

CITY OF SUN PRAIRIE
2021 APPROVED BUDGET



BUDGET
2021



CITY OF
SUN PRAIRIE
Wisconsin



CITY OF
SUN PRAIRIE
Wisconsin

INSTRUCTIONS FOR NAVIGATING THE ANNUAL BUDGET PDF DOCUMENT

Bookmarks for major sections are provided in the navigation pane on the left. Click on the bookmark to jump directly to that section. If a "+" sign is at the left of a bookmark, click on the "+" to bring up subheadings.

The **Table of Contents** is hyperlinked. To jump to a specific page or subsection from the Table of Contents, hover the pointer finger on the title or page number and click the mouse.

Click the **Page # and Footer** located at the bottom corner of any page to return to the Table of Contents at any time.

DOCUMENT STYLE

Purpose

The content of this publication follows the AP Stylebook. AP style provides consistent guidelines for publications in terms of grammar, spelling, punctuation and language usage.

Some guiding principles behind AP style are:

- Consistency
- Clarity
- Accuracy
- Brevity

AP style also aims to avoid stereotypes and unintentionally offensive language.

Common Style Guidelines

The Associated Press Stylebook provides an A-Z guide to issues such as capitalization, abbreviation, punctuation, spelling, numerals and many other questions of language usage. As it relates to the publication of this document, what follows are summaries of some of the most common style rules.

States and Cities

When the name of a state name appears in the body of a text, spell it out. When the name of a city and state are used together, the name of the state should be abbreviated (except for Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah).

States should also be abbreviated when used as part of a short-form political affiliation. Examples: He was travelling to Nashville, Tenn. The peace accord was signed in Dayton, Ohio. The storm began in Indiana and moved west toward Milwaukee, Wis.

Governmental Bodies

Capitalize references to specific bodies, even without the locality or state name: the Virginia General Assembly, the General Assembly.

Lowercase short forms and generic references: Republicans control the assembly. The council voted to raise parking fines.

Government Buildings

Capitalize Capitol and City Hall when referring to a specific building: the U.S. Capitol, the Capitol, the Virginia Capitol, the state Capitol, Richmond City Hall, City Hall.

Lowercase general references: You can't fight city hall.

Capital, Capitol

The city where a seat of government is located is the "capital." Do not capitalize. Do not capitalize "U.S. Capitol" and "the Capitol" when referring to the building in Washington, D.C., or in a state capital: "The Texas Capitol is in the state's capital city, Austin."

Cities

Spell out names of cities unless in direct quotes. Do not capitalize the word "city" when it is not used as a proper noun (city government, the city of Chicago, but "the City gave out several citizens' awards").

Source: [Purdue Online Writing Lab](#)

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sun Prairie
Wisconsin**

For the Fiscal Year Beginning

January 1, 2020

Christopher P. Morill

Executive Director



MESSAGE FROM THE MAYOR

Dear Honorable City Council Members and Residents of the City of Sun Prairie,

BUDGET SUMMARY

I am pleased to present the 2021 Approved Budget. The approved annual budget of \$108.4 million (excluding transfers and internal service funds) represents an 8.42 percent decrease in expenditures over 2020. This is primarily due to decreased capital expenditures within the capital projects and enterprise funds.

	2020 Revised Budget	2021 Approved Budget
General Fund	25,442,945	26,021,039
Special Revenue Funds	9,175,361	8,275,601
Debt Service Funds	7,370,402	7,082,398
Capital Projects	19,348,285	14,119,679
Enterprise Funds	56,143,491	52,019,345
Agency Fund	604,676	605,716
Permanent Funds	16,002	16,002
Component Units	272,479	265,367
	118,373,641	108,405,147

COUNCIL PRIORITIES

Due to the worldwide COVID-19 pandemic, the approved budget has taken into account the current economic conditions and the uncertainty of longer term impacts caused by this pandemic. In prior years, annual tax levy increases on the average home of 3% to 5% were recommended in order to keep pace with Sun Prairie's growth.

