



**2020**

**DEPARTMENT WORK PLANS**

**City of Fitchburg, Wisconsin**

# ASSESSING DEPARTMENT

## 2020 WORK PLAN

- JANUARY:** January 1, 2020 Assessment Date  
Receive 2020 Split Roll from Dane County for all new and deleted parcels  
Complete Review Process for 2019 Partial New Construction  
Deliver Statements of Personal Property to New Businesses  
Complete Prior Year Sales Verification/Validation
- FEBRUARY:** Begin Audit of Statement of Personal Property Returns  
Continue Data Entry of Real Estate Parcels, Market Drive  
Receive 2019 Final Major Class Comparison  
February 7, 2020 Deadline to Provide Assessment Data (PAD) for 2019 sales to be included on the Preliminary Assessment to Sales Ratio Report  
February 15, 2020 Manufacturing Notification Rolls available on website  
DOR notification of parcels they will assess  
February 21, 2020 Receive DOR's Preliminary Assessment to Sales Ratio Reports
- MARCH:** March 1, Personal Property Deadline  
March 1, Request for Exemptions Deadline  
March 6, Final deadline to submit PAD data  
March 9-10, WAAO Quarterly Meeting Winter Thaw-Wilderness Resort, WI Dells  
March 9, Mail Second Notice to Personal Property Non-Filers  
March 27, 2020, Notification from DOR of Final Assessment to Sales Ratio Reports  
Continue Processing/Data Entry in Market Drive  
Doomage Assessments for Non-Filing Personal Property Owners  
Review Class 3 Parcels and PP Accounts for TID/District Coding
- APRIL:** Start Residential/Commercial Trending Adjustments in Market Drive  
Quality Control of Processing/Data Entry in Market Drive  
Set Open Book and Board of Review Dates (Publish Dates)  
Mail Assessment Change Notices  
Open Book Meetings  
Initial BOR Meeting Must Occur In 45 Day Period Beginning April 27
- MAY:** May 1, 2020 Stratified Assessment data due to Equalization  
Review Class 4, 5, 6, 7 Acreage/New Use Value Amounts  
Confirm Ag-Use Changes for Conversion Charge Report  
Board of Review

- JUNE:** June 8, 2020 Deadline to Submit Initial MAR to DOR-Values are used in the Equalized Values  
June 8, 2020 DOR issues Manufacturing Assessment Notices to Property Owners and post Assessment Rolls on website  
June 10, 2020 BOR-Initial meeting must be held by this date  
Download Sales and Permits from 1/1/2020 to present. Enter Reminders into Market Drive for the 2021 Assessment Cycle workload  
June 12, 2020 WAAO Quarterly Membership Meeting Comfort Inn & Suites, DeForest
- JULY:** Begin 2021 Fieldwork  
Begin 2021 Budget Process
- AUGUST:** August 1, 2020 Preliminary Equalized Values Released  
August 7, 2020 Notify DOR of potential errors in prelim. EQ or TID Values  
August 15, 2020 DOR releases 2020 Certified Values (Posted Aug 14)  
Continue Field Review, Begin Sales & Permit Review
- SEPTEMBER:** Sept. 15-17, Municipal Assessor's Institute, Holiday Inn & Conference Center, Stevens Point, WI  
Continue Field Work (Sales, permits, periodic reviews, etc.)
- OCTOBER:** October 1, Deadline to File Final MAR which is used for Preliminary Major Class Comparison  
2021 Budget Finalized  
Continue Field Work (Sales, permits, periodic reviews, etc.)  
Agricultural Reviews
- NOVEMBER:** November 1, Preliminary Major Class Comparison Report (posted Oct 31)  
Annual Assessor's Meetings (Various dates October-November)  
Continue Field Work (Sales, permits, periodic reviews, etc.)
- DECEMBER:** December 7, WAAO Quarterly Meeting, Hilton Garden Inn, Oshkosh  
2021 Work Plan  
December 14, Print/Mail 2021 Personal Property Statements  
Manual Tax Bill Splits for 2020  
Commence Partial Construction Estimates for January 1, 2021  
Continue Field Work (Sales, permits, periodic reviews, etc.)  
December 31, 2020 Deadline to submit final or amended 2020 MAR



## 2020 CITY ATTORNEY PLAN

The Office of the City Attorney in large part provides continuing general counsel and prosecution services to the Mayor, Common Council, boards, commissions and City staff. As such, the Office in general reacts to issues as they occur, rather than conducts a proactive plan. The currently anticipated initiatives for 2020 consist of:

### **•CODE OF ORDINANCES**

A number of the City ordinances are outdated and in need of amendment. The City Attorney office will continue re-writing ordinances.

*Duration: Ongoing*

### **•CODE ENFORCEMENT**

As the City grows, problem properties become increasingly at issue. The City Attorney office, Police & Fire, Building Inspection and Zoning continue to look for better ways to coordinate in handling these problem properties, including municipal court and circuit court litigation, if necessary.

*Duration: Ongoing*

### **•GENERAL LITIGATION**

The City is not currently engaged in an excessive tax assessment general litigation.

*Duration: Ongoing*

### **•REAL ESTATE DEVELOPMENT**

In 2020, it is expected that substantial time will be devoted to the Stoner Prairie area, potential Edgewood development, general TID work, Amended TID 10 (Fish Hatchery TID) area, developments within the Uptown area, development of the Terravessa, and development of the Fahey Fields property.

*Duration: Ongoing*

**•MUNICIPAL COURT**

The Municipal Court backlog was successfully eliminated since 2016. In 2020, non-attorney pre-trial conference dates, attorney pre-trial dates, parking pre-trial dates, and trial dates will be scheduled each month as needed to maintain a speedy disposition of municipal citations. It is anticipated that all non-conflict municipal cases and circuit court appeals of municipal cases will be handled in-house as it is more cost effective for the City.

*Duration: Ongoing*

**•LABOR ISSUES**

While the City contracts out for its labor matters, doing the work in-house to the extent practicable is more cost effective for the City.

*Duration: Ongoing*

# 2020 Building Inspection Time Line

## **January**

1. SWWBIA Annual Meeting
2. Complete January Daily Inspections
3. Do Commercial Plan Reviews/Issue Commercial Permits
4. Compile 2019 Inspection Information - How Many Inspections Were Done
5. Prepare the Annual Building Inspection Report
6. SWWEIA meeting

## **February**

1. Complete Daily Inspections
2. Do commercial Plan Reviews/Issue Commercial Permits
3. Contractor training in Platteville
4. Jack Pearson – Commercial Plumbing Test
5. Scan 2019 Building Plans so they are accessible through GIS

## **March**

1. SWWBIA Meeting & Continuing Education – Wisconsin Dells
2. Complete Daily Inspections
3. Do Commercial Plan Reviews/Issue Commercial Permits
4. SWWEIA meeting

## **April**

1. Complete Daily Inspections
2. Do Commercial Plan Reviews/Issue Commercial Permits
3. Help with and attend State of WI Annual B.I. Conference – Elkhart Lake
4. John Crook is the President of WBIA working on Statue building issues

## **May**

1. SWWBIA Meeting
2. Complete Daily Inspections
3. Do Commercial Plan Reviews/Issue Commercial Permits
4. Perform the Annual Liquor License Inspections
5. SWWEIA meeting
6. State Electrical Meeting

## **June**

1. Do Commercial Plan Reviews/Issue Commercial Permits
2. Complete Daily Inspections
3. Complete 1<sup>st</sup> Multi-Family Property Maintenance Inspection
4. Finalize the Annual Liquor License Inspections
5. Paul Scott – Commercial Electrical Test

## **July**

1. SWWBIA Meeting
2. Do Commercial Plan Reviews/Issue Commercial Permits
3. Complete Daily Inspections
4. SWWEIA meeting

## **August**

1. Do Commercial Plan Reviews/Issue Commercial Permits
2. Complete Daily Inspections
3. Start to Work on 2019 Budget

## **September**

1. Prepare Budget for 2021
2. Attend State Plumbing Conference
3. Annual SWWBIA Meeting
4. Do Commercial Plan Reviews/Issue Commercial Permits
5. Complete Daily Inspections
6. SWWEIA meeting
7. John attending ICC National Convention- St Louis, MO

## **October**

1. Do Commercial Plan Reviews/Issue Commercial Permits
2. Complete Daily Inspections

## **November**

1. Do Commercial Plan Reviews/Issue Commercial Permits
2. Complete Daily Inspections
3. SWWEIA meeting

## **December**

1. End of the Year Reports
2. Complete 2<sup>nd</sup> Multi-Family Property Maintenance Inspection
3. Do Commercial Plan Reviews/Issue Commercial Permits
4. Complete Daily Inspections
5. Have 2020 plans scanned so they can be accessed through GIS
6. SWWBIA Meeting – Training in WI Dells – John in charge of training.

