



AGENDA
COMMITTEE OF THE WHOLE

Tuesday, June 16, 2020
6:30 p.m.

Common Council Chambers, 224 East Jefferson Street

Webinar Link: <https://us02web.zoom.us/j/83742370640?pwd=MVVaZHGwNXVWaHdldDBnTEIxUFlyQT09>

Webinar ID: **837-4237-0640**

Password: **441655**

Telephone Dial: US: (312) 626-6799

- To attend a meeting, click on the link provided or dial in with the phone number provided on the meeting agenda. You may need to create a Zoom account if you access the meeting online.
- You will participate as an attendee, not a panelist. You will be muted by the meeting moderator.
- To participate/speak during a meeting when allowable, you will need to “raise your hand”. Online you will find a ‘raise hand’ option in the menu bar. Via phone, you can press *9.
- All meetings are recorded and subject to the Wisconsin Open Meetings Law.

Mayor Jeannie Hefty
Susan Kott, Alderman, 1st District
Theresa Meyer, Alderman, 1st District
Bob Grandi, Alderman, 2nd District
Ryan Heft, Alderman, 2nd District
Steve Rauch, Alderman, 3rd District
Jon Schultz, Council President, Alderman, 3rd District
Thomas Preusker, Alderman, 4th District
Todd Bauman, Alderman, 4th District

1. **Call to Order - Roll Call**
2. **Citizen Comments:** Telephone Dial: US: (312) 626-6799, Webinar ID: 837-4237-0640
3. **Approval of Minutes** (*T. Bauman*)
 - A. To approve the June 2, 2020 Committee of the Whole Meeting Minutes.
4. **DISCUSSION:**
 - A. **Discussion** and presentation of the 2020 Internal Environmental Scan.
5. **RESOLUTIONS:** None
6. **ORDINANCES:**

A. **Ordinance 2060(3)** - To consider approval of a Rezone Map Amendment request at 965 S. Pine Street from Rd-2, Two-Family Residential District with a Planned Unit Development to Rm-2, Multi-Family Residential District

7. **MOTIONS:** None

8. **ADJOURNMENT** (*S. Kott*)

Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.



COMMITTEE OF THE WHOLE

ITEM NUMBER 3A

DATE: June 16, 2020

SUBJECT: MEETING MINUTES - To approve the June 2, 2020 Committee of the Whole Meeting Minutes.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the June 2, 2020 Committee of the Whole meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the June 2, 2020 Committee of the Whole meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the June 16, 2020 Common Council meeting.

Attachments

COW Minutes



City Clerk
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 - (262) 763-3474 fax
www.burlington-wi.gov

CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, June 2, 2020

1. **Call to Order - Roll Call**

Mayor Hefty called the Committee of the Whole meeting to order via Zoom at 6:30 p.m. Roll Call - Present: Mayor Hefty, Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker, Alderman Todd Bauman. Excused: None.

Staff present: Administrator Carina Walters, City Attorney John Bjelajac, Finance Director Steve DeQuaker, Assistant City Administrator/Zoning Administrator Megan Watkins, Public Works Director Peter Riggs, Fire Chief Alan Babe, Police Chief Mark Anderson, Human Resource Manager Jason Corbin, Library Director Joe Davies, Building Inspector Gregory Guidry.

2. **Citizen Comments:** None

3. **Approval of Minutes:** To approve the May 19, 2020 Committee of the Whole Meeting Minutes. Motion: Alderman Schultz. Second: Alderman Kott. With all in favor, the motion carried.

4. **RESOLUTIONS:**

A. **Resolution 5013(9)** - To approve Authorizing the Issuance and Sale of \$940,000 General Obligation Promissory Notes, Series 2020A.

Director DeQuaker provided an overview stating that this is the final procedure relating to the issuance of General Obligation Promissory Notes for the 2020 Road, Siren, and Water work Street Project and that the Notes related to this funding were sold that morning. DeQuaker also stated that it is expected that the City rating will remain at AA- and then introduced Jon Cameron, Ehlers Inc., to review the Sale Day Report.

Cameron stated that the bids were opened at 10:00 a.m. on June 2, 2020 and that 5 bids were received, of which Bankers' Bank was the lowest bidder with a true interest rate of 1.165%, which was about \$23,000 lower than the highest bid of 1.5849%. Cameron further stated that the lower than expected interest rate resulted in a total principal and interest savings of about \$30,000 than what the initial pre-day sale report showed.

- B. **Resolution 5014(10)** - To approve the Temporary Downtown Open-Air Dining / Retail Guideline and Plan for the City of Burlington Businesses.

Administrator Walters introduced the preliminary guidelines for the outdoor dining that stemmed from the discussion among the Common Council and Richard Lynch at the May 19 meeting. Walters stated that under the Emergency Order, the City will allow sidewalk seating, an extension of premise description for businesses holding a liquor license, and close Chestnut Street on the weekends for communal use in which the City would supply picnic tables. Each business wishing to participate in the Plan, would need to submit an application to the City, along with a site plan for their specific area. Walters further stated that there was still a policy question whether certain parking spots should be closed off to allow more room for dining. After much discussion back and forth whether to close streets and parking spots and whether these closures should be allowed only on weekends or throughout the summer, Alderman Schultz suggested breaking the plan into phases and begin with sidewalk seating and include a survey question in the application asking business owners their preference, and then implement additional phases if need be.

Brad Lois, Bear Realty, commented to be sure to include retail businesses in the plan and suggested leaving the angled parking on the one side of the Loop, but close the parking spaces on the other side of the street, per businesses request.

Alderman Meyer voiced her concern regarding smoking and wanted to encourage business owners to not allow smoking near the dining areas.

Walters stated that staff would make the requested modifications to the Temporary Outdoor Dining plan and begin implementation.

- C. **Resolution 5015(11)** - To approve the Memorandum of Understanding (MOU) of a Regional Grant Application between the City of Burlington Fire Department (CBFD), Caledonia Fire and Rescue, Rochester Volunteer Fire Company, Waterford Fire and Rescue, Tichigan Fire Company, Wind Lake Fire and Rescue, and South Shore Fire and Rescue with Racine Fire Department as the Host to the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD) for the Fiscal Year (FY) 2020 Assistance to Firefighters Grant Program-COVID-19 Supplemental for Personal Protective Equipment (PPE).

Chief Babe provided a brief overview of the MOU for a regional grant application in order to assist firefighters with supplemental PPE. Babe stated that this is a million dollar grant for the sole purpose of PPE and that the Racine Fire Department will be the lead agency; therefore, the dollars will be funneled through the Racine Fire Department. Babe further stated that this also serves as the City's commitment to the 10% grant match for the monies awarded to the City.

- D. **Resolution 5016(12)** - To approve the 2019 Compliance Maintenance Annual Report (CMAR) for the Burlington Wastewater Utility.

Director Riggs provided a brief overview of the CMAR which ensures the City's Wastewater Utility is in compliance with the permit issued by the WDNR. Riggs stated the City of Burlington Water Utility has received a 4.0 score on the CMAR nine times since 2007, which demonstrates a history of excellence and professionalism in wastewater collection and treatment.

- E. **Resolution 5017(13)** - To approve the Award of Bids for the 2020 Street Improvement Program to Wanasek Corp.

Director Riggs reviewed the background history and stated that three bids were received and opened on May 14, 2020 via Zoom and that Wanasek Corp. was the lowest base bidder, and also the lowest bidder for any combination of alternate bids that were added to the base bid. Riggs explained that the 2020 capital project borrowing includes \$694,915 for the street improvement program, which includes

engineering expenses. The total of the Wanasek bid plus engineering expenses totals \$507,498, which leaves \$90,417 to fund any of the three alternates for the project. Riggs further stated that staff recommends Alternate 1 (\$37,525) for concrete patching on Milwaukee Avenue as it was supposed to be completed in 2019 but due to an early snowfall was not able to be completed and is now a high priority. Peter stated that this is \$52,892 less than the borrowing amount.

- F. **Resolution 5018(14)** - To approve the Repair/Replacement of the Roof on the Burlington Airport Hangar Building at 703 Airport Road with Josh Martin Roofing, Inc. in the amount of \$74,660.

Director DeQuaker reviewed the background history and explained that the current is over 40 years old and has many leaks. Repairs were made in 2015 on the roof fascia; however, it has been determined by inspection the roof needs to be replaced. DeQuaker stated that this is a budgeted line item in the 2020 Budget in the amount of \$130,000 and that this project came in less than originally budgeted by about \$10,000. DeQuaker then introduced Gary Meisner, Airport Manager to provide further information on the project.

5. **ORDINANCES:** None

6. **MOTIONS:**

- A. **Motion 20-969** - To consider approving to proceed with the scheduled 2020 Fireworks Agreement for July 4, 2020 with Five Star Fireworks Co.

Administrator Walters provided background information stating that the Common Council approved an agreement with FiveStar Fireworks for the July 4, 2020 fireworks and due to the pandemic, needed to make a decision whether to move forward with the fireworks as scheduled or cancel them. Walters then introduced Margaret Gessner from the Central Racine County Health Department to provide further information.

Gessner provided updated COVID-19 statistics and recommended that mass gatherings be postponed or canceled due to COVID and to continue following the CDC guidelines.

Alderman Meyer felt there was little ability to control a mass gathering and felt the event should be canceled. Alderman Heft also supported canceling the fireworks.

Alderman Schultz stated that the fireworks shouldn't be canceled and that being outdoors is one of the safest places to be and that people need this right now. Mayor Hefty agreed that the community needs this and the City should move forward. Alderman Bauman also felt the City should not cancel the fireworks and stated that social distancing is a recommendation, not a law and that people can make their own choice whether they want to stay in or go out.

- B. **Motion 20-970** - To approve \$2,500 in DeRosier Funds to construct a portico at 587 E. State Street also known as the Senior Center.

Administrator Walters provided an overview of the project stating that the Senior Board would like to have a portico constructed over the south entrance of the building for the purpose of enhancing the main entrance and to provide an overhang so guests do not have to stand in the elements as they await for the automatic door to open. Walters then introduced Susan Crane, Director of the Senior Center, to further explain the project.

Crane explained that due to the Center being closed because of the pandemic, they have not been able to make any money, which is why they are requesting to use of the DeRosier Funds. Crane stated that the total cost of the project is approximately \$12,000, in which the remaining dollars will be donated in-kind by Bob Prailes, who will oversee the construction and volunteers.

- C. **Motion 20-971** - To consider approving a Certificate of Appropriateness for property located at 140 & 148 W. Chestnut Street.

Building Inspector Gregory Guidry provided an overview of this project stating that Craig Faust, owner, is requesting approval of the COA in order to make improvements to the property which would include an outdoor seating area, improvements to the facade, new awning and windows and the addition of iron and masonry fence for the patio.

- D. **Motion 20-972** - To consider approving a Certificate of Appropriateness for property located at 388 N. Pine Street.

Inspector Guidry provided an overview of this project stating that owners, Nicholas and Kelly Willkomm, is requesting the COA in order to make improvements to the Trendsetters building, which includes repairing the building parapet and cornice, tuck pointing, and replacing the front awning.

- E. **Motion 20-973** - To Ratify, Approve and Adopt an Emergency Declaration by the City of Burlington for a CARES Act Grant Operations and Maintenance Costs Agency Agreement between the City of Burlington and the Department of Transportation Bureau of Aeronautics.

Administrator Walters provided an overview and stated that this grant will allow the Burlington Airport to receive \$20,000 that will not need to be paid back as long as the dollars are used for operational expenses.

7. **ADJOURNMENT**

Motion: Alderman Preusker. Second: Alderman Schultz. With all in favor, the motion carried and the meeting was adjourned at 8:18 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



DATE: June 16, 2020

SUBJECT: DISCUSSION and presentation of the 2020 Internal Environmental Scan.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

As part of the contract with Rapp Consulting Group an Internal Environmental Scan has been developed by staff to assist in preparation of the 2020 Strategic Plan. An environmental scan, or a detailed review of the organization and its operating environment, is deployed as a preliminary step in the strategic planning process.

The City of Burlington’s Environmental Scan is a description and analysis of Burlington, its demographics, environment, and community. It provides a framework for understanding the city, its attributes, and relevant issues in planning its future, as well as the context of the broader region of which it is a part.

The 2020 Strategic Plan is expected to address a variety of topics, including community design, communication and civic involvement, economic development, infrastructure, fiscal sustainability, responsive and accountable cost-effective government, community safety, define strategic priorities and include corresponding goals and sub-goals to direct future actions by City government and the community to achieve the vision of the plan. Our goal for this Environmental Scan is to provide a common understanding of local planning and community issues and encourage the Council and City staff to continue engaging in a strategic discussion about the future of the City of Burlington, optimizing internal and external partnership opportunities, facilitating innovation and promoting out-of-the-box thinking to capitalize upon our strengths, improve our weaknesses, and possibility reduce overall costs.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

For informational purposes only.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 16, 2020 Committee of the Whole meeting.

Attachments

Environmental Scan 2020



City of Burlington Internal Environmental Scan 2020

300 N. Pine Street
Burlington, WI 53105

www.burlington-wi.gov

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Executive Summary

The City of Burlington Environmental Scan is a description and analysis of Burlington, its demographics, environment, and community. It provides a framework for understanding the City, its attributes, and relevant issues in planning its future, as well as the context of the broader region of which it is a part.

The City of Burlington is preparing to update its Strategic Plan from 2015. The Strategic Plan is expected to address a variety of topics including community design, communication and civic involvement, economic development, infrastructure, fiscal sustainability, responsive and accountable cost-effective government, and community safety. It will help to define strategic priorities and include corresponding goals and sub-goals to direct future actions by the City government and the community to achieve the vision of the plan. Our goal for this environmental scan is to provide a common understanding of local planning and community issues and encourage elected officials and City staff to continue engaging in a strategic discussion about the future of the City of Burlington, optimizing internal and external partnership opportunities, facilitating innovation and promoting out-of-the-box thinking to capitalize upon our strengths, improve our weaknesses, and possibly reduce overall costs.

Objective

- Commit to upholding the City Charter, all City Ordinances, and the highest standards of conduct.
- Commit to promoting and enhancing the well-being and quality of life for Burlington's residents, visitors, and businesses by providing excellent services in an efficient, respectful, and courteous manner; with a fiscally conservative approach.
- Commit to a model of professionalism that ensures respectful and complete consideration of all decisions and decrees.
- Commit to strategic growth, all facets of economic development, and sustainability.
- Commit to Burlington being a residential community in which families want to relocate due to its safe, quality of life, outstanding school system, year-round recreational opportunities, while maintaining its small town charm.