The Common Council underwent a strategic plan process in the spring of 2019. Eight themes or priorities came out of this process. They include human services, complete transportation network, sustainable Sun Prairie, dynamic economy, employer of choice, quality city services, downtown & central corridor vibrancy, and housing & neighborhoods.

The 2021 approved budget includes an emphasis on human services, sustainable Sun Prairie, and quality city services.

Human Services

The Common Council expects that the City will provide a wide range of human services to assist residents to live to their full potential. Service partners funded in the 2021 approved budget include the Sun Prairie Public Library, the YMCA, Community Schools, Colonial Club, and Neighborhood Navigators.

Complete Transportation Network

The community has multiple modes of transportation, ensuring the entire population has options for safe and efficient travel. These include roads, pedestrian walkways, bike lanes, and mass transit. The 2021 approved budget includes investments in all modes of transportation through our continued funding of street reconstruction and rehabilitation, funding for the Madison Metro express bus route, share-ride taxi, multi-use path replacement, and painting of on-street bike lanes.

Sustainable Sun Prairie

The City continues its commitment to sustainability by reducing our carbon footprint through the use of renewable energy and the reduction of non-green consumer practices. The City has reinforced this commitment in recent years through the installation of solar panels on public buildings as roofs are replaced, the purchase of hybrid squad cars, and updates to bathroom and lighting fixtures which include energy efficient components. The 2021 budget includes the purchase of four hybrid police vehicles, the addition of a Buyer/Sustainability Coordinator, and the investment in a strategic plan for the Sun Prairie Utilities.

Dynamic Economy

Sun Prairie is the home of many cutting-edge businesses applying innovative practices and technology to bring new and exciting products to the market every day. The robust nature of the Sun Prairie business community allows our local economy to thrive. The City continues to be interested in diversifying its tax base by encouraging redevelopment of existing areas as well as investing in new sections of the city through annexation and the creation of Tax Increment Financing Districts. The City actively markets development opportunities through direct contacts with professional real estate networks, advertising and sponsoring of targeted events, and responding to site searches from regional and State economic development agencies.

Employer of Choice

The City provides excellent public services, which can only be made available by dedicated and talented staff. Our community benefits from employees who have an amazing workplace culture where people work together toward common goals. As the city's population and boundary grows, additional staff is needed to continue to provide the same level of service our community requests. The Common Council has been proactive in providing a modest increase in staffing each year. In 2020, Alders approved 3.50 additional FTE through the budget process. The 2021 approved budget includes funding for 3.00 FTE of additional staff, as well as position reclassifications of some existing staff. Additionally, the 2021 approved budget includes increasing the wages of our poll workers to be competitive with our neighboring communities and investment in our current staff by providing educational training opportunities to solidify our commitment to retain quality employees.

Quality City Services

City services are efficient, friendly, and accessible. The Common Council has displayed their commitment to this by funding initiatives that have expanded the number of polling locations and accessibility to vote during elections as well as funding additional public safety personnel to keep our residents safe and well served. The 2021 budget continues to allocate resources to maintain current services while also anticipating future needs through investments in the replacement of equipment and maintaining facilities and park lands. The City is excited to add passport processing to the list of services that can be provided to our community.

By providing multiple services, the needs of the community can be met more efficiently with one visit, saving time and effort.

Downtown & Central Corridor Vibrancy

The City's downtown area is easy to get to by bike, car, foot, or taxi. The breadth of retail and personal services offer great options for people visiting and living in Sun Prairie. The downtown area, including Ashley Field, host a wide variety of community, cultural, sports, and entertainment events. After the explosion in July 2018, the Common Council provided a promise to be #SunPrairieStrong by allocating funds to be used as a donation to the disaster relief program as well as by hiring a consultant to assist the City in a visioning and redevelopment plan for the Main and Bristol Street intersection area. Since the completion of the visioning and redevelopment plan, the City has started to move forward with the recommendations that have come out of this plan. The newly created TID 14 will provide the ability to use tax incremental financing to facilitate redevelopment.