**CLERK'S DEPARTMENT  
2020 WORK PLAN**

JANUARY:

- \* January – Preparation for February 18<sup>th</sup> Spring Primary
- \* January 7<sup>th</sup> – Deadline for candidates to file nominations papers, declarations of candidacy, and campaign registration statements for the 2020 Spring Election
- \* January 14<sup>th</sup> & 28<sup>th</sup> – Council and PSHS Meetings
- \* January 14<sup>th</sup> – Deadline to draw names for lot placement on the Spring Primary Ballot and the Spring Election ballot if no primary required
- \* January 15<sup>th</sup> – deadline for filing of Campaign Finance Reports
- \* January 22<sup>nd</sup> – Committee of the Whole
- \* January 27<sup>th</sup> (approximately) in-person absentee voting to begin for Spring Primary
- \* January 28<sup>th</sup> (or when available) – Send absentee ballots to those with valid application on file if primary is required
- \* Pet licenses – Majority of these licenses are issued this month
- \* Schedule street use meeting with city staff team for feedback on previous year's events
- \* Email or Mail renewal special event permit, sound permit, street use packets mailed
- \* Basketball hoop permit renewal notices are sent out- forms available on city website
- \* Preparation of Annual Report – due February 28<sup>th</sup>
- \* January 29<sup>th</sup> – last day for electors to register to vote by mail
- \* Continue to work on scanning vault files into OnBase

FEBRUARY:

- \* Week of Feb. 3<sup>rd</sup> – Absentee voting at Avalon, Chapel Valley, Waterford and Sylvan Crossing
- \* Week of Feb. 3<sup>rd</sup> – In-Person Absentee voting available in the clerk's office
- \* Week of February 10<sup>th</sup> – Public Test for Electronic Voting Equipment
- \* February 10<sup>th</sup> – Spring Pre-Primary Campaign Finance Reports Due
- \* February 11<sup>th</sup> & 25<sup>th</sup> – Council and PSHS Meetings
- \* February 18<sup>th</sup> - Spring Primary Election
- \* February 24<sup>th</sup> – 9:00 a.m. Municipal Board of Canvass if required
- \* February 26<sup>th</sup> – Committee of the Whole
- \* Preparation of renewal alcohol packets (updating paperwork/fillable forms on the City's website – Review Department of Revenue materials for any modifications)
- \* Preparation for Spring Election begins following Spring Primary(if required)
- \* Provide notice to Mayor and Council of all commission and committee expirations for 2020 by February 28 (per ordinance Chapter 8-105)
- \* Continue to work on scanning vault files into OnBase

MARCH:

- ❖ March 10<sup>th</sup> & 24<sup>th</sup> – Council and PSHS Meetings
- ❖ March 17<sup>th</sup> (or when available) – Send absentee ballots to those with valid application on file
- ❖ March 18<sup>th</sup> – last day for electors to register to vote by mail
- \* Week of March 23<sup>rd</sup> – In-Person Absentee voting available in the clerk's office
- ❖ Week of March 23<sup>rd</sup> – Absentee Voting at Avalon, Chapel Valley, Sylvan and the Waterford (Spring Election)
- ❖ March 18<sup>th</sup> – Finalize Election results from February (30 days)
- ❖ Week of March 30<sup>th</sup> – Public Test of Electronic Voting Equipment
- ❖ March 30<sup>th</sup> – Spring Pre-Election Campaign Finance Reports Due
- ❖ March 25<sup>th</sup> – Committee of the Whole
- ❖ Schedule Board of Review training for Board members and Clerk's staff

## MARCH (continued)

- ❖ Send alcohol license renewal materials website link to current license holders to include operator and cigarette licenses—update PSHS on reserve license quota
- ❖ Confirm with Mayor any necessary Board of Review re-appointments
- ❖ Schedule Board of Review (TBD)
- ❖ Continue to work on scanning vault files into OnBase

## April:

- ❖ April 7<sup>th</sup> – Spring Election
- ❖ April 13<sup>th</sup> – 9:00 a.m. Municipal Board of Canvass (if required)
- ❖ April 14<sup>th</sup> & 28<sup>th</sup> – PSHS and Council Meetings (orientation meeting after regular council meeting)
- ❖ April 21<sup>st</sup> – Council Organizational meeting for Newly Elected Council & Mayor
- ❖ April 22<sup>nd</sup> – Committee of the Whole
- ❖ Board of Review members and Clerks Staff attend training for certification
- ❖ Publish the Open Book and Board of Review notice
- ❖ Issue approved basketball hoop permits
- ❖ Clerk and Deputy Clerk to attend WMCA district meeting
- ❖ Alcohol license applications are due April 15<sup>th</sup>. Review of applications by staff. Verify internally steps to notify of non-renewal if required (Affidavit, Complaint, & Summons)
- ❖ Anticipated completion of scanning vault files into OnBase

## MAY:

- ❖ May 7<sup>th</sup> – Finalize Election Results from April (30 days)
- ❖ May 12<sup>th</sup> & 26<sup>th</sup> – Council and PSHS Meetings
- ❖ May 27<sup>th</sup> – Committee of the Whole
- ❖ PSHS and Council will act upon alcohol and operators licenses
- ❖ Contact license holders that have not filed renewal applications
- ❖ Process Mobile Home Park license renewal application
- ❖ BOR (TBD)  
(May meet and adjourn to future date if needed.  
-Complete and submit Statement of Assessment upon Board of Review Final adjournment).
- ❖ Determine Capital Project Requests for budget (Additional Equipment for additional Polling Locations)

## JUNE:

- ❖ June 9<sup>th</sup> & 23<sup>rd</sup> – Council and PSHS Meetings
- ❖ Board of Review (TBD)  
May meet and adjourn to future date if needed
- ❖ June 22<sup>nd</sup> – Send forms and notices for July Continuing Campaign Finance Reports, due 7/15
- ❖ June 24<sup>th</sup> – Committee of the Whole
- ❖ June 25<sup>th</sup> - Send absentee ballots to those with valid applications on file
- ❖ Complete and submit Statement of Assessment upon Board of Review final adjournment
- ❖ Clerk to Attend League Clerk, Treasurer, Finance Officers Conference
- ❖ Schedule any remaining alcohol licenses for PSHS and Council action
- ❖ Issue alcohol and related licenses
- ❖ Start preliminary work on operating budget

## JULY:

- ❖ July 14<sup>th</sup> & 28<sup>th</sup> – Council and PSHS Meetings
- ❖ July 22<sup>nd</sup> – Committee of the Whole
- ❖ July 13<sup>th</sup> – 17<sup>th</sup> – Master Academy
- ❖ July 15<sup>th</sup> – Continuing Campaign Finance Reports due

## JULY (continued)

- ❖ Week of July 27<sup>th</sup> – Absentee voting at Avalon, Chapel Valley, Sylvan and the Waterford
- ❖ Develop and submit Department operating budget materials to Finance Director and Administrator

## AUGUST:

- ❖ August 11<sup>th</sup> – Partisan Primary Election
- ❖ August 11<sup>th</sup> & 25<sup>th</sup> – Council and PSHS Meetings
- ❖ August 26<sup>th</sup> – Committee of the Whole
- ❖ Review departmental budget with Administrator and Finance Director
- ❖ August 26<sup>th</sup> to 28<sup>th</sup> – Clerk & Deputy Clerk to attend WMCA Annual Conference – WI. Dells

## SEPTEMBER:

- ❖ September 8<sup>th</sup> & 22<sup>th</sup> – Council and PSHS Meetings
- ❖ September 11<sup>th</sup> – Finalize election results from August
- ❖ September 23<sup>rd</sup> – Committee of the Whole
- ❖ September 17<sup>th</sup> – Send absentee ballots to those with valid applications
- ❖ Notice to paper for budget hearing

## OCTOBER:

- ❖ October 31<sup>st</sup> – Close out 2020 Pet Licenses
- ❖ October 13<sup>th</sup> & 27<sup>th</sup> – Council and PSHS Meetings
- ❖ October 19<sup>th</sup> – In-Person Absentee Voting Begins for General Election (Fitchburg Room)
- ❖ Week of October 19<sup>th</sup> – Absentee voting at Avalon, Chapel Valley, Sylvan and the Waterford
- ❖ October 28<sup>th</sup> – Committee of the Whole (This is the last meeting for the year)
- ❖ Budget presentation to Finance
- ❖ October 26<sup>th</sup> – Conduct Public Test of Electronic Voting Equipment
- ❖ Clerk and Deputy Clerk to Attend WMCA District Meeting

## NOVEMBER:

- ❖ November 3<sup>rd</sup> – General Election
- ❖ November 9<sup>th</sup> – 9:00 a.m. Municipal Board of Canvas
- ❖ November 10<sup>th</sup> & 24<sup>th</sup> – Council and PSHS Meeting
- ❖ November 24<sup>th</sup> – Publish Type A Notice for Spring Primary (send to paper by Nov. 20)
- ❖ Budget adopted this month (at latest)

## DECEMBER:

- ❖ December 1<sup>st</sup> – First day for candidates for local office to circulate nominations papers for the 2021 Spring Election (Alder seats 1,3,5,7 for 2 year term)
- ❖ December 3<sup>rd</sup> – Finalize election results from November – EL-190F
- ❖ December 10<sup>th</sup> – Council and PSHS Meetings
- ❖ December 25<sup>th</sup> – 5:00 p.m. deadline for incumbents not seeking re-election to file EL-163
- ❖ December 31<sup>st</sup> – Department Work Plan due
- ❖ Start working on Annual Report
- ❖ Pet licensing work begins in mid-December with tax collections
- ❖ Submit Annual department work plan for 2021