This plan will assist in compiling the Strategic Plan that will outline the current and future direction of the City of Burlington, including direction, strategies, funding and management process requirements, and recommendations for the next three to five years.

Current Challenges and Needs the City will Face

The City of Burlington will be facing several challenges beyond the three-year strategic plan being developed for 2020. Knowing this, the Common Council is reliant on staff being proactive, identifying the key strategic issues and planning ahead versus being reactive. It is incumbent on staff to provide data driven assumptions with viable recommendations allowing the elected officials to make sound policy decisions for the benefit of the community in an ever changing environment.

Mission Statement

The mission of the City of Burlington is to build and enhance our community by safely, respectfully, proudly and effectively executing our daily work activities. As an organization we are committed to continuous improvement.

Community Overview

The City of Burlington was settled in 1835 by Moses Smith and William Whiting. Since then Burlington has become home to the Nestle Chocolate factory, and nearly 11,000 residents. Situated between Milwaukee and Chicago, the city is centrally located with effective transportation provided by four major highways. Located on the White and Fox rivers, the city offers the best of all seasons with a historic downtown, improved infrastructure, broad clientele base, a business & office park and an industrial park offering large and small lot opportunities, making Burlington an inviting place to do business.

Location

Surrounded by four major highways, railroad access and excellent proximity to two major Interstate highways, as well as to Milwaukee and Chicago area markets, make Burlington the ideal place to locate or start a business without leaving behind the "small town" charm and friendliness that are essential to the quality of life here. The city has a total area of 7.92 square miles with a travel commute of 30 miles to Milwaukee and 70 miles to Chicago.

Economic Development

Economic development in Burlington has been a major focus of the community as shown by an overall commitment to retaining current businesses and attracting new industry to the community. The local economy is strong due to a wide variety of service, commercial, retail and industrial companies located in Burlington. These include industries manufacturing plastics and rubber, electric/electronic products, food products, stone and glass products, chemicals, transportation equipment, paper and packaging, printing and publishing, and fabricated metals.

Burlington has two industrial parks with all municipal utilities in place, and both are well suited for new and/or relocating businesses. The 49-acre Burlington Industrial Complex is fully developed, while the 80-acre Burlington Manufacturing and Office Park currently has sites available for new development. City leaders are mindful of smart growth planning to assure that the downtown businesses continue to flourish and remain resilient. Some tactics have included Façade Grants and Revolving Loan funds facilitated by the Racine County Economic Development Corporation (RCEDC).

Government

The City of Burlington is governed under a Mayor/City Council form of government. The Mayor is elected at large for a two-(2) year term. There are eight (8) City Council members, two (2) representatives from each of the four (4) Aldermanic Districts, also elected for two-(2) year terms. To assist the Common Council in administering the community, there are numerous Board Committees.

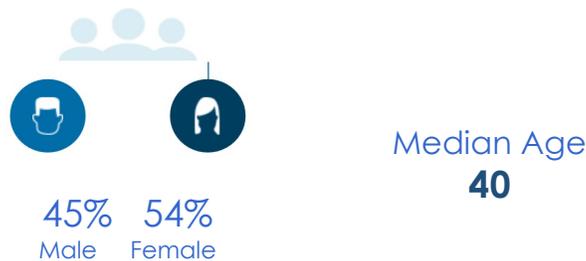
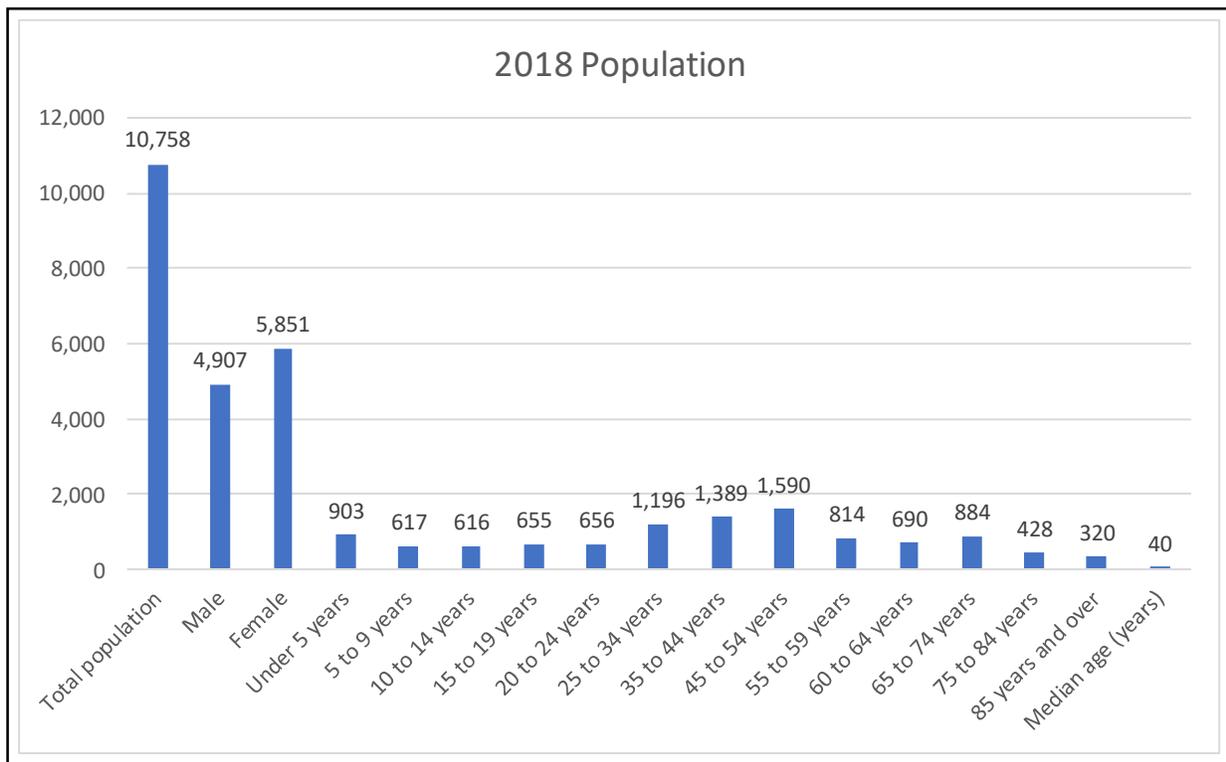
These committees meet on a regular schedule and as needed, including the: Board of Public Works, Board of Review, Park Board, Library Board, Plan Commission, Zoning Board of Appeals, Police and Fire Commission, Historic Preservation Commission, Community Development Authority, Burlington Housing Authority, and Airport Committee.

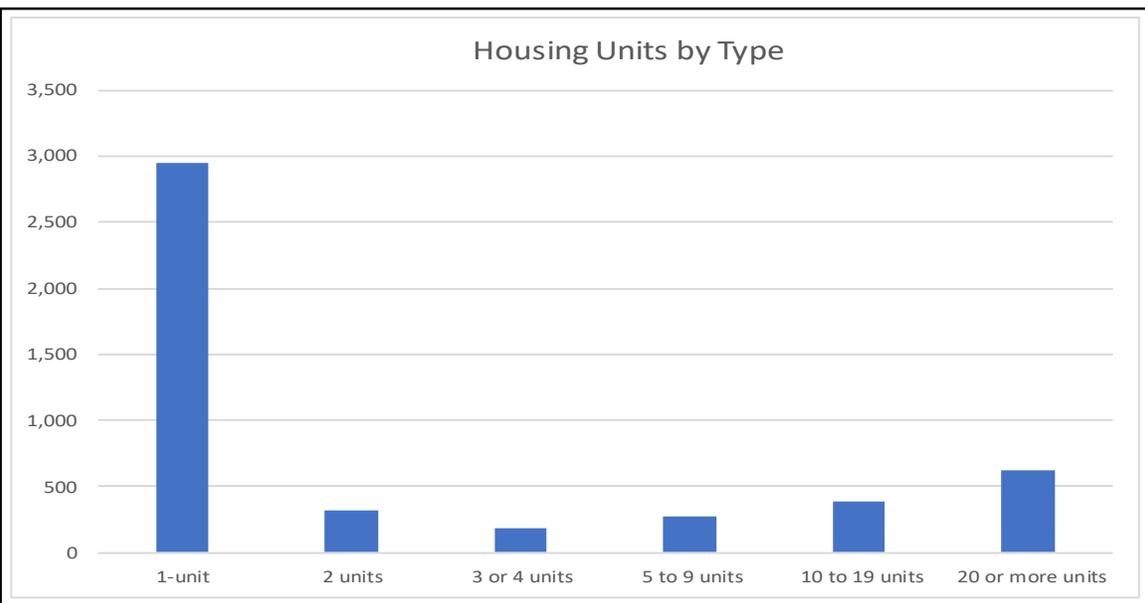
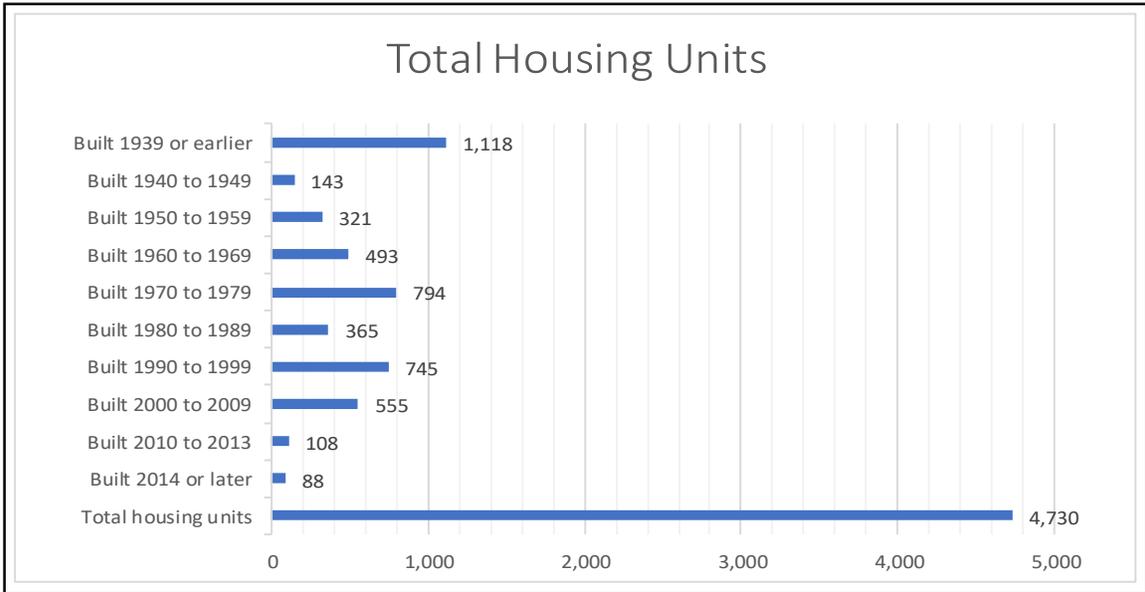
Demographics

Located in both Racine County and Walworth County in southeastern Wisconsin, Burlington is primarily a residential community with a solid business and commercial base that provides important tax revenue to the community. This, along with outstanding schools and year-round recreational activities, combine to make Burlington the perfect place to live, work and shop.

Although Burlington has continued to grow from its humble beginnings, it strives to maintain its small town charm. The community has embraced its past by preserving many large historic homes and downtown businesses. The City's collection of neighborhoods range from modest to higher end luxury homes, offering a variety of housing options to accommodate first-time buyers, as well as professionals and executives looking for open space in a community-oriented atmosphere. There are more than two dozen places to worship located in the community and the area.

Based on the Racine County 2035 regional land use plan, there is a population forecast of 11,867 residents, a household forecast of 4,832 households, and an employment forecast of 11,200 jobs within existing City boundaries through the year 2035.





Educational Attainment

35.71% of the population in Burlington have an Associate's degree or higher. 94.96% have a high school degree or higher.

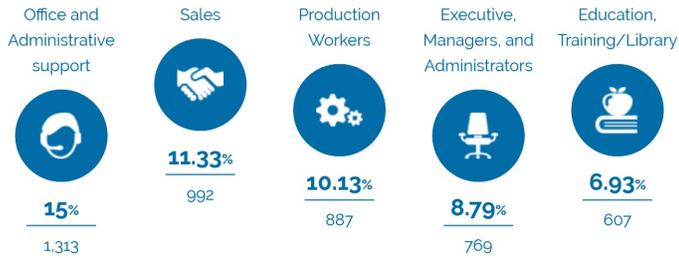


Labor Force

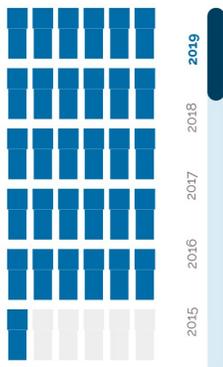
Burlington has a labor force of 6,479 people.

6,479
Labor Force

Where are the top jobs by occupation?



Total Employees
8,753



The work distribution of total employees in Burlington is:



Total Establishments
795



Income and Spending



Households in Burlington earn a median yearly income of 65,311. 40.21% of the households earn more than the national average each year. Household expenditures average 61,710 per year. The majority of earnings get spent on Shelter, Transportation, Food and Beverages, Health Care, and Utilities.