Housing & Neighborhoods

Through the comprehensive planning process, the community has voiced the desire to have housing options in all price ranges for those that desire to rent or own. This affords people who come to our community the ability to put down roots and grow with us. Neighborhood associations provide residents opportunities to connect with neighbors and the greater city. The 2020 budget provided funding to update the City's legislation regarding zoning and subdivisions, to conduct a housing needs assessment, and to create a Good Neighbor Project, which will connect residents with resources and opportunities to get to know their neighbors and strengthen their own community. Due to the COVID-19 pandemic, these projects were slightly delayed, and are expected to be complete in 2021.

ECONOMY AND REVENUES

Valuation

The approved budget balances community needs and priorities with the current economic uncertainty and modest growth of the city. Local government finances are subject to levy limits. The City is currently within the levy limit restrictions imposed by the state however, the City is forecasting that they will begin feeling the pressure of these levy limits within the next five years.

The City of Sun Prairie realized net new construction totaling \$52.6 million, which is a decrease of 30% over last year. The City's equalized value (market value) increased by \$324.0 million in 2020 for a total value of \$3.86 billion. In 2020, the Assessing department conducted a full revaluation of all properties within the city.

The 2021 approved budget includes a modest increase in the tax levy of 2.9% which is a 1.50% tax increase on the average home. This equals a \$31 increase on the average home in the City Sun Prairie, compared to 2020's tax increase of \$62 on the average home.

APPROVED PROPERTY TAX LEVY

	2019	2020
General Fund	\$ 15,874,840	\$ 16,540,787
Grants Fund	18,809	18,709
Library Fund	1,631,874	1,671,671
Transportation Fund	347,827	350,640
Recreation Fund	36,631	37,738
Debt Service Fund	6,567,043	6,618,831
Health In-Service Fund	20,000	-
Fleet In-Service Fund	50,000	20,500
	<u>\$ 24,547,024</u>	<u>\$ 25,258,876</u>

State Shared Revenues and Expenditure Restraint Program

The Expenditure Restraint program is a challenge for the City in that the City's expenditures for the general fund must not increase greater than a maximum of 2% of net new construction plus the CPI. For a growing city, the loss of this state aid makes it difficult for the City to add resources to maintain service levels.

The 2020 revised budget as well as the 2021 approved budget meet the Expenditure Restraint program limits to qualify for receiving the aid in 2021 and 2022. The City continues to not use monies from the Expenditure Restraint program to balance the general fund budget. By doing this, the City has eliminated the reliance of these funds for operations. The City will be directly allocating these resources to the capital projects fund. A portion of these funds will be used to offset a lease agreement for public safety vehicle IT needs as well as a community mental health initiative. Remaining funds can reduce the capital improvement plan borrowing needs for 2021.

The City receives personal property aid that replaced the tax exemption approved by the legislature in 2017. The City no longer receives property taxes from class 2 personal property (machinery, tools and patterns). Additionally, the state aid does not increase in the future years. For a city that is growing rapidly, this translates into a continued loss of future revenue.

Transportation Aids

Highway aids increased by \$215,439 over 2020. The increase in aids allows the City to not rely on fund balance to cover one-time losses in revenue due to the COVID-19 pandemic.

Sanitation Fund

The sanitation fund charges annual fees for recycling and refuse collection to residential properties. The annual fees were increased in 2017 to \$48 for recycling and \$75 for refuse collection. The fees were intended to cover the cost of the residential contract for the collection of waste to residential properties. In 2021, sanitation fees will remain the same.

Water Pollution Control Fund

The water pollution control facility (plant) is in the process of a facility expansion plan to meet the statutory required reduction of phosphorous and to meet future growth. This will incorporate the projected costs of the plant upgrade, which began design in 2019 and construction in 2020. The 2019 and 2020 budgets included rate increases of 9.3% and 11.5%

respectively in anticipation of this project. These rate increases are anticipated to be sufficient to cover the cost of current operations as well as the plant upgrade. No new rate increase is needed in 2021.

