-5633-161	Maint Pump Equip Above Life	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ -	\$ 7	\$ 7	100.0%
new	602-5633-162	Maint Pump Equip Above Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5633-163	Maint Pump Equip Above Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5633-240	Maint Pump Equip Above by Oth	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 20,000	\$ 25,000	\$ 25,000	100.0%
new	602-5633-355	Maint Pump Above Equip Exp	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	100.0%
600-5633-101	deleted	Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
<b>Subtotal Pumping Expenses</b>			<b>\$ 285,413</b>	<b>\$ 315,800</b>	<b>\$ 117,797</b>	<b>\$ 323,500</b>	<b>\$ 318,483</b>	<b>\$ 20,000</b>	<b>\$ 338,483</b>	<b>\$ 22,683</b>	<b>7.9%</b>

City of Fitchburg  
Utility Fund #602 - Water  
2017 Operating Budget

2017 Operating Budget			Revisions								
Acct #	New Acct #	Account Name	2015	2016	06/2016	2016	2017	2017	2017		Budget Change
			Actual	Adopted Budget	YTD Actual	Estimate	Request	Thru Adoption	Budget		
600-5640-100	602-5640-110	Maint Sprvsn Trtmt Wages	\$ 1,363	\$ 500	\$ 567	\$ 1,100	\$ 715	\$ -	\$ 715	\$ 215	15.8%
new	602-5640-115	Maint Sprvsn Trtmt OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5640-120	Maint Sprvsn Trtmt PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5640-131	Maint Sprvsn Trtmt FICA	\$ -	\$ -	\$ -	\$ -	\$ 55	\$ -	\$ 55	\$ 55	100.0%
new	602-5640-132	Maint Sprvsn Trtmt Med	\$ -	\$ -	\$ -	\$ -	\$ 49	\$ -	\$ 49	\$ 49	100.0%
new	602-5640-135	Maint Sprvsn Trtmt Longvty	\$ -	\$ -	\$ -	\$ -	\$ 6	\$ -	\$ 6	\$ 6	100.0%
new	602-5640-160	Maint Sprvsn Trtmt Hlth	\$ -	\$ -	\$ -	\$ -	\$ 84	\$ -	\$ 84	\$ 84	100.0%
new	602-5640-161	Maint Sprvsn Trtmt Life	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ 2	\$ 2	100.0%
new	602-5640-162	Maint Sprvsn Trtmt Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5640-163	Maint Sprvsn Trtmt Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-5641-100	602-5641-340	Chemicals	\$ 60,967	\$ 72,000	\$ 25,327	\$ 72,000	\$ 72,000	\$ -	\$ 72,000	\$ -	0.0%
600-5642-100	602-5642-110	H2O Test, Fill Pumps Wages	\$ 18,928	\$ 17,000	\$ 7,375	\$ 17,000	\$ 15,274	\$ -	\$ 15,274	\$ (1,726)	-9.1%
new	602-5642-115	H2O Test, Fill Pumps OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,119	\$ 1,119	\$ 1,119	100.0%
new	602-5642-120	H2O Test, Fill Pumps PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5642-131	H2O Test, Fill Pumps FICA	\$ -	\$ -	\$ -	\$ -	\$ 1,179	\$ 86	\$ 1,265	\$ 1,265	100.0%
new	602-5642-132	H2O Test, Fill Pumps Med	\$ -	\$ -	\$ -	\$ -	\$ 1,048	\$ 76	\$ 1,124	\$ 1,124	100.0%
new	602-5642-135	H2O Test, Fill Pumps Longvty	\$ -	\$ -	\$ -	\$ -	\$ 132	\$ -	\$ 132	\$ 132	100.0%
new	602-5642-160	H2O Test, Fill Pumps Hlth	\$ -	\$ -	\$ -	\$ -	\$ 1,007	\$ -	\$ 1,007	\$ 1,007	100.0%
new	602-5642-161	H2O Test, Fill Pumps Life	\$ -	\$ -	\$ -	\$ -	\$ 55	\$ 1	\$ 56	\$ 56	100.0%
new	602-5642-162	H2O Test, Fill Pumps Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5642-163	H2O Test, Fill Pumps Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5642-290	Water Testing	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	100.0%
600-5643-100	602-5643-340	Misc Expenses	\$ 368	\$ 100	\$ 1,535	\$ 1,600	\$ 100	\$ -	\$ 100	\$ -	0.0%
600-5651-100	602-5651-240	Maint Wtr Trtmt Struct by Oth	\$ -	\$ 100	\$ 33	\$ 100	\$ 50	\$ -	\$ 50	\$ (50)	100.0%
new	602-5651-350	Maint Rep Supp-Wtr Trtmt Strct	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ 50	100.0%
600-5652-100	602-5652-110	Maint Wtr Trtmt Plant Wages	\$ 5,611	\$ 8,000	\$ 2,040	\$ 6,000	\$ 2,417	\$ -	\$ 2,417	\$ (5,583)	-99.5%
new	602-5652-115	Maint Wtr Trtmt Plant OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5652-120	Maint Wtr Trtmt Plant PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5652-131	Maint Wtr Trtmt Plant FICA	\$ -	\$ -	\$ -	\$ -	\$ 187	\$ -	\$ 187	\$ 187	100.0%
new	602-5652-132	Maint Wtr Trtmt Plant Med	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ -	\$ 167	\$ 167	100.0%
new	602-5652-135	Maint Wtr Trtmt Plant Longvty	\$ -	\$ -	\$ -	\$ -	\$ 31	\$ -	\$ 31	\$ 31	100.0%
new	602-5652-160	Maint Wtr Trtmt Plant Hlth	\$ -	\$ -	\$ -	\$ -	\$ 493	\$ -	\$ 493	\$ 493	100.0%
new	602-5652-161	Maint Wtr Trtmt Plant Life	\$ -	\$ -	\$ -	\$ -	\$ 6	\$ -	\$ 6	\$ 6	100.0%
new	602-5652-162	Maint Wtr Trtmt Plant Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5652-163	Maint Wtr Trtmt Plant Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5652-240	Maint Wtr Trtmt Plant by Oth	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	100.0%
new	602-5652-350	Maint & Rep Supp-Wtr Trtmt Plt	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%
new	602-5652-355	Maint Wtr Trtmt Equip Exp	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 4,000	\$ 5,500	\$ 5,500	100.0%
Subtotal Water Treatment Expenses			\$ 87,237	\$ 97,700	\$ 36,878	\$ 97,800	\$ 103,607	\$ 5,282	\$ 108,889	\$ 11,189	12.8%
600-5660-100	602-5660-110	Oper Sprvsn & Eng Wages	\$ 6,067	\$ 1,500	\$ 938	\$ 1,500	\$ 835	\$ -	\$ 835	\$ (665)	-11.0%
new	602-5660-115	Oper Sprvsn & Eng OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5660-120	Oper Sprvsn & Eng PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5660-131	Oper Sprvsn & Eng FICA	\$ -	\$ -	\$ -	\$ -	\$ 64	\$ -	\$ 64	\$ 64	100.0%
new	602-5660-132	Oper Sprvsn & Eng Med	\$ -	\$ -	\$ -	\$ -	\$ 57	\$ -	\$ 57	\$ 57	100.0%
new	602-5660-135	Oper Sprvsn & Eng Longvty	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ -	\$ 7	\$ 7	100.0%
new	602-5660-160	Oper Sprvsn & Eng Hlth	\$ -	\$ -	\$ -	\$ -	\$ 104	\$ -	\$ 104	\$ 104	100.0%
new	602-5660-161	Oper Sprvsn & Eng Life	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ 2	\$ 2	100.0%
new	602-5660-162	Oper Sprvsn & Eng Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5660-163	Oper Sprvsn & Eng Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-5661-100	602-5661-110	Twr & Res, Insp & Logs Wages	\$ 1,519	\$ 800	\$ 491	\$ 1,100	\$ 1,690	\$ -	\$ 1,690	\$ 890	58.6%
new	602-5661-115	Twr & Res, Insp & Logs OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5661-120	Twr & Res, Insp & Logs PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5661-131	Twr & Res, Insp & Logs FICA	\$ -	\$ -	\$ -	\$ -	\$ 130	\$ -	\$ 130	\$ 130	100.0%
new	602-5661-132	Twr & Res, Insp & Logs Med	\$ -	\$ -	\$ -	\$ -	\$ 116	\$ -	\$ 116	\$ 116	100.0%
new	602-5661-135	Twr & Res Insp & Logs Longvty	\$ -	\$ -	\$ -	\$ -	\$ 14	\$ -	\$ 14	\$ 14	100.0%
new	602-5661-160	Twr & Res, Insp & Logs Hlth	\$ -	\$ -	\$ -	\$ -	\$ 186	\$ -	\$ 186	\$ 186	100.0%
new	602-5661-161	Twr & Res, Insp & Logs Life	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ -	\$ 5	\$ 5	100.0%
new	602-5661-162	Twr & Res, Insp & Logs Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5661-163	Twr & Res, Insp & Logs Dntl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-5662-100	602-5662-110	Flushing - Mains & Hyd Wages	\$ 9,839	\$ 8,000	\$ 5,311	\$ 11,000	\$ 8,652	\$ -	\$ 8,652	\$ 652	6.6%
new	602-5662-115	Flushing - Mains & Hydrants OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5662-120	Flushing - Mains & Hyd PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5662-131	Flushing - Mains & Hyd FICA	\$ -	\$ -	\$ -	\$ -	\$ 668	\$ -	\$ 668	\$ 668	100.0%
new	602-5662-132	Flushing - Mains & Hyd Med	\$ -	\$ -	\$ -	\$ -	\$ 593	\$ -	\$ 593	\$ 593	100.0%
new	602-5662-135	Flushing - Mains & Hyd Longvty	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ -	\$ 75	\$ 75	100.0%
new	602-5662-160	Flushing - Mains & Hyd Hlth	\$ -	\$ -	\$ -	\$ -	\$ 1,502	\$ -	\$ 1,502	\$ 1,502	100.0%
new	602-5662-161	Flushing - Mains & Hyd Life	\$ -	\$ -	\$ -	\$ -	\$ 22	\$ -	\$ 22	\$ 22	100.0%
new	602-5662-162	Flushing - Mains & Hyd Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5662-163	Flushing - Mains & Hyd Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5662-340	Mains - Flushing Mains & Hyd.	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%
600-5663-100	602-5663-110	Replace Meters Wages	\$ 10,738	\$ 11,000	\$ 4,349	\$ 11,000	\$ 7,598	\$ -	\$ 7,598	\$ (3,402)	-31.7%
new	602-5663-115	Replace Meters OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5663-120	Replace Meters PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5663-131	Replace Meters FICA	\$ -	\$ -	\$ -	\$ -	\$ 588	\$ -	\$ 588	\$ 588	100.0%
new	602-5663-132	Replace Meters Med	\$ -	\$ -	\$ -	\$ -	\$ 523	\$ -	\$ 523	\$ 523	100.0%
new	602-5663-135	Replace Meters Longvty	\$ -	\$ -	\$ -	\$ -	\$ 89	\$ -	\$ 89	\$ 89	100.0%
new	602-5663-160	Replace Meters Hlth	\$ -	\$ -	\$ -	\$ -	\$ 1,022	\$ -	\$ 1,022	\$ 1,022	100.0%
new	602-5663-161	Replace Meters Life	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ -	\$ 25	\$ 25	100.0%
new	602-5663-162	Replace Meters Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5663-163	Replace Meters Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-5664-100	602-5664-110	Customer Inquiries Wages	\$ 11,482	\$ 3,700	\$ 9,887	\$ 18,000	\$ 14,564	\$ -	\$ 14,564	\$ 10,864	94.6%
new	602-5664-115	Customer Inquiries OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,119	\$ 1,119	\$ 1,119	100.0%
new	602-5664-120	Customer Inquiries PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5664-131	Customer Inquiries FICA	\$ -	\$ -	\$ -	\$ -	\$ 1,121	\$ 86	\$ 1,207	\$ 1,207	100.0%
new	602-5664-132	Customer Inquiries Med	\$ -	\$ -	\$ -	\$ -	\$ 997	\$ 76	\$ 1,073	\$ 1,073	100.0%
new	602-5664-135	Customer Inquiries Longvty	\$ -	\$ -	\$ -	\$ -	\$ 94	\$ -	\$ 94	\$ 94	100.0%
new	602-5664-160	Customer Inquiries Hlth	\$ -	\$ -	\$ -	\$ -	\$ 2,455	\$ -	\$ 2,455	\$ 2,455	100.0%
new	602-5664-161	Customer Inquiries Life	\$ -	\$ -	\$ -	\$ -	\$ 33	\$ 1	\$ 34	\$ 34	100.0%
new	602-5664-162	Customer Inquiries Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5664-163	Customer Inquiries Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%

City of Fitchburg  
Utility Fund #602 - Water  
2017 Operating Budget

Acct #	New Acct #	Account Name	2015		2016		2016		2017		Revisions		2017		Budget	
			Actual	Adopted	YTD Actual	Estimate	Request	Thru	Adoption	Budget	Budget	Change	Budget	Change		
600-5665-100	602-5665-110	Locates, GIS Wages	\$ 52,078	\$ 53,000	\$ 21,034	\$ 53,000	\$ 49,757	\$ -	\$ 49,757	\$ (3,243)	-6.2%					
new	602-5665-115	Locates, GIS OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5665-120	Locates, GIS PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ 22,757	\$ -	\$ 22,757	\$ 22,757	100.0%					
new	602-5665-131	Locates, GIS FICA	\$ -	\$ -	\$ -	\$ -	\$ 5,560	\$ -	\$ 5,560	\$ 5,560	100.0%					
new	602-5665-132	Locates, GIS Med	\$ -	\$ -	\$ -	\$ -	\$ 3,395	\$ -	\$ 3,395	\$ 3,395	100.0%					
new	602-5665-135	Locates, GIS Longvty	\$ -	\$ -	\$ -	\$ -	\$ 169	\$ -	\$ 169	\$ 169	100.0%					
new	602-5665-160	Locates, GIS Hlth	\$ -	\$ -	\$ -	\$ -	\$ 12,877	\$ -	\$ 12,877	\$ 12,877	100.0%					
new	602-5665-161	Locates, GIS Life	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ -	\$ 75	\$ 75	100.0%					
new	602-5665-162	Locates, GIS Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5665-163	Locates, GIS Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5665-323	Uniform & Protective Gear	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%					
new	602-5665-340	Maint Facility Exp (1/4)	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ 13,000	\$ 13,000	100.0%					
600-5666-100	602-5666-922	Rents - Maint. Facility (1/4)	\$ 10,000	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.0%					
600-5667-100	602-5670-110	Maint Supervision & Eng wages	\$ 771	\$ 4,500	\$ 354	\$ 1,000	\$ 399	\$ -	\$ 399	\$ (4,101)	-531.7%					
new	602-5670-115	Maint Sprvsn & Eng OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5670-120	Maint Sprvsn & Eng PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5670-131	Maint Sprvsn & Eng FICA	\$ -	\$ -	\$ -	\$ -	\$ 31	\$ -	\$ 31	\$ 31	100.0%					
new	602-5670-132	Maint Sprvsn & Eng Med	\$ -	\$ -	\$ -	\$ -	\$ 27	\$ -	\$ 27	\$ 27	100.0%					
new	602-5670-135	Maint Sprvsn & Eng Longvty	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ -	\$ 3	\$ 3	100.0%					
new	602-5670-160	Maint Sprvsn & Eng Hlth	\$ -	\$ -	\$ -	\$ -	\$ 53	\$ -	\$ 53	\$ 53	100.0%					
new	602-5670-161	Maint Sprvsn & Eng Life	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 1	\$ 1	100.0%					
new	602-5670-162	Maint Sprvsn & Eng Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5670-163	Maint Sprvsn & Eng Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
600-5671-100	602-5671-110	Maint Struct & Imprv Wages	\$ 2,646	\$ 3,000	\$ 840	\$ 2,000	\$ 1,114	\$ -	\$ 1,114	\$ (1,886)	-71.3%					
new	602-5671-115	Maint Struct & Imprv OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5671-120	Maint Struct & Imprv PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5671-131	Maint Struct & Imprv FICA	\$ -	\$ -	\$ -	\$ -	\$ 87	\$ -	\$ 87	\$ 87	100.0%					
new	602-5671-132	Maint Struct & Imprv Med	\$ -	\$ -	\$ -	\$ -	\$ 77	\$ -	\$ 77	\$ 77	100.0%					
new	602-5671-135	Maint Struct & Imprv Longvty	\$ -	\$ -	\$ -	\$ -	\$ 18	\$ -	\$ 18	\$ 18	100.0%					
new	602-5671-160	Maint Struct & Imprv Hlth	\$ -	\$ -	\$ -	\$ -	\$ 368	\$ -	\$ 368	\$ 368	100.0%					
new	602-5671-161	Maint Struct & Imprv Life	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ 2	\$ 2	100.0%					
new	602-5671-162	Maint Struct & Imprv Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5671-163	Maint Struct & Imprv Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5671-240	Struc & Imp-Rep by Others	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000	\$ 17,000	\$ 17,000	100.0%					
new	602-5671-350	Struct & Imprv-Repair, Supp	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%					
600-5672-100	602-5672-110	Maint Twr & Resrv Wages	\$ 3,364	\$ 17,000	\$ 4,459	\$ 10,000	\$ 2,705	\$ -	\$ 2,705	\$ (14,295)	-425.0%					
new	602-5672-115	Maint Twr & Resrv OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5672-120	Maint Twr & Resrv PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5672-131	Maint Twr & Resrv FICA	\$ -	\$ -	\$ -	\$ -	\$ 210	\$ -	\$ 210	\$ 210	100.0%					
new	602-5672-132	Maint Twr & Resrv Med	\$ -	\$ -	\$ -	\$ -	\$ 186	\$ -	\$ 186	\$ 186	100.0%					
new	602-5672-135	Maint Twr & Resrv Longvty	\$ -	\$ -	\$ -	\$ -	\$ 36	\$ -	\$ 36	\$ 36	100.0%					
new	602-5672-160	Maint Twr & Resrv Hlth	\$ -	\$ -	\$ -	\$ -	\$ 686	\$ -	\$ 686	\$ 686	100.0%					
new	602-5672-161	Maint Twr & Resrv Life	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ -	\$ 5	\$ 5	100.0%					
new	602-5672-162	Maint Twr & Resrv Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5672-163	Maint Twr & Resrv Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5672-240	Maint Twr & Resrv-Prof Svcs	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	100.0%					
new	602-5672-350	Twr & Resrv Rep & Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%					
600-5673-100	602-5673-110	Maint of Mains Wages	\$ 36,771	\$ 50,000	\$ 8,634	\$ 40,000	\$ 8,268	\$ -	\$ 8,268	\$ (41,732)	-113.5%					
new	602-5673-115	Maint of Mains OT	\$ -	\$ -	\$ -	\$ -	\$ 3,955	\$ -	\$ 3,955	\$ 3,955	100.0%					
new	602-5673-120	Maint of Mains PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5673-131	Maint of Mains FICA	\$ -	\$ -	\$ -	\$ -	\$ 941	\$ -	\$ 941	\$ 941	100.0%					
new	602-5673-132	Maint of Mains Med	\$ -	\$ -	\$ -	\$ -	\$ 836	\$ -	\$ 836	\$ 836	100.0%					
new	602-5673-135	Maint of Mains Longvty	\$ -	\$ -	\$ -	\$ -	\$ 73	\$ -	\$ 73	\$ 73	100.0%					
new	602-5673-160	Maint of Mains Hlth	\$ -	\$ -	\$ -	\$ -	\$ 2,043	\$ -	\$ 2,043	\$ 2,043	100.0%					
new	602-5673-161	Maint of Mains Life	\$ -	\$ -	\$ -	\$ -	\$ 26	\$ -	\$ 26	\$ 26	100.0%					
new	602-5673-162	Maint of Mains Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5673-163	Maint of Mains Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5673-240	Maint & Repair Mains- by other	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	100.0%					
new	602-5673-350	Maint & Repair Supplies - Main	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	100.0%					
600-5675-100	602-5675-110	Maint of Services Wages	\$ 11,116	\$ 20,000	\$ 6,916	\$ 15,000	\$ 6,135	\$ -	\$ 6,135	\$ (13,865)	-124.7%					
new	602-5675-115	Maint of Services OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5675-120	Maint of Services PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5675-131	Maint of Services FICA	\$ -	\$ -	\$ -	\$ -	\$ 474	\$ -	\$ 474	\$ 474	100.0%					
new	602-5675-132	Maint of Services Med	\$ -	\$ -	\$ -	\$ -	\$ 421	\$ -	\$ 421	\$ 421	100.0%					
new	602-5675-135	Maint of Services Longvty	\$ -	\$ -	\$ -	\$ -	\$ 61	\$ -	\$ 61	\$ 61	100.0%					
new	602-5675-160	Maint of Services Hlth	\$ -	\$ -	\$ -	\$ -	\$ 1,155	\$ -	\$ 1,155	\$ 1,155	100.0%					
new	602-5675-161	Maint of Services Life	\$ -	\$ -	\$ -	\$ -	\$ 13	\$ -	\$ 13	\$ 13	100.0%					
new	602-5675-162	Maint of Services Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5675-163	Maint of Services Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5675-240	Maint & Repair Svcs- by others	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	100.0%					
new	602-5675-340	Oper Matl & Supplies-Services	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%					
new	602-5675-350	Repair & Maint Supp- Svcs	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	100.0%					
600-5676-100	602-5676-110	Maint of Meters Wages	\$ 10,621	\$ 19,000	\$ 12,347	\$ 20,000	\$ 2,672	\$ -	\$ 2,672	\$ (16,328)	-153.7%					
new	602-5676-115	Maint of Meters OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5676-120	Maint of Meters PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5676-131	Maint of Meters FICA	\$ -	\$ -	\$ -	\$ -	\$ 206	\$ -	\$ 206	\$ 206	100.0%					
new	602-5676-132	Maint of Meters Med	\$ -	\$ -	\$ -	\$ -	\$ 183	\$ -	\$ 183	\$ 183	100.0%					
new	602-5676-135	Maint of Meters Longvty	\$ -	\$ -	\$ -	\$ -	\$ 22	\$ -	\$ 22	\$ 22	100.0%					
new	602-5676-160	Maint of Meters Hlth	\$ -	\$ -	\$ -	\$ -	\$ 482	\$ -	\$ 482	\$ 482	100.0%					
new	602-5676-161	Maint of Meters Life	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ -	\$ 7	\$ 7	100.0%					
new	602-5676-162	Maint of Meters Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5676-163	Maint of Meters Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5676-240	Maint & Repair Meters-by other	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	100.0%					
new	602-5676-350	Repair & Maint Supplies-Meters	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	100.0%					
600-5677-100	602-5677-110	Maint of Hydrants Wages	\$ 14,209	\$ 24,000	\$ 980	\$ 24,000	\$ 5,123	\$ -	\$ 5,123	\$ (18,877)	-132.8%					
new	602-5677-115	Maint of Hydrants OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5677-120	Maint of Hydrants PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5677-131	Maint of Hydrants FICA	\$ -	\$ -	\$ -	\$ -	\$ 394	\$ -	\$ 394	\$ 394	100.0%					
new	602-5677-132	Maint of Hydrants Med	\$ -	\$ -	\$ -	\$ -	\$ 136	\$ -	\$ 136	\$ 136	100.0%					
new	602-5677-135	Maint of Hydrants Longvty	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ -	\$ 25	\$ 25	100.0%					
new	602-5677-160	Maint of Hydrants Hlth	\$ -	\$ -	\$ -	\$ -	\$ 384	\$ -	\$ 384	\$ 384	100.0%					
new	602-5677-161	Maint of Hydrants Life	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ -	\$ 5	\$ 5	100.0%					
new	602-5677-162	Maint of Hydrants Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5677-163	Maint of Hydrants Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%					
new	602-5677-240	Maint of Hydrants-by others	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12							

City of Fitchburg  
Utility Fund #602 - Water  
2017 Operating Budget

2017 Operating Budget			2016					Revisions		2017		Budget	
Acct #	New Acct #	Account Name	2015 Actual	Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Thru Adoption	2017 Budget	Budget Change			
600-5678-100	602-5678-110	Maint of Misc Plant Wages	\$ 2,410	\$ 4,000	\$ 4,980	\$ 9,000	\$ 4,575	\$ -	\$ 4,575	\$ 575	23.9%		
new	602-5678-115	Maint of Misc Plant OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5678-120	Maint of Misc Plant PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5678-131	Maint of Misc Plant FICA	\$ -	\$ -	\$ -	\$ -	\$ 354	\$ -	\$ 354	\$ 354	100.0%		
new	602-5678-132	Maint of Misc Plant Med	\$ -	\$ -	\$ -	\$ -	\$ 315	\$ -	\$ 315	\$ 315	100.0%		
new	602-5678-135	Maint of Misc Plnt Longvty	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ 50	100.0%		
new	602-5678-160	Maint of Misc Plant Hlth	\$ -	\$ -	\$ -	\$ -	\$ 460	\$ -	\$ 460	\$ 460	100.0%		
new	602-5678-161	Maint of Misc Plant Life	\$ -	\$ -	\$ -	\$ -	\$ 17	\$ -	\$ 17	\$ 17	100.0%		
new	602-5678-162	Maint of Misc Plant Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5678-163	Maint of Misc Plant Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5678-240	Maint of Misc Plant-by others	\$ -	\$ -	\$ -	\$ -	\$ 84,000	\$ -	\$ 84,000	\$ 84,000	100.0%		
new	602-5678-350	Maint & Rep Supp Misc Plant	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 500	100.0%		
new	602-5678-355	Maint of Misc Plant Equip Exp	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ 7,000	\$ 7,000	100.0%		
600-5678-101	combined	Cross Connection Control Prgm	\$ 8,431	\$ 94,000	\$ 1,802	\$ 10,000	\$ -	\$ -	\$ -	\$ (94,000)	-1114.9%		
Subtotal Transmission & Distrib Exp			\$ 192,062	\$ 323,500	\$ 88,322	\$ 236,600	\$ 397,740	\$ 18,282	\$ 416,022	\$ 92,522	48.2%		
600-5901-100	602-5901-110	Oper Cust Supervsn Wages	\$ 9,544	\$ 800	\$ 1,836	\$ 3,600	\$ 1,843	\$ -	\$ 1,843	\$ 1,043	10.9%		
new	602-5901-115	Oper Cust Supervsn OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5901-120	Oper Cust Supervsn PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5901-131	Oper Cust Supervsn FICA	\$ -	\$ -	\$ -	\$ -	\$ 142	\$ -	\$ 142	\$ 142	100.0%		
new	602-5901-132	Oper Cust Supervsn Med	\$ -	\$ -	\$ -	\$ -	\$ 126	\$ -	\$ 126	\$ 126	100.0%		
new	602-5901-135	Oper Cust Supervsn Longvty	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ -	\$ 15	\$ 15	100.0%		
new	602-5901-160	Oper Cust Supervsn Hlth	\$ -	\$ -	\$ -	\$ -	\$ 228	\$ -	\$ 228	\$ 228	100.0%		
new	602-5901-161	Oper Cust Supervsn Life	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ -	\$ 5	\$ 5	100.0%		
new	602-5901-162	Oper Cust Supervsn Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5901-163	Oper Cust Supervsn Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
600-5902-100	602-5902-110	Meter Read Wages	\$ 2,808	\$ 7,500	\$ 1,311	\$ 2,700	\$ 1,802	\$ -	\$ 1,802	\$ (5,698)	-202.9%		
new	602-5902-115	Meter Read OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5902-120	Meter Read PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5902-131	Meter Read FICA	\$ -	\$ -	\$ -	\$ -	\$ 139	\$ -	\$ 139	\$ 139	100.0%		
new	602-5902-132	Meter Read Med	\$ -	\$ -	\$ -	\$ -	\$ 124	\$ -	\$ 124	\$ 124	100.0%		
new	602-5902-135	Meter Read Longvty	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ -	\$ 20	\$ 20	100.0%		
new	602-5902-160	Meter Read Hlth	\$ -	\$ -	\$ -	\$ -	\$ 159	\$ -	\$ 159	\$ 159	100.0%		
new	602-5902-161	Meter Read Life	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ -	\$ 7	\$ 7	100.0%		
new	602-5902-162	Meter Read Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5902-163	Meter Read Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
600-5903-100	602-5903-110	Cust Rec/Collections Wages	\$ 43,711	\$ 43,000	\$ 20,901	\$ 43,000	\$ 43,230	\$ -	\$ 43,230	\$ 230	0.5%		
new	602-5903-115	Cust Rec/Collections OT	\$ -	\$ -	\$ -	\$ -	\$ 168	\$ -	\$ 168	\$ 168	100.0%		
new	602-5903-120	Cust Rec/Collections PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ 1,520	\$ -	\$ 1,520	\$ 1,520	100.0%		
new	602-5903-131	Cust Rec/Collections FICA	\$ -	\$ -	\$ -	\$ -	\$ 3,456	\$ -	\$ 3,456	\$ 3,456	100.0%		
new	602-5903-132	Cust Rec/Collections Med	\$ -	\$ -	\$ -	\$ -	\$ 2,968	\$ -	\$ 2,968	\$ 2,968	100.0%		
new	602-5903-135	Cust Rec/Collections Longvty	\$ -	\$ -	\$ -	\$ -	\$ 253	\$ -	\$ 253	\$ 253	100.0%		
new	602-5903-160	Cust Rec/Collections Hlth	\$ -	\$ -	\$ -	\$ -	\$ 14,470	\$ -	\$ 14,470	\$ 14,470	100.0%		
new	602-5903-161	Cust Rec/Collections Life	\$ -	\$ -	\$ -	\$ -	\$ 54	\$ -	\$ 54	\$ 54	100.0%		
new	602-5903-162	Cust Rec/Collections Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5903-163	Cust Rec/Collections Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
600-5905-100	602-5905-310	Office Supp/Postage	\$ 6,173	\$ 6,000	\$ 3,901	\$ 6,000	\$ 6,500	\$ -	\$ 6,500	\$ 500	8.1%		
600-5906-100	602-5906-310	Cust Svc:Info Off Supp/Postage	\$ 2,842	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	0.0%		
Subtotal Customer Account Expenses			\$ 65,077	\$ 59,300	\$ 27,949	\$ 57,300	\$ 79,229	\$ -	\$ 79,229	\$ 19,929	30.6%		
600-5920-100	602-5920-110	Admin & Gen Salaries Wages	\$ 54,969	\$ 74,000	\$ 35,664	\$ 75,000	\$ 64,003	\$ 10,579	\$ 74,582	\$ 582	1.1%		
600-5920-101	Delete	Salaries New Prop-BUDGET ONLY	\$ -	\$ 4,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,100)	100.0%		
new	602-5920-115	Admin & Gen Salaries OT	\$ -	\$ -	\$ -	\$ -	\$ 785	\$ 381	\$ 1,166	\$ 1,166	100.0%		
new	602-5920-120	Admin & Gen Salaries PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ 7,983	\$ -	\$ 7,983	\$ 7,983	100.0%		
600-5920-131	602-5920-131	Admin & Gen Salaries FICA	\$ -	\$ -	\$ -	\$ -	\$ 5,598	\$ 838	\$ 6,436	\$ 6,436	100.0%		
new	602-5920-132	Admin & Gen Salaries Med	\$ -	\$ -	\$ -	\$ -	\$ 4,434	\$ 745	\$ 5,179	\$ 5,179	100.0%		
new	602-5920-135	Admin & Gen Longvty	\$ -	\$ -	\$ -	\$ -	\$ 412	\$ -	\$ 412	\$ 412	100.0%		
new	602-5920-160	Admin & Gen Salaries Hlth	\$ -	\$ -	\$ -	\$ -	\$ 12,640	\$ 3,876	\$ 16,516	\$ 16,516	100.0%		
new	602-5920-161	Admin & Gen Salaries Life	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ 3	\$ 78	\$ 78	100.0%		
new	602-5920-162	Admin & Gen Salaries Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68	\$ 68	\$ 68	100.0%		
new	602-5920-163	Admin & Gen Salaries Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 254	\$ 254	\$ 254	100.0%		
600-5137-181	602-5920-181	General Pay for Performance	\$ -	\$ 4,154	\$ -	\$ -	\$ 2,608	\$ -	\$ 2,608	\$ (1,546)	100.0%		
600-5926-133	602-5926-135	EOY GASB 68 PENSION EXPENSE	\$ (51)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%		
600-5137-185	602-5920-185	FSA Admin Fees	\$ -	\$ 60	\$ -	\$ 60	\$ 100	\$ -	\$ 100	\$ 40	100.0%		
600-5921-100	602-5921-245	Computer Related Expenses	\$ 7,646	\$ 6,000	\$ 1,155	\$ 2,500	\$ 34,500	\$ -	\$ 34,500	\$ 28,500	372.8%		
600-5921-101	602-5921-310	Office Supplies & Expenses	\$ 16,454	\$ 10,695	\$ 10,715	\$ 14,000	\$ 2,000	\$ -	\$ 2,000	\$ (8,695)	-52.8%		
new	602-5921-570	Technology ISF Allocation	\$ -	\$ -	\$ -	\$ -	\$ 10,007	\$ 528	\$ 10,535	\$ 10,535	100.0%		
600-5923-100	602-5923-210	Professional Services	\$ 27,848	\$ 52,000	\$ 7,270	\$ 15,000	\$ 52,000	\$ -	\$ 52,000	\$ -	0.0%		
new	602-5923-290	Outside Services Employed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58	\$ 58	\$ 58	100.0%		
600-5924-100	602-5924-511	Property Insurance	\$ 6,037	\$ 25,000	\$ -	\$ 10,000	\$ 3,800	\$ (3,167)	\$ 633	\$ (24,367)	-403.7%		
new	602-5924-572	INSURANCE ISF ALLOCATION-PROP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,167	\$ 3,167	\$ 3,167	100.0%		
600-5925-100	602-5925-512	Liability Insurance	\$ 17,994	\$ 23,000	\$ 12,861	\$ 20,000	\$ 8,000	\$ (6,667)	\$ 1,333	\$ (21,667)	-120.4%		
new	602-5925-514	Automobile Insurance	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ (1,333)	\$ 267	\$ 267	100.0%		
new	602-5925-572	INSURANCE ISF ALLOCATION-OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,750	\$ 15,750	\$ 15,750	100.0%		
new	602-5925-595	Worker's Comp Insurance	\$ -	\$ -	\$ -	\$ -	\$ 8,700	\$ (7,150)	\$ 1,550	\$ 1,550	100.0%		
new	602-5925-596	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
600-5926-100	Delete	Employee Pensions & Benefits	\$ 77,771	\$ 85,000	\$ 45,793	\$ 85,000	\$ -	\$ -	\$ -	\$ (85,000)	-109.3%		
600-5926-101	Delete	Benefits New Prop-BUDGET ONLY	\$ -	\$ 509	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (509)	100.0%		
new	602-5926-160	Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5926-161	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5926-162	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5926-163	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%		
new	602-5926-323	Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 100	\$ 2,100	\$ 2,100	100.0%		
600-5928-100	602-5928-210	Reg Comm Exp	\$ 1,933	\$ 5,000	\$ 4,906	\$ 5,100	\$ -	\$ -	\$ -	\$ (5,000)	-258.7%		

City of Fitchburg  
Utility Fund #602 - Water  
2017 Operating Budget

Acct #	New Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Budget	Budget Change	
600-5930-100	602-5930-110	Misc Gen Wages	\$ 46,453	\$ 48,000	\$ 20,937	\$ 48,000	\$ 13,082	\$ -	\$ 13,082	\$ (34,908)	-75.1%
new	602-5930-115	Misc Gen OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5930-120	Misc Gen PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ 726	\$ -	\$ 726	\$ 726	100.0%
new	602-5930-131	Misc Gen FICA	\$ -	\$ -	\$ -	\$ -	\$ 1,065	\$ -	\$ 1,065	\$ 1,065	100.0%
new	602-5930-132	Misc Gen Med	\$ -	\$ -	\$ -	\$ -	\$ 897	\$ -	\$ 897	\$ 897	100.0%
new	602-5930-135	Misc Gen Longvty	\$ -	\$ -	\$ -	\$ -	\$ 106	\$ -	\$ 106	\$ 106	100.0%
new	602-5930-160	Misc Gen Hlth	\$ -	\$ -	\$ -	\$ -	\$ 2,758	\$ -	\$ 2,758	\$ 2,758	100.0%
new	602-5930-161	Misc Gen Life	\$ -	\$ -	\$ -	\$ -	\$ 16	\$ -	\$ 16	\$ 16	100.0%
new	602-5930-162	Misc Gen Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5930-163	Misc Gen Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5930-250	Misc Gen Public Notices/Ads	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 500	100.0%
new	602-5930-320	Publications Dues Subscripns	\$ -	\$ -	\$ -	\$ -	\$ 1,700	\$ -	\$ 1,700	\$ 1,700	100.0%
new	602-5930-325	Training & Staff Development	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%
new	602-5930-330	Vehicle Use Reimb	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 500	100.0%
new	602-5930-389	Admin Fees	\$ -	\$ -	\$ -	\$ -	\$ 27,850	\$ -	\$ 27,850	\$ 27,850	100.0%
new	602-5930-350	Misc Gen Rep & Maint Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	100.0%
600-5931-100	602-5931-922	Rents (Office City Hall 1/2)	\$ 11,667	\$ 11,700	\$ 5,908	\$ 11,700	\$ 11,700	\$ -	\$ 11,700	\$ -	0.0%
new	602-5932-110	Gen Plant Maint Wages	\$ -	\$ -	\$ -	\$ -	\$ 2,875	\$ -	\$ 2,875	\$ 2,875	100.0%
new	602-5932-115	Gen Plant Maint OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5932-120	Gen Plant Maint PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5932-131	Gen Plant Maint FICA	\$ -	\$ -	\$ -	\$ -	\$ 222	\$ -	\$ 222	\$ 222	100.0%
new	602-5932-132	Gen Plant Maint Med	\$ -	\$ -	\$ -	\$ -	\$ 198	\$ -	\$ 198	\$ 198	100.0%
new	602-5932-135	Gen Plant Maint Longvty	\$ -	\$ -	\$ -	\$ -	\$ 33	\$ -	\$ 33	\$ 33	100.0%
new	602-5932-160	Gen Plant Maint Hlth	\$ -	\$ -	\$ -	\$ -	\$ 575	\$ -	\$ 575	\$ 575	100.0%
new	602-5932-161	Gen Plant Maint Life	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ -	\$ 7	\$ 7	100.0%
new	602-5932-162	Gen Plant Maint Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	602-5932-163	Gen Plant Maint Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-5932-100	602-5932-335	Maint of Gen Plant Vehicle Exp	\$ 7,803	\$ 8,000	\$ 4,236	\$ 8,000	\$ 6,000	\$ -	\$ 6,000	\$ (2,000)	-25.6%
<b>Subtotal Admin &amp; General Expenses</b>			<b>\$ 276,523</b>	<b>\$ 357,218</b>	<b>\$ 149,444</b>	<b>\$ 294,360</b>	<b>\$ 294,065</b>	<b>\$ 18,030</b>	<b>\$ 312,095</b>	<b>\$ (45,123)</b>	<b>-16.3%</b>
new	602-5999-110	Projects-Clearing	\$ -	\$ -	\$ -	\$ -	\$ 14,887	\$ -	\$ 14,887	\$ 14,887	100.0%
new	602-5999-131	Projects-Clearing	\$ -	\$ -	\$ -	\$ -	\$ 1,150	\$ -	\$ 1,150	\$ 1,150	100.0%
new	602-5999-132	Projects-Clearing	\$ -	\$ -	\$ -	\$ -	\$ 1,022	\$ -	\$ 1,022	\$ 1,022	100.0%
new	602-5999-135	Projects-Clearing	\$ -	\$ -	\$ -	\$ -	\$ 145	\$ -	\$ 145	\$ 145	100.0%
new	602-5999-160	Projects-Clearing	\$ -	\$ -	\$ -	\$ -	\$ 3,410	\$ -	\$ 3,410	\$ 3,410	100.0%
new	602-5999-161	Projects-Clearing	\$ -	\$ -	\$ -	\$ -	\$ 14	\$ -	\$ 14	\$ 14	100.0%
<b>Subtotal Project Clearing Accounts</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,628</b>	<b>\$ -</b>	<b>\$ 20,628</b>	<b>\$ 20,628</b>	<b>100.0%</b>
<b>Total Water Expenses</b>			<b>\$ 2,685,000</b>	<b>\$ 2,508,618</b>	<b>\$ 452,216</b>	<b>\$ 2,326,660</b>	<b>\$ 2,623,303</b>	<b>\$ 86,594</b>	<b>\$ 2,709,897</b>	<b>\$ 114,977</b>	<b>4.3%</b>
<b>[Net Surplus/(Deficit)]</b>			<b>\$ 958,529</b>	<b>\$ 833,451</b>	<b>\$ 831,524</b>	<b>\$ 902,596</b>	<b>\$ 1,087,277</b>	<b>\$ (86,594)</b>	<b>\$ 1,000,683</b>	<b>\$ 253,534</b>	

Acct #	Fixed Asset Projects	As of 12/31/2015	2016 Adopted Budget	As of 6/30/2016	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Budget	Budget Change
600-10718	Future Glacier Valley Imprvmts	\$ 7,035	\$ -	\$ 7,035	\$ 7,035	\$ -	\$ -	\$ -	\$ -
600-10721	#4704 King James Booster Imp (2011)	\$ 8,827	\$ 341,000	\$ 8,827	\$ 200,000	\$ -	\$ -	\$ -	\$ (341,000)
600-10722	#4629 AMI	\$ -	\$ 300,000	\$ 126,169	\$ 300,000	\$ -	\$ -	\$ -	\$ (300,000)
600-10725	#4530 2014 SYENE WTR MAIN CONNECTION	\$ 787	\$ 99,000	\$ 787	\$ 787	\$ -	\$ -	\$ -	\$ (99,000)
600-10727	#4630 VERONA RD RELOCATES	\$ 139,297	\$ 1,305,703	\$ 182,220	\$ 1,325,000	\$ 792,500	\$ -	\$ 792,500	\$ (513,203)
600-10732	#4633 2015 Well Improvements	\$ 9,094	\$ 110,000	\$ 56,894	\$ 56,894	\$ -	\$ -	\$ -	\$ (110,000)
600-10736	#4633 Well No 4 - Emergency Services	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -
600-10737	#3319 Resurfacing	\$ -	\$ 16,000	\$ -	\$ 8,000	\$ 17,000	\$ -	\$ 17,000	\$ 1,000
TBD	#3468 Lacy Rd-Comm Ctr to Syene Rd	\$ -	\$ -	\$ -	\$ -	\$ 485,000	\$ -	\$ 485,000	\$ 485,000
TBD	#4614 NE Neighborhood Water Main Ext (#4614)	\$ -	\$ 150,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ (150,000)
TBD	#4632 Water Main Oversizing (#4632)	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 30,000	\$ -	\$ 30,000	\$ 15,000
TBD	#4532 Tower F Land Acquisition	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (150,000)
TBD	#4518 Well 12 & Pumphouse (#4518)	\$ -	\$ 1,165,000	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ (765,000)
TBD	#2014 GIS Upgrades & Maint (#2014)	\$ -	\$ 24,982	\$ -	\$ -	\$ 900	\$ -	\$ 900	\$ (24,082)
TBD	#4634 Fire Sta. Utility Extensions	\$ -	\$ 164,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (164,000)
<b>Subtotal Capital Improvements</b>		<b>\$ 165,039</b>	<b>\$ 3,840,685</b>	<b>\$ 381,931</b>	<b>\$ 1,982,716</b>	<b>\$ 1,725,400</b>	<b>\$ -</b>	<b>\$ 1,725,400</b>	<b>\$ (2,115,285)</b>
TBD	Truck Mounted Diffuser	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
TBD	#3101 Chevy Silverado	\$ -	\$ -	\$ -	\$ -	\$ 13,600	\$ -	\$ 13,600	\$ 13,600
<b>Subtotal Capital Equipment</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,100</b>	<b>\$ -</b>	<b>\$ 15,100</b>	<b>\$ 15,100</b>
<b>Total Fixed Asset Projects</b>		<b>\$ 165,039</b>	<b>\$ 3,840,685</b>	<b>\$ 381,931</b>	<b>\$ 1,982,716</b>	<b>\$ 1,740,500</b>	<b>\$ -</b>	<b>\$ 1,740,500</b>	<b>\$ (2,100,185)</b>