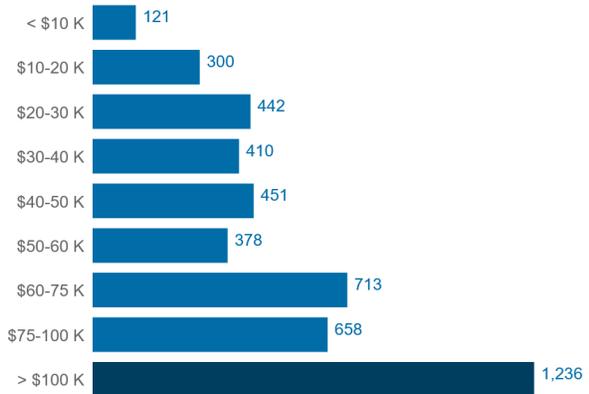


\$65,311

Median Household Income

- 1%** more than the county
- 4%** more than the state
- 3%** more than the nation

Income Distribution



How do people spend most of their money?
PER HOUSEHOLD



\$61,710

Median Household Expenditure

**Census Bureau's American Community Survey (ACS) data results*

Administration

The City Administrator is the chief administrative officer of the City and is appointed by the Common Council to oversee the day-to-day operations of the city, supervises the City's 109 full-time, part-time and volunteer employees, and administers the \$25 million annual budget. Responsibilities of the City Administrator also include advising the Council of the City's current financial condition and future financial considerations in order to maintain high quality services and facilities, hiring and managing the City's workforce, as well as negotiating all labor contracts, providing leadership for the organization by executing the City Council's policies, ordinances, resolutions and service objectives, and working with the council, city staff and citizens to establish and implement long-range goals and objectives.

The City offers a full range of municipal services located in City Hall with its 12-member staff, including the Mayor's office, Administration, Budget and Finance, City Clerk, Human Resources, Building Inspection, Code Enforcement, Municipal Court and a City Attorney.

Future Forecasting

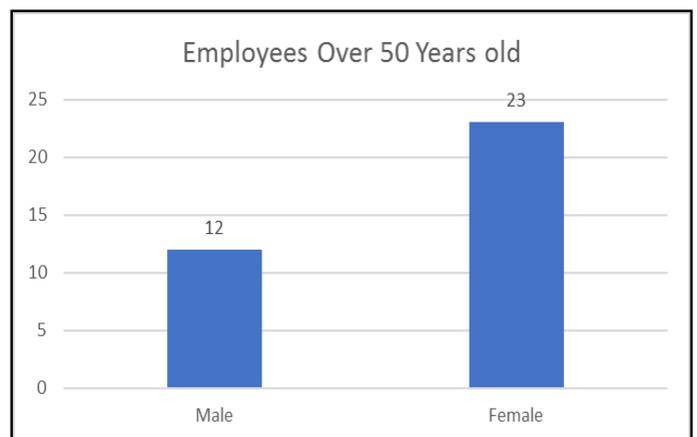
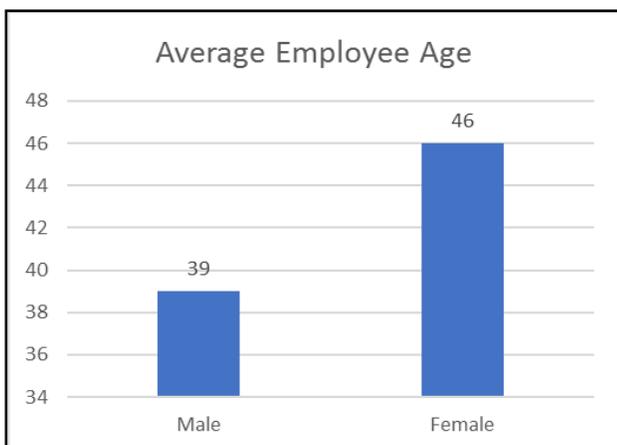
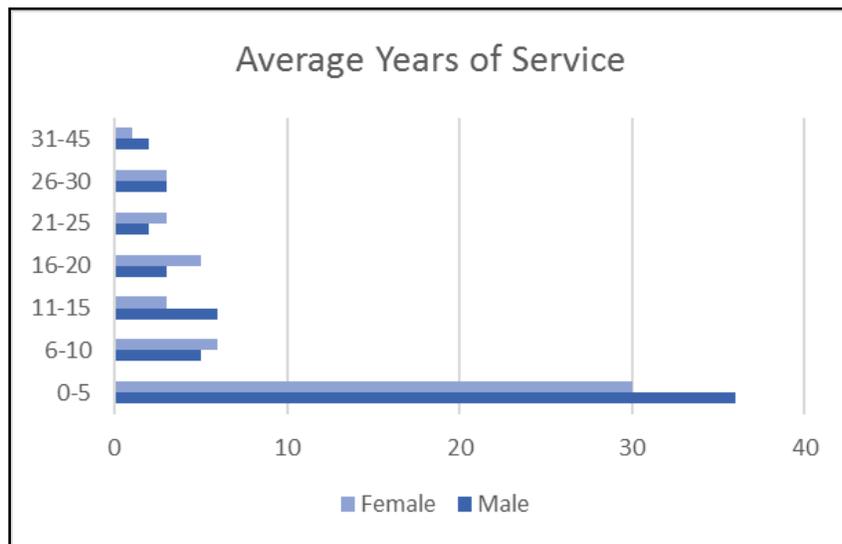
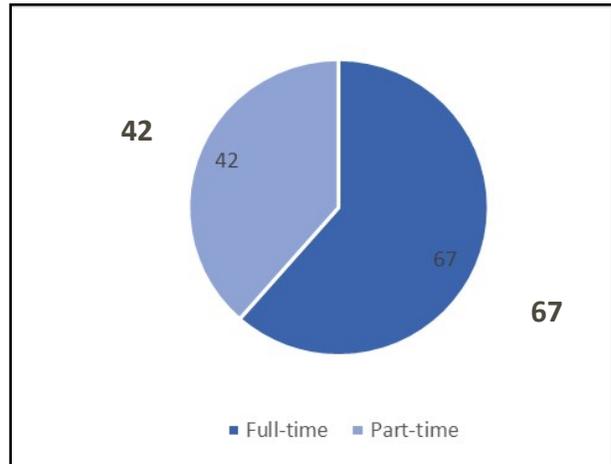
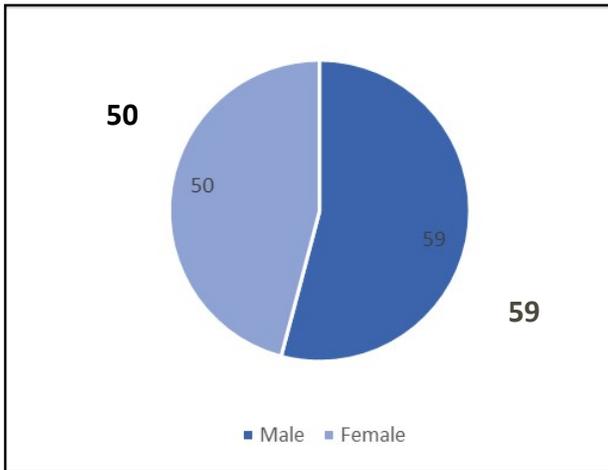
- The State of Wisconsin created cemetery associations to run cemetery operations; however, if disbanded, the Town and City are responsible for the 25.2 acres of cemetery. As the Cemetery Association coffers continue to diminish, the Town of Burlington, City of Burlington and Cemetery Association will need to analyze and potentially implement shared responsibilities for cemetery operations.
- The historic downtown buildings are deteriorating due to absentee building owners, the possible high purchase price and/or cost of rent and unsustainable businesses causing empty store fronts.
- City Hall was built in 1926, has insufficient use of space and not ADA accessible. Discussions for completing designs for City Hall and Police Department facilities is becoming necessary
- Ensuring staff is cross trained, reduced burn out and retain quality employees, as we continue to provide the same level of service with less staff.
- The City has an Equipment Replacement Fund that is partially funded; however, other capital items are not included causing the General Fund to support non-planned capital. By having a Comprehensive Capital Improvement Plan, the Common Council can appropriately allocate funding to support buildings and other infrastructure.
- Implement expansion efforts for the Burlington Area Manufacturing and Office Park while creating TID 6
- Evaluate and revise the City's wayfinding signage and branding based on the Roger Brooks Study.
- Thought should be given to determine the best use of the property at 617 N. Pine Street. The City should, at a minimum, consider demolishing the building until the Common Council determines the future of the property.

Human Resources

Established in October of 2018, the Human Resource Department is the City's newest and smallest Department, one employee serving as Human Resource Manager. Human Resources is responsible for overseeing a range of different employment-related functions, including but not limited to: on-boarding and off-boarding, personnel records, employment and labor relations, regulations, employment policies and procedures, performance management, employee newsletter, periodic reporting, coaching leadership regarding employment matters, employee wellness initiatives, worker's compensation

program, FMLA program, liaison to the City's liability and property insurance carrier, employee benefits administration, employee ethics hotline, and cybersecurity initiatives.

City Staff and Services



Future Forecasting

- With the Department and its staff being a newer addition, and responsibilities having been disbursed amongst several staff previously, the Department goal for the first three years is to assess needs, streamline processes, and implement needed resolution (e.g. technology)
- With the newness of the Department and institutional knowledge, navigating requirements and predicting budgetary needs is less than exact.
- With a workforce of one wearing several hats, timely service delivery can be delayed.
- Implementation of a Human Resource Information Management System, with regular usage to be promoted among staff and leadership.
- HR audit to determine deficiencies and to prescribe solutions.
- Assess compensation and benefits plans to establish the City of Burlington as an employee of choice.

Finance Department

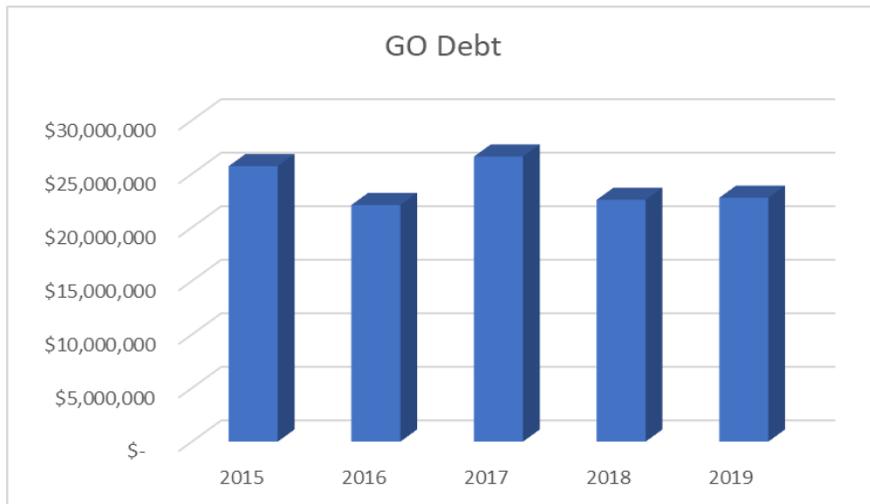
The Finance Department is responsible for the proper administration of the City's financial planning and management. This includes preparing the annual budget, coordinating, establishment and review of departmental financial objectives; billing for services' collecting and recording City revenues; managing City cash flow and investments for safety, liquidity and return on investment; levying and collecting taxes; keeping financial records in accordance with generally accepted accounting principles and standards.

The Finance Department consists of three personnel; Finance Director/Treasurer, Deputy Clerk/Treasurer and an Accounting Clerk. The Accounting Clerk mainly handles Accounts Payable and Cash Receipting. The Deputy Clerk/Treasurer manages the Accounting Clerk, Payroll including benefits as they relate to payroll and assists the City Clerk with Elections, Meetings and other City Clerk duties.

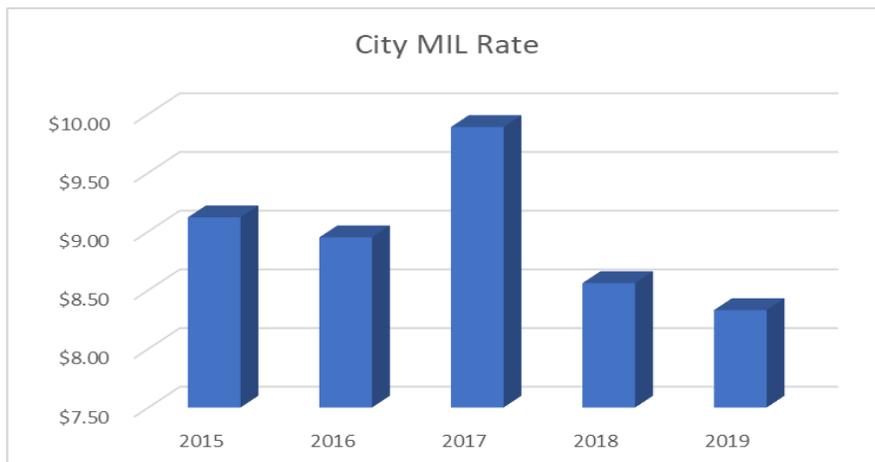
Future Forecasting

- With statutory limits placed on the ability of the City to raise its levy to pay for services. True needs must be continually monitored and evaluated.
- Expenditure restraint hinders the City's ability to budget expenditures above a "Cost of Living" to receive additional shared revenue funding. If this Expenditure Restrain limit is not met, the City must be creative in finding ways to finance projects through grants, debt, fees and other methods.
- Economic growth is key to both industrial and residential. These have the effect of increasing the value of the City and its ability to generate revenue to pay for new or upgraded services.
- Trying to establish expenditure restraint dollars as a means to fund capital items is difficult when growth of the budget is only allowed 60% of net new construction. Net new construction trends have been sub-1% for several years.
- Create a Capital Improvement Plan and Equipment Replacement Fund to allow for appropriate budgeting.
- Collect useful performance data to assist in budgeting and forecasting.
- Streamlined process in day-to-day activities of Payroll, Accounts Payable and Budgeting using better timelines and pre-planning rather than being reactive.
- Financing alternatives to Capital Projects for aging infrastructure using Grants, Impact Fees, lower cost Loans.

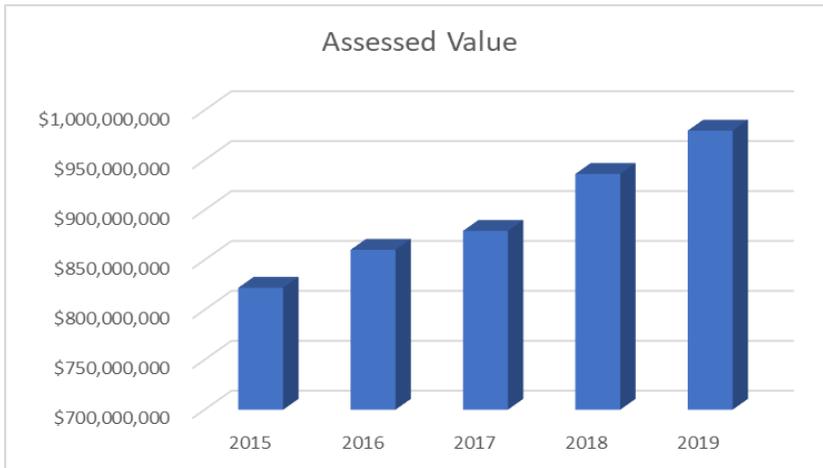
Debt, MIL Rate and Assessed Values



The chart above reflects the General Obligation (GO) Debt of the City. GO Debt is backed by the full faith and power of the Municipality to levy tax for the payment of debt. The City separates the Debt Levy from the General Operating Levy. Generally, the GO Debt has remained constant at about \$22M. In 2017 The City went to an advisory referendum on the construction of a new Pool for \$5.4M. Voters approved the advisory referendum by over 70%.