Storm Water Fund

The storm water utility is in the process of constructing a regional storm water facility on the west side. The land was acquired in 2017 and construction began during the last quarter of 2020. The rate increase of 15% in 2019 continues to be sufficient to cover the budgetary needs of the fund in 2021.

Sun Prairie Utilities

Sun Prairie Utilities manages the City's Electric and Water System. In 2021, the electric utility will focus on implementing an Outage Management System and installation of 4-distribution circuit upgrades from the long-range system plan. Along with implementing new water rates filed for at the end of 2020, the water utility plans to design and construct it's eighth well on the agreed upon school district site, construct the Pressure Regulation Valve layover project, and administer replacement of an estimated 75 customer-owned lead later water services. In addition, both the electric and water utilities will continue implementation of the Honeywell advanced metering system.

COMPENSATION, BENEFITS AND STAFFING

Compensation and Benefits

The city has two bargaining units which represents police officers and paramedics. All other employees are non-represented. The two largest monetary challenges the City has are salaries and healthcare. The 2021 budget includes a performance based step increase on their anniversary. The increase is based on where the employees wage rate falls on the range for the position. Union represented police officers will receive a 1.5% increase on the first payroll in January and 1.5% on the first payroll in July. The union represented paramedics will receive a 4.0% increase on the first payroll in January.

The City continues to experience significant increases in healthcare costs and this will be a challenge that the City faces in the future. The City converted to a high-deductible healthcare plan in 2016 to attempt to reduce the rising cost of healthcare benefits. The City has historically experienced 8-10% increases annually. Due to an increase in costs exceeding 10%, the City elected to change providers in 2019. This change capped the 2019 increase to 8.7% with increases for the next two years not to exceed 6.9% in 2020 and 8.9% in 2021. The approved budget does not include any plan changes including the City's contribution to the HSA/HRA for the high-deductible plan.

The City entered the Wisconsin Retirement System on January 1, 2017. This system requires that the employees share in the required pension contribution. Employees hired on or before January 1, 2017 were allowed the choice of converting to WRS or remaining with the City's 401a plan. By resolution, the City indicated that the 401a plan would mirror the WRS employer contributions. The 6.75% contribution rate that employees pay do not change in 2021. The city contribution for public safety employees (police and paramedics) will increase to 11.84% in 2021 from 11.74% in 2020. For all other employees, the city is required to pay 6.75% in 2021.

Staffing

The 2021 approved budget includes additions to staffing to strengthen service to the community as described below:

Description	Budgetary Cost w/ Benefits	FTE	Funding Source	Start Date
Buyer/Sustainability Coordinator	\$ 57,808	1.00	General Fund/CATV/Wastewater/Stormwater	5/1/2021
Police Officer	\$ 63,389	1.00	General Fund	5/1/2021
Recreation Specialist & PS Centralization	\$ 18,948	-	General Fund	6/1/2021
Wastewater Technician	\$ 90,100	1.00	Wastewater	1/1/2021

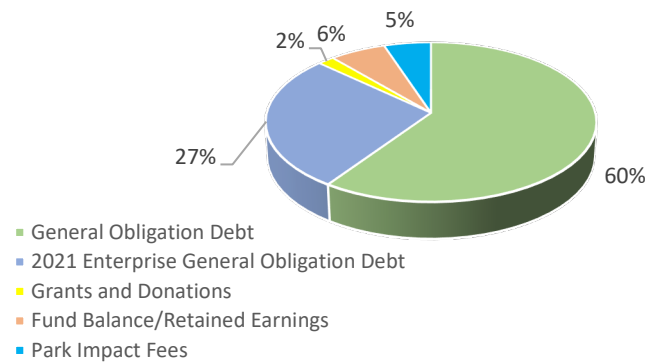
CAPITAL IMPROVEMENT PLAN

The City Council endorsed a Ten-Year Capital Improvement Plan (CIP) for the years 2021-2030. The 2021 CIP projects have been included in the 2021 budget. Please see appendix D for a list of these projects. The CIP includes projects for infrastructure, equipment and vehicles.