1. Fitchburg Advertisement in Welcome to Fitchburg Guide Jan
2. Finalize Redevelopment of Former Juice Site TID Request Jan
3. South Metro Business Association (SMBA) Expo Jan
4. Fitchburg Chamber of Commerce Annual Meeting Jan
5. TEA Grant Applications for Lacy Road Jan - Apr
6. Participate in Comprehensive Plan Updates/Meetings/Implementation Jan – Apr
7. North Fish Hatchery Road Communication and Coordination Jan - Dec
8. Forward Fitchburg Strategic Initiatives Jan - Dec
9. Healthy Neighborhood Initiative Participation Jan – Dec
10. Collaborations with South Central WI Workforce Development Board Jan - Dec
11. Working with Investment/Development Community on Opportunity Zone Projects Jan – Dec
12. North Fish Hatchery Road Redevelopment/Visioning/ Reinvestment Opportunities Jan - Dec
13. Forward Fitchburg Brand Implementation (Wayfinding, Civic Campus monuments) Jan - Dec
14. MadREP (quarterly CC & regional economic developer, Dane County E.D. professionals meetings) Jan - Dec
15. Fitchburg Chamber Visitor + Business Bureau (Monthly Meetings) Jan – Dec
16. CEDA Meetings (monthly, and as needed) Jan – Dec
17. Coordinate collection and allocation of quarterly hotel room tax with Finance Dept. Jan - Dec
18. Print and distribute New Industry Cluster Brochures, Insert into Publications Jan - Dec
19. Dane County ED & Workforce Committee (Monthly Meetings) Jan – Dec
20. Market existing spaces and developments Jan - Dec
21. Work on Anton Redevelopment Implementation Jan - Dec
22. Participate in Wisconsin Technology Events Jan – Dec
23. Market State Tax Credit Programs, WHEDA & WEDC programs Jan - Dec
24. Respond to RFI's from WEDC and MadREP Jan - Dec
25. Assist Verona Road Business Coalition (VRBC) Activities Jan - Dec
26. Continue Business Retention & Expansion (BRE) Visits Utilizing Synchronist Software Program Jan - Dec
27. Market Venture/Debt Program to Science and Technology Companies work with MDC & Finance Jan – Dec
28. Participate with Novation Campus & Southdale Neighborhood Planning Jan – Dec
29. Assist with activities related to rail line activation (crossings & quiet zone) Jan – Dec
30. Engage CEDA Sub-Committees Jan - Dec
31. Promote residential subdivisions (Fahey Fields, Stoner Prairie, Quarry Vista, Terravessa) Jan – Dec
32. Housing Plan Implementation Items: Launch Housing Advisory Committee & DCHA Resolution Jan – Dec
33. Participate in BioForward Events Jan – Dec
34. Participate in Town of Madison Transition Team Jan - Dec
35. Complete 2019 Annual Report Feb
36. WEDA Governor's Economic Development Conference Feb
37. Fitchburg Presence at Broadband Conference April
38. 2019 Hotel Room Tax COW report April
39. Organize and Host Commercial Brokers Bus Tour May
40. Prepare 2021 CEDA & Econ Dev Budgets June - July
41. 2020 Fitchburg Business Appreciation Luncheon Sept – Nov

# FACTv 2020 Work Plan

(All Tasks Are Subject To Change)

## Yearly Projects:

- Funding for FACTv.
- Sales and Advertising.
- Compix- increase usage and create new designs.
- Comrex- continue development and testing.
- Local sports coverage.
- Closed Captioning Project.
- Spanish News- continue development of this show.
- Fire Department Projects- completion of Mass Shooting Training Video, training on and implementation of FACTv equipment on mobile command unit.
- Police Department Projects- recruitment videos.
- FACTv Studio 1 Evolution.

## January

- Update all meeting production computer “END Graphics” to 2020
- Increase Community & Non-Community Memberships
- Create Rough Draft- Annual Report 2019
- Archiving of 2019 Meetings, Shows, Other Media
- Archive and Reset Production Board for 2020
- Begin production of Hispanic Fitchburg show
- Update Promos & Commercials
- Review and submit all FACTv Services Invoices
- Prepare New Shows Schedule for FEB
- Update Carousel Graphics (Weekly)
- Review Social Media & Web Analytics
- Update Promos & Commercials
- Monthly Archive of Servers
- Work on sports coverage
- Begin planning stage for studio 1 upgrades per Budget & CIP
- Submit bids for studio 1 upgrades
- Talking Fitchburg Monthly Prep for FEB

## February

- Complete Annual Report 2019- ***DUE FEB. 28***
- Increase Community & Non-Community Memberships
- Marketing Plan Review
- Update Promos & Commercials
- Prepare New Shows Schedule for MAR
- Review Social Media & Web Analytics
- Update Carousel Graphics (Weekly)
- Monthly Archive of Servers
- Begin working on studio 1 upgrades
- Talking Fitchburg Monthly Prep for MAR

## March

- Increase Community & Non-Community Memberships
- Marketing Plan Review
- Update Promos & Commercials
- Prepare New Shows Schedule for APR
- Review & archive Social Media & Web Analytics
- Update Carousel Graphics (Weekly)
- Monthly Archive of Servers
- Begin CIP Planning
- Talking Fitchburg Monthly Prep for APR

## **April**

- Submit CIP Plan
- Increase Community & Non-Community Memberships
- Monthly Marketing Plan
- Update Promos & Commercials
- Prepare New Shows Schedule for MAY
- Continue regular production of programming
- Marketing Plan Review
- Review Social Media & Web Analytics
- Update Carousel Graphics (Weekly)
- Cover Earth Day Events
- Monthly Archive of Servers
- Summer Class Planning
- Talking Fitchburg Monthly Prep for MAY

## **May**

- Planning for Summer Event Coverage: Fitchburg Days, Festa, Concerts at McKee, and other ongoing summer events
- Increase Community & Non-Community Memberships
- Monthly Marketing Plan
- Update Promos & Commercials
- Prepare New Shows Schedule for JUN
- Continue regular production of programming
- Marketing Plan Review
- Review Social Media & Web Analytics

- Update Carousel Graphics (Weekly)
- Monthly Archive of Servers
- Talking Fitchburg Monthly Prep for JUN

## **June**

- Summer Classes start late June
- Increase Community & Non-Community Memberships
- Monthly Marketing Plan
- Update Promos & Commercials
- Prepare New Shows Schedule for JUL
- Continue regular production of programming
- Marketing Plan Review
- Review & archive Social Media & Web Analytics
- In-House Staff Training Session
- Begin 2021 Budget Planning
- Update Carousel Graphics (Weekly)
- Monthly Archive of Servers
- Continue improving interdepartmental communication
- Planning and execution of live broadcast of VASD graduation
- Talking Fitchburg Monthly Prep for JUL

## **July**

- Submit 2021 Budget Plan
- FACTv Summer Classes
- Increase Community Producers/ Volunteers
- Increase Studio Usage

- Monthly Marketing Plan
- Update Promos & Commercials
- Prepare New Shows Schedule for AUG
- Continue regular production of programming
- Marketing Plan Review
- Review Social Media & Web Analytics
- Update Carousel Graphics (Weekly)
- Monthly Archive of Servers
- Continue improving interdepartmental communication
- Talking Fitchburg Monthly Prep for AUG

## **August**

- FACTv Summer Classes
- Increase Community Producers/ Volunteers
- Increase Studio Usage
- Monthly Marketing Plan
- Update Promos & Commercials
- Prepare New Shows Schedule for SEP
- Continue regular production of programming
- Marketing Plan Review
- Review Social Media & Web Analytics
- Editing for VASD Back To School programs
- Update Carousel Graphics (Weekly)
- Monthly Archive of Servers
- Continue improving interdepartmental communication

- Talking Fitchburg Monthly Prep for SEPT

## **September**

- Fitchburg Library Great Halloween Hunt Planning
- Increase Community Producers/ Volunteers
- Increase Studio Usage
- Monthly Marketing Plan
- Update Promos & Commercials
- Prepare New Shows Schedule for OCT
- Continue regular production of programming
- Marketing Plan Review
- Review & archive Social Media & Web Analytics
- CEDA Annual Video Editing
- Update Carousel Graphics (Weekly)
- Monthly Archive of Servers
- Continue improving interdepartmental communication
- Talking Fitchburg Monthly Prep for OCT

## **October**

- Increase Community Producers/ Volunteers
- Increase Studio Usage
- Monthly Marketing Plan
- Fitchburg Library Great Halloween Hunt
- Update Promos & Commercials
- Prepare New Shows Schedule for NOV
- Continue regular production of programming

- Marketing Plan Review
- Review Social Media & Web Analytics
- CEDA Annual Video Production
- Create Special Holiday Graphics & Promos
- Update Carousel Graphics (Weekly)
- Monthly Archive of Servers
- Continue improving interdepartmental communication
- Talking Fitchburg Monthly Prep for NOV

## **November**

- Planning for Children's Holiday Party
- Increase Community Producers/ Volunteers
- Increase Studio Usage
- Monthly Marketing Plan
- Update Promos & Commercials
- Prepare New Shows Schedule for DEC
- Continue regular production of programming
- Marketing Plan Review
- Review Social Media & Web Analytics
- Review and Begin Planning for 2019 Improvements
- Update Carousel Graphics (Weekly)
- Monthly Archive of Servers
- Continue improving interdepartmental communication
- Talking Fitchburg Monthly Prep for DEC

## December

- Increase Community Producers/ Volunteers
- Increase Studio Usage
- Monthly Marketing Plan
- Children's Holiday Party
- Update Promos & Commercials
- Full Cleaning of FACTv Offices
- Prepare New Shows Schedule for JAN 2021
- Continue regular production of programming
- Create 2021 FACTv Work Plan
- Marketing Plan Review
- Review & archive Social Media & Web Analytics
- Finalize 2020 Improvements
- Update Carousel Graphics (Weekly)
- Monthly Archive of Servers
- Continue improving interdepartmental communication
- Talking Fitchburg Monthly Prep for JAN



FIRE DEPARTMENT  
5791 Lacy Road Fitchburg, WI 53711  
Phone: (608) 278-2980 Fax: (608) 278-2985  
www.fitchburgwi.gov/fire



## 2020 Fire Department Work Plan

### ***Department Focus and Priorities:***

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- Develop a plan to establish a sustainable staffing and leadership plan (consistent with ELA's Org. Assessment).
- Continue to address Standard Operating Guideline and Procedure (SOG/SOP) updates.
- Operational/response risk assessment.
- Research and report on recruitment initiative for under-represented populations.
- Recognize extra effort and significant accomplishments of department members.
- Share regular budget updates and project status with command staff.
- Evaluate the progress/use of Employee Assistance/ Peer Assistance initiative.
- Continue updating of Chapter 44 (Fire Protection, Prevention and Suppression ordinance); including language to reflect State code adoption of NFPA 1, 2012 edition and other State requirements.