The chart above reflects the City MIL rate over the last 5 years. The larger increase in 2017 was due to the debt levy and the Pool Project. The City has seen 5% - 6% or more growth in several assessed value markets (See chart below). Higher assessed values and comparative smaller increases in budget allows the MIL rate to fall lower. 2018 also saw the closure of our highest performing TIF district, TIF 3, and the allowable levy base was increased per statutes. This also has the effect of lowering the MIL rate as a tax savings for property owners.



The chart above shows 2015 - 2019 Assessed values. The larger increase in 2018 was due to the closure of Tax Increment Finance District 3 and the Environmental Remediation District 1. It is projected that in 2020 or possibly 2021 the City will cross the \$1 Billion mark in Assessed Value. Much of the Assessed Value growth in the City has been due to sales of certain home and business markets at higher than market values. The cause of this is hard to determine and may be related to larger industry in the eastern part of the County (FoxConn for example). Homes are selling between 6% and 8% higher than market in some segments.

The largest issues moving forward with City Finance is development of a Capital Program that can predict capital needs in the future. Currently the Equipment Replacement Fund has been handling most of the equipment needs but was designed originally only for rolling stock. The goal would be to have Capital Funds for General Operations, Utility and Airport. The information below is a sample of the replacement for items from the Equipment Replacement Fund. Equipment Replacement fund is funded each year by an inflow of tax dollars at a pre-determined amount. For all City capital this is not sustainable through this individual fund. Thus, the need for a more comprehensive Capital Program.

Equipment Replacement Plan 2020-2023

YEAR	DEPT	DESCRIPTION	COST EACH	YEAR	DEPT	DESCRIPTION	COST EACH
2020	Admin	City Hall Tuck Pointing	\$ 32,016	2022	Admin	Copier Replace	\$ 15,465
		Accounting Software Upgrade	\$ 22,000			Website Software	\$ 6,985
	Police	Laptops	\$ 26,003		Fire	Pagers	\$ 12,637
		Communication Equipment	\$ 7,801		DPW	CASE IH Loader 1	\$ 222,991
		Body Cameras	\$ 70,000			CASE IH Loader 2	\$ 158,613
		Squads	\$ 67,000		Police	Squads	\$ 119,605
	Fire	Vehicle	\$ 220,000			Radio Base Station	\$ 39,745
	DPW	Truck	\$ 44,436	2023	Admin	Council Chambers Sound System	\$ 18,122
		Rotary Turn Mower	\$ 135,652		Fire	Generator	\$ 27,689
	Library	Copier Replace	\$ 8,310		DPW	Plow Bucket	\$ 175,962
2021	Admin	Server Upgrade	\$ 27,254		Police	Squads	\$ 125,319
		LaserFiche Upgrade	\$ 17,721			Generator	\$ 44,812
	Library	Roof	\$ 43,052				
		Shelving	\$ 5,588				
	Fire	Pierce Pumper	\$ 554,951		2020	Total All General Fund	\$ 633,218
		Ford Pick Up	\$ 32,256		2021	Total All General Fund	\$ 841,135
	DPW	Equipment 57	\$ 33,746		2022	Total All General Fund	\$ 576,042
	Police	Squads	\$ 117,721		2023	Total All General Fund	\$ 391,904
		Tracs Server	\$ 8,846				

2020 General Fund Budget

GENERAL GOVERNMENT

General Fund Overall

Revenues

Line Item	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Est Actual	2020 Budget	Budget % Chg fr 2019	% of Rev. In
All Taxes	\$ 4,977,601	\$ 4,824,206	\$ 4,545,044	\$ 4,968,346	\$ 5,362,518	\$ 6,475,244	\$ 6,449,594	\$ 6,501,255	0.4%	76.4%
Debt Levy Portion of Taxes	\$ -	\$ 200,000	\$ 403,000	\$ 431,280	\$ 874,469	\$ 1,278,353	\$ 1,278,353	\$ 1,334,134	4.4%	15.7%
Intergovernmental Revenue	\$ 1,427,096	\$ 1,407,282	\$ 1,429,995	\$ 1,205,633	\$ 1,182,621	\$ 1,414,913	\$ 1,435,398	\$ 1,199,338	-15.2%	14.1%
Licenses & Permits	\$ 362,435	\$ 471,345	\$ 523,319	\$ 500,177	\$ 502,199	\$ 472,185	\$ 433,140	\$ 423,414	-10.3%	5.0%
Fines & Forfeitures	\$ 175,122	\$ 181,183	\$ 181,201	\$ 166,673	\$ 241,503	\$ 138,000	\$ 178,000	\$ 188,000	36.2%	2.2%
Public Charges for Services	\$ 35,124	\$ 97,159	\$ 102,103	\$ 46,283	\$ 76,051	\$ 84,600	\$ 100,500	\$ 82,350	-2.7%	1.0%
Special Assessments	\$ 22,665	\$ 17,906	\$ 26,516	\$ 27,572	\$ 23,234	\$ 15,000	\$ 18,000	\$ 22,000	46.7%	0.3%
Property Sales & Recovery	\$ 27,069	\$ 13,767	\$ 18,229	\$ 128,584	\$ 12,662	\$ 10,000	\$ 10,000	\$ 12,000	20.0%	0.1%
Interest/ Investment Income	\$ 14,187	\$ 36,171	\$ (1,833)	\$ 27,688	\$ 117,843	\$ 27,500	\$ 110,300	\$ 110,300	301.1%	1.3%
Other Miscellaneous Income	\$ 16,117	\$ 12,158	\$ 2,463	\$ 203,263	\$ 627,931	\$ 332,500	\$ 5,000	\$ 5,200	-98.4%	0.1%
Transfer in From TIF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Revenues	\$ 7,057,417	\$ 7,261,177	\$ 7,230,039	\$ 7,705,498	\$ 9,021,032	\$ 10,248,295	\$ 10,018,285	\$ 9,877,991	-3.6%	116.1%
Other Extraordinary Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total with Alternative Revenue	\$ 7,057,417	\$ 7,261,177	\$ 7,230,039	\$ 7,705,498	\$ 9,021,032	\$ 10,248,295	\$ 10,018,285	\$ 9,877,991	-3.6%	116.1%

Expenditures

Line Item	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Est Actual	2020 Budget	% Change Chg fr 2019	% of Exp. Out
General Government Total	\$ 867,200	\$ 873,269	\$ 1,034,605	\$ 972,134	\$ 1,096,850	\$ 1,255,903	\$ 1,221,068	\$ 1,349,887	7.5%	14.6%
Salaries	\$ 291,753	\$ 291,299	\$ 322,398	\$ 341,570	\$ 386,507	\$ 466,497	\$ 456,928	\$ 479,955	2.9%	5.6%
Benefits	\$ 151,920	\$ 133,926	\$ 168,818	\$ 162,985	\$ 176,570	\$ 241,055	\$ 222,511	\$ 243,848	1.2%	2.9%
Operating Expenses	\$ 423,527	\$ 448,044	\$ 543,389	\$ 467,580	\$ 533,773	\$ 548,351	\$ 541,630	\$ 626,084	14.2%	7.4%
Public Safety Total	\$ 3,714,195	\$ 3,633,601	\$ 3,726,954	\$ 3,815,411	\$ 4,113,755	\$ 4,556,849	\$ 4,503,695	\$ 4,704,657	3.2%	51.0%
Salaries	\$ 2,164,901	\$ 1,950,939	\$ 2,234,244	\$ 2,366,796	\$ 2,404,975	\$ 2,577,538	\$ 2,599,192	\$ 2,672,640	3.7%	31.4%
Benefits	\$ 1,068,319	\$ 939,380	\$ 968,627	\$ 980,023	\$ 989,058	\$ 1,225,529	\$ 1,157,769	\$ 1,264,731	3.2%	14.9%
Operating Expenses	\$ 480,975	\$ 743,282	\$ 524,083	\$ 468,593	\$ 719,722	\$ 753,782	\$ 746,734	\$ 767,285	1.8%	9.0%
Public Works Total	\$ 2,014,267	\$ 1,845,564	\$ 1,852,786	\$ 1,744,856	\$ 1,903,945	\$ 2,069,558	\$ 1,928,665	\$ 2,131,233	3.0%	23.1%
Salaries	\$ 409,114	\$ 416,691	\$ 429,619	\$ 373,756	\$ 356,404	\$ 387,811	\$ 344,000	\$ 392,795	1.3%	4.6%
Benefits	\$ 252,612	\$ 202,029	\$ 222,076	\$ 186,441	\$ 201,085	\$ 225,087	\$ 225,183	\$ 212,217	-5.7%	2.5%
Operating Expenses	\$ 1,352,541	\$ 1,226,845	\$ 1,201,091	\$ 1,184,660	\$ 1,346,456	\$ 1,456,659	\$ 1,359,482	\$ 1,526,220	4.8%	17.9%
Health & Human Services	\$ 72,806	\$ 82,106	\$ 84,199	\$ 78,610	\$ 85,798	\$ 87,300	\$ 87,300	\$ 89,427	2.4%	1.0%
Culture, Recreation & Education (Incl Parks)	\$ 616,289	\$ 540,779	\$ 510,219	\$ 776,488	\$ 559,397	\$ 564,885	\$ 552,082	\$ 640,829	13.4%	6.9%
Conservation & Development	\$ 375,673	\$ 221,114	\$ 225,143	\$ 255,437	\$ 245,377	\$ 279,150	\$ 276,150	\$ 311,350	11.5%	3.4%
Total Expenditures	\$ 7,660,431	\$ 7,196,433	\$ 7,433,907	\$ 7,642,336	\$ 8,005,121	\$ 8,813,645	\$ 8,568,961	\$ 9,227,383	4.7%	100.0%

SPECIAL OUTLAY & DEBT SERVICE

Disaster Expenditure Note: Memo Posting ONLY							\$ -			
Total Expenditures with Special Outlay	\$ 7,660,431	\$ 7,196,433	\$ 7,433,907	\$ 7,642,336	\$ 8,005,121	\$ 8,813,645	\$ 8,568,961	\$ 9,227,383	4.7%	100.0%
Revenue Over (under) Expenditures	\$ (603,014)	\$ 64,744	\$ (203,868)	\$ 63,162	\$ 1,015,911	\$ 1,434,650	\$ 1,449,324	\$ 650,607	-54.7%	7.6%

OTHER FINANCING SOURCES/(USES)

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Est Actual	2020 Budget	% Change Chg fr 2019	% of Rev In
Operating Transfer In - Airport (623)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.0%	0.3%
Operating Transfer In - Other (ERF)	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Operating Transfer In - TIF 3 RLF (468)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,000	\$ -	\$ -		
Operating Transfer In - CDBG Loan Repay	\$ 24,000	\$ 24,222	\$ 33,903	\$ -	\$ -	\$ -	\$ -	\$ -		
Operating Transfer Out - Stormwater Mgmt (462)	\$ -	\$ 132,222	\$ (127,826)	\$ -	\$ -	\$ -	\$ -	\$ -		
Operating Transfer Out - Fund 458	\$ -	\$ -	\$ (129,619)	\$ (163,452)	\$ -	\$ (39,684)	\$ -	\$ (133,561)	236.6%	-1.6%
Operating Transfer Out - Cap Proj Infra (470)	\$ (9,309)	\$ -	\$ -	\$ -	\$ -	\$ (460,055)	\$ -	\$ -		
Operating Transfer Out - Park Development (820)	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)	0.0%	-0.4%
Operating Transfer Out - Original Debt Service (313)	\$ (73,543)	\$ (165,229)	\$ (123,582)	\$ (107,298)	\$ (830,019)	\$ (1,278,353)	\$ (1,381,249)	\$ (1,334,134)	4.4%	-15.7%
Operating Transfer Out - Equip Replacement(465)	\$ -	\$ -	\$ -	\$ -	\$ (300,000)	\$ (400,000)	\$ (400,000)	\$ (300,000)	-25.0%	-3.5%
Tax Equivalent from Water Utility	\$ 480,294	\$ 472,392	\$ 515,875	\$ 480,913	\$ 500,310	\$ 480,000	\$ 438,886	\$ 450,000	-6.3%	5.3%
Operating Transfer Out - Façade Grants Fund	\$ (30,000)	\$ (20,000)	\$ (20,000)	\$ (50,000)	\$ (50,000)	\$ (20,000)	\$ (20,000)	\$ (50,000)	150.0%	-0.6%
100-484831-Sale of Capital Assets	\$ 116,260	\$ 86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Subtotal	\$ 807,702	\$ 443,693	\$ 148,751	\$ 155,163	\$ (684,709)	\$ (1,704,092)	\$ (1,367,363)	\$ (1,372,695)	-19.4%	-16.1%
Net Expenditure & Other Sources	\$ 204,688	\$ 508,437	\$ (55,117)	\$ 218,325	\$ 331,202	\$ (269,442)	\$ 81,961	\$ (722,088)	168.0%	-8.5%

Fund Balance Begin 01/01	\$ 1,321,349	\$ 1,526,037	\$ 2,034,474	\$ 1,979,357	\$ 2,197,682	\$ 2,333,028	\$ 2,528,884	\$ 2,610,845	% Change	
Revenue In	\$ 7,865,119	\$ 7,704,870	\$ 7,378,790	\$ 7,860,661	\$ 8,336,323	\$ 8,544,203	\$ 8,650,922	\$ 8,505,296	-0.5%	
Expenditure Out	\$ (7,660,431)	\$ (7,196,433)	\$ (7,433,907)	\$ (7,642,336)	\$ (8,005,121)	\$ (8,813,645)	\$ (8,568,961)	\$ (9,227,383)	4.7%	
Fund Balance End 12/31	\$ 1,526,037	\$ 2,034,474	\$ 1,979,357	\$ 2,197,682	\$ 2,528,884	\$ 2,063,586	\$ 2,610,845	\$ 1,888,757	-8.5%	
Fund Balance as a Percent of Expenditures*	19.92%	28.27%	26.63%	28.76%	31.59%	23.41%	30.47%	20.47%		