City of Fitchburg  
Utility Fund #603 - Sewer  
2017 Operating Budget

Acct #	New Acct #	Account Name	2015	2016	06/2016	2016	2017	Revisions	2017	Budget
			Actual	Adopted Budget	YTD Actual	Estimate	Request	Thru Adoption	Budget	Change
600-4421-200	603-4421-000	CIAC-Sewer	\$ 339,208	\$ 210,000	\$ -	\$ 230,000	\$ 210,000	\$ -	\$ 210,000	\$ - 0.0%
600-4421-202	603-4421-001	CIAC - From City-Sewer	\$ 107,998	\$ 145,000	\$ -	\$ 145,000	\$ 145,000	\$ -	\$ 145,000	\$ - 0.0%
600-4621-200	603-4621-000	Other Sewer Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
600-4621-201	603-4621-001	Unmetered - Residential	\$ 9,812	\$ 9,800	\$ 5,190	\$ 9,900	\$ 10,000	\$ -	\$ 10,000	\$ 200 2.0%
600-4621-202	603-4621-002	Unmetered - Commercial	\$ 814	\$ 1,000	\$ 451	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ - 0.0%
600-4621-203	603-4621-003	Unmetered - Industrial	\$ 218	\$ 206	\$ 113	\$ 210	\$ 250	\$ -	\$ 250	\$ 44 20.2%
600-4621-204	603-4621-004	Public Unmetered Revenue	\$ 218	\$ 206	\$ 113	\$ 210	\$ 250	\$ -	\$ 250	\$ 44 20.2%
600-4622-200	603-4622-000	Metered - Residential	\$ 1,140,275	\$ 1,100,000	\$ 552,921	\$ 1,110,000	\$ 1,110,000	\$ -	\$ 1,110,000	\$ 10,000 0.9%
600-4622-201	603-4622-001	Metered - Commercial	\$ 290,147	\$ 260,000	\$ 898	\$ 130,000	\$ 260,000	\$ -	\$ 260,000	\$ - 0.0%
600-4622-202	603-4622-002	Metered - Industrial	\$ 312,297	\$ 310,000	\$ 89,604	\$ 312,000	\$ 320,000	\$ -	\$ 320,000	\$ 10,000 3.2%
600-4622-203	603-4622-003	Metered - Public Authority	\$ 8,914	\$ 8,000	\$ 4,440	\$ 9,000	\$ 10,000	\$ -	\$ 10,000	\$ 2,000 22.4%
600-4622-204	603-4622-004	Metered - MF Residential	\$ 514,181	\$ 500,000	\$ 241,091	\$ 520,000	\$ 525,000	\$ -	\$ 525,000	\$ 25,000 4.9%
600-4623-200	603-4623-000	Public Authority Rev.- Metered	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
600-4625-200	603-4625-000	Miscellaneous Sewer Rev.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
<b>Subtotal Sewer Service Revenues</b>			<b>\$ 2,724,082</b>	<b>\$ 2,544,212</b>	<b>\$ 894,821</b>	<b>\$ 2,467,320</b>	<b>\$ 2,591,500</b>	<b>\$ -</b>	<b>\$ 2,591,500</b>	<b>\$ 47,288 1.7%</b>
600-4636-200	603-4475-000	P-Card Rebate	\$ -	\$ 500	\$ 1,657	\$ 1,657	\$ 2,000	\$ -	\$ 2,000	\$ 1,500 100.0%
600-4631-200	603-4631-000	Forfeited Discounts	\$ 4,478	\$ 3,500	\$ 2,007	\$ 4,000	\$ 4,500	\$ -	\$ 4,500	\$ 1,000 22.3%
600-4634-200	603-4634-000	Misc. Oper. Rev.- Sewer Conn.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
600-4635-200	603-4635-000	Misc. Operating Revenue	\$ 1,100	\$ 1,200	\$ 524	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ - 0.0%
600-4635-201	603-4635-001	Interceptor Conn Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
<b>Subtotal Other Sewer Revenues</b>			<b>\$ 5,578</b>	<b>\$ 5,200</b>	<b>\$ 4,188</b>	<b>\$ 6,857</b>	<b>\$ 7,700</b>	<b>\$ -</b>	<b>\$ 7,700</b>	<b>\$ 2,500 44.8%</b>
<b>Total Sewer Revenues</b>			<b>\$ 2,729,660</b>	<b>\$ 2,549,412</b>	<b>\$ 899,009</b>	<b>\$ 2,474,177</b>	<b>\$ 2,599,200</b>	<b>\$ -</b>	<b>\$ 2,599,200</b>	<b>\$ 49,788 1.8%</b>

			2015	2016	06/2016	2016	2017	Revisions			
Acct #	Account Name		Actual	Adopted Budget	YTD Actual	Estimate	Request	Thru Adoption	2017 Budget	Budget Change	
600-5403-200	603-5403-530	Depreciation Expense	\$ 204,207	\$ 220,000	\$ -	\$ 220,000	\$ 220,000	\$ -	\$ 220,000	\$ -	0.0%
600-5408-200	603-5408-534	Taxes	\$ 11,182	\$ 11,000	\$ 4,596	\$ 11,500	\$ 11,500	\$ -	\$ 11,500	\$ 500	4.5%
600-5430-200	603-5430-532	Interest on Adv from Muni	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
Subtotal Depr, Taxes, Interest			\$ 215,390	\$ 231,000	\$ 4,596	\$ 231,500	\$ 231,500	\$ -	\$ 231,500	\$ 500	0.2%
600-5827-200	603-5827-340	Other Oper Supp & Exp (MMSD)	\$ 1,630,054	\$ -	\$ 449,970	\$ 1,800,000	\$ 1,800,000	\$ -	\$ 1,800,000	\$ 1,800,000	110.4%
New	603-5828-110	Transportation Exp Wages	\$ -	\$ -	\$ -	\$ -	\$ 2,875	\$ -	\$ 2,875	\$ 2,875	100.0%
New	603-5828-115	Transportation Exp OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5828-120	Transportation Exp PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5828-131	Transportation Exp FICA	\$ -	\$ -	\$ -	\$ -	\$ 222	\$ -	\$ 222	\$ 222	100.0%
New	603-5828-132	Transportation Exp Med	\$ -	\$ -	\$ -	\$ -	\$ 198	\$ -	\$ 198	\$ 198	100.0%
New	603-5828-135	Transportation Exp Longvty	\$ -	\$ -	\$ -	\$ -	\$ 33	\$ -	\$ 33	\$ 33	100.0%
New	603-5828-160	Transportation Exp Hlth	\$ -	\$ -	\$ -	\$ -	\$ 575	\$ -	\$ 575	\$ 575	100.0%
New	603-5828-161	Transportation Exp Life	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ -	\$ 7	\$ 7	100.0%
New	603-5828-162	Transportation Exp Disability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5828-163	Transportation Exp Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-5828-200	603-5828-335	Transportation Exp	\$ 10,215	\$ 10,000	\$ 3,994	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ (3,000)	-29.4%
600-5830-200	603-5830-355	Meter Exp (Jt Metering)	\$ 105,283	\$ 65,000	\$ -	\$ 90,000	\$ 90,000	\$ -	\$ 90,000	\$ 25,000	23.7%
New	603-5834-110	Gen Plant Wages	\$ -	\$ -	\$ -	\$ -	\$ 2,657	\$ -	\$ 2,657	\$ 2,657	100.0%
New	603-5834-115	Gen Plant OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5834-120	Gen Plant PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5834-131	Gen Plant FICA	\$ -	\$ -	\$ -	\$ -	\$ 205	\$ -	\$ 205	\$ 205	100.0%
New	603-5834-132	Gen Plant Med	\$ -	\$ -	\$ -	\$ -	\$ 182	\$ -	\$ 182	\$ 182	100.0%
New	603-5834-135	Gen Plant Longvty	\$ -	\$ -	\$ -	\$ -	\$ 22	\$ -	\$ 22	\$ 22	100.0%
New	603-5834-160	Gen Plant Hlth	\$ -	\$ -	\$ -	\$ -	\$ 476	\$ -	\$ 476	\$ 476	100.0%
New	603-5834-161	Gen Plant Life	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ -	\$ 7	\$ 7	100.0%
New	603-5834-162	Gen Plant Disability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5834-163	Gen Plant Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-5834-200	603-5834-350	Maint & Repair Supp Gen Plant	\$ 3,794	\$ 7,500	\$ 1,141	\$ 4,000	\$ 2,000	\$ -	\$ 2,000	\$ (5,500)	-145.0%
Subtotal Operating Expenses			\$ 1,749,346	\$ 82,500	\$ 455,105	\$ 1,901,000	\$ 1,906,459	\$ -	\$ 1,906,459	\$ 1,823,959	104.3%
New	603-5831-110	Collection System Wages	\$ -	\$ -	\$ -	\$ -	\$ 12,730	\$ -	\$ 12,730	\$ 12,730	100.0%
New	603-5831-115	Collection System OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5831-120	Collection System PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5831-131	Collection System FICA	\$ -	\$ -	\$ -	\$ -	\$ 986	\$ -	\$ 986	\$ 986	100.0%
New	603-5831-132	Collection System Med	\$ -	\$ -	\$ -	\$ -	\$ 876	\$ -	\$ 876	\$ 876	100.0%
New	603-5831-135	Collection System Longvty	\$ -	\$ -	\$ -	\$ -	\$ 159	\$ -	\$ 159	\$ 159	100.0%
New	603-5831-160	Collection System Hlth	\$ -	\$ -	\$ -	\$ -	\$ 2,241	\$ -	\$ 2,241	\$ 2,241	100.0%
New	603-5831-161	Collection System Life	\$ -	\$ -	\$ -	\$ -	\$ 37	\$ -	\$ 37	\$ 37	100.0%
New	603-5831-162	Collection System Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5831-163	Collection System Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-5831-200	603-5831-210	Maint of Coll System-by others	\$ 34,514	\$ 70,000	\$ 2,734	\$ 70,000	\$ 15,000	\$ -	\$ 15,000	\$ (55,000)	-159.4%
New	603-5831-350	Coll Syst-Maint,Repair,Supp	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	100.0%
Subtotal Maintenance Expenses			\$ 34,514	\$ 70,000	\$ 2,734	\$ 70,000	\$ 42,029	\$ -	\$ 42,029	\$ (27,971)	-81.0%
600-5840-200	603-5903-110	Acct'g & Coll Wages	\$ 47,166	\$ 48,000	\$ 22,501	\$ 36,500	\$ 43,223	\$ -	\$ 43,223	\$ (4,777)	-10.1%
New	603-5903-115	Acct'g & Coll OT	\$ -	\$ -	\$ -	\$ -	\$ 168	\$ -	\$ 168	\$ 168	100.0%
New	603-5903-120	Acct'g & Coll PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ 1,520	\$ -	\$ 1,520	\$ 1,520	100.0%
New	603-5903-131	Acct'g & Coll FICA	\$ -	\$ -	\$ -	\$ -	\$ 3,455	\$ -	\$ 3,455	\$ 3,455	100.0%
New	603-5903-132	Acct'g & Coll Med	\$ -	\$ -	\$ -	\$ -	\$ 2,968	\$ -	\$ 2,968	\$ 2,968	100.0%
New	603-5903-135	Acct'g & Coll Longvty	\$ -	\$ -	\$ -	\$ -	\$ 253	\$ -	\$ 253	\$ 253	100.0%
New	603-5903-160	Acct'g & Coll Hlth	\$ -	\$ -	\$ -	\$ -	\$ 14,468	\$ -	\$ 14,468	\$ 14,468	100.0%
New	603-5903-161	Acct'g & Coll Life	\$ -	\$ -	\$ -	\$ -	\$ 54	\$ -	\$ 54	\$ 54	100.0%
New	603-5903-162	Acct'g & Coll Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5903-163	Acct'g & Coll Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-5840-201	603-5903-290	PSN Fees	\$ 13,369	\$ 12,000	\$ 8,196	\$ 16,500	\$ 17,000	\$ -	\$ 17,000	\$ 5,000	37.4%
New	603-5903-310	Acct'g & Coll-Off Supp/Postage	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	100.0%
600-5842-200	603-5902-110	Meter Reading Wages	\$ 2,808	\$ 7,000	\$ 1,204	\$ 7,000	\$ 1,717	\$ -	\$ 1,717	\$ (5,283)	-188.2%
New	603-5902-115	Meter Reading OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5902-120	Meter Reading PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5902-131	Meter Reading FICA	\$ -	\$ -	\$ -	\$ -	\$ 133	\$ -	\$ 133	\$ 133	100.0%
New	603-5902-132	Meter Reading Med	\$ -	\$ -	\$ -	\$ -	\$ 118	\$ -	\$ 118	\$ 118	100.0%
New	603-5902-135	Meter Reading Longvty	\$ -	\$ -	\$ -	\$ -	\$ 19	\$ -	\$ 19	\$ 19	100.0%
New	603-5902-160	Meter Reading Hlth	\$ -	\$ -	\$ -	\$ -	\$ 156	\$ -	\$ 156	\$ 156	100.0%
New	603-5902-161	Meter Reading Life	\$ -	\$ -	\$ -	\$ -	\$ 7	\$ -	\$ 7	\$ 7	100.0%
New	603-5902-162	Meter Reading Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
New	603-5902-163	Meter Reading Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
Subtotal Customer Acct Expenses			\$ 63,343	\$ 67,000	\$ 31,901	\$ 60,000	\$ 87,759	\$ -	\$ 87,759	\$ 20,759	32.8%



City of Fitchburg  
Utility Fund #603 - Sewer  
2017 Operating Budget

Acct #	New Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Budget	Budget Change	
600-5850-200	603-5920-110	Admin & Gen Wages	\$ 60,239	\$ 72,000	\$ 35,664	\$ 56,000	\$ 59,168	\$ 26,447	\$ 85,615	\$ 13,615	22.6%
600-5850-201	603-5920-115	Admin & Gen OT	\$ -	\$ 4,100	\$ -	\$ -	\$ -	\$ 954	\$ 954	\$ (3,146)	100.0%
new	603-5920-120	Admin & Gen PT/Seas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-5850-131	603-5920-131	Admin & Gen FICA	\$ -	\$ -	\$ -	\$ -	\$ 4,557	\$ 2,096	\$ 6,653	\$ 6,653	100.0%
new	603-5920-132	Admin & Gen Med	\$ -	\$ -	\$ -	\$ -	\$ 4,051	\$ 1,863	\$ 5,914	\$ 5,914	100.0%
600-5854-133	603-5920-133	EOY GASB 68 Pension Expense	\$ (49)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
new	603-5920-135	Admin & Gen Longvty	\$ -	\$ -	\$ -	\$ -	\$ 402	\$ -	\$ 402	\$ 402	100.0%
new	603-5920-160	Admin & Gen Hlth	\$ -	\$ -	\$ -	\$ -	\$ 12,057	\$ 9,690	\$ 21,747	\$ 21,747	100.0%
new	603-5920-161	Admin & Gen Life	\$ -	\$ -	\$ -	\$ -	\$ 72	\$ 16	\$ 88	\$ 88	100.0%
new	603-5920-162	Admin & Gen Disab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170	\$ 170	\$ 170	100.0%
new	603-5920-163	Admin & Gen Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 636	\$ 636	\$ 636	100.0%
new	603-5920-181	Pay for Performance	\$ -	\$ -	\$ -	\$ -	\$ 719	\$ -	\$ 719	\$ 719	100.0%
600-5851-200	603-5921-310	Office Supplies & Expense	\$ 6,029	\$ 4,800	\$ 2,860	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ 1,200	19.9%
600-5851-201	603-5921-245	Computer Related Expenses	\$ 4,424	\$ 17,395	\$ 7,639	\$ 10,000	\$ 12,000	\$ -	\$ 12,000	\$ (5,395)	-121.9%
new	603-5921-570	Technology ISF Allocation	\$ -	\$ -	\$ -	\$ -	\$ 10,015	\$ 1,200	\$ 11,215	\$ 11,215	100.0%
600-5852-200	603-5923-210	Professional Services	\$ 9,575	\$ 12,000	\$ 6,902	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ -	0.0%
new	603-5923-290	Outside Services Employed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145	\$ 145	\$ 145	100.0%
600-5853-200	603-5924-511	Property Insurance	\$ 16,043	\$ 20,000	\$ 13,425	\$ 18,000	\$ 3,800	\$ (3,167)	\$ 633	\$ (19,367)	-120.7%
new	603-5924-572	INSURANCE ISF ALLOCATION-PROP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,167	\$ 3,167	\$ 3,167	100.0%
new	603-5925-512	Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 7,400	\$ (6,167)	\$ 1,233	\$ 1,233	100.0%
new	603-5925-514	Automobile Insurance	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ (1,333)	\$ 267	\$ 267	100.0%
new	603-5925-572	INSURANCE ISF ALLOCATION-OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,469	\$ 10,469	\$ 10,469	100.0%
new	603-5925-595	Worker's Comp Insurance	\$ -	\$ -	\$ -	\$ -	\$ 2,300	\$ (1,706)	\$ 594	\$ 594	100.0%
new	603-5925-596	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
600-5854-200	603-5926-160	Health Insurance	\$ 43,100	\$ 53,000	\$ 24,189	\$ 53,000	\$ -	\$ -	\$ -	\$ (53,000)	-123.0%
new	603-5926-161	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	603-5926-162	Disability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	603-5926-163	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
new	603-5926-323	Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ 250	\$ 2,050	\$ 2,050	100.0%
600-5854-201	Delete	Benefits New Prop-BUDGET ONLY	\$ -	\$ 509	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (509)	100.0%
600-5856-200	603-5930-340	Misc Gen Operating	\$ 34,835	\$ 38,000	\$ 12,097	\$ 35,000	\$ 14,000	\$ -	\$ 14,000	\$ (24,000)	-68.9%
new	603-5930-389	Admin Fees	\$ -	\$ -	\$ -	\$ -	\$ 27,850	\$ -	\$ 27,850	\$ 27,850	100.0%
600-5857-200	603-5930-922	Rents -Maint Facility 1/2	\$ 20,000	\$ 20,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	0.0%
<b>Subtotal Admin &amp; Gen Expenses</b>			<b>\$ 194,196</b>	<b>\$ 241,804</b>	<b>\$ 112,775</b>	<b>\$ 210,000</b>	<b>\$ 199,791</b>	<b>\$ 44,730</b>	<b>\$ 244,521</b>	<b>\$ 2,717</b>	<b>1.4%</b>
new	603-5999-110	Projects Clearing	\$ -	\$ -	\$ -	\$ -	\$ 1,567	\$ -	\$ 1,567	\$ 1,567	100.0%
new	603-5999-131	Projects Clearing	\$ -	\$ -	\$ -	\$ -	\$ 121	\$ -	\$ 121	\$ 121	100.0%
new	603-5999-132	Projects Clearing	\$ -	\$ -	\$ -	\$ -	\$ 108	\$ -	\$ 108	\$ 108	100.0%
new	603-5999-135	Projects Clearing	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ -	\$ 15	\$ 15	100.0%
new	603-5999-160	Projects Clearing	\$ -	\$ -	\$ -	\$ -	\$ 359	\$ -	\$ 359	\$ 359	100.0%
new	603-5999-161	Projects Clearing	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ 2	\$ 2	100.0%
<b>Subtotal Project Clearing Accounts</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,172</b>	<b>\$ -</b>	<b>\$ 2,172</b>	<b>\$ 2,172</b>	<b>100.0%</b>
<b>Total Sewer Expenses</b>			<b>\$ 2,256,789</b>	<b>\$ 692,304</b>	<b>\$ 607,110</b>	<b>\$ 2,472,500</b>	<b>\$ 2,469,710</b>	<b>\$ 44,730</b>	<b>\$ 2,514,440</b>	<b>\$ 1,822,136</b>	<b>80.7%</b>

**Net Surplus/(Deficit) \$ 472,871 \$ 1,857,108 \$ 291,899 \$ 1,677 \$ 129,490 \$ (44,730) \$ 84,760 \$ (1,772,348)**

Acct #	Fixed Asset Projects	As of 12/31/2015	2016 Adopted Budget	As of 6/30/2016	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Budget	Budget Change
600-10706	Rolfmeyer Rd Sanitary Sewer	\$ 14,067	\$ -	\$ 14,067	\$ 14,067	\$ -	\$ -	\$ -	\$ -
600-10727	#4630 Verona Road Sanitary Sewer Relocations	\$ -	\$ 775,000	\$ -	\$ 50,000	\$ 792,500	\$ -	\$ 792,500	\$ 17,500
600-10737	#3319 Resurfacing	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ 8,000
600-10738	#4636 Seminole Hwy Interceptor	\$ -	\$ 724,500	\$ -	\$ 724,500	\$ -	\$ -	\$ -	\$ (724,500)
TBD	#4635 Woods Hollow Interceptor Extension	\$ -	\$ -	\$ -	\$ -	\$ 47,250	\$ -	\$ 47,250	\$ 47,250
TBD	#2014 GIS Upgrades	\$ -	\$ -	\$ -	\$ -	\$ 900	\$ -	\$ 900	\$ 900
TBD	#4523 Effluent Return Line Study	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (40,000)
TBD	#3468 Lacy Rd-Comm Ctr to Syene Rd	\$ -	\$ -	\$ -	\$ -	\$ 315,000	\$ -	\$ 315,000	\$ 315,000
TBD	#4634 Fire Sta. Utility Extensions	\$ -	\$ 164,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (164,000)
TBD	#4637 Syene Interceptor Extension	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ 250,000
<b>Subtotal Capital Improvements</b>		<b>\$ 14,067</b>	<b>\$ 1,703,500</b>	<b>\$ 14,067</b>	<b>\$ 796,567</b>	<b>\$ 1,413,650</b>	<b>\$ -</b>	<b>\$ 1,413,650</b>	<b>\$ (539,850)</b>
TBD	#3101 Chevy Silverado	\$ -	\$ -	\$ -	\$ -	\$ 13,600	\$ -	\$ 13,600	\$ 13,600
<b>Subtotal Capital Equipment</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,600</b>	<b>\$ -</b>	<b>\$ 13,600</b>	<b>\$ 13,600</b>
<b>Total Fixed Asset Projects</b>		<b>\$ 14,067</b>	<b>\$ 1,703,500</b>	<b>\$ 14,067</b>	<b>\$ 796,567</b>	<b>\$ 1,427,250</b>	<b>\$ -</b>	<b>\$ 1,427,250</b>	<b>\$ (526,250)</b>

City of Fitchburg  
Stormwater Utility Fund #604  
2017 Operating Budget

Acct #	New Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Budget	Budget Change
601-4461-300	604-4461-000	Res-Urban Service Area 50&51	\$ 315,929	\$ 317,000	\$ 159,068	\$ 317,000	\$ 317,000	\$ -	\$ 317,000	\$ - 0.0%
601-4461-301	604-4461-001	Res-Rural ST54/ST55-Annual	\$ 26,196	\$ 28,000	\$ 66	\$ 28,000	\$ 28,000	\$ -	\$ 28,000	\$ - 0.0%
601-4461-302	604-4461-002	Rural-Sngl & Dup Qtrly 58&59	\$ 6,140	\$ 6,300	\$ 3,069	\$ 6,300	\$ 6,300	\$ -	\$ 6,300	\$ - 0.0%
601-4462-300	604-4462-000	Non-Res-U Service Area 53	\$ 487,577	\$ 476,000	\$ 243,062	\$ 490,000	\$ 490,000	\$ -	\$ 490,000	\$ 14,000 2.9%
601-4462-301	604-4462-001	Non-Res-Rural ST 57	\$ 35,128	\$ 37,000	\$ 17,406	\$ 37,000	\$ 37,000	\$ -	\$ 37,000	\$ - 0.0%
601-4463-300	604-4463-000	Multi-family-U Srv Area 52	\$ 179,515	\$ 176,000	\$ 93,511	\$ 186,000	\$ 186,000	\$ -	\$ 186,000	\$ 10,000 5.6%
601-4463-301	604-4463-001	Multi-family-Rural ST 56	\$ 3,087	\$ 3,200	\$ 1,543	\$ 3,200	\$ 3,200	\$ -	\$ 3,200	\$ - 0.0%
<b>Subtotal User Fee Revenues</b>			<b>\$ 1,053,571</b>	<b>\$ 1,043,500</b>	<b>\$ 517,726</b>	<b>\$ 1,067,500</b>	<b>\$ 1,067,500</b>	<b>\$ -</b>	<b>\$ 1,067,500</b>	<b>\$ 24,000 2.3%</b>
601-4200-300	604-4200-000	Capital Paid in by Muni	\$ 502,045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 0.0%
601-4421-300	604-4421-000	CIAC	\$ 710,298	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 0.0%
<b>Subtotal CIAC and Related</b>			<b>\$ 1,212,343</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ - 0.0%</b>
601-4419-300	604-4419-000	Interest Income	\$ 1,603	\$ 1,200	\$ -	\$ 1,600	\$ 1,600	\$ -	\$ 1,600	\$ 400 25.0%
601-4425-300	604-4425-000	Misc Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
601-4434-300	604-4434-000	Misc. Credits to Surplus	\$ 44,552	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 0.0%
601-4460-300	604-4460-000	Stormwater Grants	\$ 36,025	\$ 25,500	\$ 10,500	\$ 111,000	\$ -	\$ -	\$ -	\$ (25,500) -70.8%
601-4470-300	604-4470-000	Forfeited Discounts	\$ 2,686	\$ 2,000	\$ 1,130	\$ 2,700	\$ 2,700	\$ -	\$ 2,700	\$ 700 26.1%
601-4474-300	604-4474-000	Miscellaneous Revenues	\$ 1,248	\$ 1,000	\$ (0)	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ - 0.0%
601-4474-301	604-4474-001	Permit Revenues	\$ 46,578	\$ 30,000	\$ 27,669	\$ 35,000	\$ 35,000	\$ -	\$ 35,000	\$ 5,000 10.7%
601-4474-302	604-4474-002	Farm Land Lease	\$ 2,250	\$ 5,852	\$ -	\$ 2,250	\$ 2,250	\$ -	\$ 2,250	\$ (3,602) -160.1%
601-4475-300	604-4475-000	P-Card Rebate	\$ -	\$ 200	\$ 143	\$ 143	\$ 200	\$ -	\$ 200	\$ - 100.0%
<b>Subtotal Other Stormsewer Revenues</b>			<b>\$ 134,942</b>	<b>\$ 65,752</b>	<b>\$ 39,442</b>	<b>\$ 153,693</b>	<b>\$ 42,750</b>	<b>\$ -</b>	<b>\$ 42,750</b>	<b>\$ (23,002) -17.0%</b>
<b>Total Stormsewer Revenues</b>			<b>\$ 2,400,856</b>	<b>\$ 1,109,252</b>	<b>\$ 557,168</b>	<b>\$ 1,221,193</b>	<b>\$ 1,110,250</b>	<b>\$ -</b>	<b>\$ 1,110,250</b>	<b>\$ 998 0.0%</b>

Acct #		Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Budget	Revisions Thru Adoption	2017 Budget	Budget Change
601-5403-300	604-5403-530	Depreciation Exp	\$ 505,870	\$ 480,000	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	\$ 20,000 4.0%
601-5430-300	604-5430-532	Interest on Debt to Muni	\$ 65,317	\$ 35,721	\$ 18,395	\$ 75,700	\$ 75,500	\$ -	\$ 75,500	\$ 39,779 60.9%
<b>Subtotal Depr, Taxes, Interest</b>			<b>\$ 571,187</b>	<b>\$ 515,721</b>	<b>\$ 18,395</b>	<b>\$ 575,700</b>	<b>\$ 575,500</b>	<b>\$ -</b>	<b>\$ 575,500</b>	<b>\$ 59,779 10.5%</b>
601-5138-181	601-5138-181	PAY FOR PERFORMANCE	\$ -	\$ 1,044	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,044) 100.0%
601-5601-301	604-5601-110	Hwy Crew Wages	\$ 54,816	\$ 45,000	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ (45,000) -82.1%
new	604-5601-115	Hwy Crew OT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (45,000) 100.0%
new	604-5601-120	Hwy Crew PT/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-5601-131	Hwy Crew FICA/Med	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-5601-132	Hwy Crew WRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-5601-135	Hwy Crew Longevity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-5601-160	Hwy Crew Health	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-5601-161	Hwy Crew Life	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-5601-162	Hwy Crew Disability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-5601-163	Hwy Crew Dental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-5601-240	Maint by Oth-Inlet Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
601-5601-302	604-5601-340	Oper Materials & Supp	\$ 1,354	\$ 2,000	\$ 600	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ - 0.0%
601-5601-304	604-5601-350	Maint Supp- Inlet Repair	\$ 1,756	\$ 13,000	\$ 294	\$ 13,000	\$ 33,000	\$ -	\$ 33,000	\$ 20,000 1138.8%
601-5601-303	604-5601-355	Equipment Expense	\$ -	\$ 500	\$ -	\$ 500	\$ 8,500	\$ -	\$ 8,500	\$ 8,000 100.0%
601-5601-305	Delete	Equipment Expense	\$ 2,331	\$ 8,000	\$ 4,457	\$ 8,000	\$ -	\$ -	\$ -	\$ (8,000) -343.2%
601-5601-306	Delete	Maint Supp- Inlet Repair	\$ 38,893	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ (20,000) -51.4%
<b>Subtotal Operating Expenses</b>			<b>\$ 99,150</b>	<b>\$ 88,500</b>	<b>\$ 5,351</b>	<b>\$ 98,500</b>	<b>\$ 43,500</b>	<b>\$ -</b>	<b>\$ 43,500</b>	<b>\$ (90,000) -90.8%</b>
601-5408-300	604-5408-131	Social Security Tax	\$ 10,261	\$ 10,000	\$ 4,545	\$ 10,500	\$ -	\$ -	\$ -	\$ (10,000) -97.5%
601-5902-300	604-5903-110	General Acctg Wages	\$ 29,044	\$ 30,000	\$ 13,626	\$ 30,000	\$ 28,818	\$ -	\$ 28,818	\$ (1,182) -4.1%
new	604-5903-115	General Acctg OT	\$ -	\$ -	\$ -	\$ -	\$ 112	\$ -	\$ 112	\$ 112 100.0%
new	604-5903-120	General Acctg PT/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ 960	\$ -	\$ 960	\$ 960 100.0%
new	604-5903-131	General Acctg FICA/Med	\$ -	\$ -	\$ -	\$ -	\$ 2,300	\$ -	\$ 2,300	\$ 2,300 100.0%
new	604-5903-132	General Acctg WRS	\$ -	\$ -	\$ -	\$ -	\$ 1,979	\$ -	\$ 1,979	\$ 1,979 100.0%
new	604-5903-135	General Acctg Longevity	\$ -	\$ -	\$ -	\$ -	\$ 169	\$ -	\$ 169	\$ 169 100.0%
new	604-5903-160	General Acctg Health	\$ -	\$ -	\$ -	\$ -	\$ 9,647	\$ -	\$ 9,647	\$ 9,647 100.0%
new	604-5903-161	General Acctg Life	\$ -	\$ -	\$ -	\$ -	\$ 36	\$ -	\$ 36	\$ 36 100.0%
new	604-5903-162	General Acctg Disability	\$ -	\$ -	\$ -	\$ -	\$ 171	\$ -	\$ 171	\$ 171 100.0%
new	604-5903-163	General Acctg Dental	\$ -	\$ -	\$ -	\$ -	\$ 682	\$ -	\$ 682	\$ 682 100.0%
601-5903-300	604-5905-310	Cust Exp Office Supp/Postage	\$ 4,201	\$ 8,000	\$ 1,974	\$ 5,000	\$ 8,000	\$ -	\$ 8,000	\$ - 0.0%
601-5920-300	604-5920-110	Admin & Gen Wages	\$ 109,487	\$ 124,000	\$ 59,955	\$ 80,000	\$ 97,457	\$ 5,289	\$ 102,746	\$ (21,254) -19.4%
601-5920-301	Delete	Salaries New Prop-BUDGET ONLY	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,200) 100.0%
new	604-5920-115	Admin & Gen OT	\$ -	\$ -	\$ -	\$ -	\$ 1,046	\$ 191	\$ 1,237	\$ 1,237 100.0%
new	604-5920-120	Admin & Gen PT/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ 8,850	\$ -	\$ 8,850	\$ 8,850 100.0%
new	604-5920-131	Admin & Gen FICA/Med	\$ -	\$ -	\$ -	\$ -	\$ 8,233	\$ 419	\$ 8,652	\$ 8,652 100.0%
new	604-5920-132	Admin & Gen WRS	\$ -	\$ -	\$ -	\$ -	\$ 6,717	\$ 373	\$ 7,090	\$ 7,090 100.0%
new	604-5920-135	Admin & Gen Longevity	\$ -	\$ -	\$ -	\$ -	\$ 273	\$ -	\$ 273	\$ 273 100.0%
new	604-5920-160	Admin & Gen Health	\$ -	\$ -	\$ -	\$ -	\$ 17,936	\$ 1,938	\$ 19,874	\$ 19,874 100.0%
new	604-5920-161	Admin & Gen Life	\$ -	\$ -	\$ -	\$ -	\$ 105	\$ 1	\$ 106	\$ 106 100.0%
new	604-5920-162	Admin & Gen Disability	\$ -	\$ -	\$ -	\$ -	\$ 496	\$ 34	\$ 530	\$ 530 100.0%
new	604-5920-163	Admin & Gen Dental	\$ -	\$ -	\$ -	\$ -	\$ 1,236	\$ 127	\$ 1,363	\$ 1,363 100.0%
601-5138-181	604-5920-181	Pay for Perform	\$ -	\$ 1,044	\$ -	\$ -	\$ 728	\$ -	\$ 728	\$ (316) 100.0%
601-5921-300	604-5921-310	Office Supp & Exp	\$ 3,911	\$ 2,500	\$ 1,816	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 1,500 38.4%
601-5923-300	604-5923-210	Professional Services	\$ 6,279	\$ 20,000	\$ 4,443	\$ 10,000	\$ 127,500	\$ 50,000	\$ 177,500	\$ 157,500 2508.4%
new	604-5923-290	Outside Services Employed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29	\$ 29	\$ 29 100.0%
601-5923-301	Delete	STORMWATER MASTER PLAN	\$ 3,240	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ (20,000) -617.3%
601-5923-302	Delete	MMSD ADAPTIVE MGMT PILOT	\$ 17,900	\$ 18,000	\$ 17,900	\$ 18,000	\$ -	\$ -	\$ -	\$ (18,000) -100.6%
601-5923-303	Delete	Vegetation Management	\$ 19,890	\$ 10,000	\$ 3,272	\$ 20,000	\$ -	\$ -	\$ -	\$ (10,000) -50.3%
601-5924-300	604-5924-511	Property Insurance	\$ 9,722	\$ 15,000	\$ 8,021	\$ 15,000	\$ -	\$ -	\$ -	\$ (15,000) -154.3%
new	604-5925-512	Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 2,900	\$ (2,417)	\$ 483	\$ 483 100.0%
new	604-5925-514	Automobile Insurance	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ (83)	\$ 17	\$ 17 100.0%
new	604-5925-572	INSURANCE ISF ALLOCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,294	\$ 5,294	\$ 5,294 100.0%
new	604-5925-595	Worker's Comp Insurance	\$ -	\$ -	\$ -	\$ -	\$ 3,100	\$ (2,541)	\$ 559	\$ 559 100.0%
new	604-5925-596	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
601-5926-133	604-5926-133	EOY GASB 68 PENSION EXPENSE	\$ (934)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 0.0%
601-5926-300	Delete	Employee Pensions & Benefits	\$ 37,759	\$ 38,000	\$ 19,543	\$ 38,000	\$ -	\$ -	\$ -	\$ (38,000) -100.6%
601-5926-301	Delete	Benefits New Prop-BUDGET ONLY	\$ -	\$ 702	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (702) 100.0%
new	604-5926-160	Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-5926-161	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-5926-162	Disability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-5926-163	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
new	604-5926-323	Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ 50 100.0%
601-5930-300	604-5930-325	Misc Training/Staff Dev	\$ 6,736	\$ 16,000	\$ 5,832	\$ 16,000	\$ 5,000	\$ -	\$ 5,000	\$ (11,000) -163.3%
601-5930-301	604-5930-245	Computer Related Expenses	\$ 5,021	\$ 9,100	\$ 5,348	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ (3,100) -61.7%
new	604-5930-330	Misc Vehicle Use Reimb	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 500 100.0%
601-5930-302	604-5930-345	Public Education & Outreach	\$ 12,091	\$ 10,500	\$ 9,764	\$ 12,500	\$ 12,500	\$ -	\$ 12,500	\$ 2,000 16.5%
new	604-5930-389	Admin Fees	\$ -	\$ -	\$ -	\$ -	\$ 13,800	\$ -	\$ 13,800	\$ 13,800 100.0%
new	604-5930-570	Technology ISF Allocation	\$ -	\$ -	\$ -	\$ -	\$ 8,086	\$ 294	\$ 8,380	\$ 8,380 100.0%
601-5931-300	604-5930-922	Rents	\$ 2,513	\$ 2,514	\$ 1,257	\$ 2,600	\$ 2,600	\$ -	\$ 2,600	\$ 86 3.4%
601-5932-300	604-5932-335	Transportation Expense	\$ 4,357	\$ 5,500	\$ 1,853	\$ 5,500	\$ 5,500	\$ -	\$ 5,500	\$ - 0.0%
601-5932-301	604-5932-355	Sweeper - Fuel	\$ 5,020	\$ 14,500	\$ 3,368	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 500 10.0%



City of Fitchburg  
Stormwater Utility Fund #604  
2017 Operating Budget

Acct #	New Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Budget	Budget Change	
		Subtotal Admin & Gen Expenses	\$ 286,498	\$ 359,560	\$ 182,519	\$ 308,100	\$ 402,537	\$ 58,998	\$ 461,535	\$ 101,975	35.6%
		Total Stormwater Expenses	\$ 956,836	\$ 963,781	\$ 186,265	\$ 982,300	\$ 1,021,537	\$ 58,998	\$ 1,080,535	\$ 71,754	7.5%
		<b>Net Surplus/(Deficit)</b>	\$ 1,444,020	\$ 145,471	\$ 370,902	\$ 238,893	\$ 88,713	\$ (58,998)	\$ 29,715	\$ (70,756)	
		<b>Net Surplus/(Deficit) - excluding CIAC, etc</b>	\$ 231,677	\$ 145,471	\$ 370,902	\$ 238,893	\$ 88,713	\$ (58,998)	\$ 29,715	\$ (70,756)	

Acct #	Paydown of Debt	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Budget	Revisions Thru Adoption	2017 Budget	Budget Change
801-22231	2007 BORROWING	\$ 125,000	\$ 125,000	\$ -	\$ 125,000	\$ 150,000	\$ -	\$ 150,000	\$ 25,000
801-22230	Advance from FUD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
801-22331	Due to Muni -Sodfather Land	\$ 55,940	\$ 55,940	\$ 27,970	\$ 55,940	\$ 56,000	\$ -	\$ 56,000	\$ 60
	<b>Subtotal Paydown of Borrowing</b>	\$ 180,940	\$ 180,940	\$ 27,970	\$ 180,940	\$ 206,000	\$ -	\$ 206,000	\$ 25,060

Acct #	Fixed Asset Projects	As of 12/31/2015	2016 AdoptBudget	As of 6/30/2016	2016 Estimate	2017 Budget	Revisions Thru Adoption	2017 Budget	Budget Change
801-10701	AREA H - 2007	\$ 22,337	\$ -	\$ 22,337	\$ 22,337	\$ -	\$ -	\$ -	\$ -
801-10718	Schuman Dr	\$ 1,694	\$ -	\$ 2,441	\$ -	\$ -	\$ -	\$ -	\$ -
801-10726	PINE RIDGE POND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
801-10727	#3319 STREET RESURFACING	\$ -	\$ -	\$ -	\$ -	\$ 76,000	\$ -	\$ 76,000	\$ 76,000
801-10728	LACY HEIGHTS INFILTRATION	\$ -	\$ -	\$ 93,452	\$ 94,153	\$ -	\$ -	\$ -	\$ -
801-10729	#4708 SCHUMANN GRNWAY-MCKEE NW POND	\$ -	\$ -	\$ -	\$ 250,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
TBD	#4702 Stormwater Pond Dredging	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ 190,000	\$ -	\$ 190,000	\$ 170,000
TBD	#4705 Nine Springs North Wet Pond (Assessed)	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ 35,000	\$ -
TBD	#4711 Traceway Dr Stormwater Re-route	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TBD	#4713 Fitchrona Rd Stormwater Improvements (New)	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000
TBD	#2014 GIS Maintenance & Upgrades	\$ -	\$ -	\$ -	\$ -	\$ 27,000	\$ -	\$ 27,000	\$ 27,000
	<b>Subtotal Capital Improvements</b>	\$ 24,031	\$ 55,000	\$ 118,230	\$ 421,490	\$ 373,000	\$ -	\$ 373,000	\$ 318,000
	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Subtotal Capital Equipment</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Fixed Asset Projects</b>	\$ 24,031	\$ 55,000	\$ 118,230	\$ 421,490	\$ 373,000	\$ -	\$ 373,000	\$ 318,000

City of Fitchburg  
Technology Fund #700  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
700-4760-000	ISF Charges to Other Depts	\$ -	\$ 641,475	\$ 321,778	\$ 642,515	\$ 658,145	\$ 7,815	\$ 665,960	\$ 24,485 3.8%
700-4761-000	ISF Charges to MPSIS	\$ -	\$ 191,779	\$ 21,992	\$ 135,959	\$ 179,683	\$ -	\$ 179,683	\$ (12,096) -6.3%
700-4800-000	OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
700-4810-000	INTEREST ON TEMP NVESTMENTS	\$ -	\$ -	\$ -	\$ 20	\$ 20	\$ -	\$ 20	\$ 20 100.0%
700-4860-000	PCARD REBATE	\$ -	\$ 400	\$ 381	\$ 381	\$ 500	\$ -	\$ 500	\$ 100 25.0%
700-4890-400	ALLOCATED INSURANCE DIV DEND	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ 200	\$ 200 100.0%
700-4930-000	FUND BALANCE APPL ED	\$ -	\$ (1,894)	\$ -	\$ (40,651)	\$ 154	\$ -	\$ 154	\$ 2,048 -108.1%
	<b>Total Revenues</b>	\$ -	\$ 831,760	\$ 344,151	\$ 738,224	\$ 838,702	\$ 7,815	\$ 846,517	\$ 14,757 1.8%

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change
700-5145-110	SALARIES & WAGES-IT	\$ -	\$ 328,888	\$ 130,493	\$ 288,113	\$ 324,069	\$ -	\$ 324,069	\$ (4,819) -1.5%
700-5145-115	OVERTIME WAGES	\$ -	\$ 5,173	\$ 2,506	\$ 5,107	\$ 4,985	\$ -	\$ 4,985	\$ (188) -3.6%
700-5145-120	PT/LTE/SEASONAL WAGES	\$ -	\$ 11,475	\$ 2,906	\$ 11,475	\$ 11,700	\$ -	\$ 11,700	\$ 225 2.0%
700-5145-131	FICA	\$ -	\$ 26,115	\$ 9,994	\$ 23,399	\$ 25,967	\$ -	\$ 25,967	\$ (148) -0.6%
700-5145-132	WRS	\$ -	\$ 21,773	\$ 8,854	\$ 19,430	\$ 22,287	\$ -	\$ 22,287	\$ 514 2.4%
700-5145-135	LONGEVITY	\$ -	\$ 1,170	\$ 1,170	\$ 1,170	\$ 990	\$ -	\$ 990	\$ (180) -15.4%
700-5145-160	HEALTH NS	\$ -	\$ 88,086	\$ 35,235	\$ 46,335	\$ 53,840	\$ -	\$ 53,840	\$ (34,246) -38.9%
700-5145-161	LIFE INS	\$ -	\$ 291	\$ 125	\$ 257	\$ 288	\$ -	\$ 288	\$ (3) -1.0%
700-5145-162	DISABILITY INS	\$ -	\$ 1,827	\$ -	\$ -	\$ 1,846	\$ -	\$ 1,846	\$ 19 1.0%
700-5145-163	DENTAL NS	\$ -	\$ 5,857	\$ 2,504	\$ 6,038	\$ 6,340	\$ -	\$ 6,340	\$ 483 8.2%
	<b>Personnel Costs</b>	\$ -	\$ 490,655	\$ 193,787	\$ 401,324	\$ 452,312	\$ -	\$ 452,312	\$ (38,343) -7.8%

700-5145-210	PROFESSIONAL SERVICES	\$ -	\$ 8,200	\$ 3,857	\$ 7,000	\$ 10,000	\$ -	\$ 10,000	\$ 1,800 22.0%
700-5145-245	COMPUTER REPL & MAINT	\$ -	\$ 173,910	\$ 64,428	\$ 173,900	\$ 177,640	\$ 7,550	\$ 185,190	\$ 11,280 6.5%
700-5145-250	PUBLIC NOTICES & ADVERTISEMENT	\$ -	\$ 1,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,350) -100.0%
700-5145-290	OTHER CONTRACTUAL SERVICES	\$ -	\$ 60	\$ 52	\$ 100	\$ 100	\$ -	\$ 100	\$ 40 66.7%
	<b>Contractual Services Costs</b>	\$ -	\$ 183,520	\$ 68,338	\$ 181,000	\$ 187,740	\$ 7,550	\$ 195,290	\$ 11,770 6.4%

700-5145-310	OFFICE SUPPL ES & POSTAGE	\$ -	\$ 500	\$ 20	\$ 200	\$ 500	\$ -	\$ 500	\$ - 0.0%
700-5145-320	PUB. SUBSCRIPTIONS/DUES	\$ -	\$ 500	\$ 50	\$ 100	\$ 100	\$ -	\$ 100	\$ (400) -80.0%
700-5145-325	TRAINING & TRAVEL	\$ -	\$ 14,500	\$ 5,575	\$ 12,000	\$ 12,200	\$ -	\$ 12,200	\$ (2,300) -15.9%
700-5145-330	VEHICLE REIMBURSEMENT	\$ -	\$ 400	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ - 0.0%
700-5145-340	OPER MATERIALS & SUPPL ES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 100.0%
700-5145-355	EQUIPMENT EXPENSE	\$ -	\$ 61,200	\$ 41,068	\$ 61,000	\$ 98,455	\$ -	\$ 98,455	\$ 37,255 60.9%
700-5145-363	COMMUNICATIONS EXPENSE	\$ -	\$ 51,255	\$ 19,574	\$ 52,000	\$ 50,680	\$ 240	\$ 50,920	\$ (335) -0.7%
700-5145-365	TELEPHONE EXPENSE	\$ -	\$ 30,640	\$ 10,767	\$ 30,600	\$ 32,640	\$ -	\$ 32,640	\$ 2,000 6.5%
	<b>Operating Costs</b>	\$ -	\$ 158,995	\$ 77,054	\$ 155,900	\$ 194,975	\$ 240	\$ 195,215	\$ 36,220 22.8%

700-5145-572	INSURANCE ISF ALLOCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,083	\$ 3,083	\$ 3,083 100.0%
700-5145-590	ALLOC INSURANCE - BLDG, LI, WC	\$ -	\$ -	\$ -	\$ -	\$ 3,700	\$ (3,083)	\$ 617	\$ 617 100.0%
700-5145-595	WORKER'S COMPENSATION NSUR	\$ -	\$ 144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (144) -100.0%
	<b>Allocated Costs</b>	\$ -	\$ 144	\$ -	\$ -	\$ 3,700	\$ -	\$ 3,700	\$ 3,556 2469.4%
	<b>Total Expenditures</b>	\$ -	\$ 833,314	\$ 339,179	\$ 738,224	\$ 838,727	\$ 7,790	\$ 846,517	\$ 13,203 1.6%