### ***Department Major Projects / Activities:***

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- Draft Emergency Operations Plan and implement applicable ordinance. (on-going)
- Large Scale/ Inter-departmental Exercise- Rescue Task Force/ Active Assailant Response. (on-going)
- Rapid Intervention Team (RIT) procedures, training, and implementation. (Involve neighboring departments)
- Finalize specification and order Squad Re-chassis (Identified in 2020 CIP).
- Lacy Road Firehouse Remodel. City Hall Staff orientation to EOC.
- Dane County Emergency Management Collaboration for EOC at Lacy Road Firehouse.
- Evaluate the progress of SafeKids partnership. Next steps?
- Community Risk Assessment- Work with Healthy Neighborhoods Initiative.
- Specify fleet vehicle (staff car) for 2021 CIP

### ***Branch and Division Focus / Priorities:***

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#### **OPERATIONS**

FOCUS: Provide overall leadership of Department day-to-day operations. Provide administrative staff support to the Fire Chief. Provide functional over-sight of the Department's fire-intern program.

#### **Priorities:**

- Maintain and Update Mutual Aid Box Alarm System (MABAS) cards.
- Work with squad committee to finalize specification and manufacturing timeline (provide direction of interim operations).
- East Fire House (South Syene Rd.) determine need and urgency for warranty issues.
- Contributions to Safety Committee (After Action, Injury Reports, and Employee Comment).

## **SAFETY, ACCOUNTABILITY, AND RECRUITMENT**

FOCUS: Serve as command staff representative on the fire department's Occupational Safety and Health Committee, coordinate annual recruitment efforts for paid on call/paid on premises firefighters (POx), and provide first-line supervision for members of the fire department's POx support staff.

### **Priorities:**

- Implement (at minimum) semi-annual meetings with Occupational Safety and Health Committee- carried out in conjunction with Chapter SPS 330. (continued effort)
- Assess the minimum qualifications/standards of on-call support staff.
- Coordinate activities related to the recruitment and retention of POx staff.
- Distribute and delegate administrative functions (between Deputy Chief and Admin. Services Manager)

## **PREVENTION, INSPECTION, INVESTIGATION, AND PUBLIC EDUCATION**

FOCUS: Ensure a fire safe community through uniform comprehensive inspections and public education programs, and that the Department meets its fire origin and cause investigation obligations. **(Required functions of this staff vacancy will be shared by personnel identified in the priority description).**

### **Priorities:**

- Ensure the Fire Department meets DSPS's 2% dues program requirements- fire inspections, fire safety education, NFIRS reporting **(Lt. Kunze and assigned inspectors).**
- Update Chapter 44: Fire Protection, Prevention, and Suppression ordinance **(Chief Pulvermacher and DC Grossen).**
- Collect and document critical data so it is available to field units during emergency response **(assigned inspectors).**
- Fire Prevention, Public Education activities, and Fire Prevention Week **(FF. Dorn).**
- Address the training requirements and on-call status of fire investigators. **(DC Roth).**

## **TRAINING**

FOCUS: Continue the Department's tradition of training excellence- Our program will capitalize on the strengths of our membership and utilize available interest. **(Required functions of this staff vacancy will be shared by command staff officers and career fire lieutenants- Notably DC Roth and Lt. Kunze).**

### **Priorities:**

- Maintain in-service, training requirements to meet first responder requirements.
- Finalize Rapid Intervention techniques (AFG award).
- Work with firefighters to address annual training goals and participation.
- Continue to work with automatic aid departments- standardize training elements.
- Continue to encourage company officer succession planning.
- Develop plan for future technical rescue training needs.
- Work with Explorer program to use training as a recruitment tool for future firefighters- use this program to establish progression into intern program. (Through preparation not place holding)
- Evaluate ISO report for service improvements... prepare for upcoming inspection/evaluation/rating.

## **SUPPORT SERVICES**

FOCUS: Ensuring all department vehicles, equipment and facilities are safe and at a maximum state of readiness.

### **Priorities:**

- Implement NFPA/DOT compliant vehicle inspection.
- Complete surplus and disposal of old/obsolete equipment that will not be maintained at Lacy Rd Firehouse.
- Determine disposition of remaining parts/pieces of squad... How does that get surplus?
- Develop a plan for future technical rescue equipment needs- prioritize purchases consistent on needed replacement/obsolescence and service requirements.

## ***2019 Fire Department Meeting Plan/Schedule:***

### **MONTHLY AND BI-WEEKLY**

<b>Meeting</b>	<b>Day/Date</b>	<b>Staff Contact</b>
Command Staff/ Officers Meeting	1 <sup>st</sup> Monday Night	Department Supervisors
Department Drill	1 <sup>st</sup> Tuesday Night	All Staff
Department Head Meeting	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday	Chief Pulvermacher
Council Meeting	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday	Issue Dependent
Police and Fire Commission	2 <sup>nd</sup> Wednesday	Chief Pulvermacher
Officers Training	2 <sup>nd</sup> Tuesday	All Staff
City Administrator Update	2 <sup>nd</sup> Thursday	Chief Pulvermacher
EMS Training	3 <sup>rd</sup> Week of Month	All Staff
Driver Progression Training	4 <sup>th</sup> Tuesday of Month	All Staff
Neighborhood Response Team	Monthly	DC Grossen

### **SEMI-MONTHLY AND PERIODIC MEETING**

<b>Meeting</b>	<b>Day/Date</b>	<b>Staff Contact</b>
Dane County Fire Chief's Association	Odd Months	Chief Officers
MABAS Division 115	Even Months	DC Grossen
Wisconsin Fire Inspectors Area 2	Quarterly	Fire Inspectors
Dane County Arson Response Initiative (DCARI)	Quarterly Training	Fire Investigators
Fitchburg Emergency Management Meeting	Spring/ Fall	EOC Participants
City of Fitchburg Safety Team	Quarterly	Admin Svcs Manager

### **ANNUAL CONFERENCES/ TRAINING**

<b>Conference</b>	<b>Day/Date</b>	<b>Staff Contact</b>
Center for Homeland Defense and Security- NPS/FEMA	Jan 6 – 7, 2020	Chief Pulvermacher
Wisconsin State Fire Chief's Winter In-Service	Feb 28 – 29 , 2020	Chief Officers
Wisconsin State Emergency Services Instructor (WSESI)	Feb 21 – 23, 2020	Training Officers
Wisconsin Fire Chief's Education Association (WFCEA)	Feb – Mar 1, 2020	Chief Officers
WI Emergency Management Governor's Conference	Mar 9 – 11, 2020	Officers / ASM
Center for Homeland Defense and Security- NPS/FEMA	Mar 30 – April 10, 2020	Chief Pulvermacher
Illinois Fire Service Institute (IFSI) Fire College	June 4 – 7, 2020	Interns
Wisconsin State Fire Chiefs' Association Conference	June 24 – 28, 2020	Chief Pulvermacher
Center for Homeland Defense and Security- NPS/FEMA	July 6 – 17, 2020	Chief Pulvermacher
MABAS Wisconsin Conference	Sep 2020	Chief Officers
Fire Rescue International (FRI) International Fire Chiefs	Aug 19 – 22, 2020	Chief Pulvermacher
SWNIFRA Fire School, Janesville	Aug 2020	DC Grossen/ Interns
Center for Homeland Defense and Security- NPS/FEMA	Sept 18 – Oct 9, 2020	Chief Pulvermacher
Wisconsin State Fire Inspectors Association	Oct 2020	Inspector(s)
Social Media for Safety Conference	October, 2020	Admin Svcs Manager
Center for Homeland Defense and Security	Dec 14 – Dec 18, 2020	Chief Pulvermacher
Firehouse Regional/User Group Training	Dates TBD	Admin Svcs Manager
CVMIC On-Site Training	Dates TBD	TBD

## 2020 Annual Work Plan Timeline:

Projects	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
SOG/SOG Reformat/Revision	Revision/Implementation												
Officer Develop. Training Adjustment	Evaluation												
Emergency Operations Plan	Finalize			Train/Familiarize/Implement									
<b>Recruitment</b>													
• Intern	Development			Selection		Residency/ On-boarding							
• Youth Development/ Outreach	Development			Event Promo		Program							
• POX			Open House		Orientation				Open House		Orientation		
<b>Retention</b>													
• Awards/ Pinning	Process/ Procedure				Selection								
• Promotion	Address Selection and Process (per ELA)												
Budget Assignments/Priorities	Intro	Implementation											
PTSD/CISD/Chaplaincy Initiative	Evaluation/Feedback and Reassessment												
Prevention/Inspection Ordinance	Draft Changes			Amend			Finalize			Implement			
Fire Inspections	First Half						Second Half						
<b>CIP</b>													
• Squad Re-Chassis (2020)	Present	Que						Rebuild					
• Staff Vehicle Spec (2021)	Spec/ Quote												
• Lacy Road Firehouse Remodel	Construction		Orient and Occupy										
• East Fire Station	Monitor for Warranty Issues												
<b>Major Training Initiatives</b>													
• RIT	Training and Roll Out									Implement			
• Rescue Task Force	Refresher and Training							Lg. Scale					
• EMR	Refresher/ Continuing Education												
• Rope Rescue/ Tech Rescue	Department and Battalion Training (Awareness & Ops Level)								Implementation				
• Vehicle Inspection	Implementation												

## 2020 Annual Benchmarks:

Projects	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
2020 Training Schedule												
Intern Recruitment												
2019 Annual Report												
POX Recruitment/ Open House												
2% Dues Report Submission to State												
Semi-Annual (1 <sup>st</sup> Round) Insp. Deadline					FFD	DSPS						
Capital Improvement Budget						Finance						
Operating Budget												
Fire Prevention Week/Month												
Semi-Annual (2 <sup>nd</sup> Round) Insp. Deadline											FFD	DSPS
2021 Work Plan												

### Capital Improvement Budget:

- Prepared and Proposed May 2020
- Presented to Finance Committee: June 8, 2020

### Operating Budget:

- Presented to City Administrator/Finance Director: August 10, 2020
- Presented to Mayor: August 11, 2020
- Presented to Finance Committee: September 29, 2020

# 2020 Human Resources Work Plan

Sarah Olson, Human Resources Manager (1.00 FTE)

Amy Tracy, Human Resources Specialist (.80 FTE)

## First Quarter

### Critical Deadlines

Due by January 31, 2020:

**1095-C forms** completed and issued to all full-time staff. This form is required by the IRS as a part of the Affordable Care Act. This form pertains to the offer of health insurance coverage and enrollment in health coverage for City employees.