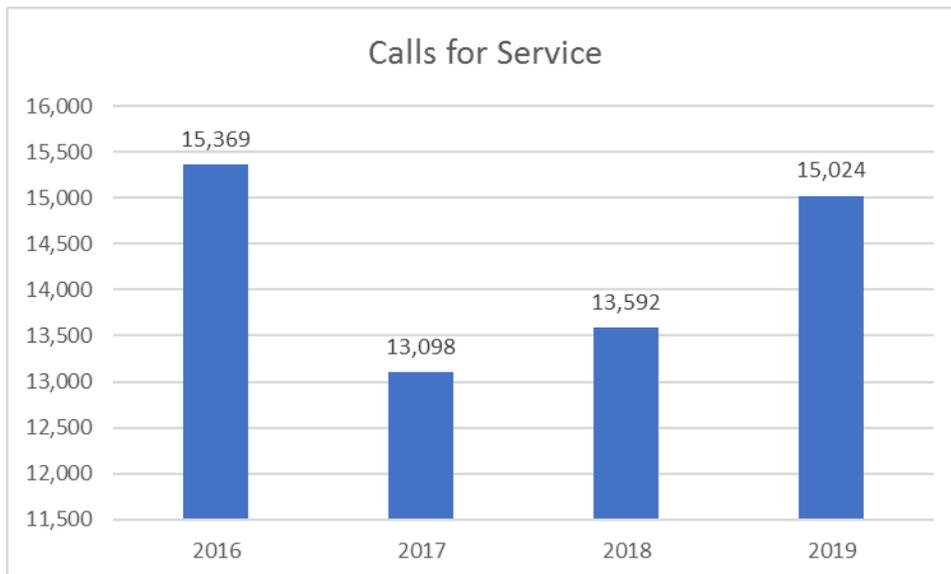
Service Delivery

Police Services

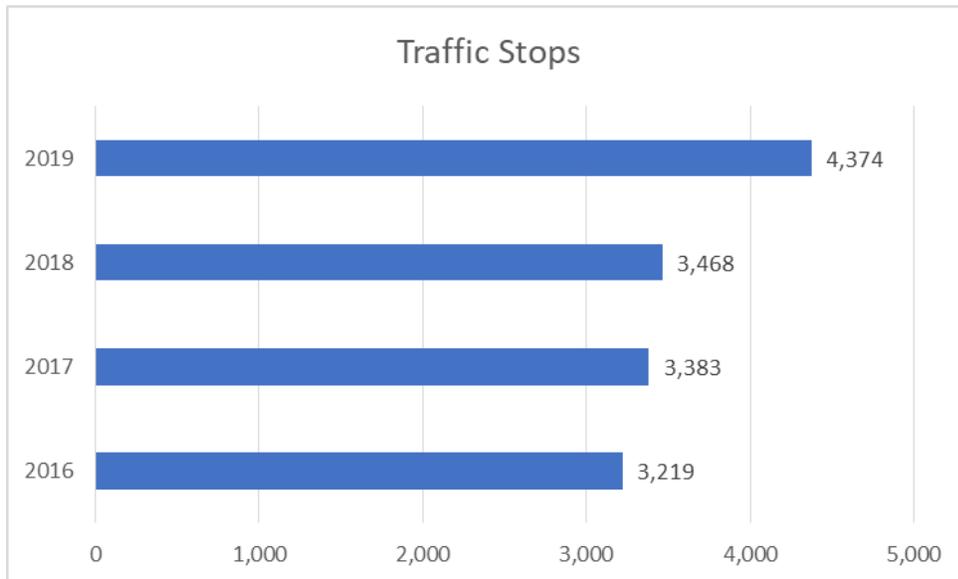
The City of Burlington Police Department is committed to protecting, preserving, and safeguarding the constitutional and civil rights of all persons through impartial and courteous law enforcement. We shall ensure officer safety and public safety as we work in partnership with our citizens to provide the highest quality of life to the businesses and citizens who call Burlington home.

The Burlington Police Department provides patrol to all areas of the City, responds to calls for police service, conducts investigations in response to reported crimes, generates and maintains records of all reported crimes and police related incidents; provides emergency response to major accidents, natural disasters, civil disorders and other public emergencies, and community crime prevention services. The Police Department is committed to employing the highest standards of performance, best practices in policing, accountability, and reflecting the values of the city it serves.

The Police Department operates 24/7, 365 days a year. The Department consists of 22 sworn Officers, 1 Police Clerk and 7 part-time Crossing Guards. Each Patrol Shift from 3:45 a.m. to 7:00 p.m. consists of one Patrol Supervisor and a minimum of one Patrol Officer. Staffing levels increases by one Patrol Officer from 7:00 p.m. to 3:45 a.m. The Detective Bureau consists of 1 Sergeant, 1 Investigator and 1 School Resource Officer. Police dispatching services are provided by the Racine County Communications Center.



A call for service includes police response to a 911 call, a non-emergency call that necessitates police response, a vehicular traffic stop, any criminal activity witnessed by an officer on patrol, any self-initiated officer activity, assistance provided to another agency, any walk-in request at the police station that requires police involvement, or any incident for which an officer is flagged down for help by an individual.



Future Forecasting

- Maintain full staffing of sworn officers for agency.
- An engaged and motivated workforce is highly important to ensure successful recruitment of new officers and for the retention of highly-skilled officers. There is increasing recognition within the law enforcement profession of the significance of managing work-life balance
- Fill vacant Crossing Guard positions to ensure highest levels of safety for school-age community members.
- Assess the lifespan of the current police building and prepare for future needs for maintenance and repairs.
- Continue to provide excellent community service.
- Incident Command System training for agency.
- Continue to respond to crimes, such as fraud, that are more likely to affect the City of Burlington's aging and vulnerable populations. Constant training is required with community engagement so that members can be proactive in personal and financial safety.
- The City of Burlington Police Department serves an increasing number of residents affected by mental health issues, and police / community engagement should reflect growing public awareness around mental health.
- There is an extensive trend towards increased public accountability, consistent with the City of Burlington's focus on ethics and building upon high levels of public satisfaction and confidence.
- Burlington residents have high levels of satisfaction and confidence in city services and these are positive findings to build upon, especially as citizens are increasingly interested in how well the police are serving their community and adhering to ethical and professional standards.

Fire Services

The City of Burlington is a combination fire department consisting of eight full-time members, sixteen part-time members, thirty-six volunteers, two interns, six explorers and one public safety administrative assistant. Six of the full time staff run on a 24/48 schedule, the Fire Chief, Fire Inspector and Public Safety Administrative Assistant work a 40-hour week. The sixteen part-time members work either two 12 hour shifts or one 24 hour shift each week. The fire department is fully staffed 24/7/365.

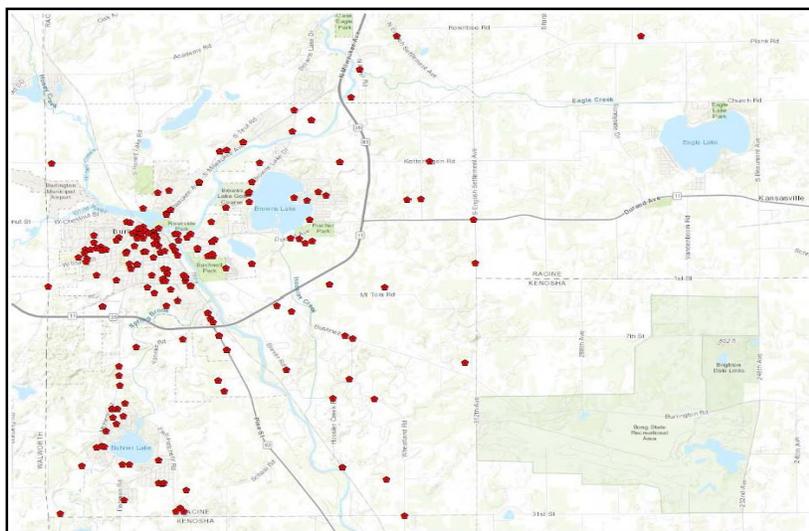
The City maintains a fleet of fire apparatus that includes three engines, two aerial trucks (a 75' ladder and a 100' aerial tower), a utility vehicle (pickup truck) and an incident command SUV. The City also maintains two ambulances. All of the department's apparatus are in good condition and regular D.O.T maintenance is performed annually. All members of the department perform daily, weekly, and monthly checks of all equipment. In addition, per NFPA Standards, annual testing of pumps, ladders, and equipment is also performed. All vehicles are housed in the Fire Station at 165 W. Washington Street.

Unit #	Apparatus Type	Year	Original Equipment Cost
920	Engine	2000	\$274,994
924	Engine	1996	\$114,900
925	Engine	2009	\$282,995
931	Ambulance	2004	\$145,000
933	Ambulance	2016	\$165,000
940	Command Car	2014	\$38,000
942	Utility Pick-up	1998	\$16,000
951	Quint	2005	\$465,512
954	Tower	1996	\$544,000

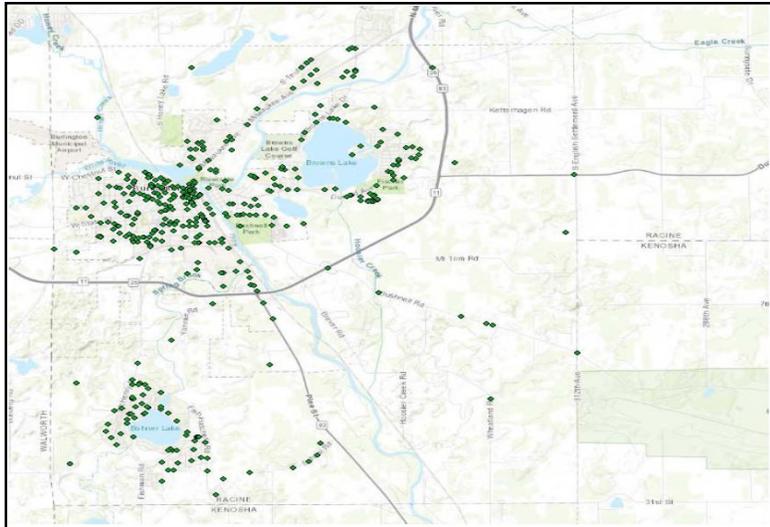
Calls for Distribution Maps

The maps on the following pages show the areas for calls for both the City and Town of Burlington from January 1, 2017- October 21, 2019. These maps are broken down by Fire and BLS (rescue) calls. The pin mapping does not show multiple calls to the same address as the pins would be overlapped.

Fire Call Locations



BLS (Basic Life Support) Call Locations



Calls for Service

The calls for service table below is based on data from the Racine County 911 Center and their classification of calls based on the information received by the caller.

Dispatch Codes	2015	2016	2017	2018	2019	total	
Accident – Persons Trapped	0	0	2	3	9	14	1%
Accident - Personal Injury	6	25	40	37	39	147	4%
Advanced Life Support	11	33	145	227	234	650	15%
ALS Station 1	0	0	184	454	402	630	15%
Basic Life Support	61	630	505	217	221	1634	37%
Drowning/water Accident	0	1	1	0	0	2	0%
Emergency Assist	0	1	6	4	4	15	1%
Fire – Supervised Alarm S	1	52	85	94	78	260	7%
Hazmat Call	0	1	0	0	0	1	0%
Invalid Assist	0	28	42	55	65	190	5%
Carbon Monoxide	0	2	13	8	10	23	1%
Pulseless, Non-Breathing	0	3	6	14	15	38	1%
Recip Aid into City	0	0	1	0	0	1	0%
Recip Aid out of City	5	2	10	13	7	27	1%
Natural Gas Leak	0	7	8	8	8	31	1%
Single Engine Response	1	31	59	55	47	224	6%
Structure Fire	12	24	48	44	26	154	4%
Test form for Fire	0	5	4	2	1	12	1%
TOTAL	97	845	1160	1235	1166	4503	100%

Station

The fire station that CBFDF operates from is well maintained. While functional, the station does have wear-related problems. Some of the challenges in the station include outdated restrooms and shared bunk rooms. There is no dedicated space for vehicle maintenance, limited space for training, and limited parking for all CBFDF members.

Emergency Medical Service (EMS) Predictions for 2020

Effective January 2020, the City began providing ambulatory service for both the City and Town of Burlington. The City has received its state certifications to become Advanced Emergency Medical Technicians (A-EMT) and completed compliance mandates to resume the service. We anticipate some BRS members will continue to volunteer and provide EMT service under the direction of the City of Burlington. As a result of BRS's dissolution, gave the City of Burlington their newest ambulance and other various equipment.

EMS experts have weighed in and compiled the predictions and trends that are believed are the most important to pay attention to in 2020. Data will continue to play a pivotal role for EMS as agencies integrate more closely with hospitals to drive improvements across the patient experience. One significant shift we can expect to see is a move from mere compliance with data submission to robust use of the data for true performance improvement and research activities. Organizations should also examine existing processes and technologies that allow for two-way digital sharing of data with hospitals and invest accordingly to obtain the timeliest information with the most relevance for positive patient outcomes.

The evolving Federal landscape will continue to impact EMS agencies. From Drug Enforcement Agency (DEA) rule changes around controlled substances to Emergency Triage, Treat, and Transport, activity at the Federal level will potentially impact EMS agencies and organizations for many years to come. Additionally, a drug shortage problem will test federal rules around sharing and has the potential to alter the markets for generic drugs. Rules and regulations around opioids, data collection, and other controlled substances can change rapidly.

Future Forecasting

- Continue working on Recruitment and Retention methods for both Fire and EMS services.
- Seek out grant opportunities for funding.
- Replace and upgrade aging SCBA air compressor (due for replacement in 2013)
- Upgrade VHF portable radios to P-25 compliance
- As the city continues to grow, identify when/if a secondary fire station is needed.
- Continue intergovernmental relations with surrounding fire departments and EMS agencies.