<b>Net Surplus/(Deficit)</b>	\$ -	\$ 340	\$ 4,973	\$ 40,651	\$ (179)	\$ 25	\$ (154)	\$ (494)
------------------------------	------	--------	----------	-----------	----------	-------	----------	----------

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 40,651	\$ -	\$ 40,651
Annual Activity	\$ -	\$ 340	\$ 4,973	\$ 40,651	\$ (179)	\$ -	\$ (154)
Estimated Ending Fund Balance	\$ -	\$ 340	\$ 4,973	\$ 40,651	\$ 40,472	\$ -	\$ 40,497

% of Expenditures	0.0%	0.0%		5.5%	4.8%		4.8%
-------------------	------	------	--	------	------	--	------

City of Fitchburg  
Insurance/Risk Management Fund #710  
2017 Operating Budget

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
710-4760-000	ISF Charges to Other Depts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 423,134	\$ 423,134	\$ 423,134	100.0%
710-4800-000	OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-4810-000	INTEREST ON TEMP INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-4860-000	PCARD REBATE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-4890-400	ALLOCATED INSURANCE DIV DEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-4930-000	FUND BALANCE APPL ED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 423,134</b>	<b>\$ 423,134</b>	<b>\$ 423,134</b>	<b>100.0%</b>

Acct #	Account Name	2015 Actual	2016 Adopted Budget	06/2016 YTD Actual	2016 Estimate	2017 Request	Revisions Thru Adoption	2017 Adopted Budget	Budget Change	
710-5154-510	BOILER/EQUIP BREAKDOWN NS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 267	\$ 267	\$ 267	100.0%
710-5154-511	PROPERTY INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,500	\$ 47,500	\$ 47,500	100.0%
710-5154-512	LIABILITY INSURANCE - GENERAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,530	\$ 79,530	\$ 79,530	100.0%
710-5154-513	POLICE PROFESSIONAL E & O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-5154-514	AUTOMOB LE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,920	\$ 17,920	\$ 17,920	100.0%
710-5154-515	UMBRELLA LIABILITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-5154-516	UT LITY NSURANCE (RE MBURSED)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-5154-517	PUBLIC OFFICIALS LIABILITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-5154-519	UNINSURED CLAIMS/DEDUCT RES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-5154-520	EMPLOYEE BONDS & OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-5154-550	LIABILITY LOSSES RETAINED-PS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-5154-551	LIABILITY LOSSES RETAINED-HWY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-5154-552	LIABILITY LOSSES RETAINED-UTIL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-5154-553	LIABILITY LOSSES RETAINED-L B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-5154-554	LIABILITY LOSSES RETAINED-SPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
710-5154-555	LIABILITY LOSSES RETAINED-GEN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,836	\$ 60,836	\$ 60,836	100.0%
710-5154-595	WORKER'S COMPENSATION NSUR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,681	\$ 205,681	\$ 205,681	100.0%
710-5154-596	UNEMPLOYMENT NSURANCE EXPENSI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	100.0%
710-5154-599	VOL FF ACCIDENT & HEALTH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,400	\$ 7,400	\$ 7,400	100.0%
	<b>Allocated Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 423,134</b>	<b>\$ 423,134</b>	<b>\$ 423,134</b>	<b>100.0%</b>
	<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 423,134</b>	<b>\$ 423,134</b>	<b>\$ 423,134</b>	<b>100.0%</b>

<b>Net Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
------------------------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Activity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Ending Fund Balance	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

% of Expenditures	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
-------------------	------	------	------	------	------	------	------	------	------	------

**City of Fitchburg, Wisconsin  
2016 Tax Levy (Collected 2017)  
Tax Roll Summary**

Taxing Jurisdiction	Actual Levy	Equalized w/o TID Value	Interim Rate/M	Equalized w/ TID Value	Total Tax Levy w/ TID	Tax Levy w/o TID	Tax Increment
Dane County	8,063,503.15	2,575,789,200	0.003130498	2,830,645,500	8,861,330.08	8,063,503.15	797,826.93
#1 - Madison School District (1332)	15,185,952.36	1,274,090,827	0.011919050	1,441,342,527	17,179,433.65	15,185,952.36	1,993,481.29
#2 - Oregon School District (1341)	3,551,912.04	302,788,044	0.011730688	306,981,744	3,601,107.06	3,551,912.04	49,195.02
#3 - Verona School District (1359)	11,970,599.00	998,910,329	0.011983657	1,082,321,229	12,970,166.37	11,970,599.00	999,567.37
City of Fitchburg	21,501,214.00	2,575,789,200	0.008347428	2,830,645,500	23,628,609.50	21,501,214.00	2,127,395.50
Madison College (aka MATC)	2,487,543.80	2,575,789,200	0.000965740	2,830,645,500	2,733,667.59	2,487,543.80	246,123.79
State of Wisconsin	480,377.52	2,575,789,200	0.000186497	2,830,645,500	480,377.52	480,377.52	0.00
<b>TOTALS:</b>	<b>63,241,101.87</b>		<b>0.048263558</b>		<b>69,454,691.77</b>	<b>63,241,101.87</b>	<b>6,213,589.90</b>

Change from PY 6.4%

TID #4 Incremental Value (Equalized) - Madison School District	166,232,200	TID #4 Increment	4,049,077.20
TID #6 Incremental Value (Equalized) - Verona School District	79,184,000	TID #6 Increment	1,934,253.14
TID #7 Incremental Value (Equalized) - Madison School District	5,213,200	TID #7 Increment	127,007.71
TID #8 Incremental Value (Equalized) - Madison School District - decrement	-	TID #8 Increment	0.00
TID #9 Incremental Value (Equalized) - Verona School District	4,226,900	TID #9 Increment	103,251.85
TID #10 Incremental Value (Equalized) - Verona School District	-	TID #10 Increment	0.00
	<b>254,856,300</b>	<b>Total Increment</b>	<b>6,213,589.90</b>

**ASSESSED VALUES**

#1 - Madison School District	1,408,678,800	3.3%	Assessment Ratio	0.977314142
#2 - Oregon School District	300,089,100	9.2%		
#3 - Verona School District	1,058,022,200	3.7%		
Total Assessed Value	<b>2,766,790,100</b>	4.1%		

	School #3269 Madison	School #4144 Oregon	School #5901 Verona
<b>TAX RATES</b>			
State of Wisconsin	0.1736	0.1736	0.1736
Dane County	3.2027	3.2027	3.2027
City of Fitchburg	8.5401	8.5401	8.5401
School District (varies)	12.1954	12.0001	12.2589
Madison College (aka MATC)	0.9880	0.9880	0.9880
Sub-Total	25.0998	24.9045	25.1633
State School Tax Credit	-1.8695	-1.8695	-1.8695
\$5,172,467.69			
<b>TOTAL NET TAX RATES</b>	<b>23.2303</b>	<b>23.0350</b>	<b>23.2938</b>
Prior Year Net Tax Rates	22.9902	22.5803	23.0390
Increase/(Decrease) in Net Tax R	0.24	0.45	0.25
% Increase/(Decrease) in Net Tax	1.04%	2.01%	1.11%
Lottery Credit (maximum)	150.18	147.81	150.99
First Dollar Credit (maximum)	79.86	78.60	80.29
	<b>230.04</b>	<b>226.41</b>	<b>231.28</b>

3.0%

**SPECIAL ASSESSMENTS AND CHARGES**

Water Mains	46,020.63
Stormwater Utility	0.00
Delinquent Utilities (City)	8,634.71
Delinquent Utilities (Madison)	0.00
Delinquent Utilities (Oregon)	136.09
Delinquent Stormwater (City)	7,333.22
City Invoices - mattress pick-up	153.00
City Invoices - weed cutting/lawn maintenance	1,489.74
Lottery Credit Chargebacks	2,214.49
Street Improvements (sidewalks, etc) (City)	174,373.70
Street Improvements (sidewalks, etc) (Madison)	339.16
Private Septic (from Madison Public Health)	8,323.20
Ag Conversion Charge	2,802.39
Garbage-Prior Year (new builds)	3,987.50
Brush Charges	\$6/unit 22,620.00
Garbage/Refuse-Current Year	\$158/unit 845,774.00
<b>TOTAL SPECIALS:</b>	<b>1,124,201.83</b>
Omitted Taxes - Prior Years (excl specials)	4,652.11
Corrections of Errors 70.43	(207.74)
Managed Forest Land Taxes 33 acres	352.44
<b>TOTAL TAX ROLL</b>	<b>70,583,690.41</b>
over/under	0.52
SoT balance (Line T1)	<b>70,583,690.93</b>



**FINAL - EQUATED**  
**STATEMENT OF ASSESSMENT FOR 2016**

13      225      0389  
CO      MUN      ACCT NO

Page 1  
☐ Check if this is an Amended Return

FOR CITY OF OF FITCHBURG DANE COUNTY  
Town - Village - City Municipality Name County Name

**WHEN COMPLETING THIS DOCUMENT  
DO NOT WRITE OVER X's OR IN SHADED AREAS**

Line No.	REAL ESTATE (See Lines 18 - 22 for other Real Estate)	PARCEL COUNT		NO. OF ACRES <b>WHOLE NUMBERS ONLY</b>	VALUE OF LAND	VALUE OF IMPROVEMENTS	TOTAL VALUE OF LAND AND IMPROVEMENTS
		TOTAL LAND <i>Col. A</i>	IMPROVEMENTS <i>Col. B</i>				
1	RESIDENTIAL - Class 1	6,543	6,178	133	417,763,800	1,291,313,300	1,709,077,100
2	COMMERCIAL - Class 2	494	394	1,238	259,902,200	486,867,000	746,769,200
3	MANUFACTURING - Class 3	35	32	514	42,107,900	173,746,600	215,854,500
4	AGRICULTURAL - Class 4	459		10,872	2,417,300		2,417,300
5	UNDEVELOPED - Class 5	233		1,011	532,900		532,900
6	AGRICULTURAL FOREST - Class 5m	83		821	373,400		373,400
7	FOREST LANDS - Class 6	6		80	82,000		82,000
8	OTHER - Class 7	86	86	222	4,814,300	12,938,300	17,752,600
9	TOTAL - ALL COLUMNS	7,939	6,690	14,891	727,993,800	1,964,865,200	2,692,859,000
10	NUMBER OF PERSONAL PROPERTY ACCOUNTS IN ROLL			822	LOCALLY ASSESSED	MANUFACTURING	MERGED
11	BOATS AND OTHER WATERCRAFT NOT EXEMPT - Code 1				0	0	0
12	MACHINERY, TOOLS AND PATTERNS - Code 2				14,434,500	13,185,800	27,620,300
13	FURNITURE, FIXTURES AND EQUIPMENT - Code 3				25,018,000	8,264,400	33,282,400
14	ALL OTHER PERSONAL PROPERTY NOT EXEMPT - Codes 4A, 4B, 4C				10,061,900	2,966,500	13,028,400
15	TOTAL OF PERSONAL PROPERTY NOT EXEMPT (Total of Lines 11-14)				49,514,400	24,416,700	73,931,100
16	<b>AGGREGATE ASSESSED VALUE OF ALL PROPERTY SUBJECT TO THE GENERAL PROPERTY TAX (Total of Lines 9F and 15F) MUST EQUAL TOTAL VALUE OF THE SCHOOL DISTRICTS (K-12 PLUS K-8) - Line 50, Col. F</b>						2,766,790,100
17	BOARD OF REVIEW DATE OF FINAL ADJOURNMENT	07/20/2016	Name of Assessor DELL ZWIEG			Telephone # (608) 270-4238	

**REMARKS**

The Assessment Ratio to be used in calculating the estimated Fair Market Value on tax bills for this tax district is .977314142  
This ratio should be used to convert assessed values to "Calculate Equalized Values" in Step 1 of the Lottery and Gaming Credit Calculations.  
This ratio should be used in the "Computation of Tax Equivalent" schedule of the Annual Reports filed by the municipal electric, gas and water utilities with the Public Service Commission

# FOREST CROP AND OTHER EXEMPT LAND

Do not confuse FOREST LANDS (Line 7) with FOREST CROPS (in this section) - They are **NOT** the same

2016	13	225	0389
YEAR	CO	MUN	ACCT NO

18	(a) PARCELS	<b>Private Forest Crop - Reg Class @ 10¢ per acre</b> (b) ACRES (c) ASSESSED VALUE		(d) PARCELS	<b>Private Forest Crop - Reg Class @ \$2.52 per acre</b> (e) ACRES (f) ASSESSED VALUE	
19	(a) PARCELS	<b>Private Forest Crop - Special Class @ 20¢ per acre</b> (b) ACRES (c) ASSESSED VALUE		(d) PARCELS	<b>Entered Before 2005 Managed Forest - Ferrous Mining CLOSED @ \$8.27 per acre</b> (e) ACRES (f) ASSESSED VALUE	
20	(a) PARCELS	<b>Entered Before 2005 Managed Forest - OPEN @ \$.79 per acre</b> (b) ACRES (c) ASSESSED VALUE		(d) PARCELS	<b>Entered Before 2005 Managed Forest - CLOSED @ \$1.87 per acre</b> (e) ACRES (f) ASSESSED VALUE	
21	(a) PARCELS	<b>Entered After 2004 Managed Forest - OPEN @ \$2.14 per acre</b> (b) ACRES (c) ASSESSED VALUE		(d) PARCELS	<b>Entered After 2004 Managed Forest - CLOSED @ \$10.68 per acre</b> (e) ACRES (f) ASSESSED VALUE	
				3	33	33,000
22	(a) County Forest Cropland Acres		(b) Federal Acres	(c) State Acres		(d) County (NOT FOREST CROP) Acres
						(e) Other Acres
						83.4
23	<b>Assessed Value of Omitted Property From Prior Years (Sec. 70.44)</b> (a) REAL ESTATE (b) PERSONAL			<b>Assessed Value of Sec. 70.43 Corrections of Errors by Assessors</b> (c1) REAL ESTATE (c2) PERSONAL		
	70,000 133,600			-9,200		
	<b>Manufacturing Equated Value of Omitted Property From Prior Years (Sec. 70.995)</b> (d) REAL ESTATE (e) PERSONAL			<b>Mfg. Equated Value of Sec.70.43 Corrections of Errors by Assessors</b> (f1) REAL ESTATE (f2) PERSONAL		

## SPECIAL DISTRICTS

Line No.	Enter 6-digit Special District Code (Col. A)	Account Number (Col. B)	Special District Name (Col. C)	Locally Assessed Value of Real Estate and Personal Property (Col. D)	Mfg Value of Real Estate and Personal Property (Col. E)	Merged Value of Real Estate and Personal Property (Col. F)
24	135150	0071	MADISON METRO SEWER DISTRICT	2,408,423,900	239,206,900	2,647,630,800
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						

## SCHOOL DISTRICTS

2016	13	225	0389
YEAR	CO	MUN	ACCT NO

Line No.	Enter 6-digit School District Code (Col. A)	Account Number (Col. B)	School District Name (Col. C)	Locally Assessed Value of Real Estate and Personal Property (Col. D)	Mfg Value of Real Estate and Personal Property (Col. E)	Merged Value of Real Estate and Personal Property (Col. F)
A. SCHOOL DISTRICTS (K-8 and K-12)						
36	133269	0086	SCH D OF MADISON METROPOLITAN	1,259,616,000	149,082,200	1,408,698,200
37	134144	0092	SCH D OF OREGON	295,193,400	4,895,700	300,089,100
38	135901	0095	SCH D OF VERONA AREA	971,709,500	86,293,300	1,058,002,800
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50	TOTAL ASSESSED VALUE OF SCHOOL DISTRICTS (K-8 and K-12)			2,526,518,900	240,271,200	2,766,790,100
B. UNION HIGH SCHOOL DISTRICTS						
51						
52						
53						
54						
55	TOTAL ASSESSED VALUE OF UNION HIGH SCHOOLS					
C. TECHNICAL COLLEGE DISTRICTS						
56	000400	0004	MADISON AREA TECHNICAL COLLEGE MADN	2,526,518,900	240,271,200	2,766,790,100
57						
58						
59	TOTAL ASSESSED VALUE OF TECHNICAL COLLEGES			2,526,518,900	240,271,200	2,766,790,100

I hereby certify, to the best of my knowledge and belief, this form is complete and correct.

Print name of preparer	Title	Date (MM/DD/CCYY) / /
Signature of preparer	Contact Telephone Number ( ) -	E-mail address

**WISCONSIN DEPARTMENT OF REVENUE**  
**2016 STATEMENT OF CHANGES IN EQUALIZED VALUES BY CLASS AND ITEM**

County 13 Dane  
City 225 Fitchburg

REAL ESTATE	2015 RE Equalized Value	Removal of Prior Year Compensation	% Change	\$ Amount of Economic Change	% Change	\$ Amount of New Constr	% Change	Correction & Compensation	% Change	\$ Amount of All Other Changes	% Change	2016 RE Equalized Value	Total \$ Change in R.E. Value	% Change
<b>Residential</b>														
Land	423,660,200	0	0%	6,776,100	2%	1,544,100	0%	-313,400	0%	-220,100	0%	431,446,900	7,786,700	2%
Imp	1,289,964,700	0	0%	20,716,100	2%	16,068,500	1%	9,581,600	1%	-9,200	0%	1,336,321,700	46,357,000	4%
Total	1,713,624,900	0	0%	27,492,200	2%	17,612,600	1%	9,268,200	1%	-229,300	0%	1,767,768,600	54,143,700	3%
<b>Commercial</b>														
Land	190,361,400	0	0%	7,087,200	4%	11,707,200	6%	41,755,600	22%	-646,800	0%	250,264,600	59,903,200	31%
Imp	485,116,900	0	0%	13,034,100	3%	39,462,100	8%	-51,291,600	-11%	-545,600	0%	485,775,900	659,000	0%
Total	675,478,300	0	0%	20,121,300	3%	51,169,300	8%	-9,536,000	-1%	-1,192,400	0%	736,040,500	60,562,200	9%
<b>Manufacturing</b>														
Land	42,883,500	0	0%	0	0%	0	0%	0	0%	201,500	0%	43,085,000	201,500	0%
Imp	173,844,200	0	0%	0	0%	5,970,600	3%	0	0%	-2,035,100	-1%	177,779,700	3,935,500	2%
Total	216,727,700	0	0%	0	0%	5,970,600	3%	0	0%	-1,833,600	-1%	220,864,700	4,137,000	2%
<b>Agricultural</b>														
Land/Total	2,402,600	16,000	1%	32,200	1%	0	0%	-2,800	0%	-22,900	-1%	2,425,100	22,500	1%
<b>Undeveloped</b>														
Land/Total	1,889,700	11,300	1%	-194,400	-10%	0	0%	1,800	0%	-6,200	0%	1,702,200	-187,500	-10%
<b>Ag Forest</b>														
Land/Total	3,685,500	22,500	1%	0	0%	0	0%	-27,000	-1%	0	0%	3,681,000	-4,500	0%
<b>Forest</b>														
Land/Total	720,000	0	0%	0	0%	0	0%	0	0%	0	0%	720,000	0	0%
<b>Other</b>														
Land	9,540,000	-90,000	-1%	-1,060,000	-11%	0	0%	180,000	2%	480,000	5%	9,050,000	-490,000	-5%
Imp	13,500,300	0	0%	-286,400	-2%	0	0%	1,640,800	12%	0	0%	14,854,700	1,354,400	10%
Total	23,040,300	-90,000	0%	-1,346,400	-6%	0	0%	1,820,800	8%	480,000	2%	23,904,700	864,400	4%
<b>Total Real Estate</b>														
Land	675,142,900	-40,200	0%	12,641,100	2%	13,251,300	2%	41,594,200	6%	-214,500	0%	742,374,800	67,231,900	10%
Imp	1,962,426,100	0	0%	33,463,800	2%	61,501,200	3%	-40,069,200	-2%	-2,589,900	0%	2,014,732,000	52,305,900	3%
Total	2,637,569,000	-40,200	0%	46,104,900	2%	74,752,500	3%	1,525,000	0%	-2,804,400	0%	2,757,106,800	119,537,800	5%
<b>PERSONAL PROPERTY</b>	<b>Non-Mfg Personal Property</b>				<b>Manufacturing Personal Property</b>				<b>Total of All Personal Property</b>					
	<b>2015</b>	<b>2016</b>	<b>% Change</b>		<b>2015</b>	<b>2016</b>	<b>% Change</b>		<b>2015 Total</b>	<b>2016 Total</b>	<b>Tot. \$ Chg in PP</b>	<b>% Change</b>		
Watercraft	6,000	0	-100%		0	0	0%		6,000	0	-6,000	-100%		
Machinery Tools & Patterns	13,000,000	14,580,000	12%		12,973,500	13,491,900	4%		25,973,500	28,071,900	2,098,400	8%		
Furniture Fixtures & Equip	24,000,000	25,043,400	4%		7,518,300	8,663,400	15%		31,518,300	33,706,800	2,188,500	7%		
All Other	13,000,000	10,062,600	-23%		3,394,900	3,084,000	-9%		16,394,900	13,146,600	-3,248,300	-20%		
Prior Year Compensation	-60,000	-1,386,600			0	0			-60,000	-1,386,600	-1,326,600			
<b>Total Personal Property</b>	<b>49,946,000</b>	<b>48,299,400</b>	<b>-3%</b>		<b>23,886,700</b>	<b>25,239,300</b>	<b>6%</b>		<b>73,832,700</b>	<b>73,538,700</b>	<b>-294,000</b>	<b>0%</b>		
<b>TOTAL EQUALIZED VALUE</b>	<b>2015 Total</b>									<b>2016 Total</b>	<b>Total \$ Change</b>	<b>% Change</b>		
Real Estate & Personal Property	2,711,401,700					<b>306</b>				2,830,645,500	119,243,800	4%		



## 2016 Statement of Taxes

Co-muni Code 13225	County DANE	Account Number 0389	Report Type ORIGINAL
	Muni Type CITY		
	Municipality FITCHBURG		

Preparer name MISTY DODGE	Work phone (608) 270-4252	Comments
Preparer title FINANCE DIRECTOR	Home phone (608) 669-5537	
Email MISTY.DODGE@FITCHBURGWI.GOV	Fax (608) 270-4212	

Sec	Description of Tax by Taxing Jurisdiction	Amounts Apportioned by Taxing Jurisdictions
-----	---	--

## A. State Taxes

1. Aggregate amount of state taxes .....	480,377.52
--	------------

## B. County Taxes

1. Portion of state special charges upon county .....	73.21
2. Portion of county tax levied over entire municipality .....	8,063,429.94
3. Special purpose - county tax levied over part of municipality (ex. children with disabilities education boards) .....	0.00
4. Total County Taxes .....	8,063,503.15

## 2016 Statement of Taxes

2016	13	225	0389
YEAR	CO	MUN	ACCT NO

## C. Special District Taxes

	SD Code	Account No.	Special District Name	Property Taxes	State Special Charges	Property Taxes With State Special Charges
1.	135150	0071	MADISON METRO SEWER DISTRICT	0.00	0.00	0.00
Total Special District Taxes .....				0.00	0.00	0.00

## D. Town, Village or City Taxes

1. Other special purpose district taxes (click "Add" to add individual items) .....	Add	0.00
2. Total tax increment (except county environmental remediation tax increment) .....		6,213,589.90
3. County environmental tax increment .....		0.00
4. Other state special charges .....		0.00
5. County special charges .....		0.00
6. All other town, village or city taxes .....		21,501,214.00
7. Surplus funds applied CAUTION: Do not make an entry on this line unless Lines D1 and D6 are zero(0)..... (subtract)		0.00
8. Total Town Village, or City Taxes .....		27,714,803.90

## E. Elementary and Secondary Schools

	School District Code	Account No.	School District Name	Amounts Apportioned by Taxing Jurisdictions
1.	133269	0086	SCH D OF MADISON METROPOLITAN	15,185,952.36
2.	134144	0092	SCH D OF OREGON	3,551,912.04
3.	135901	0095	SCH D OF VERONA AREA	11,970,599.00
Total Elementary and Secondary School Taxes .....				30,708,463.40

## 2016 Statement of Taxes

2016	13	225	0389
YEAR	CO	MUN	ACCT NO

## F. Technical Colleges

	Tech College Code	Account No.	Technical College Name	Amounts Apportioned by Taxing Jurisdictions
1.	0400	0004	MADISON AREA TECHNICAL COLLEGE MADN	2,487,543.80
Total Technical College Taxes.....				2,487,543.80

## G. Total General Property Taxes Apportioned (Total of State, County, Special District, Local, School and Technical College Taxes)

69,454,691.77

Summary of General Property Taxes, State Tax Credits Applied and Net General Property Taxes to be Collected				
	Complete All Columns	Real Estate Roll	Personal Property Roll	Total
1.	General property taxes from computerized summary	67,597,271.11	1,857,421.18	69,454,692.29
2.	School levy tax credit applied (subtract)	5,034,254.64	138,213.02	5,172,467.66
3.	Lottery and gaming credit applied (subtract)	757,432.20	0.00	757,432.20
4.	First dollar credit applied (subtract)	533,996.45		533,996.45
5.	Net general property taxes to be collected	61,271,587.82	1,719,208.16	62,990,795.98
6.	Underrun / Overrun.....			0.52

2016	13	225	0389
YEAR	CO	MUN	ACCT NO

**H. Special Assessments and Charges**

	Special Assessments	Add Assessment	For the Municipality	Municipality Acting as Agent for:		Total
				Enterprise / Utility	Other	
1.	Water main and lateral Installations			46,020.63		46,020.63
2.	Sewer main and lateral installations					0.00
3.	Street improvements (ex: sidewalks, storm sewers, seal coating)		174,373.70		339.16	174,712.86
4.	Street light installation					0.00
5.	Greenbelts					0.00
6.	Drain ditch and watercourse (sec. 88.42 & 88.43)					0.00
<input checked="" type="checkbox"/> 7.	PRIVATE SEPTIC MAINTENANCE				8,323.20	8,323.20

	Special Charges	Add Charge	For the Municipality	Municipality Acting as Agent for:		Total
				Enterprise / Utility	Other	
1.	Weeds, tree planting, removal		1,489.74			1,489.74
2.	Snow removal, plowing					0.00
3.	Refuse and garbage collection		872,534.50			872,534.50
4.	Grading, gravel, culvert, fencing					0.00
5.	Fencing					0.00
6.	Fire calls					0.00
7.	Recycling					0.00
8.	Delinquent utility charges			15,967.93	136.09	16,104.02
<input checked="" type="checkbox"/> 9.	LOTTERY CREDIT PENALTY				2,214.49	2,214.49
<input checked="" type="checkbox"/> 10.	AG CONVERSION CHARGE				2,802.39	2,802.39
Total Special Assessments and Charges			1,048,397.94	61,988.56	13,815.33	1,124,201.83

<u>2016</u>	<u>13</u>	<u>225</u>	<u>0389</u>
YEAR	CO	MUN	ACCT NO

**J. Omitted Property Taxes**

1. Net taxes levied on property omitted from taxation in previous years..... **4,652.11**

**K. Sec. 70.43 Corrections**

1. Net taxes or refund due (use a minus sign(-) for a negative amount)..... **-207.74**

**M. Private Forest Crop Taxes**

	Acres	Rate Per Acre	Total
1. Code 1 - regular.....	0.00	0.10	0.00
2. Code 2 - regular/variable .....	0.00	2.52	0.00
3. Code 3 - special.....	0.00	0.20	0.00
<b>Total Private Forest Crop Taxes .....</b>			<b>0.00</b>

**N. Managed Forest Land Taxes**

	Acres	Rate Per Acre	Total
1. Code 7 - Open before 2005.....	0.00	0.79	0.00
2. Code 8 - Closed before 2005.....	0.00	1.87	0.00
3. Code 5 - Open after 2004 .....	0.00	2.14	0.00
4. Code 6 - Closed after 2004 .....	33.00	10.68	352.44
5. Code 9 - Closed before 2005 (ferrous mining) .....	0.00	8.27	0.00
<b>Total Managed Forest Land Taxes .....</b>			<b>352.44</b>

## 2016 Statement of Taxes

2016	13	225	0389
YEAR	CO	MUN	ACCT NO

**O. Occupational Taxes**

	Tons	Rate Per Unit	Total
1. Coal (sec. 70.42).....	0.00	0.05	0.00
.....	0.00	0.07	0.00
2. Petroleum refineries (sec. 70.421) .....	0.00	0.05	0.00
3. Iron ore concentrates (sec. 70.40) .....	0.00	0.05	0.00
<b>Total Occupational Taxes</b> .....			<b>0.00</b>

**T. Aggregate Amount of Taxes - (Verify the Aggregate Amount of Taxes (section T) is correct and matches your tax roll.)**

1. Sum of Lines G, G-6, H, J, K, M, N and O .....	Verify this amount is correct and matches your tax roll	<b>70,583,690.93</b>
---	---	----------------------

# TAX ROLL CERTIFICATE FOR TAXES LEVIED 2016, COLLECTIBLE 2017 S. 70.65(3)

I am Patti Anderson, Clerk of the ☐ Town ☐ Village ☒ City of Fitchburg,  
(name) (tvc name)  
Dane County, and I certify that the information and taxes to be collected as summarized below are contained in this  
(county)

tax roll and are correct to the best of my knowledge.

1. NET GENERAL REAL ESTATE TAXES .....	61,271,587.82
2. NET GENERAL PERSONAL PROPERTY TAXES .....	1,719,208.16
3. SCHOOL LEVY TAX CREDITS <b>APPLIED</b> TO TAX ROLL .....	5,172,467.66
4. LOTTERY AND GAMING CREDITS CLAIMED .....	757,432.20
5. FIRST DOLLAR CREDITS <b>APPLIED</b> TO TAX ROLL .....	533,996.45
6. SUBTOTAL — GROSS GENERAL PROPERTY TAXES .....	69,454,692.29
(Must agree with the total Column Line G-1 on the Statement of Taxes)	(Total of Lines 1-5)
7. SPECIAL ASSESSMENTS .....	229,056.69
8. SPECIAL CHARGES .....	879,041.12
9. DELINQUENT UTILITY CHARGES .....	16,104.02
10. SPECIAL TAXES (PFC, MFL Per Acre Taxes) .....	352.44
11. OCCUPATIONAL TAXES .....	0.00
12. OMITTED PROPERTY TAXES .....	4,652.11
13. S. 70.43 ASSESSOR'S CORRECTIONS TAX ADJUSTMENTS .....	-207.74
<b>TOTAL TAXES LEVIED ON THIS TAX ROLL</b> .....	<b>70,583,690.93</b>
(Must agree with Line T on the Statement of Taxes)	(Total of Lines 6-13)

Signed

*Patti Anderson*

Date

12-8-16

(mm/dd/ccyy)

**Section A: Determination of 2016 Payable 2017 Allowable Levy Limit**

1	2015 payable 2016 actual levy (not including tax increment) Note: Town, village, or city taxes do not include county or state special charges for purposes of calculating levy limits.	19,769,243
2	Exclude prior year levy for unreimbursed expenses related to an emergency	0
3	Exclude 2015 levy for new general obligation debt authorized after July 1, 2005	2,374,076
4	2015 payable 2016 adjusted actual levy (Line 1 minus Lines 2 and 3)	17,395,167
5	0.00% growth plus terminated TID% ( 0 ) applied to 2015 adjusted actual levy	17,395,167
6	Net new construction % ( 2.988 ) + terminated TID% ( 0 ) applied to 2015 adjusted actual levy	17,914,935
7	2016 levy limit before adjustments (Greater of Line 5 or Line 6)	17,914,935
8	Total adjustments from Sec. D, Line S.	3,586,279
9	2016 payable 2017 allowable levy (Sum of Lines 7 and 8)	21,501,214
10	Higher levy approved by Special Resolution at a Special Meeting of Town Electors	

**Section B: Adjustment for Previous Year's Unused Levy (sec. 66.0602(3)(f), Wis. Stats.)**

1	Previous year's allowable levy	19,769,243
2	Previous year's actual levy	19,769,243
3	Previous year's unused levy (Line 1 minus Line 2)	0
4	Previous year's actual levy 19,769,243 x 0.015	296,539
5	<b>Allowable increase</b> (Lesser of Line 3 or Line 4)	0

**Section C: Adjustment for Prior Years Unused Levy Carryforward (sec. 66.0602(3)(fm), Wis. Stats.)**

1	2015 unused percentage	0%
2	2014 unused percentage	0 %
3	PY unused percentage	
4	PY unused percentage	
5	PY unused percentage	
6	Total unused percentage	0%
7	Previous year actual levy due to valuation factor	17,395,168
8	<b>Allowable increase</b>	0



## Section D: Adjustments to Levy Limit

A	Increase for unused levy from previous year (see Sec. B, Line 5). <i>(add)</i>	
B	Decrease in 2017 debt service levy as compared to 2016 debt service levy for debt authorized <b>prior</b> to July 1, 2005 <i>(subtract)</i>	
C	Increase in 2017 debt service levy over 2016 debt service levy for debt authorized <b>prior</b> to July 1, 2005 <i>(add)</i>	
D	Increase for town, village, or city's share of refunded or rescinded taxes certified under sec. 74.41(5), Wis. Stats. <i>(add)</i>	
E	Debt service for general obligation debt authorized <b>after</b> July 1, 2005. <i>(add)</i>	<b>3,586,279</b>
F	Increase in 2016 payable 2017 levy approved by a referendum. <i>(add)</i>	
G	Amount levied in 2016 to pay unreimbursed expenses related to an emergency. <i>(add)</i>	
H	<input type="text"/> in costs associated with an intergovernmental cooperation agreement.	
I	Adjustment to 2016 payable 2017 levy for increase in charges assessed by a joint fire department. <i>(add)</i>	
J	Adjustment to 2016 payable 2017 levy for transfer of services during 2016 <b>to</b> other governmental units. <i>(subtract)</i>	
K	Adjustment to 2016 payable 2017 for transfer of services during 2016 <b>from</b> other governmental units. <i>(add)</i>	
L	Adjustment to 2016 payable 2017 levy for annexation of land during 2016 by a city or village. <i>(Town subtract this amount)</i>	
M	Adjustment to 2016 payable 2017 levy for annexation of land during 2016 from a town. <i>(Village or City add this amount)</i>	
N	Lease payment for lease revenue bond issued before July 1, 2005. <i>(add)</i>	
O	Levy for shortfall for debt service on revenue bond issued under sec. 66.0621 Wis. Stats., or special assessment B bond issued under sec. 66.0713(4), Wis. Stats.	
P	Increase in levy for shortfall in general fund due to loss of revenue from the sale of water or other commodity to a manufacturer that has discontinued operations. <i>(add)</i>	
Q	Adjustment to 2016 payable 2017 levy for the adoption of a new fee or fee increase for covered services partly or wholly funded by levy in 2013 <i>(subtract)</i>	
R	Increase for unused levy carryforward from prior years (see Sec. C, Line 8) <i>(add)</i>	
S	<b>Total adjustments</b> <i>(Sum of Lines A through R)</i>	<b>3,586,279</b>

## Tax Increment Worksheet

Year <input type="text" value="2016"/> Payable In <input type="text" value="2017"/>	Report Type <b>ORIGINAL</b>	Co-muni Code <input type="text" value="13225"/>	County <input type="text" value="DANE"/> Muni Type <input type="text" value="CITY"/> Municipality <input type="text" value="FITCHBURG"/>	Account No. <input type="text" value="0389"/>	Equalized TID Value Increment(s) <b>254,856,300</b> <i>(Must be TOTAL if more than one TIF District)</i>
Preparer Information Name <input type="text" value="MISTY DODGE"/> Work phone <input type="text" value="(608) 270-4252"/> Email <input type="text" value="misty.dodge@fitchburgwi.gov"/>					2016 Worksheet(s) Submitted Original <input type="text"/> Amended <input type="text"/>

This worksheet is for all TIDs in this municipality

## Comments

	Col. A		Col. B		Col. C		Col. D		Col. E	Col. F
Taxing Jurisdiction	Apportioned Levy	/	Equalized Value (less TID value Increment)	=	Interim Rate	X	Equalized Value (with TID value Increment)	=	Levy Amount	E - A = Tax Increment
<b>?</b> 1. County										
DANE	8,063,503.15	/	2,575,789,200	=	0.003130498	X	2,830,645,500	=	8,861,330.08	797,826.93
<b>?</b> 2. Special District (metro, sanitary, lake)										
5150 MADISON METRO SEWER DISTRICT	0.00	/	2,453,893,097	=	0.000000000	X	2,708,749,397	=	0.00	0.00
<b>?</b> 3. Tax District (city, village, town)										
FITCHBURG	21,501,214.00	/	2,575,789,200	=	0.008347428	X	2,830,645,500	=	23,628,609.50	2,127,395.50
<b>?</b> 4. School District(s)										
3269 SCH D OF MADISON METROPOLITAN	15,185,952.36	/	1,274,090,827	=	0.011919050	X	1,441,342,527	=	17,179,433.65	1,993,481.29
4144 SCH D OF OREGON	3,551,912.04	/	302,788,044	=	0.011730688	X	306,981,744	=	3,601,107.06	49,195.02
5901 SCH D OF VERONA AREA	11,970,599.00	/	998,910,329	=	0.011983657	X	1,082,321,229	=	12,970,166.37	999,567.37

<div>?</div> 5. Technical College District(s)			
0400 MADISON AREA TECHNICAL COLLEGE MADN	2,487,543.80	/ 2,575,789,200 = 0.000965740 X 2,830,645,500 = 2,733,667.59	246,123.79
<div>?</div> 6. Total for Tax Increment			
	62,760,724.35	68,974,314.25	6,213,589.90

Form  
**PA-687**

**Property Tax Bill – Referenda/Resolution Data**  
for 2016 Taxes, Payable 2017

**Wisconsin  
Dept of Revenue**

**General Information**

Under state law (sec. 74.09(3)(db), Wis. Stats.), if a county, municipality, school district or technical college approves a temporary property tax levy increase by referendum or if a town with a population less than 3,000 approves the increase by resolution at a town meeting, you must display the following information on the current year property tax bill:

- Total amount of the temporary levy increase imposed in the current year
- Total amount of increase applied to the property
- Year the increase no longer applies

13 - 225    ☐ Town    ☐ Village    ☒ City    of Fitchburg    ,    Dane    County  
(Co-muni Code)

**Form Information**

Use this form to compile the required information related to the current year's temporary property tax levy increases. Provide your County Treasurer with this information for placement on the property tax bill.

- Columns 1, 2 and 5 are displayed on the property tax bill
- Column 4 is used to calculate the amount of the increase applied to each property

**Note:** You must report each referendum or temporary tax levy increase separately. Include the temporary tax levy increases approved after December 31, 2014 and applied in the current year.

Col. 1 Taxing Jurisdiction	Col. 2 Total Temporary Tax Levy Increase Apportioned to Municipality	Col. 3 Total FINAL Assessed Values (Real Estate and Personal Property) Includes Equated Values of Manufacturing Property	Col. 4 Tax Rate Use 9 Places Beyond Decimal (.031675523) (Col. 2 divided by Col. 3)	Col. 5 Year the Increase No Longer Applies
<b>County Taxes</b>				
None				
<b>Town, Village, City Taxes</b>				
None				
<b>School District Taxes</b>				
Madison Metropolitan (3269)	246,652.74	1,408,678,800	0.000175095	2025
Verona Area (5901)	1,540,083.00	1,058,022,200	0.001455624	2017
Oregon Area (4144) is recurring referendum				
<b>Technical College Taxes</b>				
None				

**Preparer Information**

As the Municipal Clerk, I certify that this form and all attachments are true, correct, and complete to the best of my knowledge and belief.

Name <b>Patti Anderson</b>	Title <b>City Clerk</b>	Email <b>patti.anderson@fitchburgwi.gov</b>
Signature <i>Patti Anderson</i>	Date <b>12-02-2016</b>	Phone <b>( 608 ) 270 - 4210</b>



Per §74.09(3)(db) a school board is required to separately report any tax levies that exceed its annual revenue limit as a result of a successful referendum to exceed the limit on a non-permanent basis. State law requires the levies associated with all debt and non-recurring operation referendums passed after December 31, 2014 to be listed separately. The property tax bill must also include the year in which the non-permanent referendum to exceed the revenue limit no longer applies.

## 2016-2017 School Year

List of approved 2016-2017 debt and non-recurring operating referenda which will allow the district to exceed its revenue limit on a non-permanent basis.

Municipal Clerk: PATTI ANDERSON  
5520 LACY RD  
FITCHBURG, WI 53711-5318

Municipality: City of Fitchburg  
County: Dane County

School District: Verona Area (5901)  
School District Clerk: Thomas Duerst

Referenda ID	Vote Date	Type	Year Expires	Total Referendum Amount	2016-2017 Levy Amount due to Referendum	Percent of Entire School District	2016-2017 Amount due to Referendum for Taxation District
RF-3610	4/7/2015	Issue Debt	2017	\$8,350,000	\$5,923,717.50	25.998593273%	\$1,540,083.00





Per §74.09(3)(b) a school board is required to separately report any tax levies that exceed its annual revenue limit as a result of a successful referendum to exceed the limit on a non-permanent basis. State law requires the levies associated with all debt and non-recurring operation referendums passed after December 31, 2014 to be listed separately. The property tax bill must also include the year in which the non-permanent referendum to exceed the revenue limit no longer applies.

## 2016-2017 School Year

List of approved 2016-2017 debt and non-recurring operating referenda which will allow the district to exceed its revenue limit on a non-permanent basis.

Municipal Clerk: PATTI ANDERSON  
5520 LACY RD  
FITCHBURG, WI 53711-5318

Municipality: City of Fitchburg  
County: Dane County

School District: Madison Metropolitan (3269)  
School District Clerk: Anna Moffit

Referenda ID	Vote Date	Type	Year Expires	Total Referendum Amount	2016-2017 Levy Amount due to Referendum	Percent of Entire School District	2016-2017 Amount due to Referendum for Taxation District
RF-3568	4/7/2015	Issue Debt	2025	\$41,000,000	\$4,662,996.00	5.289576562%	\$246,652.74

Wisconsin Department of Revenue

2016 Tax Incremental District (TID) Certification - Municipality/County

County	CoMun	TVC	Municipality	TID #	Base Year	Current Value	Base Value	Increment	% of Base Value
DANE	13225	CITY OF	FITCHBURG	004	2003	215,376,200	49,144,000	166,232,200	338.3%
DANE	13225	CITY OF	FITCHBURG	006	2006	165,984,800	86,800,800	79,184,000	91.2%
DANE	13225	CITY OF	FITCHBURG	007	2006	18,078,800	12,865,600	5,213,200	40.5%
DANE	13225	CITY OF	FITCHBURG	008	2009	3,892,500	4,430,800	(538,300)	-12.1%
DANE	13225	CITY OF	FITCHBURG	009	2015	46,656,500	42,429,600	4,226,900	10.0%
subtotal						449,988,800	195,670,800	254,318,000	130.0%
decrement TID						(3,892,500)	(4,430,800)	538,300	
subtotal excluding decrement						446,096,300	191,240,000	254,856,300	133.3%

Source: <https://www.revenue.wi.gov/DORReports/2016tifcomun.xlsx>

## WISCONSIN DEPARTMENT OF REVENUE

NOTICE OF STATE SCHOOL LEVY TAX CREDIT AND ESTIMATED MAJOR STATE  
AIDS FOR 2016 FULL DISCLOSURE PROPERTY TAX BILLS PAYABLE 2017

NOVEMBER 18, 2016

PATTI ANDERSON  
CITY OF FITCHBURG  
5520 LACY RD  
FITCHBURG WI 53711MUNICIPALITY FITCHBURG  
COUNTY OF DANE  
COUNTY CODE 13  
MUNICIPAL CODE 225

THE WISCONSIN DEPARTMENT OF REVENUE IS PROVIDING YOUR MUNICIPALITY'S STATE  
SCHOOL LEVY TAX CREDIT AMOUNT AND ESTIMATED MAJOR STATE AID. YOU NEED THESE AMOUNTS  
TO COMPLETE YOUR 2016 FULL DISCLOSURE PROPERTY TAX BILLS.

AMOUNT OF STATE SCHOOL LEVY TAX CREDIT                      5,172,467.69

YOU OR YOUR COUNTY WILL RECEIVE THIS CREDIT ON JULY 24, 2017.