**WRS Annual Report** reconciled and submitted to Department of Employee Trust Funds (ETF). This report details the hours and earnings for each eligible employee during 2019 and must balance to payroll reports.

**Supplemental ICI Enrollment** completed and submitted for all eligible employees based on 2019 annual salary. Forms submitted to ETF and enrollment changes conveyed to payroll.

Due by March 1, 2020:

**OSHA 300 Report** completed and submitted. This report details our Worker's Compensation Activities for the 2019 calendar year.

**ICI Annual Update** due to ETF. Required annually this process updates each employees' benefit levels based upon their 2019 gross earnings.

### Planned Recruitments

- Police Officer (going into 2020 with an eligibility list!)
- Seasonal Public Works, Parks, and Recreation Staff
- Public Works and Planning Interns
- Fire Science Interns and Paid-On Call Firefighters
- Library Assistants and Shelves

### Other Projects

- Explore the feasibility of paid parental leave for 2021 implementation;
- Develop and implement a policy and procedure on the following:
  - Employee Resource Groups;
  - Fitness for Duty Exams;
  - Whistleblower;
  - Paid Administrative Leave;
- Prepare a compensation recommendation for City elected officials;
- Start work on the City's Succession Plan;
- Begin transition of all paper personnel files into electronic files via OnBase in consultation with IT;
- Transition all HR data from HR Ascentis into Paylocity;

- Continue to evaluate the minimum qualifications and special requirements of job openings using an equity lens;
- Continue to establish and cultivate relationships with community partners to promote City employment opportunities;
- Regular ongoing Employee Policy & Procedures Manual updates
- 2020 Annual Report

## Second Quarter

### Critical Deadlines

Due by May 11, 2020:

Annual **Life Insurance Census** Completed. As required by ETF, all employee Life Insurance policies are reconciled with WRS reports and updated based upon prior year earnings. Premium changes submitted to payroll. Any corrections and/or discrepancies submitted to ETF.

### Planned Recruitments

- Seasonal Public Works, Parks, and Recreation Staff
- Public Works and Planning Interns
- Fire Science Interns and Paid-On Call Firefighters

### Other Projects

- Coordinate site visits with Deferred Compensation providers;
- Continue work on the City's Succession Plan;
- Transition of all paper personnel files into electronic files via OnBase in consultation with IT;
- Transition all HR data from HR Ascentis into Paylocity;
- Continue to evaluate the minimum qualifications and special requirements of job openings using an equity lens;
- Continue to establish and cultivate relationships with community partners to promote City employment opportunities; and
- Regular ongoing Employee Policy & Procedures Manual updates.

## Third Quarter

### Critical Deadlines

August 2020

**Annual Department Budget** completed and submitted for consideration

### Planned Recruitments

- Police Officer

### Other Projects

- Annual Driver's License Checks;
- Prepare for Health Insurance Open Enrollment;
- Schedule Onsite Biometric Screening & Flu Vaccinations Clinic;
- Prepare for FutureQuest 2020;
- Continue work on the City's Succession Plan;
- Transition of all paper personnel files into electronic files via OnBase in consultation with IT;
- Transition all HR data from HR Ascentis into Paylocity;
- Continue to evaluate the minimum qualifications and special requirements of job openings using an equity lens;
- Continue to establish and cultivate relationships with community partners to promote City employment opportunities; and
- Regular ongoing Employee Policy & Procedures Manual updates.

## Fourth Quarter

### Critical Deadlines

November 2, 2020

**Health Insurance Open Enrollment** completed and submitted to ETF.

**Flexible Spending Plan Annual Enrollment** completed and submitted to plan provider for 2020 plan year.

**Dental Open Enrollment** completed. Changes processed and submitted to Delta, premium changes submitted to payroll.

**Vision Plan Open Enrollment.** Coverage changes submitted to Delta and premium changes submitted to payroll.

November 10, 2020

**Life Insurance and Health Benefit Imputed Income** calculated and submitted to Payroll.

### Other Projects

- Annual Employee Recognition Luncheon;
- 2020 Work Plan;
- 2020 Health Insurance Changes submitted to Payroll;
- Pay Plan updates due to COLA and CBA (if applicable) and submitted to Payroll;
- Update Employee Benefit Summary for the new year;
- Continue work on the City's Succession Plan;
- Transition of all paper personnel files into electronic files via OnBase in consultation with IT;
- Continue to evaluate the minimum qualifications and special requirements of job openings using an equity lens;
- Continue to establish and cultivate relationships with community partners to promote City employment opportunities; and
- Regular ongoing Employee Policy & Procedures Manual updates.

## Information Technology Department - 2020 Project Schedule

Large Projects	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Police Records Management System Replacement													
TraCS System Replacement													
Lacy Rd Fire Station Remodel													
End User PC/Laptop Replacement													
OneNeck DataCenter Migration													
Cloud Backup													
Firewall Replacement													
Library Switch Replacement													
Reconfiguraton of City Hall Wiring Closets													
OnBase Employee Reimbursement Form Development													
OnBase Police Use of Force Form Development													
OnBase Electronic Employee HR File													
Police Two Factor Authentication Development													
Web Site Refresh													



## Library work plan 2020

- Continue working on the four goals set forward by our Strategic Plan:
  - Making the most of our spaces
  - Improving collection usage
  - Better marketing, increased awareness
  - Strategic delivery of services
- Communicate progress on SP projects to staff, Library Board and City Administrator
- Update policy and procedures based on new Integrated Library System
- Provide summer programming at three Fitchburg parks
- Purchase Google Expeditions VR kit for programming
- Create a Storywalk in McKee Farms Park
- Celebrate National Library week (April)
- Host 6<sup>th</sup> annual Volunteer Appreciation Breakfast (spring)
- Host 13<sup>th</sup> annual Halloween Hunt
- Collaborate with Friends of the Fitchburg Library on Books and Brews fundraiser (April)
- Host two staff in-service days (May and November)
- Work on weeding and shifting collections to maximize use of shelf space.
- Investigate furniture options for better merchandising library collections
- Continue computer replacement program
- Begin working on the Inclusive Services Assessment and Guide from DPI
- Send three staff to the Public Library Association conference in Nashville



## Fitchburg PRF Annual Work Plan - 2020

	2020											
<b>Project/Activity</b>	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Staff Park Commission Meeting	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE
Staff 4 Tree Advisory Committee Meetings			AH	AH					AH	AH		
Purchase Orders/Monitor Budget	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF
Dept Head and Staff Meetings	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE
Daily Monitoring of Park Maintenance	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE
Weekly Monitor Rec/CC	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE
Respond to Public	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE
Playground Safety Inspection	JF/PM	JF/PM	JF/PM	JF/PM	JF/PM	JF/PM	JF/PM	JF/PM	JF/PM	JF/PM	JF/PM	JF/PM
Park Inventory Update	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE
Fleet Records Update/Maintenance	PM/JF	PM/JF	PM/JF	PM/JF	PM/JF	PM/JF	PM/JF	PM/JF	PM/JF	PM/JF	PM/JF	PM/JF
Monitor Golf Course Operations	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE
Monitor Forestry Plan	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH
Monitor Cemetery Operations	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF
Budget & Capital Plan					SE/CS/JF	SE/CS/JF	SE/CS/JF	SE/CS/JF	SE/CS/JF	SE/CS/JF		
Snow plowing operations: Trails/parking lots/sidewalks	PM/JF	PM/JF	PM/JF								PM/JF	PM/JF
Mowing operations				PM/JF/PW	PM/JF/PW	PM/JF/PW	PM/JF/PW	PM/JF/PW	PM/JF/PW	PM/JF/PW		
Ice Rink Maintenance	JF/PM	JF/PM										JF/PM
<b>Staffing</b>	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Hire City Hall Campus Maintenance LTE	SE/JF	SE/JF	SE/JF									
Hire 4 LTE Seasonal Park Maintenance Workers	SE/JF	SE/JF	SE/JF	SE/JF	SE/JF							
Hire Contractual Pruning Company - Train pruning	SE/AH	SE/AH	SE/AH	SE/AH					SE/AH	SE/AH	SE/AH	SE/AH
Hire Median Mowing/Landscape Maint. Company	SE/JF	SE/JF	SE/JF	SE/JF								
Hire Program Coordinators/Assistants/Tennis Instructors	CS/AT	CS/AT	CS/AT	CS/AT	CS/AT							
Hire Gym attendants for youth basketball									CS/AT	CS/AT		