Street Department

The street department is responsible for the maintenance of City infrastructure and public right of ways. The division also has responsibility for road maintenance, snow plowing and removal, leaf collection, brush collection, fleet and equipment maintenance, street lighting, traffic signals, signage, line striping, and several other services.

The street department staff is comprised of five maintenance workers, including the foreman, who are skilled in truck driving, equipment operation, fleet maintenance, concrete construction, carpentry, forestry, and numerous other trades. The street department shares an administrative assistant with the park department who is responsible for accounting, customer service, and other clerical and administrative functions.

Facts

- Maintain 54.38 miles of streets and 2.50 miles of alleys.
- Maintain over 3,800 parkway trees.
- Maintain approximately 26 miles of storm sewer pipe, catch basins, manholes, inlets, outfalls, culverts, ditches, and ponds.
- Maintain 13 signalized intersections, 4 pedestrian crosswalks with flashing beacons, thousands of regulatory and informational signs, and miles of pavement markings and symbols.
- Remove leaves and brush from city parkways; including over 1,200 scheduled brush pickups in 2019.
- Repair and maintain 375 City-owned street lights.
- Respond to hazardous winter weather 24 hours a day, 7 days a week. On average the department responds to 22 winter weather events per winter season. The department plows and salts city streets, alleys, parking lots, sidewalks, bike trails, walking paths, and facility entrances. The department will also remove accumulated snow from parkways and carriage walks in the downtown. The department is also responsible for ensuring private property owners are clearing their sidewalks in a timely manner.
- Mow boulevards, shoulders, and other ROW locations. The department also mows private properties that are in violation of nuisance codes.
- Provide traffic control, set up, and clean up for numerous festivals, parades, special events, and 5k races in the City.
- Provide daily response to citizen requests for service, completing 533 work orders in 2019.
- Provide free residential yard waste disposal services at the compost site for 7,828 visits in 2019.

Future Forecasting

- Keeping pace with road maintenance is a growing concern. Long range planning will be critical to ensure service levels can be met within the constraints of available funding.
- Resurfacing of public alleys is 100% assessable to abutting property owners. This funding requirement has proven to be unpopular and has resulted in lack of alley maintenance projects in the recent past. Pavement conditions are poor and a different approach is recommended.
- Road salt prices continue to rise but the demand for faster, higher quality snow removal has not lessened. Conservation of material, use of liquid deicers, and increased storage are possible options to help contain cost.
- Increased scrutiny and regulations on stormwater continue to put pressure on the department. Financial and labor resources for stormwater maintenance and compliance compete with traditional street maintenance services.
- Secure construction funding for the Jefferson Street Bridge replacement project. Grants were submitted for WisDOT funding under the MLS program and the Local Bridge Program.

- Increased on-site salt storage could lessen the volatility in pricing and remove the risk of needed material deliveries in season.
- Explore the creation of a stormwater utility as a funding source to ensure we can meet constantly changing and expanding water quality mandates.
- The spillway at the Echo Lake Dam is deficient and per WDNR we must bring the dam into compliance or remove it by July 2025. In 2021 we will need to perform a study of compliance alternatives. In 2022 we will need to design a solution. In 2023 and 2024 we will need to bid and implement a solution.
- Identify a Comprehensive Capital Improvement Plan to identify appropriate funding levels and sources.

Street Improvement Plan

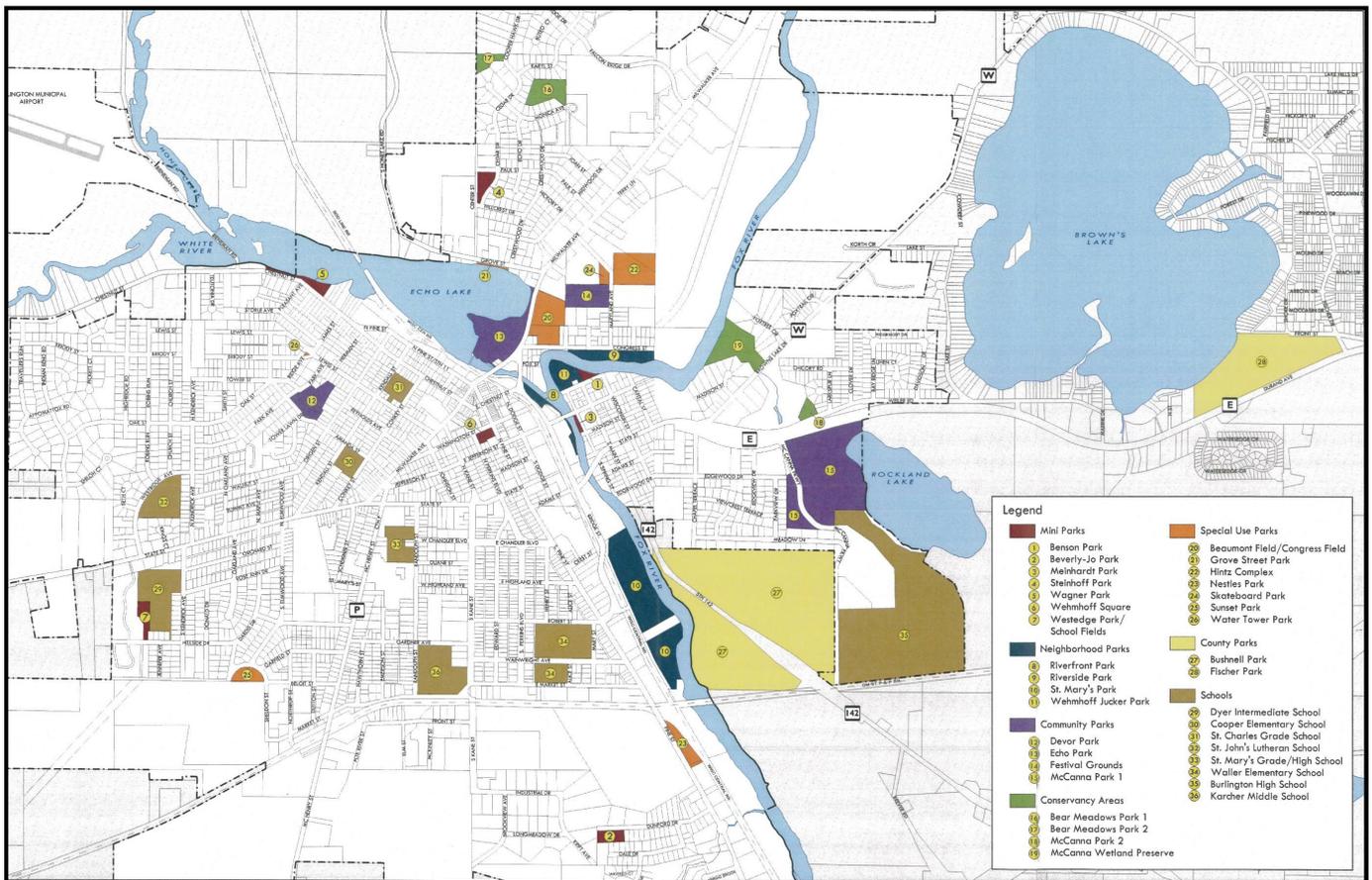
Construction Year	Street Name	Type of Work
2020	Austin Ct, Beth Ct, Smith St, Amanda St, Briody St.	Mill and overlay pavement replacement. Water main upsizing on Amanda.
2021	Maryland Ave	Reconstruction of the road with accompanying sanitary sewer repairs and relay of approximately 1,250 feet of water main. Pedestrian improvements such as sidewalk, painted bike lane, and paved bike trails are included as well.
2022	Jefferson Street	Reconstruction of the road with approximately 600 feet of water main replacement, and 600 feet of sanitary sewer replacement. This work is necessary to be completed prior to reconstruction of the Jefferson St Bridge which could occur as soon as 2023.
2023	Westridge	Reconstruction with significant storm sewer repair and approximately 500 feet of water main up sizing.
2024	Rose Ann Dr, Lincoln St, Dardis Dr	Resurfacing/reconstruction with some water main and sewer replacements.
2025	Pine St	Reconstruction of the road with likely utility replacements. Parking and street scape changes should be explored as part of the project.

Parks & Recreation

Parks Department

The Parks Department is responsible for a multitude of maintenance and operational services in the City's parks and public spaces. The department performs many landscaping tasks including mowing, turf management, string trimming, landscape bed maintenance, leaf collection, and forestry. The department also performs maintenance on playgrounds, benches, tables, pavilions, shelters, and restrooms in the parks and public spaces. The department maintains and preps for play several athletic facilities including baseball, softball, t-ball, soccer, tennis, and basketball. The department also organizes equipment and materials for special events, such as ChocolateFest.

The Parks Department staff is comprised of one foreman, two maintenance workers, and an administrative assistant split with the Street Department. These individuals are skilled in facilities maintenance, carpentry, landscaping, forestry, pesticide/herbicide application, truck driving, equipment operation, fleet maintenance, and numerous other trades.



Facts

- Mow and maintain turf at all 28 parks, the Burlington Cemetery, and numerous other public grounds and right of way.
- Inspect and repair playgrounds to ensure they are safe and fun for park users.
- Coordinate use of athletic fields with different clubs for baseball, softball, and soccer. Prepare fields for use by lining, raking, dragging, and mowing.

- Daily opening, inspection, cleaning, stocking, and closure of all park bathrooms.
- Schedule and prepare park pavilions for reservations and public use.
- Perform park improvement projects such as bench installation, walking path maintenance, fence construction, etc. and manage forestry activities in compliance with Tree City USA program.
- Coordinate, purchase, and installation of tree planting operations including annual Arbor Day celebration with local school children.
- Provide assistance to Street Department with various projects and services such as plowing, special event assistance, leaf collection, and forestry activities.

Future Forecasting

- The community takes tremendous pride in their parks and open spaces and has a high expectation for maintenance level of service. Meeting the public's expectations for level of service without adding staff has been a challenge. This is compounded by adding more facilities, like the cemetery. Increasing the seasonal labor pool has proven effective.
- The parks department in conjunction with the Town of Burlington, provides mowing, landscaping, and forestry services to the Burlington Cemetery in accordance with an intergovernmental agreement. Determining appropriate service level expectations and funding for these services will be challenging. It is unlikely the cemetery will be able to achieve financial independence. Long term visioning for service provision may be appropriate.
- The current ratio of acres of active use parkland to population does not meet recommended national standards. Adding acreage and developing parkland is expensive and funding would compete with other deserving projects.
- The Comprehensive Outdoor Recreation Plan outlines operational and capital improvements needed in the park system. Planning these capital expenses will be necessary to ensure they get funded and completed in the future.
- The public site fee charged to residential developers did not change since its creation in the 1982. The result is that funds to expand the park system have not been sufficient. Care must be given to assure that future development adequately invests in the expansion of the park system.
- Wagner Park is in need of several improvements. The restrooms are in poor condition and should be removed and replaced with ADA accessible restrooms. The shoreline is in need of stabilization and the failed boat launch needs to be replaced. Bike trail should also be installed along the park's frontage to connect west end residential neighborhoods with the downtown and the rest of the trail network.
- The bike trail network is in need of development and investment. The trail network lacks wayfinding signage and the on street trails are not well defined. The network has gaps and some neighborhoods lack connectivity.
- Continue rehabilitation of kayak and canoe launches to support the Fox Waterway Trail. The launches should be easy and convenient to use and connect trails to destination locations in the City.
- The spillway at the Echo Lake Dam is deficient and per WDNR we must bring the dam into compliance or remove it by July 2025. In 2021 we will need to perform a study of compliance alternatives. In 2022 we will need to design a solution. In 2023 and 2024 we will need to bid and implement a solution.

Utilities

Wastewater Utility

The Wastewater Utility is responsible for the collection, treatment, and disposal of all wastewater that is generated in the sanitary sewer service area (SSA). These methods must meet all state and federal requirements. The SSA includes City of Burlington, Bohners Lake Sanitary District, and Brown's Lake Sanitary District.

Wastewater division is comprised of the Utility Manager, three wastewater operators, and three laboratory staff who are skilled in chemistry, biology, mechanics, maintenance, electronics, supervision and management. Burlington wastewater employees are certified by the State of Wisconsin in their fields to ensure they have the skills and continuing education to perform the necessary tasks at the laboratory, treatment facility, and throughout the collection system. The wastewater division also employs a clerical employee responsible for billing, accounting, customer service, and record keeping required by the Department of Natural Resources and other regulatory agencies.

Facts

- Treat 3.06 million gallons of wastewater per day and 1 million gallons of hauled waste per month
- The wastewater plant consisting of eight buildings, is designed for a population of 17,000 residents and currently running at 77% capacity.
- Over 75 daily tests at the wastewater treatment plant including a full range of wet-chemistry analyses on samples from the various stages of wastewater treatment.
- Onsite certified laboratory processes water testing, daily compliance testing, and outside testing.
- Maintain 57 miles of sanitary sewer pipe, over 1,000 sanitary manholes and 9 remote pumping stations.
- Capacity for 2.8 million gallons of sludge storage.
- Over 550 tons of sludge land applied annually. This task provides desirable nutrients for local agriculture and diverts material from landfilling.
- Monitor the collection system for illicit discharges, infiltration/inflow, and enforce the sanitary sewer usage ordinance.
- Facilitate a grease trap monitoring program with local businesses and restaurants.
- Meter, monitor, sample, and inspect high strength users on daily, weekly, monthly schedules to ensure accurate billing and compliance with state and local requirements.
- Facilitate a mercury reduction program with local businesses and offer mercury based light bulb collection services for local residents.

Future Forecasting

- DNR mandated phosphorous discharge regulations have lead the Utility to pursue adaptive management to achieve compliance. Adaptive management means the utility will pursue varied projects to reduce the phosphorous levels of the watershed. These projects may occur anywhere within the watershed and must demonstrate a theoretical reduction in phosphorous loading of the Fox River. There is a tremendous range of flexibility for projects. Traditional projects like WWTP modifications can be paired with less traditional projects like grants for cover crop installation on agricultural land in the watershed. Adaptive management is a new program in the state without much precedent. It will be a challenge to navigate the administration, implementation, and funding of this program over the next several WPDES permit terms.
- Planning and funding capital improvements and major plant and collection system maintenance.