ESTIMATED MAJOR STATE AIDS INFORMATION

TAXING JURISDICTION	PREVIOUS TAX YEAR EST. AIDS ALLOCATED TO YOUR TAX DISTRICT	CURRENT TAX YEAR EST. AIDS ALLOCATED TO YOUR TAX DISTRICT
COUNTY OF DANE	384,266	388,683
CITY OF FITCHBURG	2,408,888	2,093,898
SCHOOL DIST #3269	4,487,504	4,750,417
SCHOOL DIST #4144	2,848,288	3,229,763
SCHOOL DIST #5901	8,180,923	7,582,808
TCDB DIST #0400	2,477,157	2,345,554

TOTAL ESTIMATED MAJOR STATE AIDS                      20,787,026                      20,391,123

PLEASE PROVIDE THESE STATE AID NUMBERS TO YOUR PROPERTY TAX BILL PREPARER.  
IF YOU HAVE ANY QUESTIONS, CONTACT US AT LGS@WISCONSIN.GOV

VALEAH FOY, DIRECTOR, BUREAU OF LOCAL GOVERNMENT SERVICES



WISCONSIN DEPARTMENT OF REVENUE  
NOTICE OF EQUALIZED VALUE SCHOOL TAX RATE  
USE FOR 2016 LOTTERY CREDIT CALCULATION

NOVEMBER 17, 2016

PATTI ANDERSON  
CITY OF FITCHBURG  
5520 LACY RD  
FITCHBURG, WI 53711-5318

COMUN CODE	COUNTY	TAX DISTRICT NAME
13225	DANE	CITY OF FITCHBURG

SCHOOL CODE	SCHOOL DISTRICT	EQUALIZED VALUE SCHOOL TAX RATE	MAXIMUM CREDIT VALUE	MAXIMUM LOTTERY CREDIT
133269	SCH D OF MADISON METROPOLITAN	.011919050	12,600	150.18
134144	SCH D OF OREGON	.011730688	12,600	147.81
135901	SCH D OF VERONA AREA	.011983657	12,600	150.99

FOR MORE INFORMATION, CONTACT:

LOCAL GOVERNMENT SERVICES BUREAU  
WISCONSIN DEPARTMENT OF REVENUE  
MADISON, WI 53708-8971

JONATHAN STENGEL 608-266-9457  
LGS@WISCONSIN.GOV

WISCONSIN DEPARTMENT OF REVENUE  
 NOTICE OF EQUALIZED VALUE SCHOOL TAX RATE  
 USE FOR 2016 FIRST DOLLAR CREDIT CALCULATION

NOVEMBER 17, 2016

PATTI ANDERSON  
 CITY OF FITCHBURG  
 5520 LACY RD  
 FITCHBURG, WI 53711-5318

COMUN CODE	COUNTY	TAX DISTRICT NAME
-----	-----	-----
13225	DANE	CITY OF FITCHBURG

SCHOOL CODE	SCHOOL DISTRICT	EQUALIZED VALUE SCHOOL TAX RATE	MAXIMUM CREDIT VALUE	MAXIMUM FIRST DOLLAR CREDIT
-----	-----	-----	-----	-----
133269	SCH D OF MADISON METROPOLITAN	.011919050	6,700	79.86
134144	SCH D OF OREGON	.011730688	6,700	78.60
135901	SCH D OF VERONA AREA	.011983657	6,700	80.29

FOR MORE INFORMATION, CONTACT:

LOCAL GOVERNMENT SERVICES BUREAU  
 WISCONSIN DEPARTMENT OF REVENUE  
 MADISON, WI 53708-8971

JONATHAN STENGEL 608-266-9457  
 LGS@WISCONSIN.GOV



Wisconsin Department of Public Instruction

**PI-1508 TAX LEVY CERTIFICATION**

ss. 24.71, 120.17 (8)

**Instructions:** This form must be signed in the presence of a notary public, and delivered to the clerk of each municipality having territory within the school district on or before **November 10**.

(Ref Wisconsin Statute s.120.12(3))

**2016-2017 School Year**

T O	1. Municipal Clerk: PATTI ANDERSON	2. Municipality: City of Fitchburg
	5520 LACY RD	
	FITCHBURG, WI 53711-5318	3. County: Dane County

The levy is distributed using the same percentage as the equalized valuation.

	Entire School District	Portion of School District Lying Within Municipality
	Column 1	Column 2
4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)	\$24,086,820,787.00	\$1,274,090,827.00
5. Percent of Entire School District	100.000000%	5.289577%
6. Total Levy	\$287,092,023.00	\$15,185,952.36

**CERTIFICATION**

I HEREBY CERTIFY the amount shown on Line 6, Column 2, above, to be assessed against the taxable property of that portion of the school district lying within the municipality, as required by s. 120.17 (8). The state superintendent, pursuant to s. 121.06, has certified to me the equalized valuations shown on Line 4, which I have used to determine the portion of the school district levy to be paid by the municipality.

	F Name of School District	School District Clerk
	R Madison Metropolitan (3269)	Anna Moffit
	O Signature of School District Clerk	<i>Anna Moffit</i>
	M Signature of Notary Public	<i>Brenda France</i>
Signed before me this date		My Commission Expires
11/09/16		8/7/2020

**NOTARY SEAL**

Wisconsin Statutory References:

s.120.17(8)

s.120.44

s.121.06(2)

**Mail tax settlement to:**

District Administrator

Madison Metropolitan School District

545 W Dayton St

Madison, WI 53703-1967



Wisconsin Department of Public Instruction

**PI-1508 TAX LEVY CERTIFICATION**

ss. 24.71, 120.17 (8)

**Instructions:** This form must be signed in the presence of a notary public, and delivered to the clerk of each municipality having territory within the school district on or before **November 10**.  
(Ref Wisconsin Statute s.120.12(3))

**2016-2017 School Year**

**T O** 1. Municipal Clerk: PATTI ANDERSON  
5520 LACY RD  
FITCHBURG, WI 53711-5318

2. Municipality: City of Fitchburg

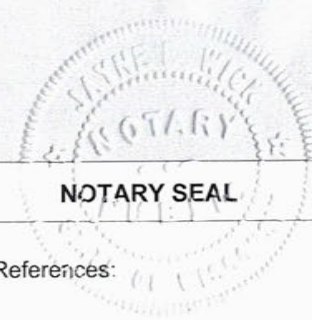
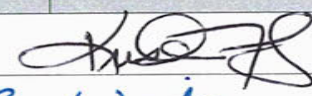
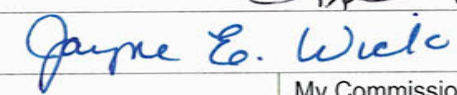
3. County: Dane County

The levy is distributed using the same percentage as the equalized valuation.

	Entire School District	Portion of School District Lying Within Municipality
	Column 1	Column 2
4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)	\$2,134,229,573.00	\$302,788,044.00
5. Percent of Entire School District	100.000000%	14.187229%
6. Total Levy	\$25,035,981.00	\$3,551,912.04

**CERTIFICATION**

I HEREBY CERTIFY the amount shown on Line 6, Column 2, above, to be assessed against the taxable property of that portion of the school district lying within the municipality, as required by s. 120.17 (8). The state superintendent, pursuant to s. 121.06, has certified to me the equalized valuations shown on Line 4, which I have used to determine the portion of the school district levy to be paid by the municipality.

 <b>NOTARY SEAL</b>	<b>F</b> Name of School District	School District Clerk
	<b>R</b> Oregon (4144)	Krista Flanagan
	<b>O</b> Signature of School District Clerk	
	<b>M</b> Signature of Notary Public	
	Signed before me this date	My Commission Expires
	11/9/2016	6/12/2020

Wisconsin Statutory References:

s.120.17(8)  
s.120.44  
s.121.06(2)

**Mail tax settlement to:**

District Administrator  
Oregon School District  
123 E Grove St  
Oregon, WI 53575



Wisconsin Department of Public Instruction

**PI-1508 TAX LEVY CERTIFICATION**

**ss. 24.71, 120.17 (8)**

**Instructions:** This form must be signed in the presence of a notary public, and delivered to the clerk of each municipality having territory within the school district on or before **November 10**.  
(Ref Wisconsin Statute s.120.12(3))

**2016-2017 School Year**

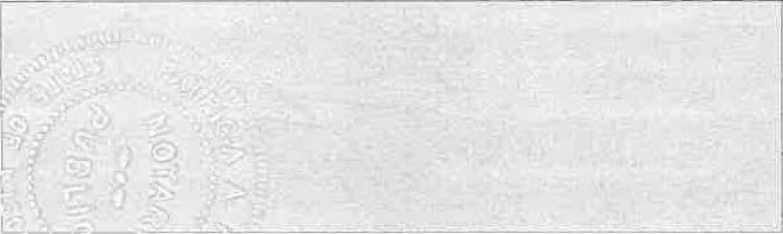
<b>T O</b>	1. Municipal Clerk: <b>PATTI ANDERSON</b>	2. Municipality: <b>City of Fitchburg</b>
	<b>5520 LACY RD</b>	
	<b>FITCHBURG, WI 53711-5318</b>	3. County: <b>Dane County</b>

The levy is distributed using the same percentage as the equalized valuation.

	Entire School District	Portion of School District Lying Within Municipality
	Column 1	Column 2
4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)	\$3,842,170,684.00	\$998,910,329.00
5. Percent of Entire School District	100.000000%	25.998593%
6. Total Levy	\$46,043,257.00	\$11,970,599.00

**CERTIFICATION**

I HEREBY CERTIFY the amount shown on Line 6, Column 2, above, to be assessed against the taxable property of that portion of the school district lying within the municipality, as required by s. 120.17 (8). The state superintendent, pursuant to s. 121.06, has certified to me the equalized valuations shown on Line 4, which I have used to determine the portion of the school district levy to be paid by the municipality.

	<b>F</b> Name of School District	School District Clerk
	<b>R</b> Verona Area (5901)	Thomas Duerst
	<b>O</b> Signature of School District Clerk	<i>Thomas Duerst</i>
	<b>M</b> Signature of Notary Public	<i>Patricia A. Jurek</i>
Signed before me this date <i>10/26/16</i>		My Commission Expires <i>6/15/18</i>

**NOTARY SEAL**

Wisconsin Statutory References:  
s.120.17(8)  
s.120.44  
s.121.06(2)

**Mail tax settlement to:**

District Administrator  
Verona Area School District  
700 N Main St  
Verona, WI 53593-1153





**MADISON**  
AREA | TECHNICAL  
**COLLEGE**

## TAX LEVY REPORT OF

### MADISON AREA TECHNICAL COLLEGE DISTRICT

P.O. Box 14316  
Madison, Wisconsin 53708-0316

PATTI ANDERSON  
CLERK  
CITY OF FITCHBURG  
5520 LACY RD  
FITCHBURG, WI 53711-5318

I, Mark Thomas, CFO/Vice President of Administrative Services of Madison Area Technical College District of the State of Wisconsin Technical College System, do hereby depose and say that the board of the above-named district, at the district board meeting held on the twelfth (12<sup>th</sup>) day of October 2016, voted to raise \$72,728,318. The proportion of such sum that must be raised in that part of said district lying in the **CITY OF FITCHBURG (DANE)** is **\$2,487,543.80**, which you are hereby requested to assess against the taxable property of said district lying in your municipality, as authorized by Chapter 38.16 (1) of the Wisconsin Statutes. The tax rate is \$0.96574 per \$1,000 of equalized valuation for making capital improvements, acquiring equipment, and operating and maintaining the schools of the district.

Mark Thomas  
CFO/VP of Administrative Services



Subscribed and sworn to before me  
this 26<sup>th</sup> day of October 2016.

Jill A. Spilde, Notary Public  
My commission expires November 15, 2019

Shiva Bidar-Sielaff  
District Board Secretary

Jack E. Daniels, III, Ph.D.  
President

1	<b>A. STATE TAXES (Apportioned TID IN)</b>		1
2	Aggregate amount of state tax (use this amount to calculate state tax rate)	480,377.52	2
3	<b>B. COUNTY TAXES (Apportioned TID OUT)</b>		3
4	1. Portion of state special charges on county:		4
5	Charitable and penal	73.21	5
6	Other state special charges	0.00	6
7			7
8	<b>SUBTOTAL - Section B1 (also enter on Line B1 on Statement of Taxes (SOT))</b>	<b>73.21</b>	8
9	2. Other county taxes levied over entire town, village, or city		9
10	Health	470,583.14	10
11	Library (sec. 43.12, Wis. Stats.)	0.00	11
12	County Bridge Aid (sec. 82.08(2), Wis. Stats.)	0.00	12
13	Sanitation	0.00	13
14	Children with Disabilities Education Boards (over entire town,village or city) (sec.121.135, Wis. Stats.)	0.00	14
15	Property taxes charged back (sec. 74.41 & 74.42, Wis. Stats.)	20,010.19	15
16	Countywide EMS	0.00	16
17	Other (describe) :	0.00	17
18	All other county taxes (levied over every town, village, and city)	7,572,836.61	18
19	County Sales Tax Credit	< 0.00 >	19
20	<b>SUBTOTAL - Section B-2 Taxes to be levied over entire municipality (enter on Line B2 on SOT)</b>	<b>8,063,429.94</b>	20
21	3. County taxes levied over part of town, village or city (also enter on line B3 on SOT)		21
22	Children with Disabilities Education Boards	0.00	22
23		0.00	23
24		0.00	24
25		0.00	25
26		0.00	26
27	<b>TOTAL NET COUNTY TAXES (sum of Lines 8, 20, 22, 23, 24, 25 and 26) (for county tax rate)</b>	<b>8,063,503.15</b>	27
28	<b>C. SPECIAL DISTRICT TAXES</b>		28
29	Special district code: NA	Amount levied 0.00	29
30	Special district code: NA	Amount levied 0.00	30
31	<b>D. TOWN, VILLAGE OR CITY TAXES</b>		31
32	4. Other state special charges		32
33	Describe :	0.00	33
34	Describe :	0.00	34
35	<b>SUBTOTAL - Section D4 (also enter on Line D4 on SOT)</b>	<b>0.00</b>	35
36	5. County special charges:		36
37	Illegal real estate charged back (sec. 70.74(2), Wis. Stats.)	0.00	37
38	Highways and bridges (sec. 83.03, Wis. Stats.)	0.00	38
39	Highway aid (sec. 83.14, Wis. Stats.)	0.00	39
40		0.00	40
41		0.00	41
42		0.00	42
43		0.00	43
44	<b>SUBTOTAL - Section D5 (also enter on Line D5 on SOT)</b>	<b>0.00</b>	44
45	<b>TOTAL - ALL TAXES AND CHARGES - sum of Lines 2, 27, 29, 30, 35 and 44</b>	<b>8,543,880.67</b>	45

2016

**CALENDAR YEAR 2017 PRELIMINARY GTA CALCULATION**

Note: Counties are **not** eligible to be factored as a Rate per Mile calculation.

**1. Input GTA Figures**

CVT Code: 13225

NAME:

CITY OF FITCHBURG  
DANE COUNTY

6-Year Average Costs (2010 - 2015) : \$10,263,361.67✓

Mileage as of 1/1/2015: 122.06

3-Year Average Costs (2013 - 2015) : \$9,043,294.67✓

Mileage as of 1/1/2016: 122.89

2015 Costs: \$6,781,104.00

2016 Aids: \$1,417,297.54✓

**2. Calculate Preliminary Share of Costs (SOC) and Rate Per Mile (RPM)****SHARE OF COSTS**

(6-Year Average Costs x SOC Percentage) = SOC Amount

6-Year Average Costs: \$10,263,361.67

SOC Percentage: 15.6376%

SOC Amount: \$1,604,941.02

**RATE PER MILE (Municipalities only)**

(Mileage x Rate Per Mile) = RPM Amount

Mileage as of 1/1/2016: 122.89

Rate Per Mile \$2,202.00

RPM Amount: \$270,603.78

Note: Except for counties, the greater of these two amounts will be used for the next step of the calculation process.

**3. Calculate Minimum and Maximum Adjustments****Minimums**

SOC = eligible for no less than 90% of previous year aid payment

RPM = eligible for no less than 90% of previous year aid payment adjusted for any increase or decrease of certified mileage

**Maximums**

SOC = no greater than 115% of previous year aid payment

RPM = no maximum payment amount

**SHARE OF COSTS**

Preliminary SOC Amount: \$1,604,941.02

2016 Aids: \$1,417,297.54

Minimum 2017 Aids: \$1,275,567.79

Maximum 2017 Aids: \$1,629,892.17

**RATE PER MILE**

Preliminary RPM Amount: N/A

2016 Aids: N/A

% Change in Certified Mileage: N/A

2016 Adjusted Base: N/A

Minimum 2017 Aids: N/A

**4. Apply Cost Cap (Municipalities ONLY)**

2017 aid may not exceed 85% of a municipality's 3-year average costs. If the SOC or RPM amount calculated to this point is greater than 85%, the payment amount will be reduced accordingly.

3-Year Average Costs: \$9,043,294.67

85% Cost Cap: \$7,686,800.47

**5. Calculate Final Payment**

Apply any minimum or maximum cushions, cost caps and/or penalties for filing DOR Financial Report(s) late.

Preliminary SOC Amount: \$1,604,941.02

Preliminary RPM Amount: N/A

**ADJUSTMENTS**

Adjustment Amount: \$0.00

Adjustment Type: N/A

Filing Penalty Amount: N/A

Filing Penalty Description: N/A

**TOTAL GTA AMOUNT: \$1,604,941.02**

Find the description of the calculation process and data definitions on the GTA home page at:  
<http://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/highway/gta-glossary.pdf>



Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Ref.	Notes
<b>ADMINISTRATION DEPARTMENT</b>					
<b>Adult Entertainment Licenses</b>				Chapter 62	
<b>New or Renewal License</b>	Annual	\$500.00	\$500.00		
<i>Late fee after July 1</i>		\$200.00	\$200.00		
<b>Animal Licenses</b>				Chapter 56	
<b>Cat License</b>	Annual	\$7.00	\$7.00	56-26 through 56-29	
<i>Neutered or Spayed</i>	Annual	\$5.00	\$5.00		
<b>Dog License</b>	Annual	\$20.00	\$20.00	56-25, 56-27 to 56-30	
<i>Neutered or Spayed</i>	Annual	\$15.00	\$15.00		
<i>Late fee after March 31</i>	Each	\$5.00	\$5.00		
<b>Multiple Dog License</b>	Annual	\$55.00	\$55.00	56-30	
<b>Assessment Searches</b>	Each	\$25.00	\$25.00		
<i>(all requests are replied to in writing)</i>					
<b>Bartender's License</b> <i>(see liquor license)</i>					
<b>Basketball Hoop Permits</b>	Yearly	\$30.00	\$30.00		
<b>Business Licenses - Permanent Merchants</b>					
<b>Cigarette License</b>	Annual	\$100.00	\$100.00	Chapter 58	
<b>Fireworks License</b> <i>(for small temporary stands)</i>	Each Season	\$25/season	\$25/season	44-759 to 44-764	
<b>Hotel/Motel License</b>				Chapter 10	
<i>Hotel/Motel Room License</i>	Initial	\$50.00	\$50.00	10-274	
<i>(Renewal or Issuance of suspended or revoked License)</i>	As needed	\$50.00	\$50.00	10-277	
<i>(Quarterly Tax Return late filing fee)</i>	Quarterly (if late)	\$25.00	\$25.00	10-255	
<i>(Room tax not paid within 30 days)</i>	A forfeiture of 25% of the room tax due for the previous year, or \$5,000, whichever is less, of the tax imposed, is due and owing if room tax is not paid within 30 days after due date of return. In addition to this forfeiture, unpaid taxes bear interest at 1% per month from the due date of the return until the first day of the month following the month in which tax is paid or deposited with the City (Ord. 2.17(13))				
<b>Hotel/Motel Room Tax Rate</b>		6% total 5% est. 2001 add'l 1% est 2010	7%		
<b><u>Payments to Other Entities:</u></b>					
<i>Fitchburg Chamber of Commerce</i>		30% of 5%	70% (statute)		
<i>GMCVB</i>		7% of 5%	none		
<i>MASC</i>		70% of 1%	none		
<i>City of Fitchburg Administration</i>		10% of 5%	7%		
<i>CEDA - General</i>		53% of 5%	23%		
<i>CEDA - Sports Fund</i>		20% of 1%	0%		
<b>Massage License</b>					
<b>Massage Establishment License</b>	Initial Application Fee	\$250.00	\$250.00	Chapter 62	
<b>Massage Technician or Manager License</b>	Each	\$50.00	\$50.00		

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Ref.	Notes
<b>ADMINISTRATION DEPARTMENT</b>					
<b>Mobile Home License</b>				Chapter 32	
Mobile Home Court Annual License	Annual for each 50 lots or fraction thereof	\$250.00	\$250.00		
Initial Application Fee for New Mobile Home Park	Initial Application Fee	\$500.00	\$500.00		
Transfer Fee of Park License to Another Owner	Whenever Sold	\$250.00	\$250.00		
Temporary Mobile Home Permit(Seasonal, Emergency, etc.)	As Needed	\$25.00	\$25.00		
Monthly Parking Fees	See Ordinance for Collection Procedures				
<b>Second Hand Dealer/Pawn Brokers</b>					
Second-Hand Article Dealer	Annual	\$100.00	\$100.00		
Second-Hand Jewelry Dealer	Annual	\$500.00	\$500.00		
Flea Market License Fee	Annual	\$250.00	\$250.00		
Special Event Second-Hand Dealer Flea Market License	No More Than 3 Consecutive Days	\$75.00	\$75.00		
Pawnbroker License	Annual	\$500.00	\$500.00		
<b>Sales on Public Streets</b>					
Street Vendor License, yearly	Annual	\$150.00	\$150.00	Chapter 67	
Street Vendor License, monthly	Monthly	\$50.00	\$50.00		
<b>Liquor License</b>					
Retail "Class A" Liquor	Annual	\$500.00	\$500.00	Chapter 60 60-27 through 60-40	
Retail "Class B" Liquor	Annual	\$500.00	\$500.00	60-27 through 60-40	
Retail "Class B" Liquor Reserve	Initial Application Fee/Annual	\$10,000 initial fee and \$500/yearly	\$10,000 initial fee and \$500/yearly	60-27 through 60-40	Pays \$10,000 for each New Owner of License, plus \$500 per Year
Reserve "Class B" Economic Grant	<b>No Longer Refundable</b>	\$10,000.00	No Longer Refundable in accordance to State Statute	60-27 through 60-40	
Class "C" Wine	Annual	\$100.00	\$100.00	60-27 through 60-40	
Class "A" Beer	Annual	\$250.00	\$250.00	60-27 through 60-40	
Class "B" Beer	Annual	\$100.00	\$100.00	60-27 through 60-40	
<b>Pro-Rating for Above Licenses</b>	<i>All the above license fees EXCEPT FOR THE INTITAL \$10,000 ISSUANCE FEE FOR "CLASS B" RESERVE LIQUOR shall be prorated according to the number of months or fraction thereof for which the license is issued.</i>				
Special (Picnic) Class "B"	Per Event	\$10.00	\$10.00	60-72	
Temporary Class "B"	Any 6 Month Period	\$50.00	\$50.00	60-72	

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Ref.	Notes
<b>ADMINISTRATION DEPARTMENT</b>					
<b>Liquor License (continued)</b>					
Temporary "Class A" or "Class B"	Any 6 Month Period	\$250.00	\$250.00	60-599	
Provisional Retail (person has not completed beverage class)	60 Days	\$15.00	\$15.00	60-600	
Wholesalers	Annual	\$25.00	\$25.00		
Change of Agent	Each	\$10.00	\$10.00	60-250, 60-251	
Late Filing Fee for Applications Received After April 15th	Each	\$250.00	\$250.00	60-40(11)	
Renewal Liquor License Publication Fee	Yearly	\$55.00	\$55.00	60-69, 60-605, 606	
Publication Cost for Late Filing Fee After April 15th	Each	\$100.00	\$100.00	60-73	
New Liquor License Publication Fee	Each	\$100.00	\$100.00		
Operator's Licenses (Bartenders)	Bi-Annual	\$70.00	\$70.00	60-27	renewable in odd# years
Provisional Operator's License	As Needed to Allow to Take Class	\$10.00	\$10.00	60-563 and 60-600	
Provision Operator's License Renewal (additional 60 days)	As Needed to Allow to Take Class	\$15.00	\$15.00		
Temporary Operator's License	As needed	\$10.00	\$10.00	60-599	for picnics, special events, etc.
Transfer of Retail License to Another Premise (by Same Owner)	As needed	\$10 and \$100 for "new" publication fee, if for site not previously licensed	\$10 and \$100 for "new" publication fee, if for site not previously licensed	60-98 through 60-99	
<b>Non-Sufficient Funds Check Handling Charge</b>					
	Per Check	\$25.00	\$25.00		
<b>Public Records Search</b>					
Cost to Locate Record	As needed	Actual cost if exceeds \$50	Actual cost if exceeds \$50	12-24 through 12-26	
Cost to Mail Records/Copies	As needed	Actual Cost	Actual Cost	12-24 through 12-26	
Prepayment of Fees	As needed	Prepayment required if more than \$5.	Prepayment required if more than \$5.	12-24 through 12-26	
Copies	Per Page	\$0.25	\$0.25		
Labels	Per Sheet	n/a	n/a		
<b>Pre-Formatted GIS Maps</b>					
<b>Comprehensive Plan</b>	Plan on CD	\$10.00	\$10.00		
Laser Jet Printer 8 1/2 x 11 (black & white)	Per Page	\$0.30	\$0.30		
Laser Jet Printer 8 1/2 x 11 (color)	Per Page	\$1.00	\$1.00		
Laser Jet Printer 11 x 17 (black & white)	Per Page	\$0.50	\$0.50		
Laster Jet Printer 11 x 17 (color)	Per Page	\$2.00	\$2.00		
Plotter 18 x 18	Per Page	\$10.00	\$10.00		
Plotter 36 x 36	Per Page	\$30.00	\$30.00		
Plotter 36 x 43	Per Page	\$35.00	\$35.00		

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Ref.	Notes
<b>ADMINISTRATION DEPARTMENT</b>					
<i>All Pre-Formatted Plotter Maps are in Color</i>					
Special Projects Billed on Time and Material	Per Project	1 hour labor minimum \$35/hr plus cost of materials	1 hour labor minimum \$35/hr plus cost of materials		
Scan Fee if Not Electronically Submitted Documents		\$50.00			
<b>Recording Fees (Register of Deeds fees as of May 2010)</b>	Per Document	\$30.00	\$30.00		
<b>Sound Permits</b>	Per Event	\$50.00	\$60.00	74-121 through 74-131	filing required 30 days in advance
<b>Special Council Meeting for License, Permit or Other Action</b>	Per Time	\$350.00	\$350.00		
<b>Street Use Permit</b>	Less Than 3 Blocks	\$25.00	\$30.00	Chapter 27	filing required 30 days in advance
<b>Special Events - Large Scale Street Use Events (includes Sound Permit)</b>	More Than 3 Blocks	\$60.00	\$150.00	Chapter 27	filing required 60 days in advance
<b>Large Scale Festival Events (Includes Sound Permit)</b>			\$150.00	54-26	filing required 60 days in advance
<b>Subscription Requests</b>					
<i>Full Council Packet</i>	Per Request	\$250/yr	\$250/yr		
<i>City Council Agendas Only</i>	Per Request	\$20/yr	\$20/yr		
<i>All Committees/Commission Agendas (Includes City Council but not Plan Commission)</i>	Per Request	\$100/yr	\$100/yr		
<i>Plan Commission (Agendas &amp; Minutes)</i>	Per Request	\$50/yr	\$50/yr		
<i>Specific Committee/Commission (Not Plan Commission)</i>	Per Request	\$30/yr	\$30/yr		
<b>NOTE: All packets and agendas are now available through the City Webpage</b>					

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Ref.	Notes
<b>Court</b>					
Cost for Transcript on Appeal	As Required	\$10.00	\$10.00	18-178 through 18-184	
For Fines and Forfeiture Amounts Refer to Chapter 70					

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Reference	Notes
<b>Planning &amp; Development</b>					
<b>Parkland Improvement Fees</b>					
Fee in lieu of Land Dedication (not including TND)	Per Dwelling Unit	\$4,330.00	\$4,330.00	24-2(d)(2)(e)	
TND T2 and T3 Ordinance Fee in lieu of Land Dedication	Per Dwelling Unit	\$4,330.00	\$4,330.00	24-2(d)(2)(e)	
TND T4 Ordinance Fee in lieu of land dedication	Per Acre	\$65,000.00	\$65,000.00	24-2(d)(2)(e)	
TND T5 Ordinance Fee in lieu of land dedication	Per Acre	\$65,000.00	\$65,000.00	24-15(d)(5), 22-647(2)	
Park Improvement Single Family Residential	Per Dwelling Unit	\$630.00	\$650.00	24-15(d)(5), 22-647(2)	
Park Improvement Two-Family Residential	Per Dwelling Unit	\$315.00	\$325.00	24-15(d)(5), 22-647(2)	
Park Improvement Multi-Family Residential	Per Dwelling Unit	\$145.00	\$155.00	24-15(d)(5), 22-647(2)	
<b>Fee in lieu of Street Frontage for Parkland</b>	As Required	\$350 per linear ft		24-15(e), 22-647(3)	
<b>Planning Commission</b>					
<b>Certified Survey Fees</b>	Upon Application	\$565 + \$140/parcel	\$575 + \$150/parcel	24-15(c)(1)	
<b>Comprehensive Development Plan</b>	Upon Application	\$305 + \$85/parcel	\$305 + \$90/parcel	24-15(b)	
Comprehensive Development Plan Amendment	Upon Application	\$445	\$450		
Subdivider to pay all consulting and legal fees incurred by the City as stated in Ordinance 24-15(c)(2)					
<b>Preliminary Plat, and Contract Fee</b>	Upon Application	\$560 + \$165/parcel	\$560 + \$175/parcel	24-15(b)(1)	
<b>Final Plat</b>	Upon Application	\$560 + \$110/parcel	\$560 + \$115/parcel	24-15(b)(1)	
Subdivider to pay all engineering, inspection, consulting & legal fees as stated in Ordinance 24-15(b)(2)					
<b>Payment Guarantee of Fees</b>	Upon Application	\$530 + \$160/parcel	\$530 + \$160/parcel	24-15(b)(3)	
Zoning Fees (Publication &/or Public Hearing Costs)	As Requested				
<b>Board of Appeals</b>	As Requested	\$550.00	\$570.00		
<b>Conditional Use Permits</b>	As Requested	\$445.00	\$465.00	22-640(b)(2)	
<b>PDD-GIP</b>	As Requested	\$850.00	\$875.00		
<b>PDD-SIP</b>	As Requested	\$825.00	\$850.00		
<b>Re-Zoning Request</b>	As Requested	\$580.00	\$600.00		
<b>Re-Zoning/Conditional Use</b>	As Requested	\$725.00	\$750.00		
<b>Telecommunications Facilities Permit</b>	As Required	\$430.00	\$450.00	64-48(d)	
<b>Sign Permit</b>					
Temporary	As Required	\$35.00	\$38.00	26-34	
All signs except temporary and exempt signs	As Required	\$1.70/sq ft or fraction thereof with minimum of \$75	\$1.80/sq ft or fraction thereof with minimum of \$75	26-34	
<b>Zoning Fee</b>					
	See Building Inspection Schedule				
Zoning Verification Letters (New in 2014)	Per Request	\$26.00	\$30.00		

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Ref.	Notes
<b>Building Inspection</b>				<b>CHAPTER 35</b>	
<b>Group I - Residential buildings in which families or household live, rooming houses, residential garages and storage sheds (this group does not include hotels, motels or institutional buildings)</b>					
<b>Group II - General Professional Offices, barber shops, beauty parlors, bowling alleys, dry-cleaning establishments, clinics, natatoriums, shelters, hotels and motels</b>					
<b>Group III - Taverns, restaurants, cafeterias, retail establishments, commercial garages and service stations.</b>					
<b>Group IV - Churches, assembly halls, theaters, exhibition buildings, educational institutions, hospitals, nursing homes, places of detention, gymnasiums, arenas, laboratories, lodge halls, funeral homes, libraries, skating rinks, dance halls and armories.</b>					
<b>Group V - Warehouses, freight terminals, storage buildings, refrigeration storage, factories, machine shops, electric sub-stations, sewage treatment plants, heating plants, steam &amp; electric generating plants, transformer vaults and other buildings not classified in Groups I - IV.</b>					
<b>Group VI - Agricultural Buildings</b>					
<b>General Notes:</b>					
1. Areas included for fee calculation purposes shall include all floor levels, basement, attached garages, porches and all spaces enclosed and under roof. The Building Inspection Department will be responsible for calculating the square footage of all buildings.					
2. All fees are rounded to the nearest dollar					
3. All building and HVAC fees are based on either the Wisconsin Building Code Table 2.31-1 or this Fee Schedule, whichever is greater.					
<b>New Construction and Additions</b>					
<b>Zoning Permits</b>	Per Application	One & Two Family Dwellings \$32 plus \$0.80 per sq. ft.	One & Two Family Dwellings \$32 plus \$0.80 per sq. ft.		Will raise fees to be similar to existing County Fees.
		All other construction - \$345 plus \$2.12 per \$1,000 of construction cost	All other construction - \$345 plus \$2.12 per \$1,000 of construction cost		Will raise fees to be similar to existing County Fees.
<b>Building Permits</b>	Per Application				
Group I		\$.080 per sq. ft.	\$.080 per sq. ft.		
Group II		\$.085 per sq. ft.	\$.085 per sq. ft.		
Group III		\$.095 per sq. ft.	\$.095 per sq. ft.		
Group IV		\$.120 per sq. ft.	\$.120 per sq. ft.		
Group V		\$.080 per sq. ft. - first 10,000 sq. ft.	\$.080 per sq. ft. - first 10,000 sq. ft.		
		\$.070 per sq. ft. - over 10,000 sq. ft.	\$.070 per sq. ft. - over 10,000 sq. ft.		
Group VI		\$.04 per sq. ft.	\$.04 per sq. ft.		
Minimum Fee		Residential \$100	Residential \$100		
		Commercial \$150	Commercial \$150		
<b>Electrical Permits</b>	Per Application				
Group I		\$.045 per sq. ft.	\$.045 per sq. ft.		
Group II		\$.045 per sq. ft.	\$.045 per sq. ft.		
Group III		\$.045 per sq. ft.	\$.045 per sq. ft.		
Group IV		\$.045 per sq. ft.	\$.045 per sq. ft.		
Group V		\$.045 per sq. ft.	\$.045 per sq. ft.		
Group VI		\$.025 per sq. ft.	\$.025 per sq. ft.		
Minimum Fee		Residential \$75	Residential \$75		
		Commercial \$100	Commercial \$100		

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Ref.	Notes
<b>Building Inspection</b>				<b>CHAPTER 35</b>	
<b>Plumbing Permits</b>	Per Application				
Group I		\$.045 per sq. ft.	\$.045 per sq. ft.		
Group II		\$.045 per sq. ft.	\$.045 per sq. ft.		
Group III		\$.055 per sq. ft.	\$.055 per sq. ft.		
Group IV		\$.045 per sq. ft.	\$.045 per sq. ft.		
Group V		\$.045 per sq. ft. - first 10,000 sq. ft.	\$.045 per sq. ft. - first 10,000 sq. ft.		
		\$.035 per sq. ft. - over 10,000 sq. ft.	\$.035 per sq. ft. - over 10,000 sq. ft.		
Group VI		\$.025 per sq. ft.	\$.025 per sq. ft.		
Minimum Fee		Residential \$75	Residential \$75		
		Commercial \$100	Commercial \$100		
<b>Heating/Ventilating/Air Conditioning Permits</b>	Per Application				
Group I		\$.045 per sq. ft.	\$.045 per sq. ft.		
Group II		\$.045 per sq. ft.	\$.045 per sq. ft.		
Group III		\$.045 per sq. ft.	\$.045 per sq. ft.		
Group IV		\$.045 per sq. ft.	\$.045 per sq. ft.		
Group V		\$.045 per sq. ft. - first 10,000 sq. ft.	\$.045 per sq. ft. - first 10,000 sq. ft.		
		\$.035 per sq. ft. - over 10,000 sq. ft.	\$.035 per sq. ft. - over 10,000 sq. ft.		
Group VI		\$.025 per sq. ft.	\$.025 per sq. ft.		
Minimum Fee		Residential \$75	Residential \$75		
		Commercial \$100	Commercial \$100		
<b>Alteration and Repairs to Existing Buildings</b>	Per Application				
<b>Zoning Permits</b>		\$52 plus \$1.05 per \$1,000 of construction cost	\$52 plus \$1.05 per \$1,000 of construction cost		Will raise fees to be similar with existing County fees
<b>Building Permits</b>		1.0% of building construction cost	1.0% of building construction cost		
Minimum Fee		Residential \$100	Residential \$100		
		Commercial \$150	Commercial \$150		
<b>Electrical Permits</b>		1.8% of electrical construction cost	1.8% of electrical construction cost		
Minimum Fee		Residential \$60	Residential \$60		
		Commercial \$100	Commercial \$100		
<b>Plumbing Permits</b>		1.5% of plumbing construction cost	1.5% of plumbing construction cost		
Minimum Fee		Residential \$60	Residential \$60		
		Commercial \$100	Commercial \$100		
<b>Heating/Ventilating/Air Conditioning Permits</b>		1.5% of heating/ventilating/air conditioning construction costs	1.5% of heating/ventilating/air conditioning construction costs		
Minimum Fee		Residential \$60	Residential \$60		
		Commercial \$100	Commercial \$100		



Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Ref.	Notes
<b>Building Inspection</b>				<b>CHAPTER 35</b>	
<b>General Notes:</b>					
1. Zoning Permit fees are paid to the City of Fitchburg					
2. Construction cost includes labor and materials					
3. The Building Inspector shall be responsible for estimating construction costs utilizing information provided by permit applicants.					
4. All permit fees are rounded to the nearest dollar.					
<b>Miscellaneous Fees and Requirements</b>					
<b>Swimming Pools</b>	Building Permit Only				
Above Ground		\$150 per permit	\$150 per permit		
In Ground		\$300 per permit	\$300 per permit		
<b>Moving of Buildings/Structures</b>		1/2 of rates charged for new construction	1/2 of rates charged for new construction		
Minimum Fee		\$200 per structure	\$200 per structure		
<b>Demolition</b>		\$100 per residential building, \$200 per commercial building	\$100 per residential building, \$200 per commercial building		
<b>Permit to Start Construction</b>		\$100 per residential permit \$200 per commercial permit	\$100 per residential permit \$200 per commercial permit		
<b>Occupancy</b>		\$50 per Residential Unit \$100 per Commercial Unit	\$50 per Residential Unit \$100 per Commercial Unit		
<b>Deck Permit</b>		\$200 = \$175 Building Inspection, \$25 Zoning	\$200 = \$175 Building Inspection, \$25 Zoning		
<b>Construction Water Service Charge</b>		\$43 per one & two family dwellings, all others based on size of water service [see current utility schedule] and duration of use	\$43 per one & two family dwellings, all others based on size of water service [see current utility schedule] and duration of use		
<b>Variance Application/Wisconsin Uniform Dwelling Code</b>	Per Application	\$100.00	\$100.00		
<b>Wisconsin Uniform Building Permit Seal</b>	Per Seal	\$75.00	\$75.00		
<b>Delinquent Permit Penalty</b>	Assessed when the required permit is NOT obtained prior to commencing work	A penalty equal to the amount of the permit fee at the time of application	A penalty equal to the amount of the permit fee at the time of application		
<b>Additional and Miscellaneous Inspections</b>		\$75 per inspection, \$100 for inspection of work done without a permit	\$75 per inspection, \$100 for inspection of work done without a permit		

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Ref.	Notes
<b>Building Inspection</b>				<b>CHAPTER 35</b>	
<b>Fire Protection Building Construction Impact Fee</b>	Fee is determined and collected at the time a Building Permit is issued				
Single Family Residential (per dwelling unit)		\$622 per dwelling unit	\$622 per dwelling unit	44-146	
Multi-Family Residential (per dwelling unit)		\$466 per dwelling unit	\$466 per dwelling unit	44-146	
Studio & One Bedroom Apartment		\$311.00	\$311.00	44-146	
Commercial/Institutional (per sq. ft.)		\$0.228 per sq. ft.	\$0.228 per sq. ft.	44-146	
Industrial/Business Park Use (per sq. ft.)		\$0.143 per sq. ft.	\$0.143 per sq. ft.	44-146	
<b>Residential Plan Review</b>	Per Review				
Single Family		\$200.00	\$200.00		
Two Family		\$400.00	\$400.00		
<b>Commercial Plan Review</b>	Per Review				
New Structures 0-2000 square feet		\$300.00	\$300.00		
New Structures 2001-5000 square feet		\$400.00	\$400.00		
Remodels 0-2000 square feet		\$300.00	\$300.00		
Remodels 2001-5000 square feet		\$400.00	\$400.00		
Remodels 5001-10,000 square feet		\$500.00	\$500.00		
<b>Erosion Control Permit</b>				30-32	
General Notes:					
1. A construction water service charge shall be collected for all new buildings connected to the municipal water system					
2. A Wisconsin Uniform Building Permit Seal is required for all new single family and two family dwellings					
3. All electrical work shall be done by a State of Wisconsin [DILHR] certified master or journeyman electrician or by an electrician holding a valid City of Madison license. [Exception, a homeowner who owns and occupies his/her own dwelling may do their own work.]					
<b>Construction Exempt from Building Permit Requirements</b>					
1. Repairs necessary for building maintenance and upkeep which do not exceed a cost of \$2,000					
2. Residential accessory buildings and storage sheds not used to house motor vehicles and less than sixty four [64] sq. ft in floor area					
3. Attached and detached uncovered wood decks with floor surfaces less than 24 inches above adjacent grade level.					
4. Satellite dishes and antennas intended for private residential use.					
5. Buildings and structures not within the scope of the building code.					
6. Note - The construction referred to in this section shall comply with all building, zoning and applicable codes regardless of building permit requirements.					