Median mowing and landscape contracts	JF/SE	JF/SE	JF/SE									
Playground Updates - S. Johnson	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE				
Wildwood Park shelter new roof	JF	JF	JF	JF	JF							
Update Park signage	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE
Install Drinking fountain in Oak Meadow				JF/PW	JF/PW	JF/PW	JF/PW	JF/PW	JF/PW	JF/PW	JF/PW	
Install Drinking fountain in Quarry Vista				JF/PW	JF/PW	JF/PW	JF/PW	JF/PW	JF/PW	JF/PW	JF/PW	
Install Drinking fountain in dog park				JF/PW	JF/PW	JF/PW	JF/PW	JF/PW	JF/PW	JF/PW	JF/PW	
Veteran's Park - Gorman Wayside planning	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE
Fahey Fields Park planning	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE
Terravessa Park Planning	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE	SE
Splashpad addition parking	JF/ZT	JF/ZT	JF/ZT	JF/ZT	JF/ZT							
Plan and Install Splash Pad changing rooms	JF/SE	JF/SE	JF/SE	JF/SE	JF/SE							
Planning for Inclusive Playground at McKee	SE Ongoing											
Study Parkland fees	SE Ongoing											
McKee Farms Park Parking lot - adjacent to Kids Crossing	JF/ZT	JF/ZT	JF/ZT	JF/ZT	JF/ZT							
Crackfilling Bike Paths							JF	JF	JF	JF		
<b>Forestry Projects</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>
Update 5 -Yr Urban Forestry Management Plan	AH	Ongoing										
Continue City Tree Inventory	AH	Ongoing										
Mickelson Woods Restoration	AH	Ongoing										
Nobel Woods Restoration	AH	Ongoing										
Complete Pruning, Removals, Stump Grinding	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
Spring Tree Planting	AH	Ongoing										
Fall Tree Planting	AH	Ongoing										
McGaw Park Forestry Management Plan Stand 1 & 5	AH/JF/PM	Ongoing										
Water Trees as Necessary					FN/JF/PW	FN/JF/PW	FN/JF/PW	FN/JF/PW	FN/JF/PW	FN/JF/PW	FN/JF/PW	FN/JF/PW
Submit Tree City Application											AH	AH
Implement/Update EAB Response Plan	AH/JF	AH/JF	AH/JF	AH/JF	AH/JF	AH/JF	AH/JF	AH/JF	AH/JF	AH/JF	AH/JF	AH/JF
Treat Specimen Ash Trees	AH/JF	AH/JF	AH/JF	AH/JF	AH/JF	AH/JF						

Manage Spring Prescribed Burns	AH	AH	AH									
<b>Training</b>	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Safety Training	JF	Ongoing										
WPRA Conference												
Wis. Arborist Assoc. Conference		AH										
Summer and Fall WAA Workshops						AH		AH				
Summer Maint. And Rec. staff orientation				CS/AC	CS/AC							
Society of Municipal Arborists Conference				AH								

**Staff**

TF

Tracy Foss - PW

SE

Scott Endl PRF Director

CS

Chad Sigl Rec/CC Director

AC

Austin Coss Rec Coordinator

LB

Library Group

SC

Senior Center

PM

Park Maintenance Crew

SK

Sonja Kruesel City Planner

BM

Building Maintenance

AH

Anna Healy City Forester/Naturalist

AT

Amy Tracy Human Resources

JF

Johren Freydenlund Parks/Forestry Maintenance Supervisor

ZT

Zachery Trzebiatowski - Engineering

BI

John Crook Building Inspection

PW

Public Works Maintenance Crew

MM

Mike Mahal Parks/Forestry Maintenance

**Planning Department  
2020 Work Program**

<u>Item</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>
Normal Activities				
Comprehensive Plan Major Update				
2020 Comprehensive Plan Amendments				
Tax Increment Districts				
Plat Implementation				
Housing Plan Implementation				
Annual Housing Report (Housing Plan and State Law 2017 Act 243)				
Agricultural Plan Implementation				
Implementation from Survey of Historic Properties				
2021 Budget				
Fahey Fields Urban Service Area Adjust.				
Office of Energy Innovation Grant Admin. Implementation				
Healthy Neighborhoods Initiative Implementation				
Support Bicycle Committee Inagural Efforts				
Support N Fish Hatchery Road Reconstruction				

Subject to change or alteration.  
This should not be considered a definitive work program as other variables arise which affect work load.

# FITCHBURG POLICE DEPARTMENT 2020 Annual Plan

## Monthly & Bi-Weekly Meetings

Meeting	Date	Time
Department Head Meeting	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday	9:00 a.m.
Police & Fire Commission	2 <sup>nd</sup> Wednesday	4:30 p.m.
Dane County Chief of Police Association	2 <sup>nd</sup> Thursday	9:30 a.m.
Police Supervisor Meeting	2 <sup>nd</sup> Wednesday	8:00 a.m./2:00 p.m.
Traffic Safety w/ Public Works Director & City Administrator	2 <sup>nd</sup> Thursday	2:30 p.m.
City Administrator Police Update	2 <sup>nd</sup> Thursday	3:00 p.m.
Multi-Jurisdictional Public Safety Information System Commission (MPSISC)	3 <sup>rd</sup> Monday	1:00 p.m.
Monthly Department Head Training Topics	1 <sup>st</sup> Tuesday	9:00 a.m.
Monday Morning Briefing	Every Monday	9:30 a.m.
United Way LE and Leaders of Color Collaboration	4 <sup>th</sup> Wednesday	1:30 p.m.

Meeting	Date
Wisconsin Police Executive Group	Quarterly
Operations Team Meeting	Quarterly
Fitchburg Faith Leaders	Quarterly
Dane County Community Restorative Court Group	Quarterly
VASD School Violence Workgroup	Quarterly

Meeting	Date
Fitchburg Emergency Management Committee	March
Employee Awards Ceremony	May
WI Law Enforcement Memorial – Capitol	May
WI Chief's of Police Association Winter Training Conference	February
Attorney General's Summit on Public Safety	March
In-Service Training	1 <sup>st</sup> Qtr – January 2 <sup>nd</sup> Qtr – March 3 <sup>rd</sup> Qtr – June 4 <sup>th</sup> Qtr – September

## **New Initiatives**

- Department Space Needs
- New Patrol Schedule
- New Records Management System
- Public Data Portal
- Mission, Vision, and Values Review

## **Capital Improvement Plan**

- None

## **Monthly Events**

### ***January***

- Draft review of Annual Report
- Planning for Department of Transportation grant funding initiatives
- Major case management review
- Evaluate award nominations/planning
- Adult School Crossing Guard Recognition Week
- In-Service Training
- Department training plan
- Evaluate Staffing Plan

### ***February***

- Police vehicle bids – advertise, open bids, refer to council, award bid
- Special Olympics Polar Plunge
- Develop bid specifications for Capital Improvement Projects
- Major case management review
- Submit Annual Report – Due 2/28/20

### ***March***

- Capital Improvement planning
- Grant funding initiatives and preparation
- Major case management review
- In-Service Training

### ***April***

- Plan for community festivals and staffing plans
- Training assessment and schedule specialized training
- National Telecommunication Week
- Major case management review
- In-Service Training – Evaluate progress
- Alcohol License Applications

## ***May***

- Fitchburg Day's celebration-staffing review
- Major case management review
- Alcohol License Applications
- National Police Week – 3<sup>rd</sup> week of May
- Planning starts for the Citizen's Academy
- Awards Ceremony
- CIP presentations to finance
- Law Enforcement Memorial Activities

## ***June***

- Plan and establish department goals for the next calendar year and budget implications
- Budget initiatives begin – establish goals/review expenditures
- Crime prevention initiatives planned for Community Night Out
- Special Olympics Torch Run
- Major case management review
- Concerts In The Park
- Recruitment starts for the Citizen's Academy
- Planning starts for the Latino and Black Youth Academies with Madison Police
- Evaluate personnel training records – Mandatory reporting to Dept. of Justice
- In-Service Training
- Festa Italia
- ½ Ironman Event

## ***July***

- Police budget preparation – All month
- Major case management review
- In-Service Training – Evaluate progress
- Concerts In The Park

## ***August***

- Plan strategies for school opening. Traffic safety and education, crossing guards
- Major case management review
- Concerts In The Park
- Berbee Derby Planning begins
- Latino and Black Youth Academies – Coordinated with Madison Police
- Community Night Out
- Ironman Event Planning

## ***September***

- Evaluate department goal progress, and reprioritize as necessary
- Ironman event planning
- Major case management review
- Citizen's Academy Classes Begin (9 weeks – Thursday nights)
- In-Service Training

## **October**

- Halloween staffing/planning
- Special Events Team (S.E.T.) planning for State Street Halloween
- Holiday staffing preparations/projects
- Domestic violence awareness month
- Major case management review
- Citizen's Academy Classes ongoing

## **November**

- Review patrol districts and neighborhood assignments and re-assign for new year
- New district patrol assignments announced
- Strategic planning for new initiatives
- Major case management review
- Food Drive the entire month
- Berbee Derby – Thanksgiving Day
- Citizen's Academy Graduation

## **December**

- Shop with a Cop
- Conclude all year-end reports and activities. Draft annual report and plan
- Review Uniform Crime Reports/Review investigations
- Major case management review
- Finalize Food Drive results – Delivery to the Allied Food Pantry
- Evaluate budget expenditures
- Employee Appreciation Luncheon
- Finalize department project plan – Due 12/31