- Ever changing regulatory environment could create unfunded mandates. Similar to the recent tightening on phosphorous discharge, there could be new regulations for discharges of chlorides, PFAS, PFOS, or others.
- Personnel and equipment used to maintain the storm sewer and sanitary sewer collection system continues to blur. A storm water utility would help to ensure that funding is available for storm sewer specific tasks.
- Funding for projects and professional services for adaptive management is a new operational expense. There will be capital costs for projects as well that will need to be planned and funded.
- Repairs and improvements to the WWTP methane capture equipment could provide for energy credits.
- Funding capital improvements to identify and reduce infiltration and inflow within the collection system.

Water Department

The Burlington Water Utility provides on average 1.8 million gallons per day to customers. The source of water is provided by five drilled groundwater municipal wells, each finished in the deep sandstone aquifer. Water from these wells is treated by chlorination, then pumped into an elevated tank or ground storage reservoir, where it is held for distribution. Three wells are outfitted with systems to remove elevated levels of radium that are present in groundwater. The Water Utility provides adequate water flows and pressures throughout the service area for domestic consumption and firefighting purposes. This utility is responsible for maintenance of all system infrastructure included water mains and laterals, wells, tanks, towers, hydrants, and other appurtenances.

The Water Utility is comprised of four employees; one foreman, two certified water operators, and one utility billing coordinator. The staff is proficient in maintaining complex mechanical systems, water treatment, chemistry, customer service, utility locating, underground construction, and various other technical operations.

Facts

- 4 million gallons of available storage, and an average daily pumpage of 1.8 mgd.
- Included with the distribution are five wells and three radium treatment facilities.
- Maintain nearly 3900 meters, replacing, repairing and testing 10% of those meters annually.
- Maintain 62 miles of water main, 733 hydrants, and nearly 1000 valves that are exercised and maintained annually.
- Respond to between 1600-2000 Diggers Hotline tickets within the city limits. This includes water, sewer, storm, traffic signals, street lamps, and city owned irrigation and electric facilities.
- Complete approximately 600 customer service work orders per year.
- Maintain pump houses and treatment facilities, repair and replace hydrants, valves, manholes, valve boxes, and curb stops.
- Submit all reports to the PSC and DNR as required.

Future Forecasting

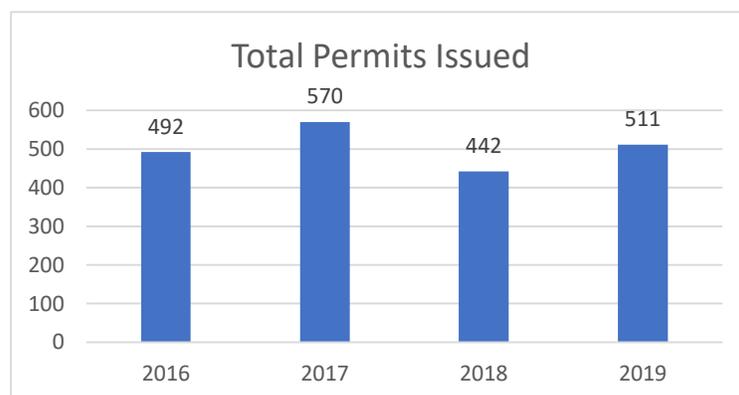
- Continue to keep rates in line with expenses. Use the simplified rate adjustment whenever possible for small, routine increases.
- The regulatory landscape can change quickly. Future regulations for water quality and treatment can be very costly and disruptive. Lead and radium are examples of impactful water quality regulations. Regulation of PFAS, PFOS, and strontium is on the horizon and the impacts on the utility are largely unknown.
- The water system is critical for supporting continued growth and development. However, the system has its limitations. Determining the limitations of the system to support continued growth will be critical for planning and growth in the future.
- Add auxiliary power to Well 8 and Well 9. These are the only facilities in the system that lack auxiliary backup power. With these additions the entire system will be operational should main power fail during an emergency.
- GIS mapping has been completed for sanitary sewer and storm sewer. GIS mapping of the water utility will complete the transition of our utility mapping from CAD to GIS.
- Planning for infrastructure repair and construction is critical for the continued successful operation of the water utility. A water system master plan is needed to identify priorities for infrastructure expansion, improvement, and replacement. A master plan will help identify weaknesses and limitations in the system and guide investment decisions.

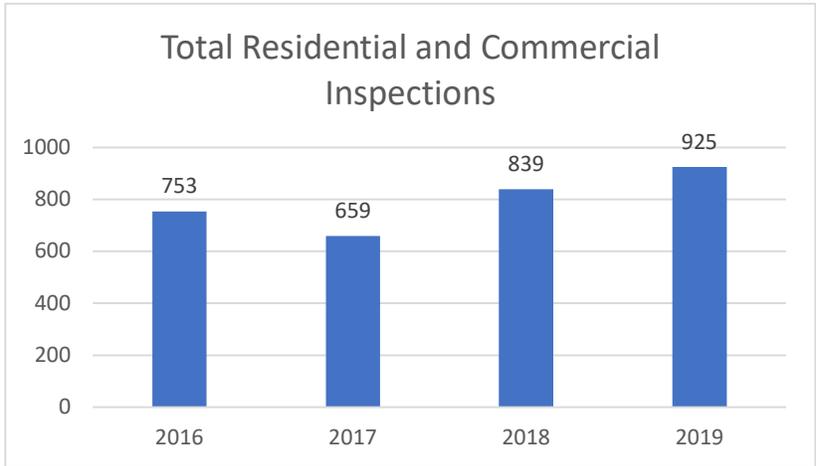
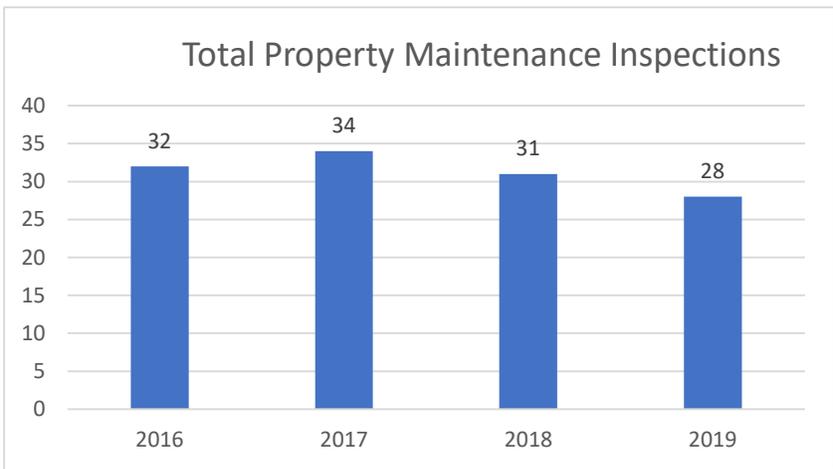
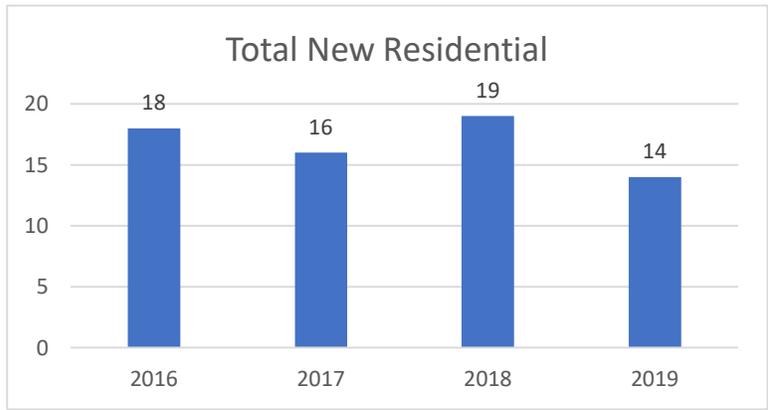
Building & Zoning

Building Inspection & Code Enforcement

The Building Inspection and Zoning Department is charged with the task of inspecting all plans and construction within the City of Burlington to assure that all structures are constructed safely and in compliance with the City Codes and Ordinances. The department also handles complaints from citizens and other departments regarding code violations ranging from environmental complaints, junk vehicles, zoning violations, solicitation and encroachments within the City.

The Building and Zoning Department consists of three personnel; the Zoning Administrator, the Building Inspector and one Administrative Assistant.





Future Forecasting

- Prepare for residential and commercial construction to be on the rise requiring more inspections and plan review.

- Prepare for possible law changes where plan reviews of large commercial projects formerly reviewed by the State will now be reviewed by the City.
- Amend sections of the Municipal Code pertaining to building and zoning to enhance economic and residential development.
- Due to DNR regulations, prepare to conduct erosion control inspections as part of the MS4 permit, formerly done by Wisconsin DNR.

Library Services

Public Library

The Burlington Public Library serves a community of 11,000 and an additional 9,000 patrons from the surrounding area. The Library is a member of the Lakeshores Library System and the SHARE Consortium, which allows library patrons to search for materials at all 29 public library locations in Racine, Walworth, Kenosha, and Rock counties. The library also offers a robust slate of public programming for library patrons of all ages, with the goals of educating, entertaining, and enriching the members of our community. Library staff design and implement public events on a daily basis, in addition to partnering with community organizations to bring in talented performers. Programs focus on developing a range of literacies, from early and functional through digital, informational, and cultural.

The Library staff is comprised of 4 full time employees: Library Director, Youth & Adult Services Manager, Circulation & Support Services Manager, and the Reference Librarian; 16 part-time employees: 4 in circulation (checking out materials), 3 reference assistants, 3 in technical services (receiving and processing materials), 1 administrative assistant, and 5 part-time shelvers (four of them are local students).

Facts

- Circulation (2019): 169,268
- 501 programs for children, young adults and adults
- Outreach to schools, daycares, senior residences, and community events
- Library Visits: 154,719
- Reference Assistance: 13,272
- Provided programs at the library and throughout the community; book discussion groups; children's summer story wagon programs; class visits and story time. Cooperated with community groups to provide programming.
- Increased Internet access by increasing bandwidth and streamlining WiFi access policies. Provided individual help for people registering for unemployment, searching for jobs, getting email addresses. Provided individual technology assistance in using devices (tablets, e-readers, etc.) and accessing free digital downloads (Overdrive, Flipster).

Future Forecasting

- Secure consistent, robust, sustainable funding to protect the library's core mission, guarantee continuation of valued services, and allow adoption of emerging technologies, services and best practices of library service. Funding currently comes from the City of Burlington and reimbursements from Racine and Walworth counties. Current funding formulas in place at the

county level can fluctuate wildly depending on comparative circulation trends, and future-year reimbursements are reduced if we save funds to carry forward for future projects.

- Translate the good will of patrons and citizens into support (including political and financial support) for the library's continued existence and growth.
- Build for the future by acquiring enhanced facilities that provide adequate space for materials, study areas, handicapped accessible meeting rooms, individual and small group study rooms, maker spaces, computer areas, and work areas.
- Invest in technology for advancement of the library and use of library patrons.
- Aging building made of 1918 core and 1986 addition, which is crowded and has large areas that are not handicapped accessible. Although the library serves more than 150,000 visitors per year, it only has cleaning service three days per week and limited maintenance service.

Final Thoughts

The Council must continue to be engaged as the City is experiencing growth with increased assessment values and the reduction of empty storefronts. We still have much work to be done; however, we can only continue to be proactive and continue to prepare as best as we can. With the initial development of Foxconn, we still don't know how this will impact the City of Burlington's commercial and residential outlook. However, we will need to continue planning the City's growth objectively and equitably, differentiate between community/individual "wants" and "needs", and rationally allocate available resources to achieve the greatest common good. Staff and Council should continue to promote new thinking, new relationships and structures, and more realistic expectations in our delivery of services.

Addendum I

City of Burlington Response to COVID-19 Pandemic

The novel COVID-19 virus emerged early in 2020 and by March 2020 had created such widespread concern over its potential to cause global illness and death that the World Health Organization (WHO) declared a pandemic. The novel pandemic prompted a massive and coordinated response from the U.S. public health system. It provided the first opportunity for the public health system to implement the national response strategy and the states' pandemic operational plans in a real-world setting. While the nation's combined response efforts were commendable, there was also acknowledgment that the policies and plans did not fully anticipate and compensate for the specific events and circumstances which unfolded.

The Pandemic has changed the way of business for both the public and private sectors. This has allowed staff to think of different ways to service our external and internal customers. As we are struggling with finding a cure and vaccine, it is unclear how long we will be dealing with this silent virus. What is even more concerning is the evolving nature of the virus and the ability to keep the course.

If revenues are okay today, we are unsure what revenues/expenses will look like in the next coming years. We are concerned of the economic vitality of our business community. Long term, if there are several businesses that don't re-open how many empty storefronts do we have and how do we invigorate the community. What does the housing market look like? What do the larger big box businesses look like? Knowing all of these invariable factors, we need to stay the course and keep Burlington businesses and the community viable by retaining a quality of life via recreation and a place to call home.

POLICE DEPARTMENT

Revenue Losses

- Loss of revenue as fingerprinting services have been suspended; loss of revenue as Overnight Parking restrictions were temporarily suspended. There were less observed traffic violations as there was less vehicular traffic when the Safer at Home Order was in place.

Operational Changes and Costs

- Employees in contact with COVID-19 positive persons led to an estimated \$3700 for "Safety Leave".
- The Police and Fire Departments purchased a disinfecting system, which uses hydrogen peroxide with antimicrobial silver nitrate ions and is proven to kill 99.9999% of C. difficile spores (see Fire Operational changes).
- The police department is functioning normally regarding personnel levels and hours of work. There is an 'alternative schedule' plan if illness or quarantine necessitates it.
- We conduct daily health checks.
- Measures are being taken with respect to hygiene and social distancing guidelines (e.g.: non-essential travel and training has been postponed).
- The PD follows the guidelines set forth by the Wisconsin Department of Health Services:
- In cases of employees with Suspected COVID-19, we follow either a symptom-based strategy or a test-based strategy:

Symptom-based strategy. Exclude from work until:

- At least 72 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared.

Test-based strategy. Exclude from work until:

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative results of a COVID-19 molecular assay for detection of SARS-CoV-2.