Funding Sources

Various funding sources are used for capital projects. The primary funding source is capital borrowing. The City's funding sources include general

2021 Capital Funding



obligation debt (60%), general obligation debt abated by enterprise funds (27%), grants and donations (2%), park impact fees (5%), fund balance or retained earnings (6%).

TRANSFERS AND REPAYMENTS TO GENERAL FUND FROM OTHER FUNDS

Replacement Funds/Designated Fund Balance

The City levies for the Building Maintenance Fund (assigned general fund balance) each year to assist in the repairs and maintenance of the City's buildings. The 2021 budget includes \$45,000 for this purpose.

TAX INCREMENT DISTRICTS (TIDS)

The availability of tax increment financing is one of the major tools used for economic development. As the City expands and establishes more tax increment districts, it becomes imperative to closely monitor and plan the development of each district.

The City currently has seven active tax increment districts. Four of the seven districts have advances from the general fund. One of the districts have begun to pay back the advances but the remaining districts will continue to require funding from the general fund for several years. For details on the tax increment financing districts please visit the district operating budgets.

Tax Increment Financing District #6 (TID6) – This district project period has closed. City Council passed a resolution to hold this district open for one additional year to fund an affordable housing fund. The TID will close in 2021.

Tax Increment Financing District #8 (TID8) – Currently this district has a general fund advance of approximately \$1.8 million. The City anticipates that this will be paid back to the general fund in 2024 upon retirement of the majority of the debt in TID8. The project period for TID8 closes in 2024. The TID is anticipated to close in 2025.

Tax Increment Financing District #9 (TID9) – Currently this district has a general fund advance of approximately \$170,615. The project period for TID9 closes in 2022. The 2021 budget includes the debt payment for the taxable general obligation borrowing in 2019 of \$4.2 million to pay an economic incentive payment due for the construction of a hotel in the district. It also includes an economic incentive payment for FC Lands based upon the approved development agreement. This district continues to see new development. The TID is anticipated to remain open until 2026.

Tax Increment Financing District #11 (TID11) – TID11 currently does not receive assistance from the general fund. The fund continues to see new development and the 2021 budget includes economic incentive payments for five separate development agreements. TID11 project period ends in 2031. The City does not anticipate closing the TID until after the close of the project period.

Tax Increment Financing District #12 (TID12) – TID12 has a general fund advance of approximately \$452,664. Until new development enters the district, the general fund advance will continue to grow. The TID is not anticipated to close until the mandatory termination in 2036.

Tax Increment Financing District #13 (TID13) – TID 13 has a general fund advance of approximately \$885,207 which the City expects will be repaid by 2023. The City has seen continued development in 2018, 2019, and 2020, which has significantly increased the value of the area. The project period for this TID ends in 2032, but the district could close as early as 2026.

Tax Increment Financing District #14 (TID14) – TID 14 was created in 2020 as a rehabilitation and conservation district and overlays with many parcels included in TID 8. Projects within this district include the construction of the Bouge building and the restoration of the bell tower on Old City Hall.

LOOKING AHEAD

I believe the current challenging economic conditions will likely continue through 2022 and even into 2023. Consequently, I expect that the budgets for 2022 and 2023 may need to be as limited as the 2021 budget presented here. In addition, the City's Financial Management Plan indicates that within the next five to six years we could be constrained by state levy limits. As a result of the restrictions caused by levy limits and challenging economic conditions, the City most likely will not have the capacity to provide departments with resources to pursue new priorities. Should departments wish to introduce new priorities in future years, department leaders will have to fund these priorities by using monies that are already allocated within their existing budgets.