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Ref.	Notes
<b>Police</b>					
<b>Accident Reports</b>					
Accident Report - Reportable MV 4000	Each	\$2.00	\$2.00		
Accident Report - Non-Reportable	Per Page	\$0.25	\$0.25		
<b>Bike Licenses (One time license)</b>	Each	\$5.00	\$5.00		
<b>Copy of DVD</b>	Each	\$15.00	\$15.00		
<b>Fitchburg Records Check</b>					
Resident		\$10.00	\$10.00		
Non-Resident		\$20.00	\$20.00		
<b>Dispatch Audio Recordings</b>	Each	\$15.00	\$15.00		
<b>Duplicating Costs</b>	Per Page	\$0.25	\$0.25		
<b>Fingerprinting</b>					
Resident	Per Card	\$10.00	\$10.00		
Non-Resident	Per Card	\$24.00	\$24.00		
<b>Notary Public Fees</b>	Per Page	\$0.25	\$0.25		
<b>Photographs</b>					
CD	Each	\$15.00	\$15.00		
Printed	Per Page	\$3.00	\$3.00		
From Negative		\$10 handling plus actual developing costs	\$10 handling plus actual developing costs		
<b>Postage</b>		Actual Cost	Actual Cost		
<b>Evidence Facility Storage Fee</b>	Per Day	\$30	\$30		

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Reference	Notes
<b>Fire Department</b>					
<b>Fire Impact Fees - See Building Inspection Fees</b>		\$73,400	\$73,400	44-146	
<b>Fireworks Display</b>		\$180.00	\$180.00	44-729	
<b>Fireworks License</b> <i>(for small temporary stands)</i>	Each Season	\$30/season	\$30/season	44-759 to 44-764	
<b>Storage or Use of Explosive or Blasting Agents</b>		\$600.00	\$600.00	44-691 through 44-698	
<b>Plan check and inspection of multiple dwelling, commercial, manufacturing or public assembly units</b>		1/10th of 1% of total estimated construction costs as determined by Building Inspector	1/10th of 1% of total estimated construction costs as determined by Building Inspector	44-120 through 44-121	

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	New Ordinance Ref.	Notes
<b>Public Works</b>					
<b>STREET DEPARTMENT</b>					
<b>Driveway or Access Permit - *Per Application</b>	New	\$80.00	\$80.00	27-302	Permit #: DW-15-xxx
	Alteration	\$35.00	\$35.00		
Appeal Fee	At the time of filing			27-306	
<b>Erosion Control and Stormwater Management Permits</b>	Per Application	\$400 plus \$0.005/sq. of disturbed area, \$0.010/sq of impervious area, and \$0.005/sq of redevelopment. Fees are doubled if work commences before permit issuance.	<b>Erosion Control Permit Base Fee =&gt;\$200, Stormwater Permit Base Fee =&gt;\$400, Erosion Control Permit Amendment Fee =&gt; \$100, Stormwater Permit Amendment Fee =&gt; \$200</b> , plus \$0.005/sq. of disturbed area, \$0.010/sq of impervious area, and \$0.005/sq of redevelopment. Fees are doubled if work commences before permit issuance.	30-33	
<b>Right-of-Way -Registration</b>	*Per Application	\$80.00	\$80.00	27-173 27-175	Form #: REG-15-xxx
<b>Right-of-Way - Excavation</b>					
Review	*Per Application	\$80.00	\$80.00	27-206	Permit #: RE-15-xxx
Degradation	per sq. yd.	Varies; \$200 minimum	Varies; \$200 minimum	27-207	See Exhibit A
Borings	per boring	\$50.00	\$50.00		
Pavement Core	each	\$50.00	\$50.00		
Open Cut Pavement	per open cut	\$225.00	\$225.00		
Trenching in excess of 1,300 ft	1,000 ft	\$115.00	\$115.00		
Construction of Vault or Structure	each	\$115.00	\$115.00	27-207	
<b>Right-of-Way - Obstruction</b>					Permit #: RO-15-xxx
Review	*Per Application	Per Month	Per Month	27-255	

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	New Ordinance Ref.	Notes
<b>Public Works</b>					
<b>Stormwater Utility</b>	See Appendix B, Chapter 35			<b>Chapter 40 - Article V</b>	
<b>City Wide Rate</b>	*Per Quarter	\$9.71	\$9.71		2014 - 2017 Stormwater Utility Rates
<b>Urban Service Area Base Rate</b>	*Per Quarter	\$5.56	\$5.56		are based from June 13, 2013
<b>Urban Service Area Intensity Rate</b>	*Per Quarter	\$4.23	\$4.23		Report by Trilogy Consulting, LLC
<b>Urban Rainwater Harvesting Credit</b>	*Per Application (\$/55 gallon volume)	(\$6.00)	(\$6.00)		
<b>Rural Rainwater Harvesting Credit</b>	*Per Application (\$/55 gallon volume)	(\$5.00)	(\$5.00)		
<b>Urban 1-2 Unit Residential Biofiltration Credit</b>	*Per Quarter (Ongoing)	(\$4.00)	(\$4.00)		
<b>Rural 1-2 Unit Residential Biofiltration Credit</b>	*Per Quarter (Ongoing)	(\$2.00)	(\$2.00)		
<b>Urban Fitchburg Creek Supporter Pledge Credit</b>	*Per Quarter (Ongoing)	(\$2.00)	(\$2.00)		
<b>Rural Fitchburg Creek Supporter Pledge Credit</b>	*Per Quarter (Ongoing)	(\$1.00)	(\$1.00)		
<b>Multi-family or Nonresidential Water Quality Credit</b>	*Per Quarter (Ongoing)	-25%	-25%		
<b>Multi-family or Nonresidential Water Quantity Credit</b>	*Per Quarter (Ongoing)	-25%	-25%		
<b>Construction &amp; Demolition Reuse/Recycling Permits</b>				<b>Chapter 41</b>	
<b>Residential CDRR Permit Deposit</b>	*Per Application	\$50.00	\$50.00		
<b>Commercial/Industrial CDRR Permit Deposit</b>	*Per Application	\$100.00	\$100.00		
<b>Utility Department</b>					
<b>Sewer Rates</b>	See Appendix A, Chapter 9			<b>Chapter 40 - Article III</b>	
<b>Holding Tank Permit</b>	Upon Application				
<b>Water Rates</b>	See Appendix A, Chapter 10			<b>Chapter 40 - Article II</b>	
<b>Water Impact Fee</b>		\$1,127	\$1,166		

Department and Item Description	2016 Fee Schedule		2017 Proposed		Notes
<b>Parks, Recreation &amp; Cemetery</b>					
<b>CEMETERY GRAVE LOT - See Cemetery Rules &amp; Regulations</b>					
Purchase of Burial Rights: (includes perpetual care and maintenance)					
<b>One Grave Lot (8' x 10' - includes two grave sites)</b>					
Resident	\$1,180.00		\$1,180.00		
Non-Resident	\$1,350.00		\$1,350.00		
<b>One Grave Site (4' x 10')</b>					
Resident	\$590.00		\$590.00		
Non-Resident	\$675.00		\$675.00		
<b>One Cremain Site (4' x 5')</b>					
Resident	\$300.00		\$300.00		
Non-Resident	\$350.00		\$350.00		
<b>PRICE OF EXCAVATION</b>	Work directly with funeral home		Work directly with funeral home		
<b>COMMUNITY CENTER FEES - See Policies &amp; Procedures</b>					
<b>CITY OF FITCHBURG NEIGHBORHOOD GROUPS AND CITY OF FITCHBURG NON-PROFIT GROUPS</b>	No base charge		No base charge		
<b>RESIDENTS</b>					
Large Room - Weekdays	1/2 Day \$125, Full Day \$235		1/2 Day \$125, Full Day \$235		
Large Room - Weekends	1/2 Day \$275, Full Day \$385		1/2 Day \$275, Full Day \$385		
Medium Room - Weekdays	1/2 Day \$55, Full Day \$100		1/2 Day \$55, Full Day \$100		
Medium Room - Weekends	1/2 Day \$65, Full Day \$120		1/2 Day \$65, Full Day \$120		
Small Room - Weekdays	1/2 Day \$35, Full Day \$65		1/2 Day \$35, Full Day \$65		
Small Room - Weekends	1/2 Day \$45, Full Day \$85		1/2 Day \$45, Full Day \$85		
<b>NON-RESIDENTS</b>					
Large Room - Weekdays	1/2 Day \$195, Full Day \$375		1/2 Day \$195, Full Day \$375		
Large Room - Weekends	1/2 Day \$390, Full Day \$595		1/2 Day \$390, Full Day \$595		
Medium Room - Weekends	1/2 Day \$85, Full Day \$155		1/2 Day \$85, Full Day \$155		
Medium Room - Weekdays	1/2 Day \$70, Full Day \$125		1/2 Day \$70, Full Day \$125		
Small Room - Weekends	1/2 Day \$60, Full Day \$110		1/2 Day \$60, Full Day \$110		
Small Room - Weekdays	1/2 Day \$50, Full Day \$90		1/2 Day \$50, Full Day \$90		
<b>SECURITY</b>					
1/2 Day (50 - 99 ppl)	\$100.00		\$100.00		
Full Day (50 - 99 ppl)	\$200.00		\$200.00		
1/2 Day (100 + ppl)	\$200.00		\$200.00		
	\$400.00		\$400.00		
<b>EVENT ATTENDANT</b>	\$20/hour		\$20/hour		
<b>CLEANING - Weekend only (weekday groups must do own clean up)</b>					
1/2 Day (50 - 99 ppl)	\$55.00		\$55.00		
Full Day (50 - 99 ppl)	\$110.00		\$110.00		
1/2 Day (100 + ppl)	\$110.00		\$110.00		
Full Day (100 + ppl)	\$235.00		\$235.00		
<b>Room Deposit</b>	Equal to twice the price of the room rented		Equal to twice the price of the room rented		
<b>CANCELLATION POLICY</b>					
More than 2 weeks notice	Return all but 10% of deposit		Return all but 10% of deposit		
Less than 2 weeks notice	10% of all fees will be withheld		10% of all fees will be withheld		

Department and Item Description	2016 Fee Schedule		2017 Proposed		Notes
<b>Parks, Recreation &amp; Cemetery</b>					
<b>PARK SHELTER RESERVATION FEES</b>					
Shelters available at McKee Farms, Quarry Ridge Recreation Area, Greenfield Park, Huegel/Jamestown Park, Tower Hill Park, Swan Creek Park, and McGaw Park	Resident	Non Resident	Resident	Non Resident	
0 - 49 people	\$50.00	\$60.00	\$50.00	\$60.00	
50 - 149 people	\$95.00	\$110.00	\$95.00	\$110.00	
150 - 499 people	\$140.00	\$160.00	\$140.00	\$160.00	
500 or more people	\$350.00	\$400.00	\$350.00	\$400.00	
<b>MCKEE FARMS PARK SHELTER RESERVATION FEES</b>	Resident	Non-Resident	Resident	Non-Resident	
0 - 49 people	\$75	\$100	\$75	\$100	
50 - 149 people	\$140	\$175	\$140	\$175	
150 - 499 people	\$200	\$250	\$200	\$250	
500 or more people	\$450	\$550	\$450	\$550	
<b>McKee Farms Park Indoor Building</b>					
Kitchen	\$75 plus \$40 key deposit	\$100 plus \$40 key deposit	\$75 plus \$40 key deposit	\$100 plus \$40 key deposit	
<b>PARK FESTIVAL FEES FOR LARGE EVENTS</b> (e.g. Fitchburg Days & Festa Italia)		\$900		\$900	
<b>SHADE STRUCTURE AT SPLASH PAD RENTAL (2 HOUR BLOCKS)</b>	\$20	\$30	\$20	\$30	
<b>COMMUNITY GARDENS PLOT</b>				\$10 residents under \$30,000 household income / \$25 residents over \$30,000 household income	
<b>DIAMOND/FIELD/COURT FEES</b>					
<b>Ball Diamonds - Lights</b>					
City of Fitchburg Sponsored & Co-Sponsored Group		N/C		N/C	
City of Fitchburg Resident Group		\$10.00		\$10.00	
Organized Non-Profit Group		\$10.00		\$10.00	
Non-Resident Group		\$20.00		\$20.00	
<b>Ball Diamonds - Prepped &amp; Lined</b>					
City of Fitchburg Sponsored & Co-Sponsored Group		N/C		N/C	
City of Fitchburg Resident Group		\$35/First Game, \$20 game thereafter		\$35/First Game, \$20 game thereafter	
Organized Non-Profit Group		\$50/First Game, \$30 game thereafter		\$50/First Game, \$30 game thereafter	
Non-Resident Group		\$100/first game, \$75 game thereafter		\$100/first game, \$75 game thereafter	
<b>Ball Diamonds - Practice</b>					
City of Fitchburg Sponsored & Co-Sponsored Group					
City of Fitchburg Resident Group					
Organized Non-Profit Group					
Non-Resident Group		\$45.00		\$45.00	
<b>Ball Diamonds - Tournaments, 1st Game Prepped &amp; Lined (need shelter reservations)</b>					
City of Fitchburg Sponsored & Co-Sponsored Group					
City of Fitchburg Resident Group		\$35/First Game, \$20 game thereafter		\$35/First Game, \$20 game thereafter	
Organized Non-Profit Group		\$50/First Game, \$30 game thereafter		\$50/First Game, \$30 game thereafter	
Non-Resident Group		\$100/first game, \$75 game thereafter		\$100/first game, \$75 game thereafter	
<b>SOCCER FIELDS - League Game/Striped</b>					
City of Fitchburg Sponsored & Co-Sponsored Group					
City of Fitchburg Resident Group		\$35/game		\$35/game	
Organized Non-Profit Group		\$50/game		\$50/game	
Non-Resident Group		\$100/game		\$100/game	



Department and Item Description	2016 Fee Schedule		2017 Proposed		Notes
<b>Parks, Recreation &amp; Cemetery</b>					
<b>SOCCER FIELDS - Practice - No Prep</b>					
City of Fitchburg Sponsored & Co-Sponsored Group	N/C		N/C		
City of Fitchburg Resident Group	\$5.00		\$5.00		
Organized Non-Profit Group	\$10.00		\$10.00		
Non-Resident Group	\$40.00		\$40.00		
<b>SOCCER FIELDS - Tournaments</b>					
City of Fitchburg Sponsored & Co-Sponsored Group	N/C		N/C		
City of Fitchburg Resident Group	\$35/First Game, \$20 game thereafter		\$35/First Game, \$20 game thereafter		
Organized Non-Profit Group	\$50/First Game, \$30 game thereafter		\$50/First Game, \$30 game thereafter		
Non-Resident Group	\$100/first game, \$75 game thereafter		\$100/first game, \$75 game thereafter		
<b>TENNIS COURTS - Lights/2 hr time block/ Court</b>					
City of Fitchburg Sponsored & Co-Sponsored Group	N/C		N/C		
City of Fitchburg Resident Group	\$10.00		\$10.00		
Organized Non-Profit Group	\$10.00		\$10.00		
Non-Resident Group	\$20.00		\$20.00		
<b>TENNIS COURTS - Per Court for 2 hour time block</b>					
City of Fitchburg Sponsored & Co-Sponsored Group	N/C		N/C		
City of Fitchburg Resident Group	\$5/Ct		\$5/Ct		
Organized Non-Profit Group	\$10/Ct		\$10/Ct		
Non-Resident Group	\$25/Ct		\$25/Ct		
<b>VOLLEYBALL - Sand Court</b>					
City of Fitchburg Sponsored & Co-Sponsored Group	N/C		N/C		
City of Fitchburg Resident Group	\$5/Ct/3hr		\$5/Ct/3hr		
Organized Non-Profit Group	\$10/Ct/3hr		\$10/Ct/3hr		
Non-Resident Group	\$25/Ct/3hr		\$25/Ct/3hr		
<b>VOLLEYBALL - Grass Court</b>					
City of Fitchburg Sponsored & Co-Sponsored Group	N/C		N/C		
City of Fitchburg Resident Group	\$5/Ct/3hr		\$5/Ct/3hr		
Organized Non-Profit Group	\$10/Ct/3hr		\$10/Ct/3hr		
Non-Resident Group	\$25/Ct/3hr		\$25/Ct/3hr		
<b>ULTIMATE FRISBEE, LACROSSE - Game/Striped</b>					
City of Fitchburg Sponsored & Co-Sponsored Group	N/C		N/C		
City of Fitchburg Resident Group	\$35/day		\$35/day		
Organized Non-Profit Group	\$50/day		\$50/day		
Non-Resident Group	\$100/day		\$100/day		
<b>ULTIMATE FRISBEE, LACROSSE - Practice</b>					
City of Fitchburg Sponsored & Co-Sponsored Group	N/C		N/C		
City of Fitchburg Resident Group	\$5/field/day		\$5/field/day		
Organized Non-Profit Group	\$10/field/day		\$10/field/day		
Non-Resident Group	\$25/field/day		\$25/field/day		
<b>FOOTBALL - Lined</b>					
City of Fitchburg Sponsored & Co-Sponsored Group	N/C		N/C		
City of Fitchburg Resident Group	\$35/First Game, \$20 game thereafter		\$35/First Game, \$20 game thereafter		
Organized Non-Profit Group	\$50/First Game, \$30 game thereafter		\$50/First Game, \$30 game thereafter		
Non-Resident Group	\$100/first game, \$75 game thereafter		\$100/first game, \$75 game thereafter		
<b>FOOTBALL - Practice</b>					
City of Fitchburg Sponsored & Co-Sponsored Group	N/C		N/C		
City of Fitchburg Resident Group	\$5/day		\$5/day		
Organized Non-Profit Group	\$10/day		\$10/day		
Non-Resident Group	\$40/day		\$40/day		
<b>BASKETBALL/HORSESHOE COURTS</b>	First Come-First Serve Basis		First Come-First Serve Basis		

Department and Item Description	Duration/Unit	2016 Fee Schedule	2017 Proposed	Ordinance Reference	Notes
<b>Library</b>					
<b>OVERDUE FINES</b>					
Adult Materials	per day	25 cents	25 cents		
Juvenile Materials	per day	No Charge	No Charge		
Overdue fines/fees	More than \$20	L brary Card becomes Blocked	L brary Card becomes Blocked		
Seniors	per day	No Charge	No Charge		
<b>MEETING ROOM USE</b>					
Resident Use		No Charge	No Charge		
Non-Resident Use	per hour	No Charge	No Charge		
After Hours Use (Resident & Non-Resident)	per hour	No Charge	No Charge		
<b>COPIES</b>					
Black & White	each	10 cents	10 cents		
Color	each	25 cents	25 cents		
<b>MISCELLANEOUS ITEMS</b>					
Earbuds	each	\$1.00	\$1.00		
Lost Items	per item	Replacement Cost = List Price	Replacement Cost = List Price		
Tote bags	each		\$5.00		

## EMPLOYMENT APPLICATION



CITY OF PALMER  
231 W Evergreen Avenue  
Palmer, Alaska 99645  
(907) 761-1302  
<http://www.palmerak.org>

Miller, Sidney C.  
24-000 CITY MANAGER

Received: 2/22/24 11:32 AM

For Official Use Only:

QUAL: \_\_\_\_\_

DNO: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: CITY MANAGER		EXAM ID# : 24-000
NAME: (Last, First, Middle) Miller, Sidney C.		SOCIAL SECURITY NUMBER: [REDACTED]
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	ALTERNATE PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: [REDACTED] Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Master's Degree		

## PREFERENCES

MINIMUM COMPENSATION: \$65.00 per hour; \$135,000.00 per year
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends, On Call (as needed)

## EDUCATION

DATES:	SCHOOL NAME: Kennesaw State University	
LOCATION: (City, State/Province) Kennesaw, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Public Administration		
DATES:	SCHOOL NAME: Kennesaw State University	
LOCATION: (City, State/Province) Kennesaw, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Industrial Engineering		

## WORK EXPERIENCE

DATES: From: 9/2023 To: Present	EMPLOYER: City of Wasilla	POSITION TITLE: HR Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Crystal Nygard	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$8,750.00/month	
DUTIES: Directs the City's personnel, safety, benefits, and risk management programs. <ul style="list-style-type: none"> <li>Plans, organizes, and directs the activities of city personnel engaged in the areas of employee relations, benefits administration, safety and management, and delivery of employment and training services.</li> <li>Reviews and recommends action plans for compliance with all applicable federal, state laws and regulations pertaining to employment and ensures that employee grievances are handled according to approved municipal code, policy and procedures, and collective bargaining agreements.</li> <li>After reviewing the City's current pay scales and turnover ratios for the last five years, a solution to help reduce the 26% turnover rate was presented to the Council in December 2023. On February 26th, the Council approved a 15% increase to all nonunion pay scales and a \$2000 bonus to all nonunion employees.</li> <li>As part of the process to communicate/educate the Council on employee issues, a 13 question employee survey was created and sent to</li> </ul>		

all 137 employees. Over 64% of the employees completed the survey, and the results were presented to Council on February 12th.

**REASON FOR LEAVING:**

More responsibility.

<b>DATES:</b> From: 9/2006 To: 1/2023	<b>EMPLOYER:</b> Douglasville - Douglas County Water and Sewer Authority	<b>POSITION TITLE:</b> Director of Human Resources/ General Services Pension Secretary
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> Gil Shearouse - Executive Director	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$10,100.00/month	

**DUTIES:**

Direct the human resources, purchasing, risk management, safety, dispatch, and facilities management functions of the Authority.

- Managed a department of 15 employees, with five being direct reports. Selected, trained, and evaluated department personnel; provided and/or coordinated staff training; worked with employees to correct deficiencies; implement discipline and termination procedures if necessary. Monitored and evaluated the efficiency and effectiveness of department service delivery, workload, and processes. In 2019, the department was awarded the HR Department of the year by the Georgia Local Government Personnel Association.
- Responsible for bidding out and selecting all benefits provided to Authority employees including medical/dental, vision, disability insurances, and life. In 2007 made the decision to bid out the health/dental coverage, as the Authority was self-insured and had been using the same vendor for over 10 years. The winning bid reduced the Authority's health/dental coverage by over \$600,000.00 in 2008. Implemented both HRA and HSA plans to the Authority in 2021. Continuously looking for new benefits to add to the authority offerings to help retain employees.
- Managed the full recruiting cycle for all new employees from laborer to CFO. Designed a new onboarding process in an effort to increase retention.
- In 2008 was asked to determine the long-term financial impacts of the Authority's pension plan as currently designed. Determine that with the revised growth projections for the county and the increase in debt services over the next ten years that the pension plan as designed was not practical. Presented 3 alternatives to the Board, with the Boards selection being implemented in January 2009 for all new employees. These changes reduced the Authority's allocation from \$1.6 million in FY 2011 to \$800,000 in FY 2013. In 2008 our funding ratio was 68%, by end of audit year 2022, our funding ratio was 127%.
- Responsible for working with GEMA/FEMA and the Authority's property insurance provider to recover damages from the 2009 floods. When the final GEMA/FEMA reimbursements are received, the Authority will be close to recovering all cost associated with repairing flood damages. In 2017 we received our final FEMA reimbursements.
- In 2011 implemented new safety guidelines and policies to reduce workers comp and vehicle insurance claims. In 2011 combined workers comp claims and premiums were over \$650,000. In 2023 the cost was reduced to \$121,000.
- Evaluated purchasing operations to identify new processes and technology needed to improve and enhance the efficiency and effectiveness of purchasing operations; make recommendations to the Authority's Board on necessary changes. Implemented all changes approved by the Board. A new computer requisition program was implemented in 2016 fully automating the requisition process. Responsible for all items purchased or bid or at the Authority. From paper clips to a \$200 million reservoir expansion project.
- Monitor State and Federal legislative trends that impact the Authority's human resources and purchasing operations and provide appropriate recommendations for action to the Authority's Board.
- Created succession planning training and planning initiatives that helped navigate over 65 retirements in the last seven years, roughly 33% of our workforce. Of the promotional opportunities created with those retirements, 85% have been filled with internal candidates. These leadership programs have been presented at two Georgia Association of Water Professionals conferences and one national American Water Works Association conference.
- In 2013, in partnership with the local school system, created a summer internship program. In all 73 interns have gone through the program, with 13 currently working as Full-time employees of the Authority.
- Responsible for over 200 vehicles and pieces of equipment. Implemented new vehicle procedures and policies, which included installing GPS tracking software on all Authority vehicles, resulting in a savings of over 500/gallons per week in FY 2012. In 2021 dash cams were also implemented in all Authority vehicles.
- In 2018 managed a study to rewrite all the Authority job descriptions, something that hadn't been done since 1999. In all, 75 new job descriptions were created. In 2022 managed a salary compensation study for all Authority jobs and pay grades. Implemented new pay grades because of the study.
- As a result of these changes and numerous others, in 2022 the Authority's operational and personnel cost to percentage of budget are at the lowest levels in the Authority's 33 year history.
- Create and manage a \$16 million a year employment cost budget and a \$2 million a year department budget.

**REASON FOR LEAVING:**

Retirement

<b>DATES:</b> From: 1/2000 To: 5/2005	<b>EMPLOYER:</b> CheetahMail	<b>POSITION TITLE:</b> Director of Administration Operations
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>PHONE NUMBER:</b> None	<b>SUPERVISOR:</b> Matt Seeley - COO	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$7,000.00/month	

**DUTIES:**

Accountable for all administration functions including contract negotiations, risk management, as well as responsible for human resource functions including recruitment, benefit selection, leadership development, succession planning, performance management tools, corporate training, strategic relocation, and individual development. Was the first employee for this internet start-up. Cheetahmail was sold in January 2005.

- Negotiated contracts for all business functions including office space, internet, and equipment leases.
- Served as finance manager for first two years of operation, managing strategic plan, risk management, and all finance functions.
- Developed all corporate employment policies and procedures including employee handbook; policies on Sexual Harassment; Equal Employment; Drug and Alcohol; and vacation/time off. Policies and procedures were designed to conform to all Federal laws and employment laws of states where we had offices: California, Georgia, New York and New Jersey.

• Design and implemented a Corporate Training Program to manage all leadership development functions including program development, succession planning, management development, individual Development plans, and executive coaching.  
Designed and managed employee review process, creating job descriptions for all functions, evaluating salary requirements and/or compensation packages for all positions. This process ensured a competitive, cost effective compensation program for all locations.

**REASON FOR LEAVING:**

Business was sold.

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills**

Nothing Entered For This Section

**ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES**

REFERENCE TYPE: Professional	NAME: John Citizen	POSITION: Former Chairman DDCWSA Board
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Sara Ray	POSITION: CEO Douglas County Chamber
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Lisa Bartgis	POSITION: Executive Assistant to Mayor
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

Agency-Wide Questions

1. Have you previously worked for the City of Palmer?  
No
2. Are you related to anyone who is currently employed by the City of Palmer?  
No
3. If you answered yes to the previous question, please provide the individual's name and department
4. Are you able to perform the essential functions of this job with or without reasonable accommodations?  
Yes
5. If you answered yes to the previous question, please explain:
6. Have you ever been terminated or asked to resign by a former employer?  
No
7. Have you been convicted of a misdemeanor within the past five years?  
No

APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City. I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that this application is not and is not intended to be a contract for employment or continued employment. I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

Yes

8. Have you attached examples of your written work? This material may include memos, reports or correspondence written by the applicant within the past two years and must be related to your previous or present employment. This material must not exceed six total pages.  
Yes

Job Specific Supplemental Questions

1. Do you have a bachelor's degree in business administration or public administration or a related field and give years of responsible experience in the supervision or management of multi-faceted program?  
Yes
  2. Do you have a valid Alaska driver's license with an acceptable driving record or are you able to obtain a valid Alaska driver's license within thirty (30) days of hire?  
Yes
- APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information t
- I Agree
4. Have you attached the required writing examples?  
Yes
  5. Have you attached your answers to the supplemental questions as noted in the job bulletin?  
Yes

The following terms were accepted by the applicant upon submitting the online application:

*The information provided in this employment application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This authorization includes permission to check employment references. If selected for employment you may be required to supply proof of authorization to work in the U.S., have a physical examination and/or drug test, supply and/or authorize a criminal background check, supply and/or authorize a copy of your motor vehicle record (MVR), or sign a conflict of interest agreement and abide by its terms. I understand that acceptance of an offer of employment does not create a contractual obligation or permanent employment upon the City of Palmer. Employment may be terminated at any time at the option of the employee or City of Palmer.*

This application was submitted by Sidney C. Miller on 2/22/24 11:32 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

# SIDNEY C. MILLER, MPA

## RELATED PROFESSIONAL EXPERIENCE

### City of Wasilla

#### Human Resources Manager

2023 - Present

Directs the City's personnel, safety, benefits, and risk management programs.

- Plans, organizes, and directs the activities of city personnel engaged in the areas of employee relations, benefits administration, safety and management, and delivery of employment and training services.
- Reviews and recommends action plans for compliance with all applicable federal, state laws and regulations pertaining to employment and ensures that employee grievances are handled according to approved municipal code, policy and procedures, and collective bargaining agreements.
- After reviewing the City's current pay scales and turnover ratios for the last five years, a solution to help reduce the 26% turnover rate was presented to the Council in December 2023. On February 26th, the Council approved a 15% increase to all nonunion pay scales and a \$2000 bonus to all nonunion employees.
- As part of the process to communicate/educate the Council on employee issues, a 13 question employee survey was created and sent to all 137 employees. Over 64% of the employees completed the survey, and the results were presented to Council on February 12th.

### Douglasville – Douglas County Water and Sewer Authority

2006 - 2023

#### Director Human Resources/General Services

#### Pension Secretary

Directs the human resources, purchasing, risk management, safety, dispatch, and facilities management functions of the Authority.

- Managed a department of 15 employees, with five being direct reports. Selected, trained, and evaluated department personnel; provided and/or coordinated staff training; worked with employees to correct deficiencies; implement discipline and termination procedures if necessary. Monitored and evaluated the efficiency and effectiveness of department service delivery, workload, and processes. In 2019, the department was awarded the HR Department of the year by the Georgia Local Government Personnel Association.
- Responsible for bidding out and selecting all benefits provided to Authority employees including medical/dental, vision, disability insurances, and life. In 2007 made the decision to bid out the health/dental coverage, as the Authority was self-insured and had been using the same vendor for over 10 years. The winning bid reduced the Authority's health/dental coverage by over \$600,000.00 in 2008. Implemented both HRA and HSA plans to the Authority in 2021. Continuously looking for new benefits to add to the authority offerings to help retain employees.
- Managed the full recruiting cycle for all new employees from laborer to CFO. Designed a new onboarding process in an effort to increase retention.
- In 2008 was asked to determine the long-term financial impacts of the Authority's pension plan as currently designed. Determine that with the revised growth projections for the county and the increase in debt services over the next ten years that the pension plan as designed was not practical. Presented 3 alternatives to the Board, with the Board's selection being implemented in January 2009 for all new employees. These changes reduced the Authority's allocation from \$1.6 million in FY 2011 to \$800,000 in FY 2013. In 2008 our funding ratio was 68%, by end of audit year 2022, our funding ratio was 127%.
- Responsible for working with GEMA/FEMA and the Authority's property insurance provider to recover damages from the 2009 floods. When the final GEMA/FEMA reimbursements are received, the Authority will be close to recovering all cost associated with repairing flood damages. In 2017 we received our final FEMA reimbursements.
- In 2011 implemented new safety guidelines and policies to reduce workers comp and vehicle insurance claims. In 2011 combined workers comp claims and premiums were over \$650,000. In 2023 the cost was reduced to \$121,000.
- Evaluated purchasing operations to identify new processes and technology needed to improve and enhance the efficiency and effectiveness of purchasing operations; make recommendations to the



Authority's Board on necessary changes. Implemented all changes approved by the Board. A new computer requisition program was implemented in 2016 fully automating the requisition process. Responsible for all items purchased or bid or at the Authority. From paper clips to a \$200 million reservoir expansion project.

- Monitor State and Federal legislative trends that impact the Authority's human resources and purchasing operations and provide appropriate recommendations for action to the Authority's Board.
- Created succession planning training and planning initiatives that helped navigate over 65 retirements in the last seven years, roughly 33% of our workforce. Of the promotional opportunities created with those retirements, 85% have been filled with internal candidates. These leadership programs have been presented at two Georgia Association of Water Professionals conferences and one national American Water Works Association conference.
- In 2013, in partnership with the local school system, created a summer internship program. In all 73 interns have gone through the program, with 13 currently working as Full-time employees of the Authority.
- Responsible for over 200 vehicles and pieces of equipment. Implemented new vehicle procedures and policies, which included installing GPS tracking software on all Authority vehicles, resulting in a savings of over 500/gallons per week in FY 2012. In 2021 dash cams were also implemented in all Authority vehicles.
- In 2018 managed a study to rewrite all the Authority job descriptions, something that hadn't been done since 1999. In all, 75 new job descriptions were created. In 2022 managed a salary compensation study for all Authority jobs and pay grades. Implemented new pay grades because of the study.
- As a result of these changes and numerous others, in 2022 the Authority's operational and personnel cost to percentage of budget are at the lowest levels in the Authority's 33 year history.
- Create and manage a \$16 million a year employment cost budget and a \$2 million a year department budget.

**CheetahMail – Director of Administration Operations**  
**New York, New York**

2000 - 2005

Accountable for all administration functions including contract negotiations, risk management, as well as responsible for human resource functions including recruitment, benefit selection, leadership development, succession planning, performance management tools, corporate training, strategic relocation, and individual development. Was the first employee for this internet start-up. Cheetahmail was sold in January 2005.

- Negotiated contracts for all business functions including office space, internet, and equipment leases.
- Served as finance manager for first two years of operation, managing strategic plan, risk management, and all finance functions.
- Developed all corporate employment policies and procedures including employee handbook; policies on Sexual Harassment; Equal Employment; Drug and Alcohol; and vacation/time off. Policies and procedures were designed to conform to all Federal laws and employment laws of states where we had offices: California, Georgia, New York and New Jersey.
- Design and implemented a Corporate Training Program to manage all leadership development functions including program development, succession planning, management development, individual Development plans, and executive coaching.
- Designed and managed employee review process, creating job descriptions for all functions, evaluating salary requirements and/or compensation packages for all positions. This process ensured a competitive, cost effective compensation program for all locations.

**EDUCATION**

Kennesaw State University, Kennesaw, GA

2006

- **Master of Public Administration – 4.0 GPA**
- **Bachelor of Science, Industrial Engineering**

Sidney Miller

██████████

████████████████████

I have recently moved to Alaska for a position with the City of Wasilla, but I was captivated by Palmers welcoming neighborhoods, peaceful spirit, and natural beauty, so I settled in Palmer instead of Wasilla. I have found Palmers unique blend of a vibrant downtown life and welcoming atmosphere, the truly unique experience everyone is looking for in Alaska. I am eager to contribute to preserving Palmers Alaska charm through impactful work with the city.

I'm currently the Human Resources Manager for the City of Wasilla, but in my short time there I have help create some needed change. The first project was getting an ERP system update approved by City Council, as the City still uses an AS400 software system that is over 30 years old. I have been appointed Co-Project Manager for these tremendously needed system upgrades. Second, I have been working to communicate/educate the City Council on why the non-represented employees of the City need an increase to their pay scales. On February 26th, the Council will be voting on an Ordinance to give all non-represented employees a 15% increase and a \$2000 bonus. Finally, we created an employee survey, the first one in the City's history, and was surprised that 88 out of the 137 (64%) completed the survey.

In my position as Director of Human Resources/ General Services for Douglasville-Douglas County Water and Sewer Authority, I was responsible for all functions of Human Resource, Purchasing, Facilities Management, Risk Management, Dispatch, and was also the Pension Secretary, but creating employee centered programs that helped our employees grow into leaders was what I enjoyed most. The pandemic has changed how organizations operate, and how employees function within those organizations. How we prepare, educate, and train the next generation of workers to enter workforce must also change. With the number of employees retiring and leaving the workforce still increasing, we must teach the workers entering the workforce not only how to work but also how to lead. We faced this challenge at DDCWSA, with the growing number of employees retiring, and created succession/training programs to help our internal employees succeed.

At DDCWSA, in 2013 we recognized that 45 out of our 190 employees could retire in the next five years, and that number would grow to 57 by 2018. To meet this challenge we developed internal training programs to prepare our current employees for promotion, instead of hiring from outside. Leadership WSA was the first program created and the most popular among employees. Each year four employees, who managers recommend because of their leadership potential, are selected and spend one day a month in each of DDCWSA's nine departments. As we progressed through the succession plan, we also discovered that most of our employees being promoted were first time supervisors. To help them transition from peer to leader, in-house basic supervisor training courses were developed.

In 2013, we also started a partnership with the local school system, to create a summer internship program. This program was created as a way to educate students on the benefits of working in the

water industry, and help build bench strength for our succession planning. In all 73 interns have gone through the program, with 13 currently working as Full-time employees of the Authority.

Since 2013, 65 out of the 190 employees have retired, roughly 33% of the workforce. The success of these training programs is evident in the fact that 85% of those promotion opportunities were filled with internal candidates. That has been the best part of this program, watching people succeed! These programs have been presented at two state water conferences and one national conference.

I was also responsible for bidding out and selecting all benefits provided to Authority employees including medical/dental, vision, disability insurances, and life. In 2007, the decision to bid out the health/dental coverage was made, as the Authority was self-insured and had been using the same vendor for over 10 years. The winning bid reduced the Authority's health/dental coverage by over \$600,000.00 in 2008. Since then, both HRA and HSA plans have been implemented within the Authority. I am always looking for new benefits to add to the authority offerings to help retain employees.

In 2008, I was asked to determine the long-term financial impacts of the Authority's pension plan as currently designed. It was determined that with the revised growth projections for the county and the increase in debt services over the next ten years, that the pension plan as designed was not practical. Presented 3 alternatives to the Board, with the Boards selection being implemented in January 2009, for all new employees. These changes reduced the Authority's allocation from \$1.6 million in FY 2011 to \$800,000 in FY 2013. In 2008 our funding ratio was 68%, by end of audit year 2022, our funding ratio was 127%.

I was responsible for creating an managing a \$16 million employee benefit cost budget and a \$2 million department budget. As a result of the changes made over the 16 years, our employment cost ratios were at the lowest level in the Authority's 35 year history. We were also able to keep our turnover ratio below 5% because of the exceptional benefit package we were able to offer because of the reduced cost.

I enjoy and thrive in a position that requires innovation, creativity, and developing employee centered programs. Two of the most valuable lessons I've learned while designing or creating these programs were:

- Always be transparent in your decision making process
- Everyone deserves to be heard.

Thank you for your consideration for the position of City Manager for the City of Palmer. I look forward to learning more about this position and how I can help the City of Palmer better meet the needs of their employees and the customers they serve. I am positive that my education, care for others, and work experience will allow me to succeed at your organization.

Sincerely,

Sidney Miller

1. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Palmer.

When I was interviewing for my position in Wasilla, luckily, I also visited Palmer. As Palmer is the reason I took the job in Wasilla. Palmer is what everyone expects to find in Alaska, stunning natural beauty, small town charm, and a fierce independence. That is why I decided to settle in Palmer and work in Wasilla. Though excellent planning and management by the City Council and City Management, Palmer has been able to grow and still maintain those truly Alaskan traits. That is why I want to work for Palmer, to help Palmer remain true to those traits.

In my 17 years with Douglasville-Douglas County Water and Sewer Authority (DDCWSA), I was responsible for all Human Resources, Purchasing, Risk Management, Emergency Management, Facilities Management, Dispatch, and Pension Secretary functions. I managed 15 people in my department and was responsible for all 200 employees. I thrive wearing many hats and managing projects of varying sizes and complexity. All of this is within the water, sewer, and stormwater sector, something that will be very valuable to the City of Palmer's managed growth in the next few years.

With the growing economic and political uncertainty facing municipalities in the coming years, my experience managing multiple stakeholders' needs should help me navigate the City of Palmer through these interesting times.

2. Please describe your professional experience working with elected officials and boards. Describe the responsibility you believe the City Manager has to the Mayor and City Council and to the citizens of the community. Describe how you see your role and interactions with the 1) Mayor; 2) City Council; and 3) City Clerk.

At the City of Wasilla, I work with seven elected officials, the Mayor and six Councilman. At the City of Wasilla, the Mayor is also elected to be the City Manager, something unique to most municipalities. My goal with any Board I serve, whether elected or appointed, is to educate and communicate on the issues that will affect the city's employees, budget, and citizens over the next five years. To gain the trust of the Council and the citizens you must be very transparent in your communication and decision-making process. It is also imperative that the communication process starts as early as it can, as no Board/Council will make a rushed decision on complicated issues.

An example of how I educate/communicate with a Council is the ordinance for a 15% raise and a \$2000 bonus for all non-represented employees that is up for approval on February 26<sup>th</sup>. When I first started with the City, I did an analysis on why the City's turnover rate averaged over 26% in the last five years. It was determined that the non-represented pay scales had not kept up with inflation or the represented pay scales. In December 2023 a memo was

sent to the Council explaining the problem and offering a solution. In January 2024, I did a presentation to the Council outlining the problem and again offering solutions. In February 2024, an employee survey was sent out and the results presented to the Council. Then on February 12<sup>th</sup> an ordinance was introduced to Council asking for a raise in pay scales and the bonus. On February 26<sup>th</sup>, the Council will vote on whether to approve the ordinance.

Another example of how I communicate/educate a Board/Council involves the pension plan at DDCWSA. The Board at DDCWSA consisted of the Mayor of Douglasville, the Chairman of the County Commissioners and five at-large Board members. I was asked by the Board to determine the long-term financial impacts of the Authority's pension plan as currently designed. It was determined that with the revised growth projections for the county and the increase in debt services over the next ten years that the pension plan as designed was not practical. In 2007, I presented three options to the Board that would be researched. In 2008, I presented those 3 alternatives to the Board making a recommendation for the one that seemed best for DDCWSA and the employees. In January 2009, that option was selected by the Board and was implemented for all new employees. These changes reduced the Authority's allocation from \$1.6 million in FY 2011 to \$800,000 in FY 2013. In 2008 our funding ratio was 68%, by the end of audit year 2022, our funding ratio was 127%.

3. Please explain your process for communicating critical and non-critical information to the Mayor and Council. How do you decide when or what is necessary to bring to the Mayor and Council's attention? How do you see your role as communicator to the Mayor and Council, staff, other governmental agencies, local businesses, and citizens?

My philosophy is to make sure the Mayor and Council are never surprised. If I have information, I want them to have it as well. It is hard to determine what is critical or non-critical to a Mayor or Council, especially if it involves the district they represent, so I communicate as much as I can as quickly as I can. I then let them communicate to me whether it is critical or non-critical.

In today's working/political environment, communication is key to maintaining productive relationships between all stakeholders critical to the City's success. With technology giving us instant access to information, everyone expects the same from the governments and companies they interact with. Communicating that information to every stakeholder in the City is a critical aspect of any city manager's job. When people and companies no longer trust the information that a city is communicating, they will so leave to work or do business elsewhere.

4. The citizens and city council members are very diverse. Describe how you would handle a situation where two people wanted to take you in opposite positions on the same project.

Diversity is an underappreciated component of a successful city/business. When you lack diversity in an organization your creativity and thought processes become very narrow and singularly focused. It is only when you bring in that diversity of thought that your creativity and problem-solving abilities expand exponentially.

Two things I've learned in dealing with groups with differing opinions on solving problems are:

- Always be transparent in your decision-making process.
- Everyone deserves to be heard.

Even when they may disagree on the decision that is finally made, if they feel their voice has been heard and consideration was given to their ideas, they will in the end support the decision-making process.

5. Organization and planning is often a challenge when working in the community and juggling multiple tasks. How will you work to achieve the goals of this position while still completing paperwork, communicating effectively, and meeting the needs of Council, City Clerk, staff, and citizens?

Embracing technology is the best way to handle the multiple requests for time and information. At DDCWSA and the City of Wasilla, I have managed projects that took processes and procedures from out of the forest to the clouds. Getting your information created, completed, and communicated in digital form increases everyone's productivity and efficiency. Most of the newer generations entering the workforce prefer to receive their information and communication in digital form.

Although at first, I was not a huge fan of Zoom or Teams business meetings, I have come to accept them as a great way to save time for other priorities. Even though you lose the personal touch of an in-person meeting, the time saved on travel and the inherent inefficiencies of in-person meetings more than makes up for it.

It also helps to have an excellent automated scheduler. At DDCWSA, we created a yearly calendar for all reports and Board meetings. We set up 90/45/15 day reminders for all mandatory reports, especially ones due to government agencies, so that each department involved had time to plan on how to complete them.

6. Please describe any experience you have had facilitating economic development in a community. Please describe your involvement in a specific economic development project, from inception to completion including: 1) your role in the project; 2) any problems/issues you encountered; and 3) the results of the project.

At DDCWSA, our main responsibility in Economic Development was making sure we had the capacity and infrastructure needed for each project to be successful. One of the most successful and challenging was when Google moved a data center into the county. One of the leading costs, environmentally and financially, is water used for the cooling towers.

Working in partnership with Google engineers, a system was designed to use reuse water for their cooling systems. This allowed Google to use recycled water instead of cleaning drinking water in their data center. A treatment plan was also built next to the center to clean and discharge any of the reuse water not used in the center back into the river system. This allowed the county to have a 1 million gallon/day user in the system without using any capacity at our water plant.

The success of this partnership allowed the county to win other projects relocating data centers into the area.

7. Explain your experience in developing, implementing, and monitoring a budget for a municipality.

I was responsible for creating and managing a \$16 million employee benefit cost budget and a \$2 million department budget. Every year we would go out to bid on our employee insurance offerings, to make sure we were always getting the best deal. We would determine the amount of raises, COLA and merit, to include in the budget. Our goal each year was to keep our employment costs between 30-35% of the operating budget. Once finalized, the budget was presented to the Board for approval.

As a result of the changes made to the benefit plans and structures, in 2022 the employment cost ratios were at the lowest level in the Authority's 35-year history. We were also able to keep our turnover ratio below 5% because of the exceptional benefit package we were able to offer because of the reduced cost.

The biggest lesson I've learned in developing and monitoring public budgets, is to always build in some flexibility in each budget year. This has especially been true these last few years when the uncertainty of Covid and labor cost has drastically affected every budget.

John Citizen



Former Chair of DDCWSA Board of Directors

Sara Ray



CEO of Douglas County Chamber

Lisa Bartgis

Executive Assistant to Mayor of Wasilla







---

# **HUMAN RESOURCES' RETENTION PLAN**

# HUMAN RESOURCES RETENTION PLAN

---



## Vision Statement

The Human Resources Department aspires to be the model for excellence and leadership by delivering strategic and progressive human resource solutions and counsel that support and enable the City's mission and strategy. We aspire to be a catalyst that makes the City of Wasilla an employer of choice.

Create approaches and strategies that ensure we have the organization and workforce needed to deliver on the City's mission.

Provide HR counsel and trusted partnership to leaders and employees.

Facilitate organizational change and alignment.

Support and advance a diverse and inclusive culture aligned with the City's values.

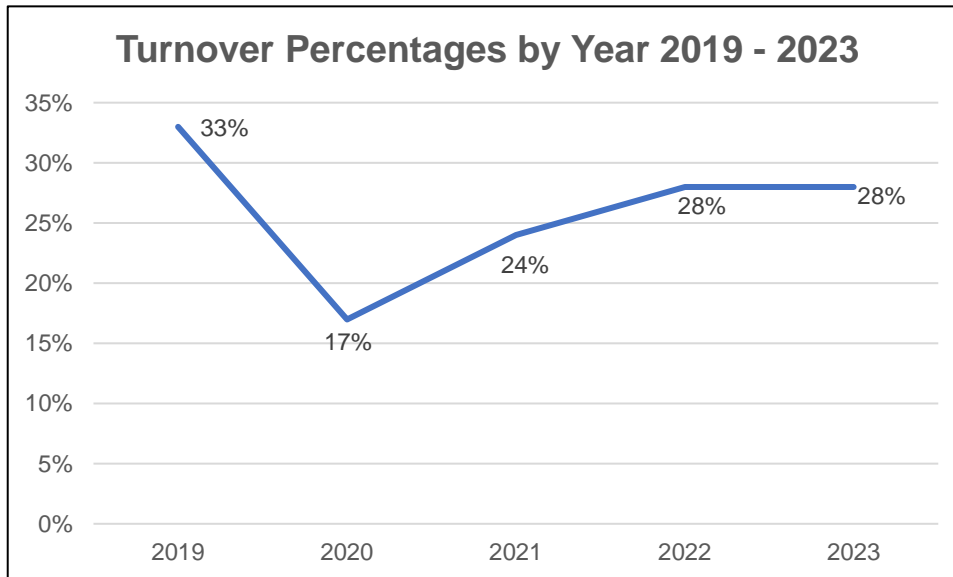
Ensure fair and compliant HR practices across the City.

Drive effective and efficient HR operations, systems, and processes that demonstrate stewardship of the City's resources.

# HUMAN RESOURCES RETENTION PLAN



## Retention/Turnover



Because of these turnover percentages, 56% of City's employees have 5 years or less of service to the City.

Most departments lack the bench strength to handle succession planning for normal retirements.

In the last eight weeks, 8 employees have resigned, with only one of those resignations being for a reason other than money.

Cost to hire new employees:

$\$15,000 \times 38 = \$570,000$

# HUMAN RESOURCES RETENTION PLAN

---



## Workforce Analysis

In Alaska, there has been a 6% decrease in the working age population since 2013.

Job openings are growing at a faster rate than the population in the region, and most people moving into the region are commuting out of the area for work.

Cost of living (COLA) is 8% higher in Alaska than the lower 48.

A new salary study needs to be done to accurately capture the compensation given by employers we are competing against for recruits. The last study concentrated on sectors that we are not competing against and did not give the City the information needed to create a competitive salary structure.

As with most government organizations, the City's benefit structure was created to appeal to employees that are now retiring. To remain competitive, the City must recreate our benefit structure to appeal to the employees now entering the workforce.