**Prepared by:** Chad A. Brecklin

**Date:** December 2019

## Fitchburg Public Works Engineering Project Schedule - 2020

CITY PROJECTS	2020												Personnel	Bid Date	Contractor	Consultant	R	ROW Acquisition
	J	F	M	A	M	J	J	A	S	O	N	D						
<b>Transportation</b>																		
Intersection Signalization - Lacy/McCoy and MM	D	D	B	C	C	C	C	C	C	C	C	C	Bill/Tracy			KL Eng	A	Admin
Street Resurfacing 2020	D	D	B	C	C	C	C	C	C	C	C	C	Tom/Zach			City Staff	D	Design
Syene Road - McCoy-Lacy (Includes Syene/Lacy RR Impr.)	D	D	D	D	B	C	C	C	C	C	C	C	Tom/Zach			TBD	B	Bid
Fish Hatchery Right Turn Lane	D	D	B	C	C	C	C	C	C	C	C	C	Tom/Zach/Mike			City Staff	C	Const.
McKee Road Reconstruction Phase II	D	B	C	C	C	C	C	C	C	C	C	C	Bill			Strand	P	Plan
Sidewalk Replacement 2020	D	D	B	C	C	C	C	C	C	C	C	C	Tom/Zach			City Staff	W	Warranty
Fish Hatchery Road - Greenway to McKee	C	C	C	C	C	C	C	C	C	C	C	C	Bill/Mike		Integrity	KL Eng		
Lacy Road - Fitchrona to Seminole	D	D	D	D	D	D	D	D	D	D	D	D	Bill/Mike			Mars/EOR		
Maintenance of Arterials	D	D	C	C	C	C	C	C	C	C	C	C	Tom/Zach			City Staff		
Parking Lot Resurfacing	D	D	B	C	C	C	C	C	C	C	C	C	Tom/Zach			City Staff		
Basswood	D	D	B	C	C	C	C	C	C	C	C	C	Tom/Zach/Mike			City Staff		
Uptown - East Cheryl/Greenmarket/Central Park Place	C	C	C	C	C	C	C	C	C	C	C	C						
Street Maintenance	D	D	B	C	C	C	C	C	C	C	C	C	Tom/Zach/Mike			City Staff		
Traffic Calming - E. Cheryl Pkwy Islands				C	C	C	C	C	C	C	C	C	Tracy/Bill		Parisi	Mars/EOR		
Central Park Place Extension	C	C	C	C	C	C	C	C	C	C	C	C	Tom/Zach	1-Apr-19	Huston	Vierbicher/raSmith		
Fitchrona/Nesbitt Roundabout - Punchlist/Final out				C	C	C	C	C	C	C	C	C	Bill		Integrity	AECOM		
<b>Stormwater Utility</b>	J	F	M	A	M	J	J	A	S	O	N	D						
GIS System	A	A	A	A	A	A	A	A	A	A	A	A	Dakota			City Staff		
Stormwater Pond Dredging and Retrofits	D	D	B	C	C	C	C	C	C	C	C	C	Claudia/Dakota			TBD		
Greenway Restoration and Pond Enlargement	D	D	B	C	C	C	C	C	C	C	C	C	Claudia/Dakota			City Staff		
Fitchrona Road Stormwater Improvements	D	D	D	D									Claudia/Dakota			City Staff		
Drainage and Flooding Improvements	P	P	P	P	P	C	C	C	C	C	C	C	Claudia/Dakota			City Staff		
Lake Barney Watershed	A	A	B	P	P	P	P	P	P	P	P	P	Claudia/Mike			City Staff		
Stormwater Pump	A	A	B										Claudia/Mike/Mark			City Staff		
Seminole Glenn Pond	A	A											Claudia/Dakota			TBD		
TMDL Modeling	A	A	B	P	P	P	P	P	P	P	P	P	Claudia/Dakota			TBD		
Lacy/Seminole Regional Stormwater	P	P	B	C	C	C	C	C	C	C	C	C	Claudia/Mike			Strand		
Lacy/Seminole Storm ponds for roads	P	P	B	C	C	C	C	C	C	C	C	C	Claudia/Mike			Mars/EOR		
Uptown Wet Pond (Sod Farm)	P	P	P	P	P	D	D	D	D	C	C	W	Claudia/Mike			City Staff		
Chapel Valley West Pond	D	D	D	D	C	C	C	C	C	C	C	C	Claudia/Mike			TBD		
Flooding Analysis	P	P	P	P	P	P	P	P	P	P	P	P	Claudia/Dakota			City Staff		
Private Storm Facilities Admin	A	A	A	A	A	A	A	A	A	A	A	A	Claudia/Dakota			City Staff		
Byrne Pond Retrofit	D	D	D	D	C	C	C	C	C	C	C	C	Claudia/Mike/Tom			TBD		
MS4 Biennial Report	A	A	A	A	A	A	A	A	A	A	A	A	Claudia/Dakota			City Staff		
ECSWM Reviews / Administration	A	A	A	A	A	A	A	A	A	A	A	A	Claudia/Mike/Dakota			City Staff		
Vegetation Management	P	P	B	C	C	C	C	C	C	C	C	C	Claudia/Dakota			City Staff		
Pond Sediment Study (All Ponds)	A	A	A	A	A	A	A	A	A	A	A	A	Claudia/Dakota			City Staff		

Utility District	J	F	M	A	M	J	J	A	S	O	N	D		
McCoy Interceptor													Tracy/John	City Staff
Water Tower F - Promega and Reservoir Maintenance	P	D	D	D	D	C	C	C	C	C	C	C	Mike/Tracy/John	City Staff/TBD
Water Tower D Land Acquisition	P	P	P	P	D	D	D	D	D	D	D	D	Tracy/John	City Staff/TBD
Lacy Road Water Main 1st Add to Quarry Hill	D	D	D	D	D	D	D	D	D	D	D	D	Tracy/John	TBD
Lacy Road Sanitary Sewer	D	D	B	C	C	C	C	C	C	C	C	C	Tracy/John	MARS/EOR
Greenfield Watermain Extension	D	D	B	C	C	C	C	C	C	C	C	C	Tracy/John	TBD
Verona Rd Utility Relocations					C	C	C	C	C	C	C	C	Tracy/John	City Staff
NE Watermain Loop	D	D	B	C	C	C	C	C	C	C	C	C	Tracy/John	Vierbicher
Well Maintenance	D	D	B	C	C	C							Tracy/John/Phil	TBD
Syene Interceptor Extension													Tracy/John	TBD
King James Booster Abandonment	D	D	B	C	C	C							Tracy/John	City Staff/TBD
Well 12	D	D	D	D	B	C	C	C	C	C	C	C	Tracy/John	TBD
<b>City Facilities</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>		
Public Works Equipment 2020	P	B											Mike/Mark/Johren/Phil	City Staff
Plow Fleet Replacement	P	B											Mike/Mark/Johren/Phil	City Staff
<b>Park Facilities</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>		
Pickleball Courts (8-un-lit)	D	D	B	B	C	C	C	C	C	C	C	C	Johren/Tom	City Staff
Extend Splash Pad Parking Area	D	D	B	B	C	C	C	C	C	C	C	C	Johren/Tom	City Staff
Concrete Replacement	D	D	B	B	C	C	C	C	C	C	C	C	Johren/Tom/Zach	City Staff
McKee Parking Lot - Kids Crossing	D	D	B	B	C	C	C	C	C	C	C	C	Johren/Tom/Zach	City Staff
Bike Roundabout Repairs					C	C	C	C	C	C	C	C	Claudia/Dakota	City Staff
<b>Studies</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>		
Traffic Calming	P	P	P										Bill	City Staff
Update Street Lighting	D	D	B	B	C	C	C	C	C	C	C	C	Tom/Zach	City Staff
Traffic Studies	P	P	P										Bill	City Staff
Retroreflectivity Plan	P	P	P										Bill	City Staff
Water System Analysis		P	P	P	P	P	P	P	P	P	P	P	Tracy/John	City Staff

# Plats/Commercial Developments

DEVELOPMENTS	2020												Personnel	Consultant
	J	F	M	A	M	J	J	A	S	O	N	D		
<b>PLATS</b>														
Crescent Crossing	D	D	D	C	C	C	C	C	C	C	C	C	Tom/Zach	D'onofrio
Stoner Prairie Second Addition	D	D	D	C	C	C	C	C	C	C	C	C	Tom/Zach	Wyser
Promega (Usona)	D	D	D	D	C	C	C	C	C	C	C	C	Tracy/John	Mars/EOR
Terravessa - Phase I			C	C	C	C	W	W	W	W	W	W	Tracy/John	Mars/EOR
Terravessa - Phase 2	D	D	D	D	C	C	C	C	C	C	C	C	Tracy/John	Mars/EOR
Commerce Park Drive	D	D	C	C	C	C	C	C	C	C	C	W	Bill/Mike	Mars/EOR
Promega-Fahey Glenn			C	C	C	C	W	W	W	W	W	W	Tracy/John	Mars/EOR
Phase IV Fahey Fields	D	D	D	D	C	C	C	C	C	C	C	C	Claudia/Dakota	D'onofrio
Payne and Dolan	D	D	D	D	C	C	C	C	C	C	C	C	Mike/Bill	TBD
<b>CSMS</b>	J	F	M	A	M	J	J	A	S	O	N	D		
Brown	D	D	D	D	C	C	C	C	C	C	C	C	Tracy/John	TBD
UW/Meriter	D	D	D	D	C	C	C	C	C	C	C	C	Tracy/John	TBD
Inventure/Juice Plant	D	D	D	D	C	C	C	C	C	C	C	C	Bill/Mike/Dakota	Vierbicher
Edgewood Development	D	D	D	D	C	C	C	C	C	C	C	C	Bill/Mike	TBD
Solar Farm Development	D	D	D	D	C	C	C	C	C	C	C	C	Claudia/Mike/Dakota	TBD
Nine Springs	D	D	D	D	C	C	C	C	C	C	C	C	Tracy/John	TBD