CONCLUSION

I am pleased to present a budget that reinforces the priorities of our Common Council while being sensitive to the economic climate of the city and our residents. I believe the 2021 approved budget maintains investment in our existing infrastructure as well as provides a similar level of municipal service as in previous years.



Paul T. Esser
Mayor

MAYOR & CITY COUNCIL



Paul T. Esser
Mayor



Theresa McIlroy
Aldermanic District 1



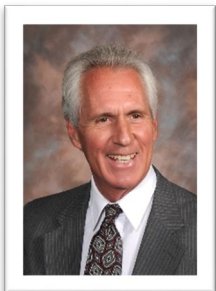
Bob Jokisch
Aldermanic District 2



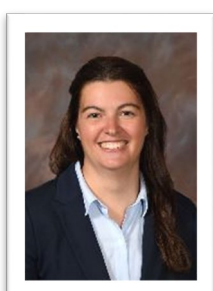
Maureen Crombie
Aldermanic District 3



Al Guyant
Aldermanic District 4



Steve Stocker
Aldermanic District 1



Theresa Stevens
Aldermanic District 2



Michael Jacobs
Aldermanic District 3



Mary Polenske
Aldermanic District 4



DIRECTORY OF STAFF

Aaron Oppenheimer
City Administrator

Connie DeKemper
Director of Administrative Services

Kristin Vander Kooi
Finance Director

Tyler Technologies
City Assessor (contracted)

Elena Hilby
City Clerk

Adam Schleicher
Director of Public Services

Mark Leonard
City Attorney

Scott Kugler
Director of Community Development

Jeffrey Robbins
Sun Prairie Media Center Director

Brian Flannery
Director of Building Inspection

Benjamin John
Public Works Operations Manager

Neil Stechschulte
Director of Economic Development

Brian Goff
EMS Chief

Tom Veith
Engineering Director

Brenda Sukenik
Human Resources Director

Donald McDermott
Information Technology Director

Svetha Hetzler
Library Director

Kristin Grissom
Parks & Recreation Director

Tim Semmann, AICP
Planning Director

Mike Steffes
Chief of Police

Christopher Garrison
Fire Chief

Jeremy Cramer
Wastewater Treatment Plant Superintendent

Rick Wicklund
Sun Prairie Utilities Manager

MISSION STATEMENT

To provide valuable, responsive, and cost-effective services that enable residents to enjoy a high quality of life.