# HUMAN RESOURCES RETENTION PLAN

---



## Workforce Development Partnerships

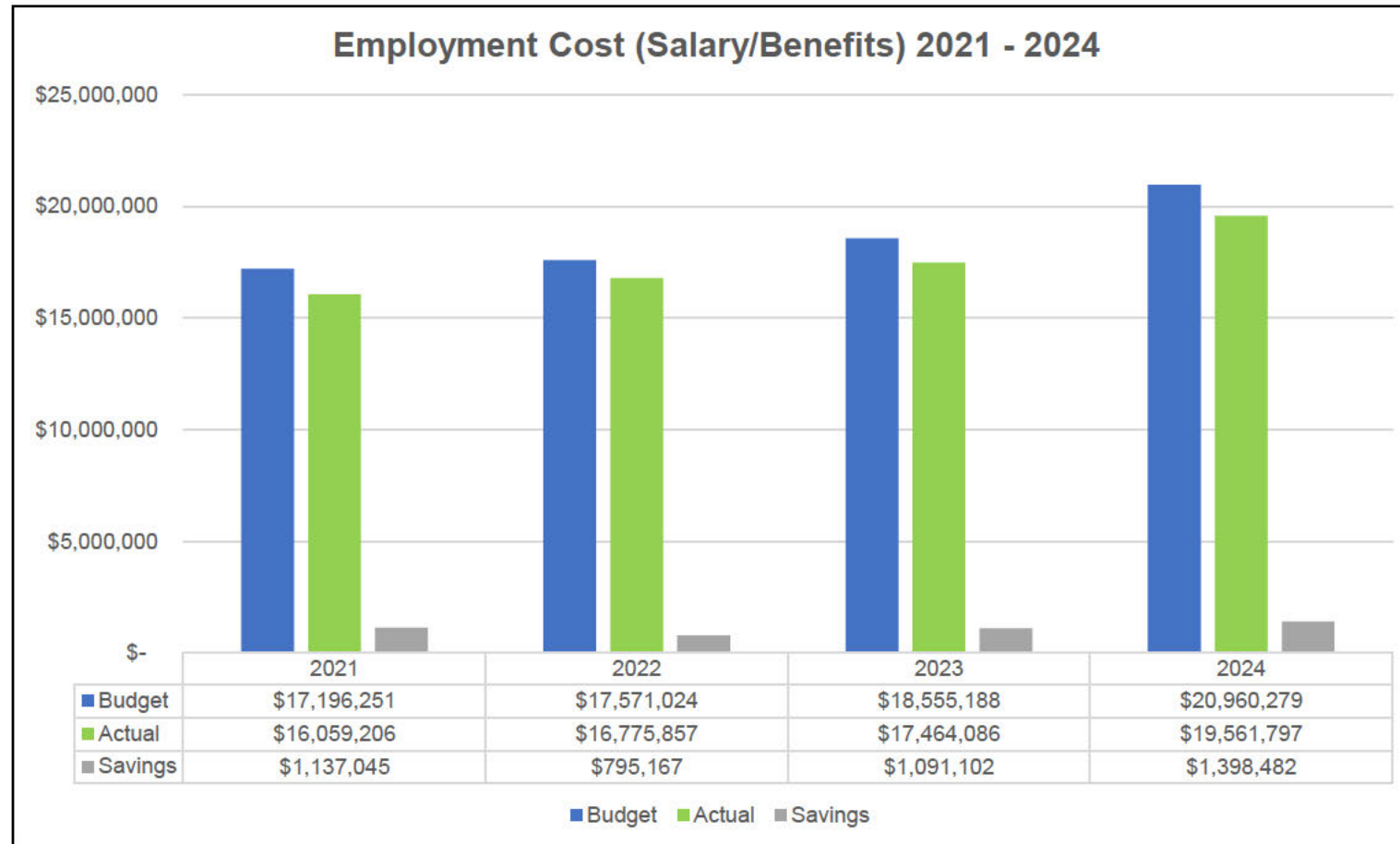
Build partnerships with local workforce development organizations. Use these organizations to recruit new employees and interns.

Partner with local high schools to develop a paid internship program for graduating and rising seniors.

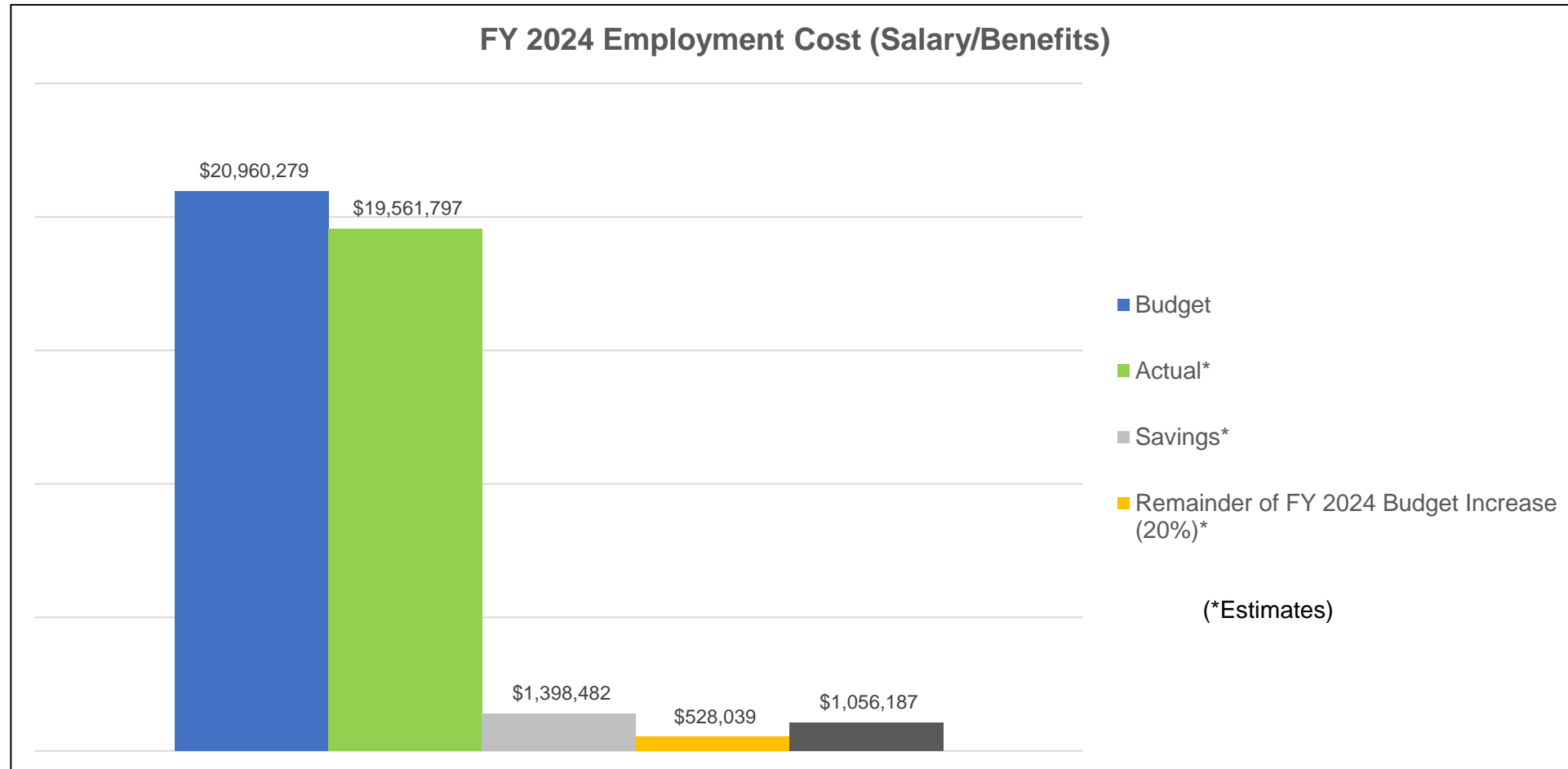
Partner with the local school system to participate in career days, science fairs, and any other programs where our employees can interact with local students.

Participate in local events to build brand awareness.

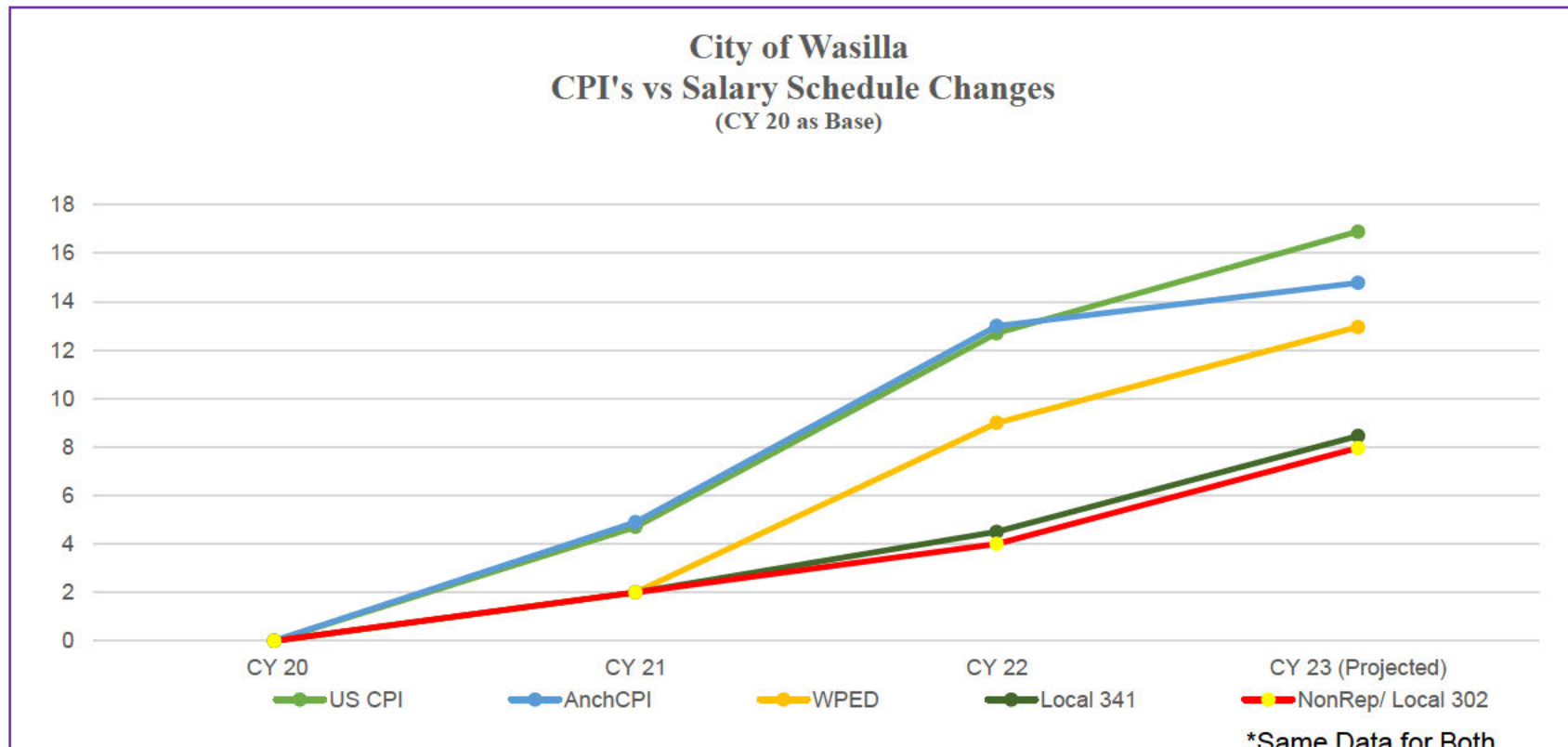
# HUMAN RESOURCES RETENTION PLAN



# HUMAN RESOURCES RETENTION PLAN



# HUMAN RESOURCES RETENTION PLAN





# HUMAN RESOURCES RETENTION PLAN

---



## FY 2024/2025 Human Resources Goals

In an effort to bring our salaries closer to current market conditions, we recommend a 10% increase to the Non-Represented pay grades and a redesign of the current steps in the Non-Represented pay grades.

Compensation survey to determine best structure for City pay scales/steps.

Redesign benefit structure to increase recruitment and retention.

ERP implementation to streamline HR and business processes.

Building the City's brand within the valley to help in recruitment.

# HUMAN RESOURCES RETENTION PLAN

---



## Questions



Wednesday, December 13, 2023

---

**TO:** WASILLA CITY COUNCIL MEMBERS

**FROM:** GLENDA LEDFORD – MAYOR, SIDNEY MILLER – HUMAN RESOURCES

**SUBJECT:** STAFF COMPENSATION REQUEST

**CC:** JAMIE NEWMAN – CITY CLERK

---

Dear Council Members,

After reviewing the City's retention/employment trends and costs for the last four years, we need to address an important matter that requires our attention. To continue delivering quality services to the residents and businesses, we must take care of the most important infrastructure the City has, our employees. To improve the current staffing challenges, we propose a 20% increase in wages for all non-representatives (non-union) in the City of Wasilla effective January 2024.

Before delving into the fiscal questions, we're sure you have, we want to emphasize that this decision hasn't been taken lightly. We believe it is our responsibility to address the evolving needs of our workforce to ensure their long-term financial stability and job satisfaction. Our City is currently debt-free, and this measure aims to ensure our long-term sustainability and the continued mission of providing essential services to our community, while becoming an employer of choice in the Valley, will not be impacted.

### **WORKFORCE ANALYSIS**

Over the past 5 years the City has averaged a 26% turnover rate, with 33% in 2019 being the highest. The impact of these turnover rates is that 56% of the employees have 5 years or less of service in the City. This has severely reduced the City's ability to succession plan, as Tier I and Tier II employees are beginning to retire, creating a drain on institutional knowledge and the bench strength needed to promote from within. Due to the recruiting challenges facing all businesses in the current economic climate, the City has saved over \$1M annually in salary/benefits since 2021. Based on conversations with various cities, state, and private companies this has become the new normal. Our solution presented is:

- Budget Neutral – This 20% increase is net neutral to the 2024 FY budget.
- Ensures a higher level of staff retention, helps to build bench strength for succession planning, and decreases the current costs associated with recruiting new employees.

### **COST OF RETENTION & TURNOVER**

Turnover, no matter the percentage, has both short- and long-term consequences for an organization. This is especially true for local governments that rely heavily on institutional knowledge as part of their decision-making process. Economic conditions of the past four years have caused havoc with budgeted employment costs. Salary expectations and the salaries needed to recruit employees of all disciplines have far outpaced the increases companies have put into budgets for salaries.

We have recently witnessed the impact these problems have on an organization, the failure to meet audit deadlines. The underlying problem with this situation was the lack of succession planning and training given to employees taking on new responsibilities within the Finance Department. This was not a failure of our employees, but a failure of former city policies, for not incorporating succession planning and training into our everyday culture.

This problem also highlighted the tremendous deficiencies of our software systems. The City's current systems are not user friendly or business intuitive. This caused a serious delay in getting employees up to speed and the gathering of data needed by the employees. These findings led to the City's RFP for an ERP system design and implementation.

This needed modernization of City systems will drive a more effective and efficient use of City resources, personnel, and time. But these updates in technology and infrastructure are only as good as the people who operate and maintain them: our employees.

We look forward to sharing the details at the city council meeting on Monday January 8, 2024.

**City of Wasilla  
Staff Report**

<b>Number &amp; Title:</b>	Ordinance Serial No. 24-13: An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2024 Budget By Appropriating \$607,546.00 From The General Fund, Fund Balance For Amending The Current Non-Represented Pay Rates, A Retention Bonus, And A Salary Survey.		
<b>To:</b>	City Council		
<b>From:</b>	Sidney Miller, Human Resources		
<b>Agenda of:</b>	2/12/2024		
<b>Recommendation:</b>	<input checked="" type="checkbox"/> Introduce, Public Hearing, Adoption (Ordinance) <input type="checkbox"/> Adoption (Resolution)		
<b>Fiscal Impact:</b>	<input checked="" type="checkbox"/> Yes (See Attached Fiscal Note) <input type="checkbox"/> No		
<b>Attachments:</b>			
<b>Authorized for agenda:</b>	Department Director: Mayor Glenda D. Ledford:		
<b>Legal Review:</b>	City Attorney:	(code ordinance only)	
<b>Approved as to form:</b>	City Clerk:	(code ordinance only)	

**Summary Statement:** Wasilla City Council amended Wasilla Municipal Code (WMC) Chapter 3.55 Salary Administration Plan through Ordinance Serial No. 09-44 on June 22, 2009. This ordinance amended several areas within WMC 3.55, but specifically created the wage scales, grades, and steps the city uses currently. Amendments to the salary structure may be recommended to the city council by the mayor and shall become effective upon city council approval or any other date specified by the city council. Pay ranges for each grade shall be based upon economic trends and forecasts in Alaska, fiscal and budgetary realities, and/or any other information deemed relevant to employee pay by the mayor. Some of the reason given in WMC 3.55 for amending the wage scales and grades are: market rates for comparable work in both public and private employment; pay relationships for similar jobs; pay relationships between supervisors and employees; employee recruitment and retention; economic trends and forecasts; availability of funds; and other factors deemed relevant by the mayor and city council.

In 2008 and 2009, the city implemented three union bargaining agreements whereby wages are negotiated and may be adjusted by adopting a resolution at the conclusion of the negotiating process.

This Ordinance is to provide funding for a market alignment increase of 15% increase to the Non-Represented Hourly and Salary Pay Rates. This increase will make the city's salary structure more competitive and help in the recruitment and retention of employees. The first 10% of this increase will be adjustments needed for the higher than normal CPI numbers over the last three years, and 5% will be for market adjustments for salary trends.

The second intent of this Ordinance is to provide funding for a \$2000 retention bonus for all Non-Represented employees. This one-time bonus is being given to current Non-Represented employees, as thanks for everything they've done in the uncertainty of the last few years. This bonus shall not be considered a part of the employee's salary or become a part of the employee's base pay; rather, is a one time payment only

The final intent of this Ordinance is to provide funding for a third-party vendor to conduct a salary survey across all wage scales, non-represented and represented positions, with a final report to be submitted to the Administration and Council. This salary survey will gather information from both the public and private sectors, to help the City better understand how competitive our wages are across the region.

## EMPLOYMENT APPLICATION



CITY OF PALMER  
231 W Evergreen Avenue  
Palmer, Alaska 99645  
(907) 761-1302  
<http://www.palmerak.org>

Robertson, Randy E  
24-000 CITY MANAGER

Received: 2/21/24 6:27 PM

For Official Use Only:

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: CITY MANAGER		EXAM ID# : 24-000
NAME: (Last, First, Middle) Robertson, Randy E		SOCIAL SECURITY NUMBER: [REDACTED]
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]		NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: [REDACTED] Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Master's Degree		

## PREFERENCES

MINIMUM COMPENSATION: \$75.00 per hour; \$156,000.00 per year
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular, Temporary
TYPES OF WORK YOU WILL ACCEPT: Full Time, Part Time, Per Diem
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)
OBJECTIVE: To share my extensive years of experience and personal knowledge of Alaskan municipal management with the City of Palmer's leadership to successfully assist them with accomplishing their desired outcomes.

## EDUCATION

DATES:	SCHOOL NAME: University of Virginia, The Darden School	
LOCATION: (City, State/Province) Charlottesville, Virginia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR: Municipal Management		
DATES:	SCHOOL NAME: The United States Army War College	
LOCATION: (City, State/Province) Carlisle, Pennsylvania	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Strategic Studies		
DATES:	SCHOOL NAME: Harvard University	
LOCATION: (City, State/Province) Boston, Maryland	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: Government Operations		
DATES:	SCHOOL NAME: Boston University	
LOCATION: (City, State/Province) Boston, Maryland	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: Education		
DATES:	SCHOOL NAME: The Johns Hopkins University	
LOCATION: (City, State/Province) Baltimore, Maryland	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's

MAJOR: Urban Studies		
DATES:	SCHOOL NAME: Belmont University	
LOCATION:(City, State/Province) Nashville , Tennessee	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Certificate		
DATES:	SCHOOL NAME: FEMA Emergency Mgt. Executive Academy	
LOCATION:(City, State/Province) Emitsburg , Maryland	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Certificate		
DATES:	SCHOOL NAME: Central Michigan University	
LOCATION:(City, State/Province) Mt. Pleasant , Michigan	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: Public Health Administration		
DATES:	SCHOOL NAME: Western Kentucky University	
LOCATION:(City, State/Province) Bowling Green , Kentucky	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Bachelor's Degree		
DATES:	SCHOOL NAME: Western Kentucky University	
LOCATION:(City, State/Province) Bowling Green , Kentucky	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Master's Degree		

WORK EXPERIENCE		
DATES: From: 6/2022 To: 12/2022	EMPLOYER: Luzerne County	POSITION TITLE: County Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: County Council - Council	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$12,000.00/month	
DUTIES: County manager of one of Pennsylvania's largest county's. Oversaw operations of more than 1,300 team members serving a 320k+ residents. Provided full government programming to include judicial, prison and human services. Approximately \$152m in general funds. Implemented community-wide social media page. Spearheaded major post-pandemic HUD and economic development funding to underserved areas. Departed for family medical issues that are now resolved.		
REASON FOR LEAVING: Attend to a family medical issue.		
DATES: From: 10/2021 To: 6/2022	EMPLOYER: City of Durango	POSITION TITLE: Interim Director of Library Services
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: City Manager - Jose Madrigal	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$14,000.00/month	
DUTIES: Selected by Council and Manager to undertake the extensive study of transitioning the municipal library to a quasi-privatized community (e.g., county) library as outlined within Colorado State Statues. Examined aspects of the transition process ranging from human resources, pension vesting, physical plant and grounds, holdings and acquisitions and current/future funding. Led a team of 35 para and professional librarians and support service personnel during the year. Finished the initiative in approximately 10 months which left the Council with the opportunity to do a required public referendum in the Fall of 2022.		
REASON FOR LEAVING: Interim contract with Strategic Government Resources (SGR) Corporation to develop a path to privatize the municipal facility, personnel and services as required by state statues. Successfully completed the requirement as well as served as Library Director for the entire contract.		
DATES: From: 1/2021 To: 5/2021	EMPLOYER: City of Dover	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		



PHONE NUMBER: [REDACTED]	SUPERVISOR: City Council - Council members	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$11,500.00/month	
DUTIES: Municipal leader of Delaware's Capitol city. Tremendously dynamic and diverse community with approximately 400 team members and 40k population. Located on eastern seaboard, Dover is home to Bayview Health, Dover Air Force Base, Delaware State government and four state or private universities. Regional transportation and distribution hub minutes for Wilmington, Baltimore, Philadelphia and New York. \$50+ m budgets along with \$100+ m for water and electric services owned by the City. Undertook major initiatives with State and HUD officials to renovate large segments of the city's public housing stock. Left to attend to a family medical matter.		
REASON FOR LEAVING: Attend to family medical matter.		
DATES: From: 7/2016 To: 1/2021	EMPLOYER: City of Aberdeen	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: City Council - City Council	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$12,000.00/month	
DUTIES: COO/leader of one of Maryland's largest, most dynamic and diverse communities. Located on the Chesapeake Bay and home to Aberdeen Proving Ground, the Army's largest research and technology platform with 20k employees. Strategic transportation and distribution hub minutes from Baltimore, D.C., Wilmington and Philadelphia. Fitch AA+ rated. Approximately 180 staff, \$32+ m budgets with \$100+ m in capital assets. CELEA certified police department; regional hub for commuter and AMTRAK rail services. Community leader during the COVID-19 pandemic. Home of nationally recognized Ripken Field and MLB's Ironbirds. New site of UM Health System Upper Chesapeake Hospital campus at nearly \$250m. Adjunct MBA faculty, University of Baltimore. One of two ICMA City Managers selected to lead at the China University of Political Science & Law (Beijing, China) in 2019.		
REASON FOR LEAVING: Accept the Dover City Manager position and align my career to aid in caring for the medical needs of a family member.		
DATES: From: 7/2012 To: 6/2015	EMPLOYER: City of Cordova	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: City Council - City Council	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$11,000.00/month	
DUTIES: City Manager of Cordova, Alaska. Organizational and financial leader, mentor and educator at one of America's top commercial port communities. Developed and delivered quality, cost-effective full service municipal activities: Finance, PD, FD/EMS, Parks & Rec, Public Works, IT, Library, Museum, Planning/Zoning, Refuse, Water & Wastewater Enterprise services. \$20m in annual revenue and budget execution including enterprise funds. Growth & development partner with U.S. Forest Service, U.S. Coast Guard and federally recognized native tribe. Limited operational & fiscal oversight of the Cordova Community Medical Center. Spearheaded completion of the 20 year planned, highly controversial ``Cordova Center `` and graduate of FEMA Executive Academy.		
REASON FOR LEAVING: Principal mission was accomplished. Return to lower 48.		
DATES: From: 1/2011 To: 5/2012	EMPLOYER: City of Vestavia Hills	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: City Council - City Council	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$13,000.00/month	
DUTIES: First City Manager of Vestavia Hills, Alabama , near 40k suburb of Birmingham. Led more than 250 team members providing exceptional full-service municipal activities: Finance, Economic Development, Police, Fire, Public Works, Parks & Rec, Planning & Zoning, IT and Library in one of Alabama's fastest growing cities. A \$40m+ annual budget, with assets in excess of \$150m. Secured Fitch AA+ /Moody's Aa2 ratings and regionally recognized for economic development and growth. Awarded the community's largest ADOT grant to stimulate the U.S. 31 economic corridor. Achieved state-wide recognition as Alabama's `` Safest City." UAB Adjunct faculty.		
REASON FOR LEAVING: Opportunity to live and work in Alaska.		
DATES: From: 9/2007 To: 1/2011	EMPLOYER: City of Mt. Juliet	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: City Council - City Council	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$10,000.00/month	

**DUTIES:**

Mt. Juliet, TN. City Manager. Tennessee's fastest growing community at the time. Rated ``Most Business Friendly City'' (2010). CEO/leader of a 200+ member team. Set the pace and conditions inside City Hall fostering 38 consecutive months of revenue growth while developing/managing General and Capital budgets of nearly \$35m. Secured the region's first American Recovery & Relief Act grant stimulating business and economic redevelopment along ``Main Street.'' Partner in Tennessee's only commuter rail line and established the state's only rail ``Quiet Zone.'' Spearheaded funding and construction of a nationally recognized Animal Control facility and created a highly successful employee health self-insured program. Captured S&P's AA financial rating. Adjunct faculty at Cumberland University.

**REASON FOR LEAVING:**

To assume the position as the first City Manager for Vestavia Hills, AL.

<b>DATES:</b> From: 8/2006 To: 5/2007	<b>EMPLOYER:</b> City of Ashland	<b>POSITION TITLE:</b> City Manager
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> City Council - City Council	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$9,000.00/month	

**DUTIES:**

City Manager of northeastern Kentucky's largest city. Ashland is a regional economic and cultural hub with over 300k population within the commuting area. Organizational leader of nearly 300 personnel providing a full array of municipal services. Developed and managed operating and enterprise budgets of approximately \$40m and responsible for + /-\$100m in assets. Directed operations of the largest Police and Fire Departments within a 150-mile radius. Created the Ashland-Morehead University partnership expanding community academic opportunities, and spearheaded an initiative to construct a multi-million-dollar PD Headquarters.

**REASON FOR LEAVING:**

Was not a good environment so accepted a teaching at Ohio University (Ironton).

<b>DATES:</b> From: 8/1977 To: 6/2006	<b>EMPLOYER:</b> United States Army	<b>POSITION TITLE:</b> Soldier. Last position was Chief of Staff for White Sands Missile Range, NM.d
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) various world-wide locations , various, Armed Forces Africa/Canada/Europe/Middle East, 21001		
<b>PHONE NUMBER:</b> various	<b>SUPERVISOR:</b> various - various	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 60	<b>SALARY:</b> \$13,000.00/month	

**DUTIES:**

Last two duty assignments:

White Sands Missile Range (WSMR), Chief of Staff of America's largest military community, southern New Mexico's largest employer and regional economic engine. Directly supported the Army's wartime operations in Iraq and Southwest Asia. Partnered with the Commander in leading one of the Army's premiere military organizations. Responsible for a \$500m+ budget and several billion dollars in facilities and equipment. Oversaw 11 major directorates and 31 civilian, contractor and military tenant activities. Accountable for community support services including budgetary, security and emergency management, human resources, contract administration, health-care, IT and communications, facility development/management, logistics, recreation and legal. Brigade Executive/Chief of Staff, U.S. Army - Europe, 2001-2005, U.S. Army's Second Signal Brigade, U.S. Army Europe, Deputy Command/ CoS position. Directed operational activities of a 2k military/civilian/international staff providing communications, automation and administrative services to 27 U.S. military and diplomatic communities in Europe, Africa, and Southwest Asia (Operation Iraqi Freedom). Coached, mentored and provided professional development to the senior field grade, civilian and international staff.

Accomplishments included:

- Senior negotiator to 12 international labor and trade unions
- Executed extensive upgrades in community facilities and services
- Created innovative IT distance learning training packages used across Europe and SW Asia
- Implemented/ guided wartime activities for \$1b+ in equipment, facilities and infrastructure

**REASON FOR LEAVING:**

Retirement

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills****OFFICE SKILLS:**

Typing:  
Data Entry:

**OTHER SKILLS:****LANGUAGE(S):**

French - ☒ Speak ☒ Read ☐ Write

**ADDITIONAL INFORMATION**

Nothing Entered For This Section

REFERENCES		
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Randy Taylor	<b>POSITION:</b> Major General (Ret), Commander, Aberdeen Proving Grounds
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>EMAIL ADDRESS:</b> [REDACTED]		<b>PHONE NUMBER:</b> [REDACTED]
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Timothy Joyce	<b>POSITION:</b> Former Mayor & Council member
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>EMAIL ADDRESS:</b> [REDACTED]		<b>PHONE NUMBER:</b> [REDACTED]
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Raymond Cravens	<b>POSITION:</b> Dean/Vice President Emeritus, Western Ky. University
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>EMAIL ADDRESS:</b> [REDACTED]		<b>PHONE NUMBER:</b> [REDACTED]
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> William Pope	<b>POSITION:</b> Colonel (Ret), Former Engineer with Dynetics, Inc.,
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>EMAIL ADDRESS:</b> [REDACTED]		<b>PHONE NUMBER:</b> [REDACTED]
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Fredrick Sussman	<b>POSITION:</b> Counsel of Record (Attorney)
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>EMAIL ADDRESS:</b> [REDACTED]		<b>PHONE NUMBER:</b> [REDACTED]
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Theresa Hartman	<b>POSITION:</b> Director, Human Resources, City of Aberdeen
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>EMAIL ADDRESS:</b> [REDACTED]		<b>PHONE NUMBER:</b> [REDACTED]
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Albion Bergstrom	<b>POSITION:</b> Professor, United States Navy War College (Colonel, (Ret)
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>EMAIL ADDRESS:</b> [REDACTED]		<b>PHONE NUMBER:</b> [REDACTED]
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Holly Wells	<b>POSITION:</b> Partner, Birch Horton Bitner & Cherot (Attorneys)
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>EMAIL ADDRESS:</b> [REDACTED]		<b>PHONE NUMBER:</b> [REDACTED]
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Henry Trabert	<b>POSITION:</b> Chief of Police (Aberdeen)
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
<b>EMAIL ADDRESS:</b> [REDACTED]		<b>PHONE NUMBER:</b> [REDACTED]

Agency-Wide Questions

1. Have you previously worked for the City of Palmer?  
No
2. Are you related to anyone who is currently employed by the City of Palmer?  
No
3. If you answered yes to the previous question, please provide the individual's name and department
4. Are you able to perform the essential functions of this job with or without reasonable accommodations?  
Yes
5. If you answered yes to the previous question, please explain:
6. Have you ever been terminated or asked to resign by a former employer?  
No
7. Have you been convicted of a misdemeanor within the past five years?  
No

APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City. I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that this application is not and is not intended to be a contract for employment or continued employment. I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

Yes

9. Have you attached examples of your written work? This material may include memos, reports or correspondence written by the applicant within the past two years and must be related to your previous or present employment. This material must not exceed six total pages.

Yes

Job Specific Supplemental Questions

1. Do you have a bachelor's degree in business administration or public administration or a related field and give years of responsible experience in the supervision or management of multi-faceted program?  
Yes
  2. Do you have a valid Alaska driver's license with an acceptable driving record or are you able to obtain a valid Alaska driver's license within thirty (30) days of hire?  
Yes
- APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information t
- I Agree
4. Have you attached the required writing examples?  
Yes
  5. Have you attached your answers to the supplemental questions as noted in the job bulletin?  
Yes

The following terms were accepted by the applicant upon submitting the online application:

*The information provided in this employment application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This authorization includes permission to check employment references. If selected for employment you may be required to supply proof of authorization to work in the U.S., have a physical examination and/or drug test, supply and/or authorize a criminal background check, supply and/or authorize a copy of your motor vehicle record (MVR), or sign a conflict of interest agreement and abide by its terms. I understand that acceptance of an offer of employment does not create a contractual obligation or permanent employment upon the City of Palmer. Employment may be terminated at any time at the option of the employee or City of Palmer.*

This application was submitted by Randy E Robertson on 2/21/24 6:27 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

*Good Day:*

*My name is Randy E. Robertson and I write in application for the Palmer City Manager's position.*

*I am an experienced, exceptionally successful leader and City Manager as well as a retired United States Army Officer and senior federal employee. With several decades of senior leadership and management experience I am prepared and uniquely qualified to assume the demands of Palmer's City Manager. Based on attending to a family medical matter, for the last several years I served in short term manager positions in Dover, Delaware, Luzerne County, Pennsylvania, and an interim contractor in Durango, Colorado. Prior to these I was City Manager of Aberdeen, Maryland for nearly 5 year and over four years in Mt. Juliet, Tennessee. Other Manager positions include Vestavia Hills, a suburb of Birmingham, Alabama; three years with the City of Cordova, Alaska and my initial management position in Ashland, Kentucky. Before my city management career, I was with the U.S. Army, serving as Chief of Staff of White Sands Missile Range, America's largest military community and Chief of Staff of the Army's 2nd Signal Brigade (Europe), a strategically forward organization with community sites throughout Europe and Southwest Asia. I've successfully managed budgetary activities ranging from \$20m to over \$500m, spearheaded public/private business and research partnerships, created progressive, highly effective economic development programs and managed the full complement of municipal services and activities.*

*My portfolio reflects a solid record of innovation, public service and advancing municipalities. As Aberdeen's City Manager, I lead the effort for the city's selection as site Upper Chesapeake Hospital. This multimillion-dollar initiative re-purposed a never filled facility, create hundreds of new, professional jobs, and kick start peripheral development and growth in the Aberdeen area. In the first few months at Luzerne County, I spearheaded successfully capturing a near million-dollar elections integrity grant. My portfolio includes recognition as the top municipal award winner in a 60-community region of middle Tennessee; orchestrating Vestavia Hills largest state transportation grant; securing millions for Cordova's decade old efforts to build a municipal center; and championed transformational theater-wide automation and communication training supporting wartime activities.*

*I am one of a handful of City/County Managers in the country to graduate from FEMA's yearlong National Emergency Management Executive Academy and have extensive emergency leadership and management experience including operations during Hurricane Katrina, the historic flooding of the Cumberland River in central Tennessee and during the Covid-19 pandemic. In 2019, I was one of two ICMA selectees teaching emergency management at the China University of Political Science and Law in Beijing. I have also completed the Harvard Senior Executive Fellows program, have three graduate degrees and two post-graduate certifications and served as adjunct faculty at the University of Baltimore, Central Michigan, the University of Maryland and Ohio University. The issues necessitating short-term positions have been resolved and as an experienced Alaskan City Manager I am positioned to hit the ground running in Palmer. I appreciate your consideration.*

*Randy Robertson*

## Randy Edmonds Robertson

Held several brief or interim contract positions in order to assist with the medical care of a family member: City Manager, Dover DE. (pop 39k); Luzerne Co, PA. (pop 316k), and Library Director, Durango, CO. (pop 19k) during 2021/22. Post Army employment include:

*City Manager: Aberdeen, Maryland (2016 – 2020); Cordova, Alaska (2013-2016); Vestavia Hills, Alabama (2011-2013); Mt. Juliet, Tennessee (2007-2011) and Ashland, Kentucky (2006-2007)*

**City Manager and COO, Aberdeen, Maryland,** of one of Maryland's largest, most dynamic and diverse communities. Located on the Chesapeake Bay and home to Aberdeen Proving Ground, the Army's largest research and technology platform with 20k employees. Strategic transportation and distribution hub minutes from Baltimore, D.C., Wilmington and Philadelphia. East coast HQ for Frito-Lay Corp. Fitch AA+ rated. Approximately 180 staff, \$32+m budgets with \$100+m in capital assets. CELEA certified police department; regional hub for commuter and AMTRAK rail services. Community leader during the COVID-19 pandemic. Home of nationally recognized Ripken Field and MiLB's Ironbirds. New site of UM Health System Upper Chesapeake Hospital campus at nearly \$250m. Adjunct MBA faculty, University of Baltimore. One of two ICMA City Managers selected to lead at the China University of Political Science & Law (Beijing, China) in 2019.

**Chief Executive Officer, Cordova, Alaska,** Organizational and financial leader, mentor and educator at one of America's top commercial port communities. Developed and delivered quality, cost-effective full service municipal activities: Finance, PD, FD/EMS, Parks & Rec, Public Works, IT, Library, Museum, Planning/Zoning, Refuse, Water/Wastewater Enterprise services. \$20m in annual revenue and budget execution including enterprise funds. Growth & development partner with U.S. Forest Service, U.S. Coast Guard and federally recognized native tribe. Limited operational & fiscal oversight of the Cordova Community Medical Center. Spearheaded completion of the 20 year planned, highly controversial "Cordova Center" and graduate of FEMA Executive Academy.

**First City Manager of Vestavia Hills, Alabama,** near the 40k suburb of Birmingham. Led more than 250 team members providing exceptional full-service municipal activities: Finance, Economic Development, Police, Fire, Public Works, Parks & Rec, Planning & Zoning, IT and Library in one of Alabama's fastest growing cities. A \$40m+ annual budget, with assets in excess of \$150m. Secured Fitch AA+/Moody's Aa2 ratings and regionally recognized for economic development and growth. Awarded the community's largest ADOT grant to stimulate the U.S. 31 economic corridor. Achieved state-wide recognition as Alabama's "Safest City." UAB Adjunct faculty.

**Mt. Juliet, TN. City Manager,** TN fastest growing, "Most Business-Friendly City" (2010). CEO/leader of a 200+ member team. Set the pace and conditions inside City Hall fostering 38 consecutive months of revenue growth while developing/managing General and Capital budgets of nearly \$35m. Secured the region's first American Recovery & Relief Act grant stimulating business and economic redevelopment along "Main Street." Partner in Tennessee's only commuter rail line and established the state's only rail "Quiet Zone." Spearheaded funding and constructed a nationally recognized Animal Control facility and created a highly successful employee health self-insured program. Captured S&P's AA financial rating. Adjunct faculty at Cumberland University.

**City Manager, Ashland, KY.,** northeastern Kentucky's largest city. Ashland is a regional economic and cultural hub with over 300k population within the commuting area. Organizational leader of nearly 300 personnel providing a full array of municipal services. Developed and managed operating and enterprise budgets of approximately \$40m and responsible for +/- \$100m in assets. Directed operations of the largest Police and Fire Departments within a 150-mile radius. Created the Ashland-Morehead University partnership expanding community academic opportunities, and spearheaded an initiative to construct a multi-million-dollar PD Headquarters.

### ***Chief of Staff***

***U.S. Army - White Sands Missile Range (WSMR), NM***

***2005-2006***

Chief of Staff of America's largest military community, southern New Mexico's largest employer and regional economic engine. Directly supported the Army's wartime operations in Iraq and Southwest Asia. Partnered with the Commander in leading one of the Army's premiere military organizations. Responsible for a \$500m+ budget

and several billion dollars in facilities and equipment. Oversaw 11 major directorates and 31 civilian, contractor and military tenant activities. Accountable for community support services including budgetary, security and emergency management, human resources, contract administration, health-care, IT and communications, facility development/management, logistics, recreation and legal.

### ***Brigade Executive/Chief of Staff***

#### ***U.S. Army – Europe***

***2001-2005***

U.S. Army's Second Signal Brigade, U.S. Army Europe, Deputy Command/ CofS position. Directed operational activities of a 2k military/civilian/international staff providing communications, automation and administrative services to 27 U.S. military and diplomatic communities in Europe, Africa, and Southwest Asia (Operation Iraqi Freedom). Coached, mentored and provided professional development to the senior field grade, civilian and international staff. Accomplishments included:

- Senior negotiator to 12 international labor and trade unions
- Executed extensive upgrades in community facilities and services
- Created innovative IT distance learning training packages used across Europe and Southwest Asia
- Implemented and guided wartime operational activities providing accountability for \$1b+ in equipment, facilities and infrastructure

### ***United States Army Officer (Retired)***

#### **Education**

- |  |                                |
|--|--------------------------------|
| - Diploma, Advanced Graduate Studies in Education                          | Boston University              |
| - Diploma, Advanced Graduate Studies in Healthcare Admin                   | Central Michigan University    |
| - Master's Degree in Urban Planning  | The Johns Hopkins University   |
| - Master's Degree in Public Administration                                 | Western Kentucky University    |
| - Master's Degree in Strategic Planning                                    | United States Army War College |
| - Certificate, FEMA Emergency Mgt. Executive Academy                       | FEMA/Harvard/TX. A&M           |
| - Harvard University Senior Executive Fellowship                           | Harvard University             |
| - NATO Staff Officers College  | Brussels, Belgium              |
| - Certificate, Business Administration                                     | Belmont University             |
| - Diploma, International City Mgrs. Association Senior Executive Institute | University of Virginia         |
| - Dept of Defense Exec Leadership & Mgt Program                            | Washington, D.C.               |
| - International Personnel Mgrs. Assoc Senior Program                       | Washington, D.C.               |
| - Syracuse University Resource Managers Program                            | Maxwell School at Syracuse     |
| - Diploma, U.S. Army Command & General Staff College                       | Ft. Leavenworth, KS.           |
| - Bachelor's Degree  | Western Kentucky University    |

#### **Job-Related Skills, Awards & Professional Affiliations**

- |  |   |
|--|---|
| - International City Mgrs. Association                     | - Secondary Teaching Certificate (KY)             |
| - International Personnel Managers Association             | - U.S. Army Legion of Merit & 2 Civilian Svc Awds |
| - AK Region Salvation Army Advisory Bd.                    | - WKU Master of Public Admin Advisory Board       |
| - Awarded Mt. Juliet and Cordova Key to the City           | - Eagle Scout                                     |
| - Greater Birmingham Regional Planning Commission          | - Nashville Transit Alliance Academy              |
| - Board (ex-officio) Cordova Community Medical Center      | - Military Officers Association of America        |
| - Prince William Sound Reg Dev Board of Directors          | - American Legion                                 |
| - Former Director, University Medical Center, Lebanon, TN. | - Maryland Municipal League                       |
| - 2018 ICMA Conference Planning Committee (Baltimore)      |   |

#### **Adjunct Faculty/Instructor**

- ICMA selected instructor at the China University of Political Science and Law (Beijing, China)
- University of Baltimore (MBA) - City Colleges of Chicago - Ohio University - Central Michigan
- University of Maryland European Division - Cumberland University - University AL at Birmingham



References for Randy E. Robertson, supplied in response to the Palmer City Manager's position, are attached at the "References" category.



# ***NETWORK SERVICE CENTERS***



***Integrity  
Service  
Professionalism***

***Executive Summary  
Implementation Plan***





# NSC Implementation Plan

***The NSC Vision: "To be the best customer service provider of information technology and management services in the world...innovative and versatile Soldiers and Civilians who enable theater access to the Global Information Grid...delivering the right information, in the right format, at the right time, to the right place, to the Warfighter."***

## NSCs

Army Transformation is the strategic transition we will undertake to remove our cold war designs and prepare ourselves for the crises and wars of the 21st Century. As challenges to readiness and mission capability grow, our customers - Warfighters, Combat Supporters, federal agencies, and allies - continuously expect and demand faster and better service.

Paralleling the Army's transformation, 5th Signal Command is engaged in a transformation to meet the requirements of USAREUR's Expeditionary Forces and challenges of the dynamically changing European theater.

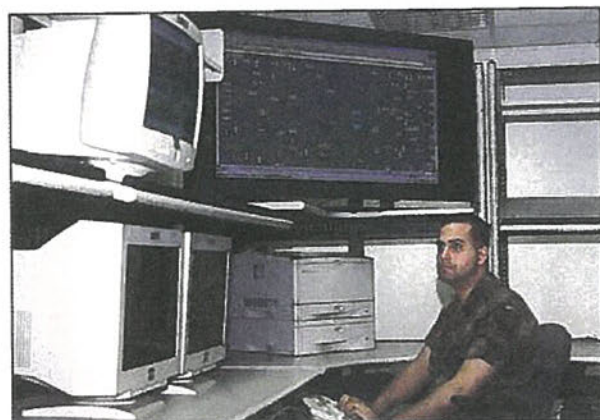
Our transformation focuses on outstanding customer service driven by Network Operations (NETOPS) and requires the NSCs to be proficient in three disciplines: Network Management (NM), Information Dissemination Management (IDM), and Information Assurance (IA).

Uniformity is key to success. To achieve this the NSCs will have standard:

- \* Physical layouts
- \* Architectural designs
- \* Job descriptions



This brochure (hereafter referred to as Implementation Plan Executive Summary) summarizes the final step in that process, developing standardized tasks, conditions, and standards for each functional area within the NSC. The Implementation Plan Executive Summary describes the collective efforts of the NSC Chiefs Task Force which was chartered to establish uniform tactics, techniques, and procedures (TTP's) for the 21 NSCs. Using regulatory and doctrinal guidance, Mission Essential Task Lists, SOPs, Best Business Practices (BBP's), comparable industry standards, and years of collective experiences and knowledge, the NSC Implementation Plan Executive Summary is part of a roadmap to our vision "...To be the best customer service provider of information technology and management services in the world..."







## ***NSC Implementation Plan***

### ***- strategic information dominance across the entire spectrum of operations***

A tremendous revolution is underway in communications and information technologies - a revolution to a networked world. As lead agent for communications for USAREUR's Expeditionary Forces, 5th Signal Command recognized this change and the impact it had on our customers. While there has been an explosion in technological innovation, our focus is on harnessing technology to enhance customer service.

The customer drives the direction of information knowlege in USAREUR. We will support them.

This means Warfighters, Combat Supporters, federal agencies, and allies expect a holistic, integrated approach to information services. It means they are demanding solutions. Also, it means they are insisting technology adapt itself to the their needs . . . not the other way around.