## Fitchburg Public Works Operations 2020 Project Schedule

<b>Division</b>													
<b>Parks</b>	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	
Snow plowing operations: Trails/parking lots/sidewalks	X	X	X							X	X	X	
Ice Rink Maintenance	X	X									X	X	
Forestry- Train Pruning, Removals, ect.	X	X	X	X	X	X	X	X	X	X	X	X	
Emerald Ash Borer Treatments					X	X							
Mowing operations				X	X	X	X	X	X	X			
Mulching Trees / Playgrounds					X	X	X	X	X				
Weed eating / Spraying					X	X	X	X	X				
Park Improvements			X	X	X	X	X	X	X	X	X		
Daily Monitoring of Park Maintenance	X	X	X	X	X	X	X	X	X	X	X	X	
Splash Pad Maintenance					X	X	X	X	X				
Playground Safety Inspection				X	X	X	X	X	X				
Trash Removal from Parks	X	X	X	X	X	X	X	X	X	X	X	X	
Cemetery Work, Grave Locating	X	X	X	X	X	X	X	X	X	X	X	X	
Check Bathrooms Daily			X	X	X	X	X	X	X	X			
Turf/Athletic Field/Ball Field Maintenance			X	X	X	X	X	X	X	X			
Water Trees as Necessary						X	X	X	X				
Fleet Records Update/Maintenance	X	X	X	X	X	X	X	X	X	X	X	X	
Shelter and Drinking Fountain winterizing										X	X		
Budget & Capital Plan				X	X	X	X	X	X	X			

<b>Utility</b>	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Quarterly Meter reads			X			X			X			X
Interim meter reads	X	X	X	X	X	X	X	X	X	X	X	X
Install new AMI meters	X	X	X	X	X	X	X	X	X	X	X	X
Flush Hydrants / Water System				X						X		
Clean Sewers 1/3 Of System					X	X	X	X	X	X	X	
Water Testing	X	X	X	X	X	X	X	X	X	X	X	X
Daily Monitoring Wells / Chemicals	X	X	X	X	X	X	X	X	X	X	X	X
Check Exercise / Repair Water Valves 1/5 of City				X	X	X	X	X	X	X		
Meter Testing / Repairs / Install / Upgrade	X	X	X	X	X	X	X	X	X	X	X	X
Clear Fire Hydrants (Snow)	X	X	X									X
Locating Water / Sewer / Storm	X	X	X	X	X	X	X	X	X	X	X	X
Mowing -Wells/Towers/Maintenance Facility/Easements				X	X	X	X	X	X	X		
Plowing -Wells/Towers/Maintenance Facility	X	X	X								X	X
Fleet Records Update/Maintenance	X	X	X	X	X	X	X	X	X	X	X	X
Manhole Inspections - 1/5 of City	X	X	X	X	X	X	X	X	X	X	X	X
Budget & Capital Plan					X	X	X	X	X	X		

<b>Streets</b>	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Traffic Counters					X	X	X	X	X	X	X	
Locate City owned fiber	X	X	X	X	X	X	X	X	X	X	X	X
Snow Plowing operations	X	X	X							X	X	X
Forestry operations	X	X	X	X	X	X	X	X	X	X	X	X
Emerald Ash Borer Treatments					X	X						
Pond mowing				X						X		
Road mowing					X			X	X			
Pavement painting					X	X	X	X	X	X		
Storm Water-Clean inlets, misc repairs				X	X	X	X	X	X	X		
Pothole patching	X	X	X	X	X	X	X	X	X	X	X	X
Shoulder repair				X	X	X	X	X	X	X	X	
Banners					X						X	
Holiday lighting -Snow flakes		X									X	
Guardrail trimming					X			X				
ROW maintenance and cleanup	X	X	X	X	X	X	X	X	X	X	X	X
Sign maintenance and repair	X	X	X	X	X	X	X	X	X	X	X	X

<b>Streets Cont.</b>	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
DOT Truck Inspections										X	X	X
Manhole tarring									X	X	X	
Rebuild street lights	X	X	X	X	X	X	X	X	X	X	X	X
Shovel Bus shelters/pads	X	X	X								X	X
Street Sweeping			X	X	X	X	X	X	X	X	X	X
Christmas tree pickup	X											X
Apartment brush pickup				X	X	X	X	X	X	X	X	
Recycling site cleanup & maintenance	X	X	X	X	X	X	X	X	X	X	X	X
Fleet Records Update/Maintenance	X	X	X	X	X	X	X	X	X	X	X	X
Maintenance Facility maintenance	X	X	X	X	X	X	X	X	X	X	X	X
Fire Department repairs	X	X	X	X	X	X	X	X	X	X	X	X
Assemble plow equipment											X	X
Compost site	X	X	X	X	X	X	X	X	X	X	X	X
Budget & Capital Plan				X	X	X	X	X	X	X		

<b>Project /Activity</b>	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
<b>Staffing</b>												
Hire 4 LTE Seasonal Public Works Maint. Workers		P	P									
Hire 1 LTE Seasonal City Hall Maintenance Worker		P	P									
Hire 1 LTE Seasonal Utility Maintenance Worker		P	P									
Hire Contractual Median Mowing Company	P	P										

<b>Purchases</b>	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
2020 Ball Diamond Maintenance and Supplies			P	P	P							
Various Park Maintenance Supplies per budget		P	P	P								
Purchase New 16' Mower	P	P	P	P								
Purchase Skidloader attachment			P	P	P	P	P					
Purchase 1-ton dump truck with plow	P	P	P	P	P	P	P					
Purchase Ball-Diamond conditioner	P	P	P	P	P	P	P					
Purchase skidloader attachment - Landscape Rake	P	P	P	P	P	P	P					
Purchase skidloader attachment trencher	P	P	P	P	P	P	P					
Purchase hydrseeder	S	S	S	S	S	S	S	S	S	S	S	
Replace Dozer Trailer	S	S	S	S	S	S	S	S	S	S	S	
Replace one 10' Landpride mower	S	S	S	S								
Replace two 6' Landpride mowers	S	S	S	S								
Purchase Mechanical Sweeper	S	S	S	S	S	S	S	S	S	S	S	
Utility 3/4 Ton 4x4 Pickup Truck		U	U	U								
Utility 1/2 Ton Pick-up Truck		U	U	U								
Utility Tar Kettle		U	U	U								
Purchase Plow Truck	S	S	S	S	S	S						
<b>Projects</b>												
McGaw Pickleball Court Construction					S/P	S/P	S/P	S/P	S/P	S/P		
Park Playground Upgrades			P	P	P	P	P	P				
Wildwood Roof on Shelter			P	P	P	P	P	P	P	P		
Inclusive Playground - McKee	P	P	P	P	P	P	P	P				
New Park Development		P	P	P	P	P	P	P	P			
Oak Meadow Drinking Fountain Install				P	P	P	P	P				
Park Sidewalks and Trails			P	P	P	P	P	P				
McKee Shelter Concrete Replacment					P	P	P	P	P	P		
Spash Pad Changing Rooms	P	P	P	P	P							
Playground Retrofits - S. Johnson			P	P	P	P	P	P				
Bike Path Resurfacing				P	P	P	P	P	P	P		
McKee Parking Lots - Kids Crossing & Splashpad				P	P	P	P	P	P	P		
Fahey Park Planning	P	P	P	P	P	P	P	P	P	P	P	P
City Water to McGaw Shelter				P/U	P/U	P/U	P/U	P/U				
Well 4 - New Roof						U	U					
Update Utility Mapping, Software and Hardware	U	U	U	U	U	U	U	U	U	U	U	U
Development and usage of new East water system	U	U	U	U	U	U	U	U	U	U	U	U

<b>Event Planning</b>	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Arbor Day event				P								
Fitchburg Business Appreciation Luncheon											S/P	
Fitchburg Days				P	P							
Fiesta Italia					P	P						
McKee Summer Concerts						P	P	P				
Easter Egg Hunt - McGaw Park				P								
Gear Up For Kids - McGaw						P						
Memorial Day @ Senior Center / Gorman Wayside					P							
Berbee Derby											S	
Earth Day/Park Clean Up			P	P								

<b>Training</b>	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Public Works Supervisory Training		To be determined										
CVMIC classes	X	X	X	X	X	X	X	X	X	X	X	X
Snow Plow Rodeo									X			
Water conferences			X									
Safety Plan	X	X	X	X	X	X	X	X	X	X	X	X
Water Operator Certification As Needed												
Bucket Training		To be determined										
Flagger Safety		To be determined										
Dane County Highway Safety		To be determined										
Chainsaw Safety		To be determined										





## 2020 Work Plan

- 1. Increase transportation services to and from the Senior Center** – Look into various partnerships with agencies that currently have vans/buses.
- 2. Develop partnership with Edgewood College School of Nursing** – Utilize 3<sup>rd</sup> and 4<sup>th</sup> year student nurse as patient advocates.
- 3. Develop partnership with new senior apartment complex opening next spring** – Consider transportation, case management cost share with developers
- 4. Re-examine the options to implement on-line program registration** – Look into available software or develop into our current database
- 5. Work with the Area Agency on Aging to develop parameters for a mental health pilot funded in 2020** – Intent of pilot is to contract with mental health professionals that will meet face to face with Dane County focal point case managers to advise on difficult cases involving mental health issues.
- 6. Expand our outreach to areas identified in the Health Neighborhood Initiative** - Continue to collaborate with the Dane County Diversity Coordinators to offer more variety in our programs and explore alternative locations to offer these programs.