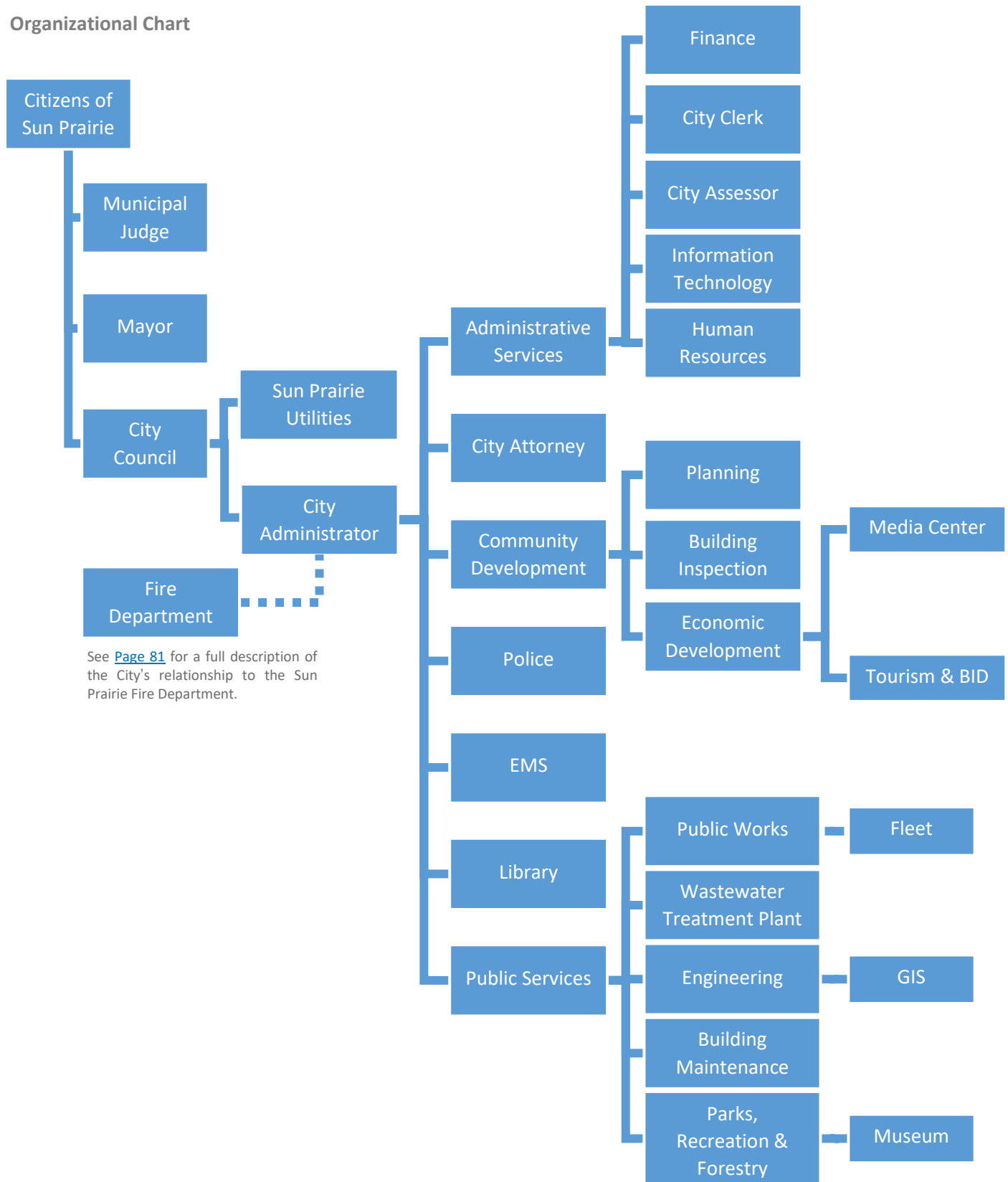
VISION STATEMENT

We want to coordinate the development of a modern community that understands and has pride in its roots to the past. We want to help develop “homes” for the residents that live here, through the creation and maintenance of neighborhoods. Each neighborhood will be equal in importance but separate in its identity. Our school system will play a major factor in the development of the neighborhoods and will serve as the community center.

We want to help create harmony amongst all residents, where race and socio-economic differences play no factor. We want everyone to feel that their personal safety is not at risk, whether they are at home or walking down the street.