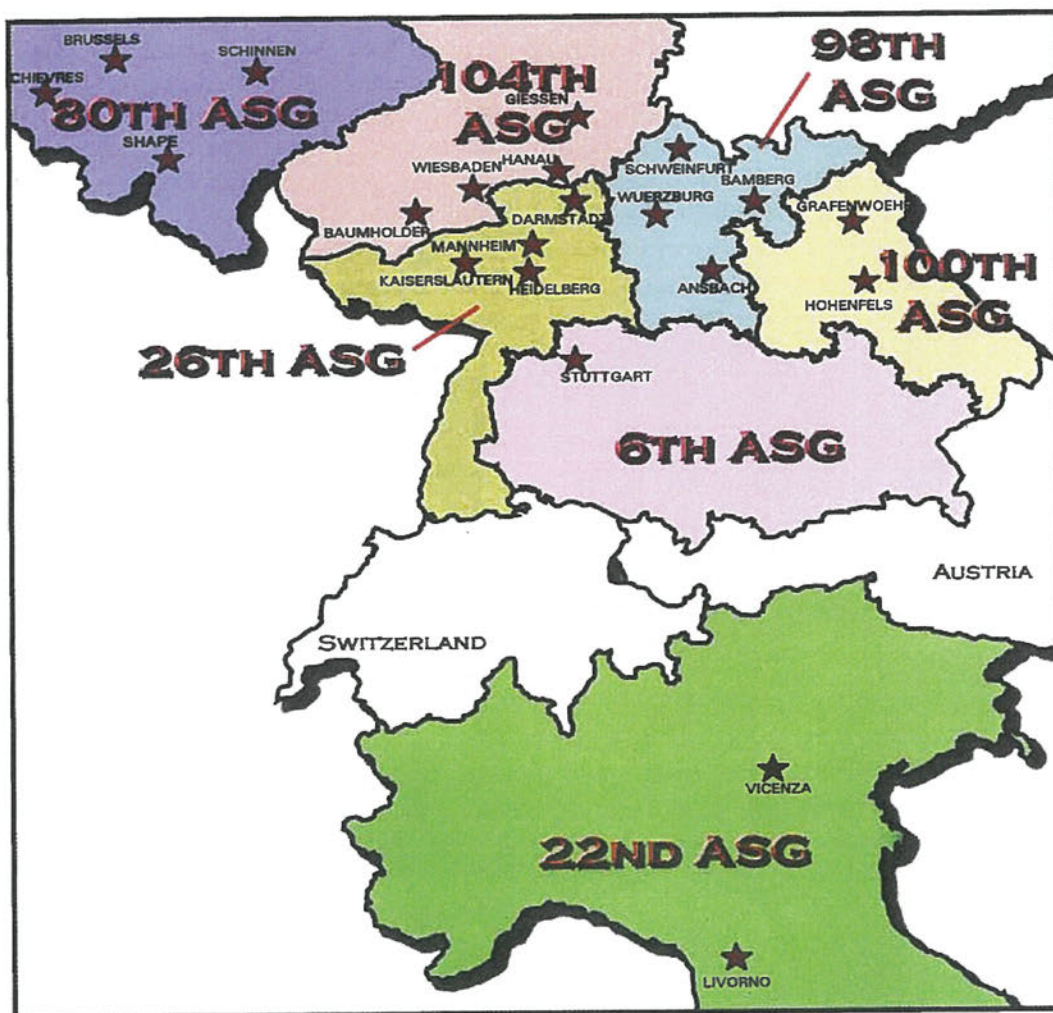




## NSC Implementation Plan

The NSCs were created to provide customers a single point of entry into the full spectrum of information technology and management services. Twenty-one NSCs have been strategically collocated with the

combatant commander and his joint headquarters, major Army commanders, and large military communities throughout the theater. The NSC Implementation Plan is our blueprint to success.

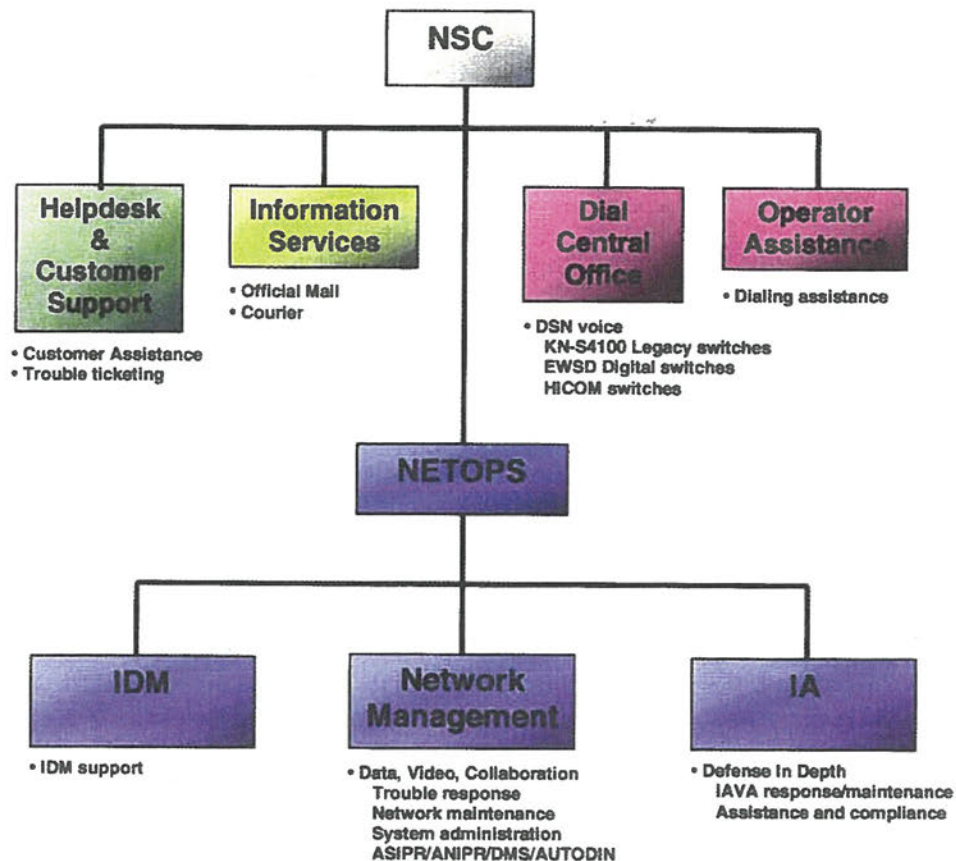


- Twenty-one NSCs supporting 239 USAREUR installations...strategically positioned in major military communities to guarantee our customers receive the communications services they need, when they need it!





## **NSC Implementation Plan**



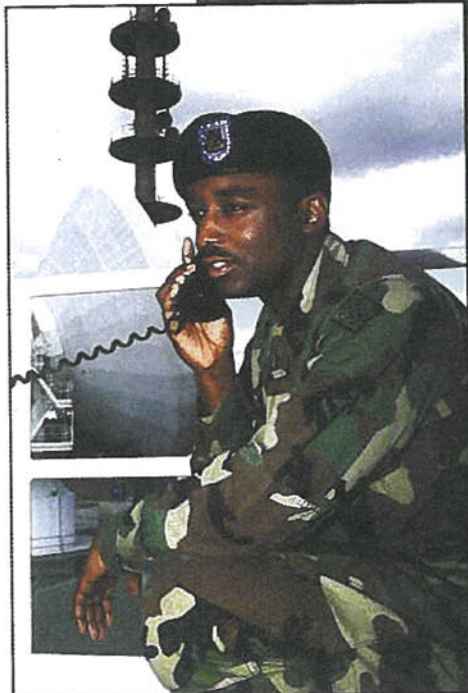
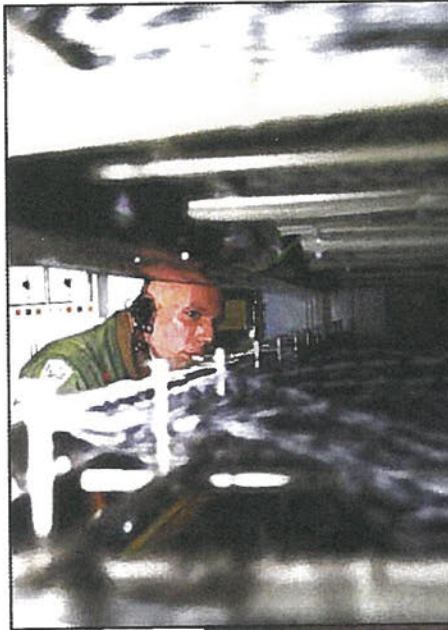
With core enterprise processes as its foundation, NSCs are USAREUR's leaders for communication and information management. They are structurally resilient and uniquely tailored to customer and community requirements. As the following page reflects, each NSC has the flexibility to provide full network operations services through one of three separate sections: Information Dissemination

Management, Network Management, and Information Assurance. Creation of a single point for customer support, information services, dial central office, and operator assistance affords complete information management services to the community, region, and theater. The enterprise design is a platform for stronger customer partnerships, as well as a framework for strategic change.

***- NSCs...providing world-class voice, data, video, and information management services and support throughout the European theater....all the time.***



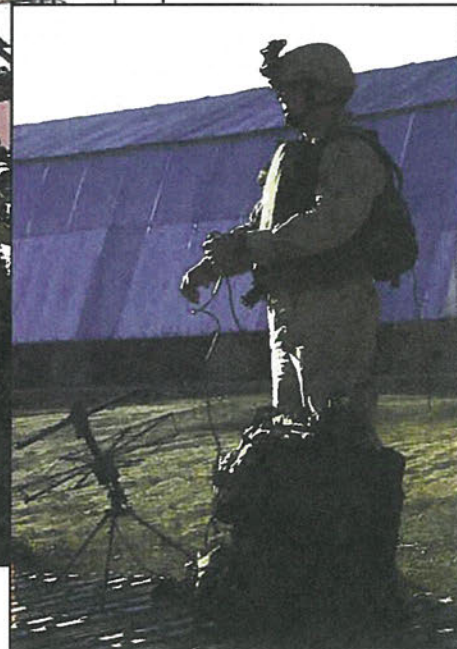
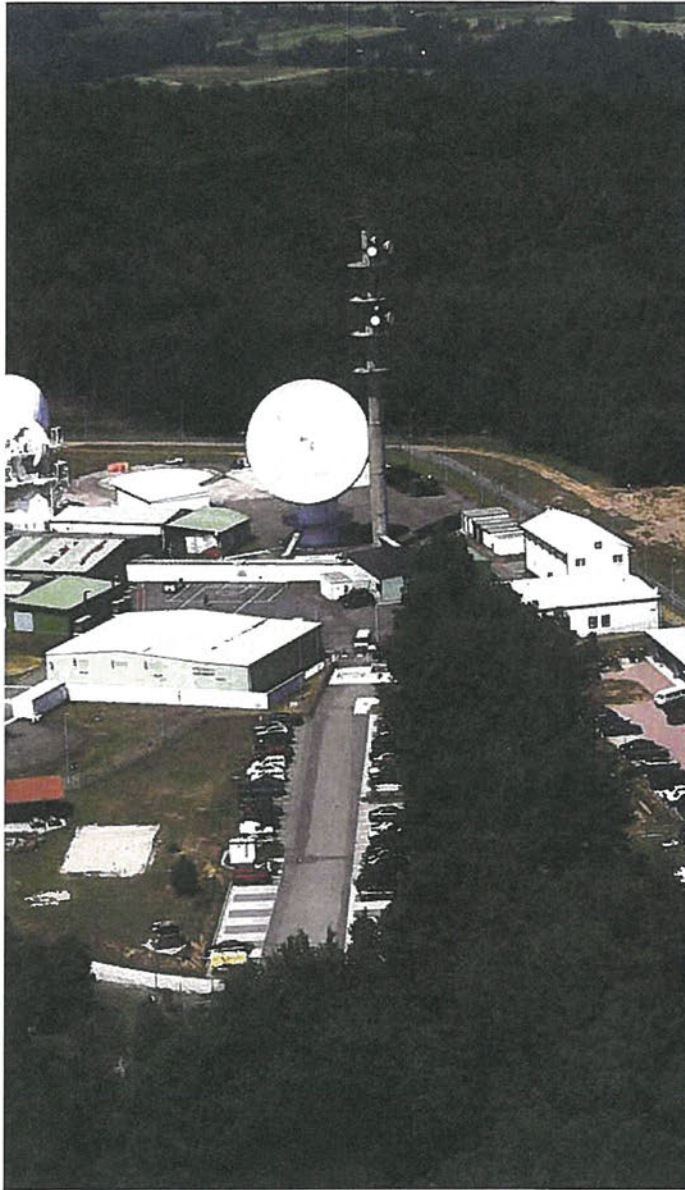
# ***Supporting USAREUR***



***A community-based global inform  
full spectrum of information servic  
and ready to ensure informati***



# **s Expeditionary Force**



**tion grid entry point providing the  
..trained, professional, transformed  
n dominance to the Warfighter.**







## ***NSC Implementation Plan***

### ***NSCs in the KFOR and SFOR Supporting the Warfighter***



Modeled after the functional structure found in USAREUR's central region, NSCs in KFOR and SFOR are uniquely tailored to the mission of this area. Because mission emphasis is focused on direct service to deployed customers, contractor support is designed to sustain robust communication and IT solutions throughout the Balkans.

As in the central region, standardization is essential to success in KFOR and SFOR. KFOR NSCs

operate under a single contract and have standard physical designs, systems architecture, and business processes.

Established under a Performance Work Statement, NSCs at Camps AbleSentry, Bondsteel, and Montieth provide common communications as well as the ability to meet unique local requirements. The Tuzla, Tazar, and Butmir NSCs supporting SFOR are configured like those in KFOR. Under a Statement of Work the SFOR NSCs provide a full range of Information Dissemination Management, Network Management, and Information Assurance. KFOR and SFOR NSCs have been at full performance levels since November 2002.





# NSC Implementation Plan

## *The NSC Series and Measures of Success*

This Executive Summary is an abstract of the complete NSC Implementation Plan. With more than 300 pages, the NSC Implementation Plan is a roadmap to detailed business process. The Implementation Plan depicts and analyzes each of the core NSC functions, then outlines their related *tasks, conditions, and standards*. Part of the NSC Series: Vision, Implementation Plan, and Executive Summary, the Implementation Plan is the most

comprehensive of the three and defines the working parameters for NSCs.

Measuring success is a crucial component of the NSC Implementation Plan. All tasks, conditions, and standards have measurable metrics of success. These metrics reflect criteria and standards NSC staff members must understand and achieve. Linking the metrics to performance standards will ensure mastery of individual skills and a trained and ready workforce.



- A } - 7 Primary Functional Components
- B } - 16 Major NSC Operations
- C } - 41 Separate Tasks
- D } - 198 Individual Actions

**Blueprint to World-Class Customer Service**







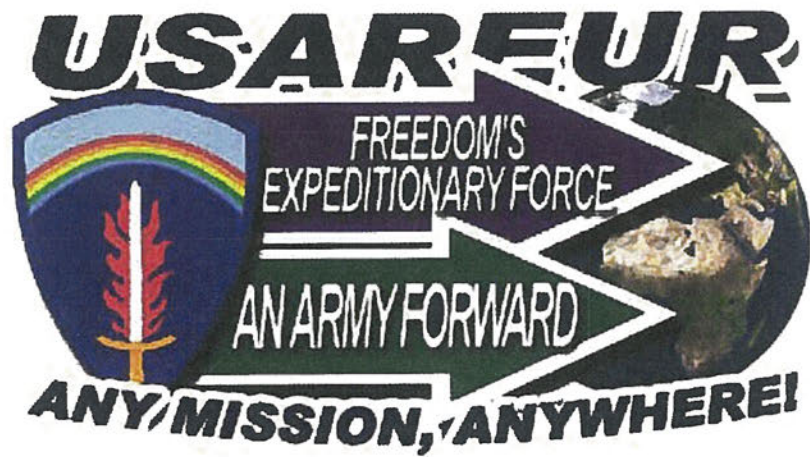
## **NSC Implementation Plan**

The NSC Implementation Plan sets the conditions for a community-based global information grid entry point providing the full spectrum of information service... ***trained, professional, transformed and ready to ensure information dominance to the Warfighter.*** The NSCs are

— ***SHAPING TOMORROW TODAY*** —

**Customer  
Service...  
Priority  
One!**





**5th Signal Command**

## EMPLOYMENT APPLICATION



CITY OF PALMER  
231 W Evergreen Avenue  
Palmer, Alaska 99645  
(907) 761-1302  
<http://www.palmerak.org>

Stinnett, Susana V  
24-000 CITY MANAGER

Received: 2/27/24 3:37 PM

For Official Use Only:

QUAL: \_\_\_\_\_

DNO: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: CITY MANAGER		EXAM ID# : 24-000
NAME: (Last, First, Middle) Stinnett, Susana V		SOCIAL SECURITY NUMBER: [REDACTED]
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]		NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: [REDACTED] Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Master's Degree		

## PREFERENCES

MINIMUM COMPENSATION: \$65.00 per hour; \$130,000.00 per year
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Weekends
OBJECTIVE: To provide effective, efficient, transparent, and responsive services to the public that is guided by laws and ordinances, resolutions, and directives from the City Council in implementing duties I am entrusted with in serving citizens.

## EDUCATION

DATES: [REDACTED]	SCHOOL NAME: University of Phoenix	
LOCATION: (City, State/Province) Phoenix, Arizona	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: Major in Public Administration		

## WORK EXPERIENCE

DATES: From: 7/2021 To: 12/2022	EMPLOYER: City of Dillingham	POSITION TITLE: Assistant Finance Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Anita Fuller - Finance Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$6,500.00/month	
DUTIES: Assisted the Finance Director in employee supervision, recruitment, and training. Reviewed payables, payroll, and receivables prepared by the accounting technicians for final processing. Balanced daily sales receipts and deposited collected funds to the bank. Assisted in reconciling bank statements. Maintained grant files for reporting. Submitted progress reports to Federal, State, and local funding agencies. Assisted the Finance Director as directed and served as acting Finance Director during the Director's absence.		
REASON FOR LEAVING: Unfavorable housing conditions and to concentrate in completing my Master of Public Administration.		
DATES: From: 9/2019 To: 3/2020	EMPLOYER: City of Unalakleet	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Davida Hanson - City Mayor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 40	SALARY: \$5,100.00/month	
<b>DUTIES:</b> As the Chief Administrative Officer in a Council-Manager form of government, managed city operations in providing public services to residents in the community. Implementing city ordinances and resolutions passed by the City Council as well as directives by the City Council. Led and worked with department heads and administration staff to ensure effective and responsive delivery of services. Managed all grant projects. Submitted progress reports to funding agencies. Collaborated with city Leaders, tribal leaders, corporation leaders and city employees in serving the public. Partnered with businesses and welcomed guest.		
<b>REASON FOR LEAVING:</b> Personal Reasons		
DATES: From: 1/2012 To: 3/2016	EMPLOYER: City of Saint Mary's	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Mayor Bill Alstrom and City Council - Mayor-City of Saint Mary's	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	SALARY: \$6,000.00/month	
<b>DUTIES:</b> Responsible for the enforcement of city ordinances, risk management, contractual, budgetary, procurement, fiscal accountability, public relations, personnel management, and other administrative matters.		
<b>REASON FOR LEAVING:</b> Moving back to Anchorage. Continue pursuing higher education.		

CERTIFICATES AND LICENSES	
<b>TYPE:</b> Real Estate Salesperson	
LICENSE NUMBER: [REDACTED]	ISSUING AGENCY: State of Alaska

Skills
<b>OFFICE SKILLS:</b> Typing: Data Entry:
<b>OTHER SKILLS:</b> Quick Books Payroll, Payable, and Receivable - Beginner - 2 years and 0 months
<b>LANGUAGE(S):</b> Tagalog/Filipino - <input checked="" type="checkbox"/> Speak <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write

ADDITIONAL INFORMATION
<b>Additional Information</b> Worked at AlaskaUSA Credit Union, a financial institution from February 1993 to December 1998 (15 years). Started as a Teller and progressively moved up to my position as an Assistant Branch Manager. Then I have decided to pursue my personal goal of operating my own business, a Bed and Breakfast in Bethel and Homer Alaska. Ultimately, deciding to serve the public from 2009 to present.

REFERENCES		
REFERENCE TYPE: Professional	NAME: William "Bill" Alstrom	POSITION: City Mayor
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]	
REFERENCE TYPE: Professional	NAME: Petra Cupino	POSITION: Professional (Real Estate Client) and Personal Friend
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]	
REFERENCE TYPE: Professional	NAME: Andy Journey	POSITION: Public Works Director City of Saint Mary's
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]	

Agency-Wide Questions

1. Have you previously worked for the City of Palmer?  
No
2. Are you related to anyone who is currently employed by the City of Palmer?  
No
3. If you answered yes to the previous question, please provide the individual's name and department
4. Are you able to perform the essential functions of this job with or without reasonable accommodations?  
Yes
5. If you answered yes to the previous question, please explain:
6. Have you ever been terminated or asked to resign by a former employer?  
No
7. Have you been convicted of a misdemeanor within the past five years?  
No

APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City. I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that this application is not and is not intended to be a contract for employment or continued employment. I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

Yes

8. Have you attached examples of your written work? This material may include memos, reports or correspondence written by the applicant within the past two years and must be related to your previous or present employment. This material must not exceed six total pages.

Yes

Job Specific Supplemental Questions

1. Do you have a bachelor's degree in business administration or public administration or a related field and give years of responsible experience in the supervision or management of multi-faceted program?  
Yes
2. Do you have a valid Alaska driver's license with an acceptable driving record or are you able to obtain a valid Alaska driver's license within thirty (30) days of hire?  
Yes

APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information t

I Agree

4. Have you attached the required writing examples?  
No
5. Have you attached your answers to the supplemental questions as noted in the job bulletin?  
Yes

---

The following terms were accepted by the applicant upon submitting the online application:

*The information provided in this employment application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This authorization includes permission to check employment references. If selected for employment you may be required to supply proof of authorization to work in the U.S., have a physical examination and/or drug test, supply and/or authorize a criminal background check, supply and/or authorize a copy of your motor vehicle record (MVR), or sign a conflict of interest agreement and abide by its terms. I understand that acceptance of an offer of employment does not create a contractual obligation or permanent employment upon the City of Palmer. Employment may be terminated at any time at the option of the employee or City of Palmer.*

This application was submitted by Susana V Stinnett on 2/27/24 3:37 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_



February 26, 2024

To: Mayor Carrington and City Council  
City of Palmer, Alaska  
231 West Evergreen Avenue  
Palmer, Alaska 99645

From: Susana Stinnett



Re: City Manager Recruitment

Mayor Carrington and City Council,

I hereby submit my letter of interest along with my resume, examples of written work (over 2 years ago), and answers to supplemental questions as required.

My professional purpose is public service, and I provide transparent, accountable, and effective services to residents. Based on information available on the city's website, I acknowledge and commend the leadership of the City Mayor and the City Manager in maintaining a sound working environment, working relationships, and financial sustainability. Few employment vacancies usually indicate effective leadership and employee relationships. Sound financials and well managed human resources are the backbone of a successful organization. I am interested in joining the city team in serving the citizens of Palmer.

I am passionate about community improvements, especially water/sewer improvement projects, road projects, and other capital projects to improve the social, safety, and economic conditions in the community. I have 6 (six) years of experience in project implementation of water/sewer replacements or extensions and new roads or road restorations. Interacted and built working relationships with design consultants, construction supervisors, funding agencies, other organizations in the community, and city departments in completing and formal closing of grants.

Palmer has a list of capital improvement projects that need funding. Given the opportunity to lead, capital improvements are projects that I pursue from my heart until I see results. Water and housing are basic human needs that need to be taken care of. I will advocate for these types of projects in addition to other priority projects identified by residents and the City Council.

Palmer is a unique city in Alaska and perhaps in the United States. The State Fair is an iconic celebration of harvest with array of exhibits, fun activities, and foods galore. As an Alaskan resident for 34 years, I am here to stay, and Palmer is an ideal community setting for me to call home.

Looking forward to an opportunity for an interview to further discuss how I would fit in contributing to maintain and improve services where needed for the City of Palmer.

Sincerely,

# **SUSANA V. STINNETT**

**City Manager Applicant**

---

## **Contact Information:**

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

---

## **Qualifications:**

- Eight (8) years local government experience in Alaska (Five plus years in leadership).
- Six (6) years grant management, implementation, progress reporting, and closing.
- Professional purpose is public service.
- Critical thinker with common sense approach in problem solving. Welcoming feedback and varying opinions to the table to see different perspectives in the evaluation and selection of creative alternative solutions for implementations.
- Encouraged public participation in public policies and community problem solving to build trust in government.
- Supportive and caring relationship with staff.
- Partnered and collaborated with internal and external stakeholders.
- Visionary, Transformational, Participative style of leadership.
- Action and results oriented.

## **Education:**

- Master of Public Administration – University of Phoenix
- Bachelor of Science in Business Administration, Major in Business/Public Administration – University of Phoenix
- Associate of Arts in Business – Western International University

## **SUSANA V. STINNETT**

### **Professional Experiences:**

Assistant Finance Director  
City of Dillingham

July 2021 -  
December 2022

- Assisted the Finance Director with staff recruitment and training.
- Reviewed bi-weekly payables, payroll, and receivables prepared by the account technicians for final processing.
- Balanced daily sales receipts and deposited collected funds to the bank.
- Assisted in reconciling bank statements. Maintained grant files.
- Submitted progress reports to Federal, State, and local grantor agencies.
- Assisted the Finance Director as directed and served as acting Finance Director during the Director's absence.

City Manager  
City of Unalakleet  
City of Saint Mary's

September 2019- March 2020  
January 2012 – March 2016

- Managed city operations, managed capital projects, and managed a gravel pit operation. Implemented city ordinances and resolutions passed by the City Council as well as directives by the City Council.
- Led and motivated staff to ensure responsive delivery of services.
- Prepared the city's annual budget with the help of the Finance Director for the City Council's approval.
- Worked with federal, state, and local funding agencies in implementing, reporting, and closing of grant projects.
- Maintained and improved services provided to the public effectively and efficiently.
- Collaborated with department heads to ensure City Council's priorities become a reality. Collaborated with city leaders, tribal leaders, corporation leaders, and city employees in serving the public.
- Partnered with businesses and welcomed guests.
- In addition to managing city operations and project implementation, managed a gravel pit operation with 14 employees producing gravel and delivering gravel to the city dock for barge loading.
- Improved the social, safety, and economic conditions in the community.

## **SUSANA V. STINNETT**

- Negotiated and contracted with barge companies regarding price and delivery of gravel.
- Worked with department heads and the Finance Director in the preparation of the annual budget presented to the City Council for approval and adaptation.
- Executed the budget throughout the year. Monitored and reviewed the budget for the needed transfer of budgetary appropriations among budget items during the fiscal year.
- Prepared for annual audit and worked with auditors during the audit.
- Performed all other duties necessary to perform the duties and responsibilities effectively and efficiently as a leader, listening, and responding to residents' concerns, suggestions, and all other duties as assigned by the City Council.

### **City Clerk/ Bookkeeper/Grant Project Manager    July 2009- Nov 2011 City of Alakanuk**

- Prepared meeting packets, attended City Council meetings, and took minutes.
- Maintained city records, processed payroll, payables, and receivables.
- Submitted monthly reports to City Council.
- Transformed non-revenue city owned properties to rental properties.
- Implemented, reported, and closed grant projects with FEMA, the funding agency for road restoration and water/sewer realignment projects due to flooding.
- Served and assisted residents over the phone and in the office.

#### **ADDITIONAL EXPERIENCES:**

Notary Public for ten (10) years.

Management/Supervisor in Banking for seven (7) years.

Realtor in the State of Alaska for several years.

Susana Stinnett  
City Manager Applicant  
City of Palmer

City Manager Supplemental Questions and Answers:

1. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Palmer.

Public service has been my professional purpose since 2009. Contributing to the improvements of goods and services to residents as well as visitors in the community is very rewarding. I recently completed my Master of Public Administration, and I am looking forward to applying my local government experiences, additional knowledge learned, capacity, and ability to serve. My passion is engagement in community improvement projects for the public's benefit.

It is a good time in my career to come to the City of Palmer. I wish to settle down in a place where I could have a vegetable garden and chickens in my backyard. I grew up in a country setting and Palmer is an ideal place for my wish to come true. In the 90's, every year, my family enjoyed going to the State Fair then passing by Pyrah's Farm to pick fresh vegetables. Therefore, at this time in my career, I could pour my motivation and passion to serve in Palmer while living a dream in the agriculture center of Alaska.

2. Please describe your professional experience working with elected officials and boards. Describe the responsibility you believe the City Manager has to the Mayor and City Council and to the citizens of the community. Describe how you see your role and interactions with the 1) Mayor; 2) City Council; 3) City Clerk.

My role as the City Manager is to report to the Mayor and the City Council regarding all city affairs. It is my duty and responsibility to implement city ordinances and resolutions passed by the City Council and it is my duty to communicate and encourage citizens' participation in the discussions of city affairs to help the City Council in their decision making. The City Clerk and the City Manager work under the City Council and together we work closely under the direction of the City Council. The City Council, the City Manager, and the City Clerk serve the citizens of the community.

3. Please explain your process for communicating critical and non-critical information to the Mayor and Council. How do you decide when or what is necessary to bring to the Mayor and Council's attention? How do you see your role as communicator to the Mayor and Council, staff, other governmental agencies, local businesses, and citizens.

All critical and non-critical information must be communicated to the City Council unless the information is non-critical in regard to city operations. The City Manager is entrusted with decisions on operations except for certain expenditures that need City Council approval. I am an advocate of open communication and welcome different perspectives. Transparency through communications builds trust in government. Communications could be conducted with all stakeholders during City Council meetings and communications

made available via phone, e-mail, letters, or in person. As City Manager, it is my duty to provide and communicate information clearly and in a timely manner to all stakeholders.

Certain critical information provided by the City Manager to the City Council that involves personnel or legal issues could be discussed in executive session at the City Council's discretion and/or City Manager's recommendation.

4. The citizens and city council members are very diverse. Describe how you would handle a situation where two people wanted to take you in opposite positions on the same project.

I welcome different views and perspectives. Therefore, I will listen and understand the opposing positions. I will thank both parties for bringing their opinions to the table. As City Manager, I encourage such participation. I see their voices being heard as an opportunity to enlighten me with new perspectives. Ultimately, it is my responsibility to provide information, requirements, and expected results of a project.

5. Organization and planning is often a challenge when working in the community and juggling multiple task. How will you work to achieve the goals of this position while still completing paperwork, communicating effectively, and meeting the needs of Council, City Clerk, staff, and citizens?

Be ready to work long hours until all priorities are met. I keep a to do list and identify priorities from that list. I keep an open mind to adapt to changes that impact priorities. Some changes needed immediate attention and will become number one priority.

6. Please describe any experience you have had facilitating economic development in a community. Please describe your involvement in a specific economic development project, from inception to completion including 1) your role in the project; 2) any problems/issues you encountered; 3) the results of the project.

The acquisition of the Mission Property in Saint Mary's for economic development is an experience that involved time, patience, overcoming obstacles, and celebrating results. I have attached a letter (a sample of my written work) to represent my role and the obstacle that we were experiencing. Finally, after two years, the property is owned by the city free and clear. I worked with the planning committee to plat a new subdivision (see item#3 under internal projects, my report to the City Council).

7. Explain your experience in developing, implementing, and monitoring a budget for the municipality.

The budget development process involves all departments, help from the Finance Director, and approval from the City Council. Monthly monitoring for revenues and expenses is crucial and an integral part of ensuring that budgeted items are on track.

**Susana V. Stinnett**

[REDACTED]

[REDACTED]

**Professional References:**

William “Bill” Alstrom – Mayor, during my tenure as City Manager  
City of Saint Mary’s

[REDACTED]

Fred Broerman – Local Government Specialist, State of Alaska

[REDACTED]

Work Reference- RUBA Rating, Utility Rates

Everett and Petra Cupino- Real Estate clients, friends

[REDACTED]

Junie Jackson – Member Services Supervisor, Global Credit Union

[REDACTED]

Andy Journey – Director Water/Wastewater, City of Saint Mary’s

[REDACTED]

REC'D  
2/28/24

# CITY OF SAINT MARY'S

March 11, 2015

To: Mayor William Alstrom and City Council  
From: Susana Stinnett  
Subject: Monthly Report for February 2015

The month of February has been filled with summer season 2015 preparation in regards to; heavy equipments needed for gravel production, compilation of grant awards documentation, and back to back correspondence for the surveying/platting of the New Mission Subdivision.

#### Updates and Status of Grant Projects

1. **Sewer Main**, Legislative Re-Appropriation (\$485,000) – FUNDED, CE2 Engineering ordered sewer main pipes to complete the sections on Yupik Street and the area between Dixon Circle and Tyson Street.
2. **Heat Recovery**, ANTHC (\$1.3 million) – FUNDED, waiting for Alaska Energy Authority (AEA) to send actual grant document for Saint Mary's signature in the near future.
3. **Trash Truck** YKCA RuralCap (\$80,000) – AWARDED and received project agreement. Andy will compose letters to request assistance for the \$87,000 matching funds.
4. **Mission Gym Upgrade** with CDBD (\$450,000) – AWARDED, in the process of compiling back up documentation for environmental review, fair housing, equal employment, project management training, and other requirements and compliance before FUNDING and issuing a project agreement.
5. **Sanitation Deficiency System** (SDS) with ANTHC (\$1.6 million) – AWARDED, in the process of compiling required documentation and compliance to determine the city's capacity to assume the role of Project Lead. This project is to provide water/sewer services connections to unserved homes and to install a new water/sewer main on Saint Mary's Boulevard for the three (3) new AVCP homes and two (2) existing homes.  
**Site Visit** - John Hutchison, current Project Manager, an Engineer for ANTHC and Krista Pihlaja who will be assigned to be the Project Manager for Saint Mary's are planning to meet with the City Council to discuss the preliminary engineering report Alternative Management Option for this project.
6. **Water Main Replacement** (3.7 million) – submitted to Legislators in Juneau. Spoke with Denise, one of Senator Donny Olson's aids. She confirmed that she will accept the meeting minutes to show that the Water Main Replacement is a priority for the city.

#### Internal Projects:

1. **Cone Crusher/Screen Plant** (\$173,000) – working with FNBA to secure a loan to purchase the equipments. Equipments Cost \$65,000 for cone crusher + \$24,000 for freight and \$60,000 for the screen plant + \$24,000 for freight.
2. **D9L Dozer** – the same make and model as the D9L that is used at the gravel pit. The plan is to purchase or rent depending on proposals and discussions with Global Equipment Systems (GES) Heavy Equipment Manager Marty Williams.



3. **New Mission Subdivision** – Clark Kinney, surveyor with Kinney and Associates will be in Saint Mary's on March 19<sup>th</sup> to meet with the city's Land Planning Committee and to survey the Mission Property.
4. **FY 2014 Audit**- I have sent an e-mail to Brad Cage, the city's accountant for the audit preparation.

Alex Virg-In, our heavy equipment mechanic is in Saint Mary's early to work on installing the arm for the 966 Loader. Then, he will be traveling to Fairbanks to inspect the D9L that the city will purchase or rent. Alex will be accompanied by the Assistant Mechanic Jezreel Lamont and Shop Supervisor William Alstrom II for second and third opinion.

I will be attending CDBG's Project Management workshop April 1<sup>st</sup> and 2<sup>nd</sup>. Therefore, I will not be here for the work session on the 2<sup>nd</sup>. I plan on leaving a day earlier to ensure first day of workshop attendance.

I have always been TUNED IN and will continue my commitment in maintaining and improving city services. We have acquired the loan for the Mission Property seven (7) months ago and acquired full ownership three (3) months ago. We have started working towards a subdivision development, requested funding to improve the Gym, and by next week, the boy's dorm will be renovated by Apex Construction Company in exchange for their lodging. There will be zero labor cost for the City. However, materials needed for the renovation will be an expense for the City.

It is a good feeling to know that there are interests to do more economic development at the Mission Property. My ears are open and with open arms I will welcome and respond to proposals and suggestions. However, as your Operations Manager, I need to watch our expenses and will make decision as to when it is feasible to add developments to meeting agendas for discussion or to start feasibility studies. We have other priorities to tend to such as getting set up to meet this summer's production. We have so much going on right now as listed above on this report.

In time, one by one, with much support from us all, our dreams and vision for a vibrant community will materialize. I hope to be part of some of these visions to come true.

Sincerely,



*Page 2 of 2*

## CITY OF SAINT MARY'S



April 10, 2014

To: Governor Sean Parnell  
Alaska State Capitol Building  
Third Floor  
P.O. Box 110001  
Juneau, AK 99811-0001

From: Susana Stinnett  
City Manager, City of Saint Mary's  
P.O. Box 209, 174 Paukan Ave  
Saint Mary's, Alaska 99658

Dear Governor Sean Parnell,

My name is Susana Stinnett. The City Council of Saint Mary's has hired me to the position of City Manager in January of 2012. I am motivated and committed in working for the residents of Saint Mary's and in working with the City Council, Community Leaders, Governmental and Non-Governmental Leaders and Organization's Representatives to serve the citizens of Saint Mary's.

On behalf of the people of Saint Mary's, I come to you for support in improving the housing needs in the community. The City of Saint Mary's (COSM) is boxed-in with Native land allotments to the left and above and the Mission property is on the right side of town. We have young couples contacting the city office regarding housing. Office of Children's Services have also contacted the city regarding housing. There are some rental properties in town but availability is close to none. Therefore, I am writing to you in hopes of getting your support to a much needed property acquisition and improvements of the Mission Property here in Saint Mary's. Saving and improving the structures of the historic Catholic Mission School would be a great benefit to residents of Saint Mary's.

### Benefits for the people and City of Saint Mary's:

- City's sewer lagoon that is located inside the Mission property will be on city property and would allow for future improvement and expansion.
- Creates new residential lots for housing expansion. Saint Mary's is boxed-in with Native land allotments. Young couples are looking for houses they could rent. These couples have no choice but to live with their parents.

*Page 1 of 3*

- **Housing for the staff of the Office of Children's Services (OCS)** – there is a big turn over with the OCS staff due to shortage of housing in Saint Mary's. During the two years that I have lived in Saint Mary's, I knew of three OCS staff looking for housing. Two OCS staff left Saint Mary's due to housing shortage. Availability of permanent housing for OCS staff would help the State of Alaska in providing Children's Services to the Lower Yukon Region.
- **Temporary housing for children** who are left without parents due to Domestic Violence or other issues in the household.
- **Housing for Village Public Safety Officer (VPSO)** - help ensure VPSO presence in Saint Mary's.
- **Save the structures from further deterioration.**
- **Lodging for meetings, workshops, or conferences.**
- **Temporary lodging for the employees of out of town companies.**
- **Cafeteria, coffee shop or a restaurant.**
- **Job creation (Housing)** such as: Carpenters, Laborers, Housing Custodian, Housekeeper(s), Building Maintenance, Grounds Maintenance, Office Help and Housing Supervisor.
- **Job creation (Cafeteria)** such as: Cook, Kitchen Help, Cashier, Driver, Shift Supervisor
- **Community Tank Farm (for AVEC Intertie project)** – City benefits because AVEC will provide a fuel storage tank for the city in exchange for AVEC's use of the property. The City of Saint Mary's is in need of fuel storage tank. Crowley's \$7.00 plus per gallon price deplete funds allocated for maintaining roads and other services that the city provides. Bulk fuel price per gallon is about \$4.00 delivered to the city by Ruby Marine.

Additionally, the AVEC plant has the potential of getting flooded during the spring break-up. Relocating the plant to higher ground would ensure a safer ground for the plant.

Furthermore, the main buildings at the Mission School could be preserved for historical value.

**Garden for the residents of Saint Mary's** – improve community morale by using free time to tend and harvest a garden. Pointing residents to positive direction in spending their time. Creates a healthy interaction among community members.

The City of Saint Mary's is requesting for your assistance for these benefits to materialize. I have been working with First National Bank of Alaska (FNBA) to secure a loan in the amount of \$300,000 to purchase the Mission Property. The buildings, the city lagoon, one of the city's cemetery is within the property, community garden, additional lots for new housing, community tank farm, AVEC plant and historic preservation are good reasons for the city to acquire the Mission Property.

The monthly payment comes to about \$3,500 / month for 10 years. However, the bank is unable to provide financing due to concerns regarding the city's capabilities in repaying the loan. The city is willing to contribute \$50,000 to grant funds assistance from the State or Federal. The Mission Property has the potential to help the city improve the social and economic climate of the community.

*Page 2 of 3*

The city would like to duplicate an improvement that has been beneficial to the city. A building about 5,800 square feet has been left vacant for years. It was mainly used for storage. It was a fish processing structure in the 60's. In 2012, the building was renovated and has been providing temporary lodging for employees or guest from out of town or providing lodging for small groups attending meetings in Saint Mary's. Fiscal Year 2013, the city housing brought in \$48,000 in revenue. This revenue subsidizes city departments with near zero revenue such as building maintenance or public safety. Added revenue helps sustain the services provided to residents.

The girls dorm at the Mission could bring much more revenue than the city housing and will also create jobs for residents. With housing availability, meetings and workshops could be held in Saint Mary's. Saint Mary's Court could also schedule trials to be held in town when housing is available for jurors and attendees.

So much community benefits abound for the Mission Property to be city owned. Currently, the Mission Property is owned by the State of Alaska Division of Economic Development, Finance Section. Contact is Darcy Stetson @ 1-800-478-5626. She has been patiently working with the city while the city work on securing a loan. I have mentioned to Darcy Stetson that the City Council are hoping to acquire the property for a dollar or some minimal amount. Darcy Stetson responded by saying that the department need to recoup what was lost from the Mission Property delinquent account to replenish the revolving loan fund.

Hoping for your support in making the Mission Property to be incorporated with COSM. It will be such a lost opportunity for the city to see the Mission property go to an individual or entity outside of Saint Mary's. The city is in great need of this property. The Mission property has so much potential for the people of Saint Mary's. These benefits are for the long term, for the children, for the grandchildren of future generations. You are our hope to make the incorporation of the Mission Property and the City of Saint Mary's to become a reality.

Sincerely,



Susana Stinnett  
City Manager, City of Saint Mary's

Cc: Senator Lyman Hoffman  
Representative David Guttenberg

Page 3 of 3

## EMPLOYMENT APPLICATION



CITY OF PALMER  
231 W Evergreen Avenue  
Palmer, Alaska 99645  
(907) 761-1302  
<http://www.palmerak.org>

ZIMMERMAN, KIM DAVID  
24-000 CITY MANAGER

Received: 2/28/24 6:25 AM

For Official Use Only:

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: CITY MANAGER		EXAMID# : 24-000
NAME: (Last, First, Middle) ZIMMERMAN, KIM DAVID		SOCIAL SECURITY NUMBER: [REDACTED]
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	ALTERNATE PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: [REDACTED] Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Master's Degree		

## PREFERENCES

MINIMUM COMPENSATION: \$81.00 per hour; \$170,000.00 per year
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)
OBJECTIVE: My objective is to be hired as the City Manager and bring my vast experience and skills to help manage the City, as well as playing an active and positive role in the community. I have traveled a lot for my military and post military career and would like to make Palmer our home, and this is a perfect opportunity to do so. I have a wealth of knowledge in many facets of management and believe I can be very successful in this position and greatly help the town.