FIRE DEPARTMENT

Revenue Loss

- In January 2020, CBFDF began operating the EMS division for both the City and Town of Burlington. Once the shut-down occurred, April's calls for service, for EMS, decreased by about 25-30%, which comes to roughly \$13,124.00 in lost revenue. This reality is partly driven because of social consciousness (reduction of hospital transport) and partly because of new medical avoidance mechanisms put in place by the industry, i.e. telemedicine and screen first protocols.

FD operational changes and costs:

- Due to the COVID-19 pandemic, CBFDF has had to implement a few changes to our daily operations and call procedures. Every member, that responds to a call, along with wearing disposable gloves, needs to either wear a cloth mask or an N95 mask. Depending on the nature of the call, the responding members may need to wear a gown, goggles or face shield, and shoe coverings as well. The patient is also to wear a surgical mask for exam and transport. Per month, based on call volume and average amounts of Personal Protective Equipment (PPE) that is worn, CBFDF is spending \$1,323.86 to protect its membership and the citizens we work with. For comparison, in 2019, CBFDF spent, on average, \$100.00 per month on PPE. CBFDF and every other first responder also is now also battling the fact that PPE has become difficult to obtain due to shortages across the country.
- We have also implemented different disinfecting protocols to kill and prevent the spread of COVID-19. New cleaning supplies and machines were purchased to effectively disinfect the building as well as all the apparatus. Hand sanitizer was purchased and placed at all workstations as well as the 2 main entrances to the building for those entering the building. Two temporal temperature scanners were purchased for staff to screen multiple times a day for temperature changes as well as the screening of any necessary visitors or contractors to the Fire Department. On average, CBFDF has spent \$725.60 per month on cleaning and disinfecting supplies to battle COVID-19.

COVID-19 presents a different way of having to disinfect buildings as well as transport apparatus. CBFDF and CBPD have purchased a Halosil disinfecting system, known as HaloFogger, which eliminates the risk that less effective disinfection methods leave behind. HaloFogger uses a hydrogen peroxide solution "HaloMist" with antimicrobial proprietary silver nitrate ions. The HaloFogger generates a turbulent aerosol that uses evaporation to quickly disperse H2O2 vapor and increasingly concentrated micro-droplets everywhere in complex rooms and vehicles to kill germs where they hide. The HaloFogger leads its industry in surface coverage and effectiveness delivering the highest possible results on the market today and is EPA-proven to kill 99.9999% of

C. difficile spores in healthcare settings. The HaloFogger is a system that will drive a strong financial return and insurance for our biggest investment, our employees.

- CBFD has had few other operational changes as well. Our general membership meetings have been held over teleconference since March. Volunteers are only coming into the building when responding to a call and are asked to temperature scan as well as wear a provided cloth face mask. If any member has traveled out of the state of Wisconsin, this individual is on a 14-day quarantine from the department and asked to not respond to calls or come to the Fire Department during that time. Report writing after calls now requires additional documentation noting if COVID-19 was a factor. More detailed reports outlining all PPE worn during the call is noted in the narrative of the call also.

Impacted Services:

- Being a 911 Emergency Service Department, we are also responding to all Fire and EMS calls for service. We have new protocols in place to protect the health of all members who respond. Advocate Aurora has also changed/updated the EMS Protocols to include 3 new medications, for ambulance use, as well as 7 new EMS protocols focused mostly on transporting of respiratory patients. Since the EMS role as transporting agencies change, then we should expect our required deliverables to also change. The ability to reduce inventory and yet remain nimble for surge requirements will be a reality for the future. Excess dollars will not be available for massive inventories of perishable product. The challenge is to create a supply chain that can reduce cost and have enough capacity when the next crisis hits.

LIBRARY

Revenue Loss

- Current Year: Loss of fine, copying, and faxing revenue
- Future Years: County reimbursements are based on costs per checkout. Fewer circulations from being closed for two months will likely result in decreased revenue. Because of the formula used to divide County reimbursement funds among member libraries, this decreased revenue impact will be spread out over three years. The library has also added digital products (Hoopla and Kanopy) that do not count toward our reimbursable circulations.

Operational Changes and Costs

- Creation of curbside pick-up service to allow patrons full access to the collection while social distancing
- Decreased staffing in some areas (to allow for social distancing)
- Modifications to physical spaces (transparent barriers, moving fixed furniture, repurposing of spaces to provide for CDC-recommended quarantining)
- Increased allocation of staff time to cleaning and disinfecting public spaces
- Adopting an appointment model for computer use
- Reduction in physical seating and spaces for the public
- Eliminated several newspaper subscriptions
- Closed meeting spaces to the public

Impacted Services

- Elimination of most in-person public programs (at least through the summer and possibly longer)
- Removal of creative play options for preliterate users

- Increase in digital resources made available
- Slowed processing of materials from received to shelf-ready
- Slowed interlibrary delivery of materials due to quarantines
- Decrease in in-person technology help options

PUBLIC WORKS DEPARTMENT

Revenue Loss

- Park Reservations were canceled for the month of May. Additionally, reservations are only performed in-person, so no payments were accepted during the period when the DPW building was closed. We expect to have lower than average rentals the remainder of the season. We estimate a loss of 30-50% of this revenue item or approximately \$1,500-\$2,500 in lost revenue.
- We expect to see shifts in utility billings. It is expected that a Q2 will show an increase in residential usage and a decrease in commercial, industrial, and public authority usage. However, monthly wastewater billings for major industrial customers are stable. The Q2 readings won't be known until mid-June.

Operational Changes and Costs

- Multiple people occupying the same vehicle does not provide for adequate social distancing so each staff member must drive separately. This will result in additional fuel expenses and wear-and-tear on vehicles.
- Additional handwashing, cleaning, and disinfection of facilities, tools, equipment, and vehicles will require additional cleaning products.
- Additional PPE to protect staff and the public is necessary for most operations. We have, and will need to continue, to significantly increase purchasing of PPE, primarily masks and gloves.
- Typically staffing levels swell in the summer due to seasonal hiring. The department usually hires 10 to 12 temporary seasonal workers. Adding this amount of additional staffing to the building would greatly compound problems with achieving social distancing. Currently we expect to hire fewer seasonals than usual and utilize direct reporting to job sites, limit the number of staff in the breakroom, and modify schedules if needed to minimize the density of staff in any building.
- We have placed a moratorium on non-critical customer service appointments for the water utility. For example, routine meter exchanges will not occur, but new construction meter installations will still occur.
- Park restrooms will be cleaned following new, more stringent protocols designed to protect staff from exposure which may result in additional labor needed to complete the daily task.
- The compost site has had traffic patterns rerouted and patrons will only be able to off load 1 vehicle at a time to ensure social distancing. Staff will no longer assist with off-loading vehicles.

Impacted Services

- Curbside Brush Collection: 3 rounds of the twice monthly curbside brush run were cancelled. We continued to log requests and when the service was reinstated, we patrolled every street for piles that may not have been reported. We are currently back to regular operations.
- Compost Site: the compost site opening was delayed by two weeks. Improvements were made at the site and new rules were implemented to provide for more controlled traffic flow and social distancing of site patrons. We provided expanded hours of operation to offset the delayed opening and to accommodate the greater than usual demand brought on by many residents being stuck at home and performing yard work. The site resumed regular hours on in mid-May, about 1 month after the site opened. Currently we are back to regular operations.

- Per the Governor’s orders all playgrounds and park restrooms were closed for several weeks. Playgrounds reopened after the lifting of the order, but restrooms remained closed until staffing and proper protocol could be established to ensure cleanliness and staff safety could be achieved. Signage has been posted in public parks, playgrounds, drinking fountains, and restrooms indicating that these features are not sanitized, and park patrons could risk exposure by using them.
- During building closure no in person services were provided to residents. This included: in person utility bill payments, waste oil drop off, fluorescent bulb drop off, park reservations, public meeting room usage. Utility bills payments were processed by phone, online, or via regular mail. Park reservations and payments were not accepted primarily due to the uncertainty of when or how the parks would open and a desire to avoid having to refund patrons. Instead we took patron contact information and penciled them in on the schedule. We told them we would reserve their spot and contact them later once facilities opened to see if they still wanted the reservation.
- Wastewater Lab Testing: All City testing and outside testing for other DNR permit holders was performed, and will continued to be performed, without interruption. Outside, private testing, such as private well testing and beach testing was discontinued.
- Cancellation of public use of the DPW meeting room.

ADMINISTRATION DEPARTMENT

Revenue Loss

- Permits and licenses have remained consistent; however, election costs will likely double due to an increase in absentee voters requesting ballots by mail and costs associated with protective equipment, masks, gloves and cleaners. Expected expenditure increases could be between \$10,000 and \$13,000.

Operational Changes and Costs

- Modifications to physical spaces (counter screens, moving fixed furniture, enter/exit only doors).
- Increased allocation of staff time to cleaning and disinfecting all spaces.
- Reduction to only four patrons allowed in the building at a time.
- Staff and patrons must wear masks.

Impacted Services

- City Hall is open and fully functioning; however, some services are by appointment only (marriage licenses, meetings with the building inspector).

HUMAN RESOURCES

Revenue Loss

- No Revenue loss or realized extra costs to date.

Operational Changes and Costs

- Mostly operating business as normal telecommuting, heavily utilizing internet technologies and cellular.
- Delayed first and second quarter goals (e.g. BambooHR phase II, cybersecurity awareness training, employee handbook revision, job description re-development).

Impacted Services

- Slight impact on services due to universal delays and refocus of functional priorities.

FINANCE DEPARTMENT

Revenue Loss

- Projected losses of revenue would be mainly in Public Charges, i.e. licenses & permits since City Hall was not open to the public and many restaurants/bars were closed. It is also expected to have reductions in tourism related Room Tax dollars from local hotels, even though first quarter is ahead of first quarter 2019. Room Tax rate was increased to 8% from 6% and 2020 now includes Internet Room Sales which did not exist in 2019.
- We have yet to determine if 2020 tax collections for second installments will be lower than expected as this collection and payment to the taxing jurisdictions is handled by both Raine and Walworth Counties. Some portions of tax may be lower, but the counties have made the City whole on taxes each year.
- Other “state” provided revenues may be impacted if state budgets do not perform, but the scope of that impact has yet to be determined by the State. As of now, scheduled state payments for Shared Revenue, Transportation aids, Safety and Clean Sweep grants have continued as expected. Should budgets be cut – some of those payments may be reduced.
- At some point the City may have to look at reducing services or service levels to meet budget.

Grants:

- The City has also applied for a Public Assistance (PA) grant from FEMA. Wisconsin Emergency Management (WEM) is the pass-through agency for this grant. Grant dollars are for direct costs for mitigation of COVID-19 Expenses and Salaries related to sanitization efforts, but generally not for pay for implementation of measures for protection of City employees. FEMA reimbursement is 75% of allowed expenses plus another 12.5% from WEM. Currently, the city is under \$10,000 in total expenditures based on internal tracking. These grants will not cover any lost revenue due to COVID-19 and how long will these grants be available.

Operational Changes and Costs

- Increased allocation of staff time to cleaning and disinfecting all spaces
- Staff and patrons must wear masks

Impacted Services

- The second floor at City Hall is locked; however, some services are by appointment only (Municipal Court Clerk and Finance Department staff)
- All finance other functions continuing as normal and as if work week/workload has not changed.

City of Burlington

MAYOR

Jeannie Hefty

ALDERMEN

Susan Kott

Theresa Meyer

Bob Grandi

Ryan Heft

Steve Rauch

Jon Schultz

Tom Preusker

Todd Bauman

CITY ADMINISTRATOR

Carina Walters

CITY ATTORNEY

John Bjelajac



DATE: June 16, 2020

SUBJECT: ORDINANCE 2060(3) - To consider approval of a Rezone Map Amendment request at 965 S. Pine Street from Rd-2, Two-Family Residential District with a Planned Unit Development to Rm-2, Multi-Family Residential District.

SUBMITTED BY: Megan Watkins, Assistant City Administrator | Zoning Administrator

BACKGROUND/HISTORY:

This item is to consider recommending approval of a Rezone Map Amendment request from Craig Faust for property at 965 S. Pine Street. The applicant is requesting to rezone the property from Rd-2/PUD, Two-Family Residential District with a Planned Unit Development to Rm-2, Multi-Family Residential District, which allows for multi-family housing. The applicant proposes to construct the “Spring Brook Apartments” – one two-story structure containing 12 apartments (all 2-bedroom units).

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of this rezone map amendment.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 16, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the July 7, 2020 Common Council meeting.

Attachments

Ord 2060(3) Rezone 965 S. Pine

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP BY REZONING 965 S. PINE STREET FROM RD-2/PUD, TWO-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED UNIT DEVELOPMENT TO RM-2, MULTIPLE-FAMILY RESIDENTIAL DISTRICT

WHEREAS, Craig Faust, applicant, requests property located at 965 S. Pine Street, as described in Attachment "A" to be rezoned to Rm-2, Multiple-Family Residential, in order to use the property for multi-family; and,

WHEREAS, this request was heard at, and recommended for approval by the Plan Commission at their June 9, 2020 meeting; and,

WHEREAS, a public hearing was held regarding this matter at the Common Council's June 16, 2020 meeting.

NOW THEREFORE BE IT ORDAINED that the Common Council of the City of Burlington, Racine County and Walworth County, State of Wisconsin does as follows:

Section 1. The district map of the City of Burlington, as it is incorporated by reference and made part of the City Zoning Ordinance, is hereby amended and changed in relation to the zoning classification of land more particularly described as follows:

Owner:	Craig Faust
Applicant:	Craig Faust
Location of Request:	965 S. Pine Street
Existing Zoning:	Rd-2/PUD, Two-Family Residential District with a Planned Unit Development
Proposed Zoning:	RM-2, Multiple-Family Residential District
Proposed Use:	To construct a 12-unit apartment building

Section 2. The district map in all other respects shall remain the same.

NOW THEREFORE BE IT FURTHER ORDAINED that the City Clerk shall provide a copy of this ordinance to Planning and Development Director, Julie Anderson, of Racine County Planning and Development, located at 14200 Washington Ave., Sturtevant, WI 53177.

Introduced: June 16, 2020
Adopted: _____, 2020

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

ATTACHMENT A

Legal Description

206-02-19-04-100-630

965 S. Pine Street

The subject property is located as follows: Being part of the Southwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ and the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 4, Township 2 North, Range 19 East in the City of Burlington, Racine County, Wisconsin.