## EDUCATION

DATES:	SCHOOL NAME: Clarion University of Pennsylvania	
LOCATION: (City, State/Province) Clarion, Pennsylvania	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Biology		
DATES:	SCHOOL NAME: California University of Pennsylvania	
LOCATION: (City, State/Province) California, Pennsylvania	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Geography and Regional Planning		
DATES:	SCHOOL NAME: Trinidad State Junior College	
LOCATION: (City, State/Province) Trinidad, Colorado	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Gunsmithing		

## WORK EXPERIENCE

DATES: From: 3/2021 To: Present	EMPLOYER: Borough of Lewistown, Pennsylvania	POSITION TITLE: Borough Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Jim Steele - Council President	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 60		SALARY: \$10,500.00/month	
<b>DUTIES:</b> Serves as the chief administrator of a town of 8,500 citizens consisting of 4,000 homes, a full-time staff of 50, and part time staff of 40 throughout the year. Directly responsible for the wastewater treatment plant, refuse and recycling department, public works department, and the annual \$11M dollar budget and investment portfolio. Provides the direct link between the citizens and the Council through the coordination of all committee and council meetings. Works directly with Federal, State, and County agencies on a daily basis.			
<b>REASON FOR LEAVING:</b> Will resign from this position if this position is offered and accepted.			
<b>DATES:</b> From: 4/2018 To: 9/2020		<b>EMPLOYER:</b> Corvias Military Living	
<b>POSITION TITLE:</b> Operations Director			
<b>ADDRESS: (Street, City, State/Province, Zip/Postal Code)</b> [REDACTED]			
<b>PHONE NUMBER:</b> [REDACTED]		<b>SUPERVISOR:</b> Terrance Callahan - Vice President	
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>HOURS PER WEEK:</b> 60		<b>SALARY:</b> \$13,000.00/month	
<b>DUTIES:</b> Responsible for the management of the privatized housing on Eielson AFB. Responsible for leading all installation-level property management employees and the day-to-day operation of a multi-family home management portfolio; for identifying and elevating new business responsibilities and marshaling resources within the organization to remove obstacles and deliver positive results. Directly responsible for developing and maintaining a solid, positive partnership with the United States Air Force and Base Leadership in all levels of command, as well as with the 3,000 military and government family members in the 910 homes on base and portfolio. Accountable for the fostering of an environment of team-work, efficiency, and superior customer service for the 30 full and part time employees. Directly managed and responsible for the annual \$20,000,000 budget, the largest base and budget in the portfolio of six United States Air Force Bases in the company. Achieved and maintained the highest performance statistics in the portfolio of six military bases.			
<b>REASON FOR LEAVING:</b> [REDACTED] was diagnosed with [REDACTED] and we had to leave for required medical care at the Mayo Clinic in Minnesota. Because of Covid and the disease [REDACTED] could not fly to her appointments. [REDACTED] can now fly.			
<b>DATES:</b> From: 1/2016 To: 12/2017		<b>EMPLOYER:</b> Trinidad State Junior College	
<b>POSITION TITLE:</b> Gunsmithing Student			
<b>ADDRESS: (Street, City, State/Province, Zip/Postal Code)</b> [REDACTED]			
<b>PHONE NUMBER:</b> [REDACTED]		<b>SUPERVISOR:</b> Dan Wilson - Gunsmithing Advisor	
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>HOURS PER WEEK:</b> 40		<b>SALARY:</b> \$0.00/month	
<b>DUTIES:</b> 80182 Full time gunsmithing student seeking an Associate's Degree in the fine art of gun-making, repair, restoration, stocking, checkering, coating, and bluing of all manner of firearms.			
<b>REASON FOR LEAVING:</b> Graduation in December 2017 (.5 credits short)			
<b>DATES:</b> From: 10/2013 To: 1/2016		<b>EMPLOYER:</b> Borough of Ridgway	
<b>POSITION TITLE:</b> Borough of Ridgway City Manager			
<b>ADDRESS: (Street, City, State/Province, Zip/Postal Code)</b> [REDACTED]			
<b>PHONE NUMBER:</b> [REDACTED]		<b>SUPERVISOR:</b> Ralph Dussia - Council President	
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>HOURS PER WEEK:</b> 40		<b>SALARY:</b> \$6,000.00/month	
<b>DUTIES:</b> 15853 Served as the chief administrator of a town of 4,100 citizens consisting of 1,700 homes, a full time staff of 26, and part time staff of 50 though-out the year. Directly responsible for town's water treatment plant, waste water treatment plant, refuse department, public works department, and the annual \$6M dollar budget and investment portfolio. Provided the direct link between the citizens and the Council through the coordination of all committee and council meetings. Worked directly with Federal, State, and County agencies on a daily basis.			
<b>REASON FOR LEAVING:</b> To attend gunsmithing school using my GI Bill after serving 24 years active duty in the Army.			
<b>DATES:</b> From: 8/2012 To: 9/2013		<b>EMPLOYER:</b> Patriot Outfitters, LLC	
<b>POSITION TITLE:</b> Director of Government Contracts			
<b>ADDRESS: (Street, City, State/Province, Zip/Postal Code)</b> [REDACTED]			
<b>PHONE NUMBER:</b> [REDACTED]		<b>SUPERVISOR:</b> Pete Isermann - CEO	
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

HOURS PER WEEK: 40	SALARY: \$5,458.00/month	
DUTIES: 66536 Directly responsible for building, training, and developing the company's government contracting section and for pursuing major Federal and State Government contracts valued from \$750,000 to \$5,700,000,000. Provided direct input and professional advice to company executives on Special Operations and Military Equipment and all Armed Forces matters.		
REASON FOR LEAVING: My one year contract was expiring and I had another opportunity to use my skills for my home town in Pennsylvania.		
DATES: From: 2/1989 To: 9/2012	EMPLOYER: United States Army	POSITION TITLE: Logistics Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: President Obama - Commander in Chief	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$10,000.00/month	
DUTIES: Served at all levels of leadership positions of the Army Officer Logistics Corps, from Platoon Leader to Deputy Brigade Commander throughout my 23+ year career. Specialized in logistics and sustainment operations, to include government contracts, Lieutenant Colonel (retired), United States Army fiscal management, maintenance operations, personnel management, engineer operations, base / garrison management, combat operations, and training. Served as a Logistics Sustainment Chief for Army's Mission Command Training Program providing professional training to Army Corps and Division Headquarters Commands deploying into combat operations Served as the Deputy Commander of 3,000 combat Soldiers for two years in Alaska Managed the operations, maintenance, and property accountability for 49,972 pieces of property valued in excess of \$141,000,000 Rated # 1 of his 4 Deputy Brigade Commanders by the Commanding General Rated as # 6 of his 42 Lieutenant Colonels in his Command Served as the Chief Logistics Officer / Mayor / Garrison Commander of a 455 acre Forward Operation Base in Baghdad, Iraq for 15 months, supporting 12,000 Soldiers; directly responsible for the expenditure and accountability of \$220,000 cash and \$80,000,000 worth of contracts Selected over 23 Majors to serve as the Deputy Commander of a Brigade Support Battalion responsible for all logistics and sustainment operations for an Infantry Brigade of 5,000 combat Soldiers Maintained 100% accountability for all assigned equipment valued in excess of \$42M Rated # 1 of 23 Majors in the Brigade by the Brigade Commander Managed a \$34,000,000 budget to within .1% of use; closest of all units on Fort Riley Served as Chief Logistics / Sustainment officer supporting the 2nd Infantry Div in Korea		
REASON FOR LEAVING: Retirement after 24 years of active duty service to the people of America		

## CERTIFICATES AND LICENSES

Nothing Entered For This Section

## Skills

Nothing Entered For This Section

## ADDITIONAL INFORMATION

## Military Service

Served 24 years on active duty in the US Army as a logistics officer and well versed in management at all levels, including people, equipment, financial, time, etc..

## REFERENCES

REFERENCE TYPE: Professional	NAME: David Martinson	POSITION: Deputy Mission Support Group Commander (GS-14, USAF) (COL, retired)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2711 N. Avenida Empalme, Tucson, Arizona 85715		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Personal	NAME: Bobby Hammond	POSITION: Previous Council Member (just moved)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Steve Boothe	POSITION: Construction and Maintenance Engineer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 11627 East Sedgwick Lane, Athol, Idaho 83801		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

Agency-Wide Questions

1. Have you previously worked for the City of Palmer?  
No
2. Are you related to anyone who is currently employed by the City of Palmer?  
No
3. If you answered yes to the previous question, please provide the individual's name and department
4. Are you able to perform the essential functions of this job with or without reasonable accommodations?  
Yes
5. If you answered yes to the previous question, please explain:
6. Have you ever been terminated or asked to resign by a former employer?  
No
7. Have you been convicted of a misdemeanor within the past five years?  
No

APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City. I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that this application is not and is not intended to be a contract for employment or continued employment. I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

Yes

9. Have you attached examples of your written work? This material may include memos, reports or correspondence written by the applicant within the past two years and must be related to your previous or present employment. This material must not exceed six total pages.

Yes



Job Specific Supplemental Questions

1. Do you have a bachelor's degree in business administration or public administration or a related field and give years of responsible experience in the supervision or management of multi-faceted program?  
Yes
  2. Do you have a valid Alaska driver's license with an acceptable driving record or are you able to obtain a valid Alaska driver's license within thirty (30) days of hire?  
Yes
- APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information t
- I Agree
4. Have you attached the required writing examples?  
Yes
  5. Have you attached your answers to the supplemental questions as noted in the job bulletin?  
Yes

The following terms were accepted by the applicant upon submitting the online application:

*The information provided in this employment application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This authorization includes permission to check employment references. If selected for employment you may be required to supply proof of authorization to work in the U.S., have a physical examination and/or drug test, supply and/or authorize a criminal background check, supply and/or authorize a copy of your motor vehicle record (MVR), or sign a conflict of interest agreement and abide by its terms. I understand that acceptance of an offer of employment does not create a contractual obligation or permanent employment upon the City of Palmer. Employment may be terminated at any time at the option of the employee or City of Palmer.*

This application was submitted by KIM DAVID ZIMMERMAN on 2/28/24 6: 25 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

Kim David Zimmerman  
Lieutenant Colonel (retired), USA



**20 February 2024**

**Reference: Palmer, AK (City Manager Position)**

**To Whom It May Concern:**

I truly believe I am fully qualified for this position and will do a superb and professional job for the leaders and residents of the City. My management and leadership skills have been continually developed and honed for the past 3+ decades as an active-duty logistics officer in the United States Army, in the private sector as the City Manager of Ridgway, Pennsylvania, the Operations Director position for a privatized housing firm in the remote area of Eielson Air Force Base, Alaska, and most recently as the City Manager for the Borough of Lewistown in Pennsylvania. Countless times I have been involved in the leadership, management, stewardship, fiscal supervision, and planning of real property accountability, construction, maintenance, zoning, destruction, and its use around the world and in local communities.

In Baghdad, Iraq (2007-2008) I was the Mayor (Garrison Commander) of Forward Operating Base FALCON, a 455-acre combat base which was home for 12,000 Soldiers / Sailors / Airmen / Marines. I was directly in charge and responsible for the smooth, effective, and continuous expansion, building, construction, and operations of this city and its infrastructure, including my direct relationship with the Kellogg, Brown, and Root Site Manager and his 500 civilian employees. With a \$70M budget, I had direct control over all housing, buildings, food service operations, security, construction contracts, demolition, and environmental tasks during heavy combat operations. This was a base supporting all military and governmental services; hence coordination had to be maintained with all forces and governmental (American and Foreign) agencies for housing operations and construction projects.

I also served as the Borough Manager for Ridgway, Pennsylvania from October 2013 until January 2016. In this capacity I served at the behest of the City Council for the smooth operations and supervision of the town's water treatment plant, wastewater treatment plant, refuse department, public works department, and the annual \$10,000,000 budget and investment portfolio. I also worked hand in hand with the local police force and fire department facilitating their contracts and fiscal requirements. Maintenance operations was paramount to the successful management of the town as the streets had to remain open 24 hours per day for all reasons, therefore, closures, maintenance, weather, community events, etc. had to be considered well in advance. I

also worked directly with the US Army Corps of Engineers (USACE) in the flood control / mitigation operations of the local dam; and in 2014 we experienced a 100-year flood which destroyed a large economic sector of the community, to include residential areas. As such, I worked directly with politicians and leaders at all levels in rebuilding the community and assisting the affected residents.

I recently served as the Operations Director for the privatized family housing on Eielson Air Force Base, near Fairbanks, Alaska. This consisted of managing the largest Air Force Base portfolio in the company, including the \$20,000,000 annual budget, the maintenance and upkeep of 910 single family homes, attending to the needs and home welfare of 3,000 residents (military members and their families), and the training, safety, and welfare of 30 full and part time employees throughout the year. I also developed the best partnership and relationship to date with United States Air Force on Eielson AFB at all levels of Command. This was verified in my quarterly evaluations in which we received the highest scores to date from the USAF.

Currently I am the Borough Manager for a city of approximately 8,500 in Mifflin County, PA and have served in this position since 01 March 2021. Since assuming the position, we have developed the Council into a team, coordinated and conducted the first annual Town Hall meeting, saved over \$300,000 in expenses, re-built the fire department financially and with required equipment and gear, conducted the first annual employee appreciation day, completed numerous union contract negotiations, updated numerous Borough Codes, etc.

Having read the job summary for this position, I have direct experience and understanding in most, if not all, of the required duties, responsibilities, and skills required for the duty position:

- Accountability in people, finance, equipment, time
- Customer focus has been my forte for my entire career
- Dedication to the job, people, and mission
- Integrity is above reproach
- Responsiveness to bosses, peers, and teammates always
- Transparency and honesty in all things
- Teamwork gets the mission completed in the most difficult and easy tasks; always approachable
- Always and easily approachable
- Experience in extreme weather conditions
- Experience with residents transiting in and out of the area
- Experience with local education facilities

My undergraduate degree is in Biology; however, my graduate degree is in Geography and Regional Planning. Coupled with my vast amount of experience with managing and directing large budgets, supervising personnel and their contracts, directing detailed and complex maintenance operations, overseeing infrastructure management, and working with other Federal and State agencies, I know I am ready

and distinctly qualified to successfully serve the City's leaders, the staff, and the residents for many years to come...My wife and I are familiar with Alaska and have been there many times over the years. We love the state and area.

Please contact me if you have any questions. I greatly look forward to hearing from you.

Sincerely,

Kim David Zimmerman  
Lieutenant Colonel (retired), USA

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

References:

Ben Rager, Lewistown DPW: [REDACTED]

Steve Boothe, Vice President Maintenance (AK): [REDACTED]

David Martinson, GS-14: [REDACTED]

Bobby Hammond, Lewistown Council: [REDACTED]

Venus Shade, Lewistown Council: [REDACTED]

**KIM D. ZIMMERMAN**

Lieutenant

**Professional Experience:**

**Borough Manager**

**March 2021 to Present**

Borough of Lewistown  
2 East 3<sup>rd</sup> Street  
Lewistown, PA 17044

Serves as the chief administrator of a town of 8,500 citizens consisting of 4,000 homes, a full-time staff of 50, and part time staff of 40 throughout the year. Directly responsible for the wastewater treatment plant, refuse and recycling department, public works department, and the annual \$11M dollar budget and investment portfolio. Provides the direct link between the citizens and the Council through the coordination of all committee and council meetings. Works directly with Federal, State, and County agencies on a daily basis.

**Operations Director**

**MAR 2018 to SEP 2020**

Privatized Military Housing (Corvias Air Force Living)  
663 Kodiak Street  
Eielson Air Force Base, Alaska 99702

Responsible for leading all installation-level property management employees and the day-to-day operation of a multi-family home management portfolio; for identifying and elevating new business responsibilities and marshaling resources within the organization to remove obstacles and deliver positive results. Directly responsible for developing and maintaining a solid, positive partnership with the United States Air Force and Base Leadership in all levels of command, as well as with the 3,000 military and government family members in the 910 homes on base and portfolio. Accountable for the fostering of an environment of team-work, efficiency, and superior customer service for the 30 full and part time employees. Directly managed and responsible for the annual \$20,000,000 budget, the largest base and budget in the portfolio of six United States Air Force Bases in the company. Achieved and maintained the highest performance statistics in the portfolio of six military bases.

**Gunsmithing Student, TSJC**

**JAN 2016 to DEC 2017**

600 Prospect Ave

Trinidad, Colorado 80182

Full time gunsmithing student seeking an Associate s Degree in the fine art of gun-making, repair, restoration, stocking, checkering, coating, and bluing of all manner of firearms. Completed in December 2017.

### **Borough Manager**

**OCT 2013 to JAN 2016**

108 Main Street  
Ridgway, PA 15853

Served as the chief administrator of a town of 4,100 citizens consisting of 1,700 homes, a full time staff of 26, and part time staff of 50 though-out the year. Directly responsible for town s water treatment plant, wastewater treatment plant, refuse department, public works department, and the annual \$10M dollar budget and investment portfolio. Provided the direct link between the citizens and the Council through the coordination of all committee and council meetings. Worked directly with Federal, State, and County agencies on a daily basis.

### **Director of Government Contracts and Sales**

**AUG 2012 to SEP 2013**

Patriot Outfitters, LLC  
Saint Marys, Kansas 66536

Directly responsible for building, training, and developing the company s government contracting section and for pursuing major Federal and State Government contracts valued from \$750,000 to \$5,700,000,000. Provided direct input and professional advice to company executives on Special Operations and Military Equipment and all Armed Forces matters.

### **United States Army Logistics Officer**

**FEB 1989 to SEP 2012**

Served at all levels of leadership positions of the Army Officer Logistics Corps, from Platoon Leader to Deputy Brigade Commander throughout my 24-year career. Specialized in logistics and sustainment operations, to include government contracts, fiscal management, maintenance operations, personnel management, engineer operations, base / garrison management, combat operations, and training.

- Served as a Logistics Sustainment Chief for Army s Mission Command Training Program providing professional training to Army Corps and Division Headquarters Commands deploying into combat operations
- Served as the Deputy Commander of 3,000 combat Soldiers for two years in Alaska
- Managed the operations, maintenance, and property accountability for 49,972 pieces of property valued in excess of \$141,000,000
- Rated #1 of his 4 Deputy Brigade Commanders by the Commanding General
- Rated as #6 of his 42 Lieutenant Colonels in his Command
- Served as the Chief Logistics Officer / Mayor / Garrison Commander of a 455 acre Forward Operation Base in Baghdad, Iraq for 15 months, supporting 12,000 military of

all branches; directly responsible for the expenditure and accountability of \$220,000 cash and \$70,000,000 worth of contracts

- Selected over 23 Majors to serve as the Deputy Commander of a Brigade Support Battalion responsible for all logistics and sustainment operations for an Infantry Brigade of 5,000 combat Soldiers
- Maintained 100% accountability for all assigned equipment valued in excess of \$42M
- Rated #1 of 23 Majors in the Brigade by the Brigade Commander
- Managed a \$34,000,000 budget to within .1% of use; closest of all units on Fort Riley
- Served as Chief Logistics / Sustainment officer supporting the 2<sup>nd</sup> Infantry Division in Korea within range of hostile forces near the Demilitarized Zone

## **Military Education**

- Quartermaster Officer Basic Course
- Airborne
- Aerial Delivery / Parachute Rigger School
- Captains Career Course
- Command Armed Services Staff School (CAS3)
- Command and General Staff College (CGSC)

## **Civilian Education**

- Bachelor of Science Degree (Biology), Clarion University of Pennsylvania 1988
- Masters of Science Degree (Geography and Regional Planning), California University of Pennsylvania 2000
- Associates Degree (Gunsmithing), Trinidad State Junior College 2018 (.5 credit short)

## **References: Available on Request**

1. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Palmer.

We are interested in this position because it is a dream job to be a City Manager in Alaska, specifically Palmer. Having spent years living in and enjoying Alaska we are grateful for this opportunity to possibly return. Being the City Manager would be a wonderful and challenging experience that one can only dream about compared to other municipalities in the State of Alaska, and anywhere else for that matter. We previously lived in Eagle River for three years and in North Pole for about two and a half years and are familiar with Palmer and the surrounding area. The small-town atmosphere, friendly people, surrounding municipalities, and surrounding nature provide all one could want without living in a big city or in a more remote setting. If Palmer or the area doesn't have it, you most likely don't need it. I could wax on about the challenges and experiences of living in that area, but those reading this are already well versed in this subject. Why is it a good time in my career to "come to the City of Palmer?" Because the position is open 😊 and my wife and I are dying to move back to Alaska; and I want to be the City Manager of Palmer. I have known this position was opening for some time and I had to wait until it was officially open. We actually had Alaska Airline tickets to fly up for the 2024 Iditarod but had to cancel because of work obligations, much to our dismay. We even love the area in winter!



2. Please describe your professional experience working with elected officials and boards. Describe the responsibility you believe the City Manager has to the Mayor and City Council and to the citizens of the community. Describe how you see your role and interactions with the 1) Mayor; 2) City Council; and 3) City Clerk.

a. I have about a decade of working with elected officials and boards. These include numerous council members, mayors, county (borough) commissioners, state legislators, and federal elected officials. I treat them all the same with respect, honesty, loyalty, and fairness. I have dealt with them on numerous issues, including natural disasters and large projects. If you treat them the way you wish to be treated, most often it is reciprocated.

b. The City Manager (CM), in my opinion, must be open, honest, discreet, and respectful with the elected officials and the citizens. The CM must consider their busy schedules and should keep them apprised of situations, especially those that directly or indirectly affect them or their staff. I always say, "what do I know and who else needs to know it?" I don't work in a vacuum with my leadership, and I certainly don't feel that "knowledge is power" but that it should be shared. The real power comes with keeping them informed and working as a team. And this means with the citizens, especially. Because if you don't keep them informed of current operations, upcoming events, or policy changes, they will eventually make up their own 'facts' and then the issues really get hairy because false becomes reality and that is hard to stop or change course.

c. My role with the Mayor is to assist them as best I can with the assets at my disposal. A good consistent dialogue is key to teamwork. And at times it is necessary to play the role of just listening and being a friend. Since the CM is apolitical, I do not get tied up into the political issues, but I must maintain an even role and provide advice when asked.

d. The CM's role with Council is to be the apolitical spigot of information, research, execution, direction, guidance, and teamwork to accomplish their directives and decisions in a professional manner and through expert and proactive leadership. My job as the CM requires that I "check down and not up" when it comes to providing a constant for my staff. Working with the Council as a whole and working with each Council member directly and indirectly is required to be successful as a team. And that is an art unto itself.

e. I work with the City Clerk as I do with everyone else. They are an integral part of the team and should be respected as such. The City Clerk's mission is very important and tied directly to Council, the Mayor, and the CM. Teamwork with the City Clerk.

3. Please explain your process for communicating critical and non-critical information to the Mayor and Council. How do you decide when or what is necessary to bring to the Mayor and Council's attention? How do you see your role as communicator to the Mayor and Council, staff, other governmental agencies, local businesses, and citizens?

a. Communication is accomplished by whatever means is required, expeditious, or available at the time it needs to be communicated. I send daily and / or weekly updates to them, including the Solicitor, Police Chief, Fire Chief, and staff. This can even be done through text for simple matters. I have a council member in poor health, and I visit him at home once per week to keep him up to date on matters and decisions. I also meet them for breakfast if they wish, following a large meeting to compare notes and get any final guidance (groups of 3 or less).

b. How do I decide? Well, if I was in their shoes, what would I want to know? See earlier comment in another question. It's not rocket science. It doesn't even mean they have to respond, just so long as they get the required information. They are important people and should not be kept in the dark on issues. I hate being "blindsided" and I am sure they do, as well, so I consider that in making decisions.

c. You want to fail as a CM?? Simple. Don't communicate. Communication must be done with other internal and external entities on a constant basis. Whether it is in person or another method, it must be done. Sometimes it is just a matter of participating in a conference, a meeting, a group, or an event where just being seen and talked to can be the key to success. Also, always respond to inquiries in one way or another. Nothing irks citizens more than being "blown off", or when they get that feeling it is happening.

4. The citizens and city council members are very diverse. Describe how you would handle a situation where two people wanted to take you in opposite positions on the same project.

a. The CM should always listen and pay attention and gather all the pertinent information and facts. The CM must be the conduit to receive, analyze, think through, and present evidence to those involved in that scenario. Opinions and ideas can be skewed and argued for and against in those situations if facts are not presented and in the forefront. Arguing against facts is much more difficult than arguing based on opinions. Once all the truths are discussed and presented, most of the time an educated decision can be made. But sadly, in some cases it can't be that definitive because someone simply has an agenda, in which case, you may never change that person's opinion. Either way, each person should be given an equal chance to share their point of view and make their decision based on facts.

5. Organization and planning is often a challenge when working in the community and juggling multiple tasks. How will you work to achieve the goals of this position while still completing paperwork, communicating effectively, and meeting the needs of Council, City Clerk, staff, and citizens?

Priorities are identified by current events, city leaders, and citizens to provide direction(s) for the CM. However, that does not mean I need to be micromanaged, but this information does help with prioritizing the work of the team and staff. A lot must be done in the background and priorities are the driving force in accomplishing those objectives. Ensuring periodic leadership meetings are conducted, calendars are maintained, and information flow is continued should minimize conflict in the forward progress of the team. But sometimes priorities jump to the forefront, which may be unexpected or unwanted, however, if you have continuous information flow with the team, it makes it easier to adjust for these sudden surprises. Again, teamwork, information flow, coordination, delegation, and prior planning will make things less challenging in the surprise category.

6. Please describe any experience you have had facilitating economic development in a community. Please describe your involvement in a specific economic development project, from inception to completion including: 1) your role in the project; 2) any problems/issues you encountered; and 3) the results of the project.

Economic development is not done / accomplished by the CM alone, it is a joint effort with local politicians, committees, civic leaders, philanthropists, and citizens. The largest and best source of economic development in which I was involved was the development of using our wastewater treatment plant (WWTP) to treat brine water from fracking operations in the surrounding counties (boroughs). The natural gas and underground mineral businesses needed a place to displace their water used in their operations and we were able to work with the PA DEP for the testing and permitting to gain approval in using the towns assets to facilitate this, and it took over a year to get this accomplished. Meetings were held with numerous state agencies and local politicians to prove the water could be treated at the WWTP with no harm to the environment. It has turned into a very lucrative source of income for the town since it was approved. I tried to do the same in the town in which I am currently the CM but the distance from the fracking sights make it unfeasible financially. I do know it generates roughly \$1M+ per year in additional income for the town. We also attacked the issue of developing some borough owned land for a camping venture, but at the time the current council was not in full support. But now it is a successful business for the town. Timing and leadership play a very important role in the economic development of communities.

7. Explain your experience in developing, implementing, and monitoring a budget for a municipality.

Developing a budget is based on teamwork, facts, and educated assumptions. I usually keep the current budget as a working / living document and make changes and updates throughout the year. Department heads play key roles in the development, implementing, and monitoring processes. Coordinated meetings (I call them Leadership Meetings) allow cross talk and updates with key leaders, the finance staff, and personnel involved in the budget process. Money can be a fluid “event” and at times flexibility is the key to keeping an accurate and viable document and bank account. To recap, I keep the current budget as a living document for constant reference and tracking; the department heads have a key role to play in the entire process; coordinated meetings allow for cross talk of ideas and current funding status; monthly Leadership Meetings allow for updates and ideas; bi-weekly or monthly updates to the Council keep them apprised of the situation; and Finance Committee meetings allow the council members to discuss ideas and changes and then make recommendations to the Council. But the one person you cannot leave out of the process is the Treasurer...don't ever do that.



# Borough of Lewistown

PENNSYLVANIA

08 November 2023

MEMORANDUM FOR PENNSYLVANIA Department of Environmental Protection (DEP), Attention: Clean Water Program, Southcentral Regional Office, 909 Elmerton Avenue, Harrisburg, PA 17110-8200

SUBJECT: Corrective Action Plan Directive

## 1. References:

- a. Memorandum from DEP, subject: Annual Wasteload Management (Chapter 94) Report, Lewistown STP, NPDES Permit Number PA0026280, dated 06 June 2016.
- b. Memorandum from DEP, subject: Compliance Meeting Requested, Lewistown Sewer Treatment Plant (STP), NPDES Permit Number PA0026280, dated 31 August 2023.
- c. Memorandum from DEP, subject: Meeting Follow Up, Corrective Action Plan- Lewistown Sewer Treatment Plant (STP), NPDES Permit Number PA0026280, dated 05 October 2023.
- d. Meeting with DEP on 05 October 2023 at 1000 hours.
- e. Email with DEP, subject: RE: Lewistown Borough Meeting Follow Up & CAP Request Letter - PLEASE ACKNOWLEDGE RECEIPT, Extension request from 04 November to 10 November 2023, dated 18 October 2023.
- f. Email with DEP, subject: RE: Lewistown Borough Meeting Follow Up & CAP Request Letter - PLEASE ACKNOWLEDGE RECEIPT, Extension request from 04 November to 10 November 2023, approved, dated 18 October 2023.
- g. Document, 1982 Intermunicipal Agreement for the Lewistown Wastewater Treatment Plant between the Borough of Lewistown, Derry Township Wastewater Collection System, and the Granville Wastewater Collection System, dated 18 October 1982.
- h. Email with DEP, subject: RE: 10 November Due Date for CAP, request for extension of due date until 13 November, approved, dated 06 November 2023.

## 2. Background:



# Borough of Lewistown

PENNSYLVANIA

a. The Borough of Lewistown has been attacking the requirements listed in the references above, specifically those directives listed in 1a. However, the Borough has not corrected or completely mitigated all the Infiltration and Inflow (I&I) issues present in the sewer lines dating back to 1795 when the town was founded. The Borough of Lewistown operates a Wastewater Collection system and Regional Treatment Plant. The Collection System includes approximately 23 miles of sanitary sewer lines, ranging in sizes from 6 to 36 inches in diameter, 40 miles of 4-inch diameter service lateral connections, and 640 manholes. This accounts for a projected CY2024 budget of \$2.9M.

The Borough's previous Wastewater Treatment Plant (WWTP) engineering firm has been playing a leading role in this Corrective Action Plan (CAP), but to date, the concerns have not been eradicated. The Council is aware of this and on 13 September 2023 voted to end their decades long relationship with this firm and appointed a new engineering firm, The EADS Group: Engineering, Architectural, and Design Services to pick up the mission of assisting in the operations of our WWTP with an effective date of 01 January 2024. They currently have a retainer as the Borough's engineering firm.

b. Budget Allocations. In CY2022 the Council set aside \$250,000 in CY2023 to slip-line 5th Street to mitigate the I&I in that area for two reasons: because of the related SSOs and moratorium, and because a housing development was being planned in the neighborhood and the I&I and moratorium needs addressed before that could be approved (or be feasible). However, with the \$6M PennDOT project on Valley Street in 2023 and 2024, this money was transferred to cover unexpected costs in CY2023 for those sanitary and stormwater lines issues identified during the project.

c. Mapping. We are mapping / videoing the entire sanitary and sewer systems within the Borough. Much of this has been done but much needs to be completed. The Borough of Lewistown purchased a new camera system for \$178,000 dollars in CY2022 to replace the 2015 camera system to help with these operations. The time for completion is CY2026.

d. American Rescue Plan Act (ARPA). Recently, the County of Mifflin received \$9M in ARPA funding to assist the County. The Borough of Lewistown, the County seat, requested specific funding (\$1,327,000) to support these I&I operations and the projected housing development affected by the moratorium and was denied a grant. Of the \$9M and the amount we requested of \$1,327,000, the Commissioners offered us a \$200,000 loan from their ARPA funds, which the Council refused as the intent of ARPA funding is for grants and not a loan.





# Borough of Lewistown

PENNSYLVANIA

████████████████████  
████████████████████  
e. In 2021 the Council purchased a Model 2100i Vactor Truck to specifically address the I&I issues. The truck was purchased for \$435,444.69 and is used by us on an almost daily basis. It replaced a much older unit from the 20<sup>th</sup> century.

3. The following has been completed IAW the Chapter 94 CAP of 2016.

a. Approximately \$840,000 has been spent on the wastewater collection system / I&I repairs and preventative maintenance, to include new equipment.

b. Approximately 12 miles (61,100 feet, 18.5%) of main line and laterals have been videoed and checked with a camera.

c. Approximately \$250,000 has been paid to the WWTP s engineering firm for CAP related fees since 2016.

d. Over two miles of sanitation lines have been slip-line repaired.

4. The following must be completed IAW the Chapter 94 CAP of 2016.

a. Approximately 51 miles (81.5%) of the main lines and laterals must be videoed and checked with a camera

b. Approximately 5,346 feet of sanitary lines are expected to be slip-lined in 2024.

c. The mapping of all sanitary and stormwater lines GIS / GPS.

d. The specific SSO locations must be fully mitigated: 330, 257, 256-2, 277, 256, 375, 405.

e. The two areas of the Borough with DEP EDU moratoriums must be addressed and removed.

5. Moving Forward.

a. The following are objectives of the CAP as we move forward.

(1) Complete paragraph 4 requirements.

(2) Legal Analysis. We have consulted a legal firm for the environmental legal analysis of the 1982 Agreement as listed in 1g. above. The Council must approve



# Borough of Lewistown

PENNSYLVANIA

(8) Repair / replace significant structural defects. 4/1/2027 to 12/31/2030.

(9) Monitor existing flow meters, including coordination with Derry and Granville Township. Ongoing.

(10) Municipalities submit Annual Progress Report. Ongoing.

6. Estimated costs. TBD.

7. Priorities of emphasis, with some ICW other priorities:

1. Eliminate the SSOs.
2. Eliminate moratorium areas.
3. GIS / Mapping of the sanitary system.
4. GIS / Mapping of the stormwater system.
5. Repair / eliminate all I&I issues within the two systems.

8. POC is undersigned at [REDACTED].

KIM D. ZIMMERMAN  
Borough Manager



# Borough of Lewistown

PENNSYLVANIA

\_\_\_\_\_

\_\_\_\_\_

this at the scheduled 08 November meeting because of the financial obligation to the Borough and because it involves surrounding municipalities. The cost is \$150 / hour.

(3) EDU Moratorium. The Borough of Lewistown may have to add a moratorium for the addition of Equivalent Dwelling Units (EDUs) to the current sanitary lines. This is also directed at the lines flowing into the Borough from surrounding municipalities because of the existence of I&I and the plans for additional housing areas being discussed in Derry Township.

(4) Eliminate SSOs. We will continue to work on the identified areas of emphasis based on the Manhole (MH) Sanitary Sewer Overflows (SSOs) identified in the references above. These MHs are priorities of emphasis.

(5) Incoming I&I. The Borough of Lewistown owns 16 flowmeters to monitor the sanitary lines, specially being used for the identified areas listed in references above. We believe the sanitary lines coming into the Borough from another municipality provide much of the I I into the Borough s sanitary lines However, obtaining this data is not possible as their lines are monitored with flowmeters too small for the size flow of their pipes. Hence, the legal review we have requested.

b. Projected Corrective Action Plan (CAP) and Consent Order (CO) Tasks and Descriptions / Timelines:

(1) Negotiate / Execute Consent Order and Agreement. Ongoing to 3/31/2024

(2) Identity and verify linear feet of sanitary sewer within the collective system (cleaning and CCTV inspection). Ongoing to 10/31/2026.

(3) Smoke / dye test sanitary sewer system for illegal stormwater connections. Ongoing to 10/31/2026.

(4) Remove illegal connections identified in 5.b.(3). Ongoing to 12/31/2026.

(5) Complete GIS mapping of sanitary and stormwater systems. 1/1/2024 to 3/31/2026.

(6) Establish sub-basin management program. 10/1/2025 to 6/30/2026.

(7) Review inspection and flow monitoring data to identify problem areas for remediation. Ongoing to 3/31/2027.



BOROUGH OF LEWISTOWN

2023

ANNUAL TOWN HALL MEETING

[23 February 2023](#)



# GROUND RULES

- Silence phones
- Questions anytime
- Listen while others speak
- Bathrooms
- Water
- Individual complaints

[23 February 2023](#)



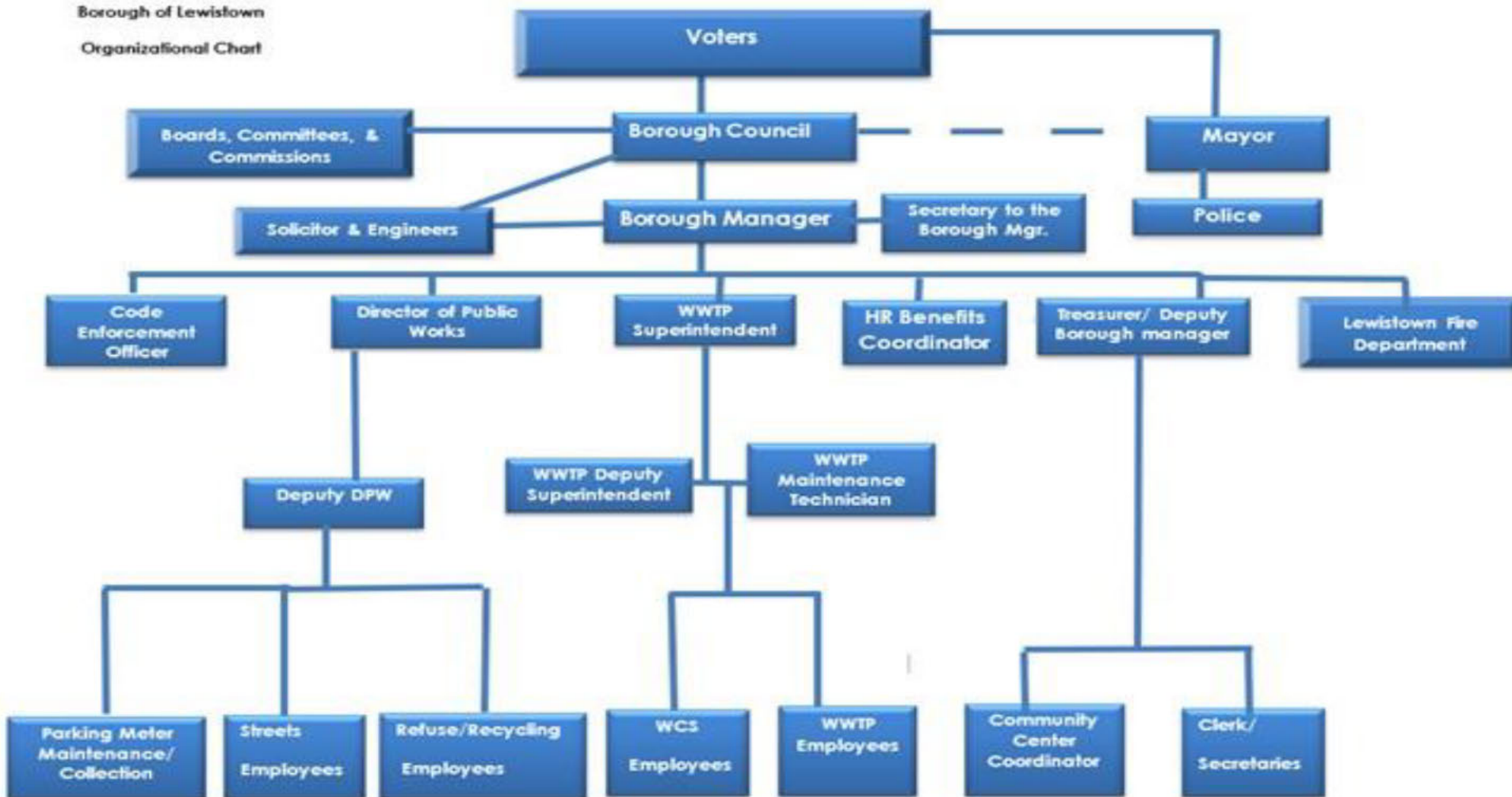


# AGENDA

- Council / Mayor / Committees
- Police Department
- Directorate of Public Works
- Wastewater Treatment Plant
- Codes Enforcement
- Fire Department
- FAME EMS
- County / MCMA
- Downtown Lewistown Growth
- Borough Website
- Questions



Borough of Lewistown  
Organizational Chart





## Council / Mayor / Committees

- 4 seats opening in 2024
- 3 seats remain in place
  - ✓ Bobby Hammond 😊
  - ✓ Bill Wilson 😊
  - ✓ Jim Steele 😊
- Mayor still in office 😊





## Council / Mayor / Committees

- Committees
  - ✓ Finance
  - ✓ Streets
  - ✓ Law and Ordinance
  - ✓ Personnel
  - ✓ Fire
  - ✓ Recreation Board
  - ✓ Parking Authority
  - ✓ Planning Commission



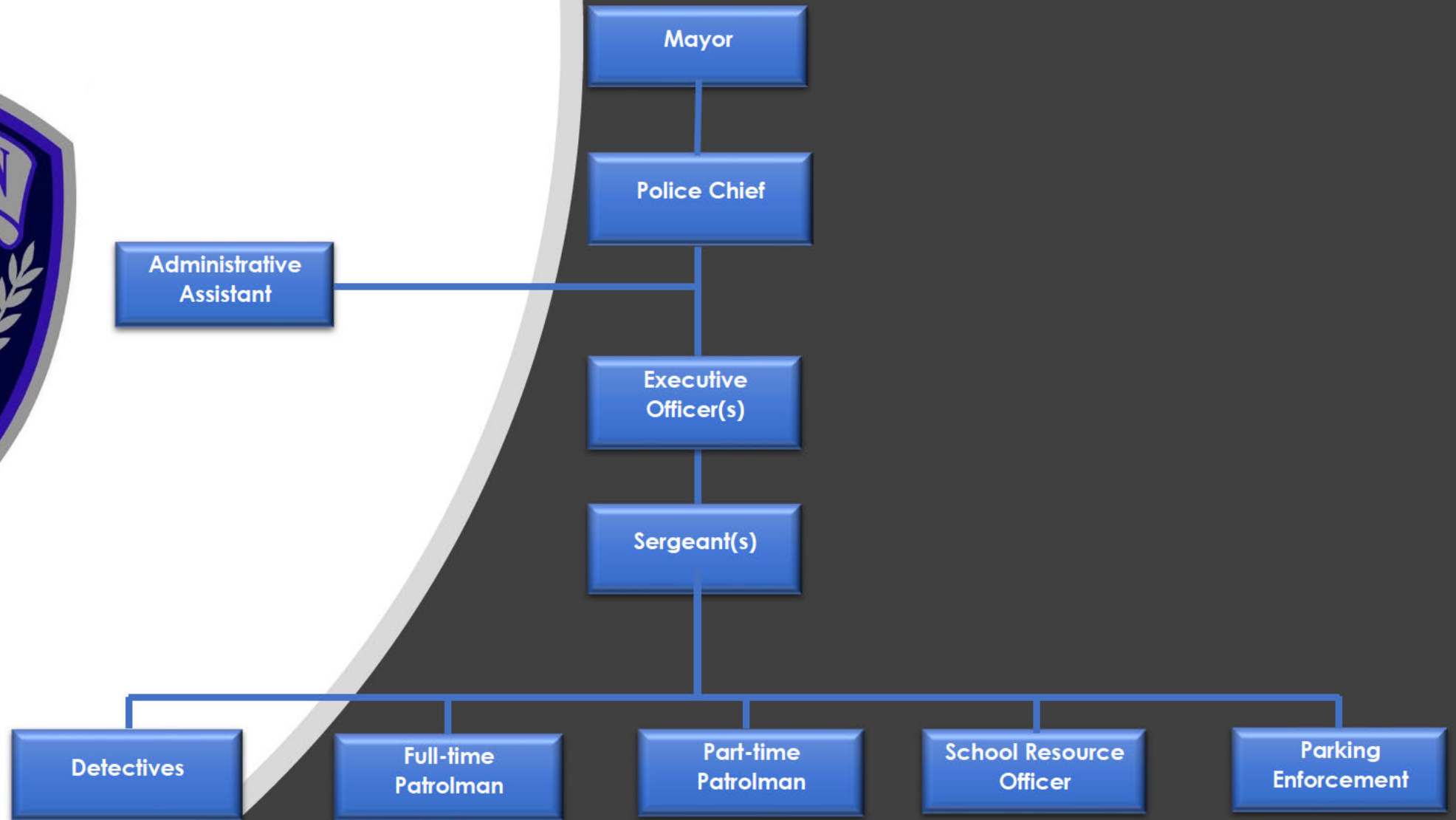
LEWISTOWN BOROUGH COUNCIL COMMITTEES- 2023	
<b>FINANCE: 4TH THURSDAY 5:00 PM</b>	<b>STREETS: 2ND THURSDAY 5:00 PM</b>
Robert Hammond, Chair	Aaron Wilson, Chair
Jim Steele	Venus Shade
Nelson Rieffannacht	Bill Wilson
<b>PERSONNEL: (DIRECTLY AFTER FINANCE IF NEEDED)</b>	<b>LAW AND ORDINANCE: 3RD THURSDAY 5:00 PM</b>
Robert Hammond, Chair	Venus Shade, Chair
Jim Steele	Aaron Wilson
Aaron Wilson	Larry Searer
REPRESENTATIVES TO BOROUGH BOARDS, JOINT COMMITTEES, AND INTERGOVERNMENTAL BOARDS:	
<b>ADA COUNCIL</b>	<b>MIFFLIN COUNTY COG</b>
APPOINTEE	Mayor Bargo
<b>FIRE AD HOC COMMITTEE 1ST MONDAY OF EVERY MONTH 6:00 PM</b>	<b>RECREATION BOARD: 1ST TUESDAY 6:00 PM</b>
Aaron Wilson, Chair	Aaron Wilson
Venus Shade	Venus Shade
Jim Steele	
<b>FAME EMS BOARD</b>	<b>MC BROWNFIELD COMMITTEE</b>
Mayor Bargo	Mayor Bargo
<b>DOWNTOWN LEWISTOWN, INC</b>	<b>DR. PARCEL'S POOR FUND</b>
Mayor Bargo	Mayor Bargo
<b>EG CHANNEL (PER QTR) 3RD THURSDAY 4:00 PM</b>	<b>PLANNING COMMISSION: 1ST WEDNESDAY 4:00 PM</b>
Venus Shade	William Clokey
Larry Searer	Vicki Sweitzer
Aaron Wilson	William Parson
	Bryan Van Scyoc
<b>CIVIL SERVICE COMMISSION: MEETINGS ARE AS NEEDED AND ADVERTISED</b>	Michael Halloran
Mark Remy, Solicitor	
Jim Steele	
Scott Gutshall	
Lisa Knudson	
Michael Spahr	



# Police Department

- 2022 Annual Report
- Projects / Grants
- Police Station Options
- Personnel
  - ✓ Testing
  - ✓ Incentive Program
- Organization Chart
- Ring Neighbors App







## 2022 Police Department Statistics

- Calls For Service: 6,554 **15%** over 2021
- 111 Criminal Arrests
  - ✓ 2 Homicide Arrests
  - ✓ 31 Drug Related Arrests
  - ✓ 37 DUI Arrests
  - ✓ 23 Assault Related Arrests
  - ✓ 18 Theft/Burglary Arrests
- 422 Traffic Citations Issued
- 187 Non-traffic Citations Issued
- 4,744 Parking Tickets Issued (\$43,305 Revenue)
- 198 Traffic Crashes Investigated





## 2022 Police Projects / Grants

- **Will receive \$306,882 in funding for new technology equipment**
- **New per capita rugged laptops and related in-car equipment**
- **License plate readers**
- **New updated Records Management System**
- **Funding to continue the Mental Health Co-Responder Program**
- **Assist with the new Therapy Dog program**



## 2022 Police Projects / Grants

Marijuana Enforcement Act Grant:

- **Receiving \$46,221 in funding for DUI Enforcement Training**
- Annual Update training for current Drug Recognition Expert (DRE) (2023-2024)
- **Advanced Roadside Impaired Driving Enforcement (ARIDE) training for nine officers**
- **Training of a new department DRE**
- **Will cover all training, travel, and overtime expenses**





## 2022 Police Projects / Grants

Other:

- Hired two additional full-time officers
- Received over 400 mental health referrals
- Officers completed almost 800 additional training hours
- Conducted National Night Out
- Trunk or Treat
- Fill-a-Cruiser event
- And more...





# 2022 Police Department Staff

## Staffing:

- ✓ 10 full-time patrol officers
- ✓ 1 Detective (Criminal Investigations)
- ✓ 1 Detective Sergeant (Criminal Investigations Supervisor)
- ✓ 1 Full-time Department Narcotics Investigator
- ✓ 1 School Resource Officer
- ✓ 1 Executive Officer
- ✓ 1 Chief of Police
- ✓ 1 Administrative Assistant