ORGANIZATIONAL CHART

Organizational Chart



CITY OF SUN PRAIRIE PERSONNEL SUMMARY

Personnel by Division

	2018 FTE	2019 FTE	2020 FTE	2021 FTE	2020 to 2021 Change
GENERAL GOVERNMENT					
Mayor & Council ¹	*	*	*	*	*
Municipal Court	1.00	1.00	1.00	1.00	0.00
City Attorney	2.00	2.00	2.00	2.00	0.00
City Clerk & Elections	4.31	4.56	4.56	4.56	0.00
Administration	3.00	3.00	3.00	3.00	0.00
Administrative Services	n/a	n/a	1.00	1.00	0.00
Human Resources	3.50	3.50	4.00	4.00	0.00
Finance	6.00	6.00	4.63	5.63	1.00
Assessing	4.00	4.00	2.00	4.00	2.00
Information Technology	5.00	5.00	5.00	5.00	0.00
Building Maintenance	2.00	3.00	3.00	3.00	0.00
PUBLIC SAFETY					
Police Department ²	72.90	76.00	76.00	77.00	1.00
Emergency Medical Services	14.00	14.00	14.00	14.00	0.00
Building Inspection	5.00	6.00	6.00	6.00	0.00
PUBLIC WORKS					
Public Services	n/a	n/a	3.00	3.00	0.00
Public Works	11.00	13.00	10.00	10.00	0.00
Engineering	7.00	7.00	6.00	6.00	0.00
GIS	1.00	2.00	2.00	2.00	0.00
Sanitation ²	seasonal	seasonal	seasonal	seasonal	
Wastewater Utility	10.00	10.00	11.00	12.00	1.00
Stormwater Utility	5.00	5.00	5.00	5.00	0.00
Fleet In-Service Fund	4.00	4.00	4.00	4.00	0.00
CULTURE & RECREATION					
Museum	1.00	1.00	1.00	1.00	0.00
Recreation Programs	3.00	3.50	3.70	3.70	0.00
Family Aquatic Center ²	seasonal	seasonal	seasonal	seasonal	
Parks Maintenance	7.00	8.00	8.00	8.00	0.00
Sun Prairie Media Center	5.00	5.00	3.88	3.88	0.00
Sun Prairie Public Library	23.51	24.10	19.60	19.60	0.00
COMMUNITY DEVELOPMENT					
Community Development	n/a	n/a	1.00	1.00	0.00
Planning	5.00	5.00	4.00	4.00	0.00
Economic Development	3.00	3.00	3.00	3.00	0.00
Forestry	1.00	1.00	1.00	1.00	0.00
SUN PRAIRIE UTILITIES					
Sun Prairie Utilities	31.90	32.90	32.90	32.90	0.00
Total All Funds	241.12	252.56	245.26	250.26	5.00

NOTE: The table above does not reflect interdepartmental allocations. FTE allocations are referenced in the Department Budget Summary reports.

¹The City Mayor and City Council members are elected positions.

²LTE and seasonal positions are not included in the FTE count.

SUN PRAIRIE, WI

POPULATION

35,460

1.5% GROWTH

MEDIAN AGE

36

MEDIAN HOUSEHOLD INCOME

\$82,309

UNEMPLOYMENT RATE

6.00%

NUMBER OF BUSINESSES

718

MEDIAN HOME VALUE

\$299,400

GROWING COMMUNITY

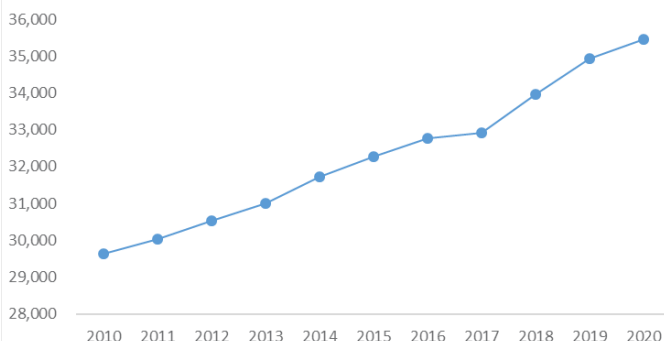
Sun Prairie is a vibrant and thriving community; known in the region for its high quality of life, its excellent parks and recreation programs, historic downtown, its exceptional public school system, and progressive approach to the development and redevelopment of the community.

As the City continues to grow, the need and demand for city services will also increase. Documents such as this report are important tools to communicate the state of the City's finances with the public. It demonstrates the City is responsibly managing public funds to ensure it can continue to provide a high level of service to the community.

Over the last ten years, Sun Prairie's population has increased 15 percent. As a percentage of the state of Wisconsin population, Sun Prairie is one of the fastest-growing municipalities in the State. This is also reflected in the fact that the Sun Prairie Area School District is the fastest growing school district in Wisconsin.

City of Sun Prairie, Population

Source: U.S. Census Bureau, Population Division



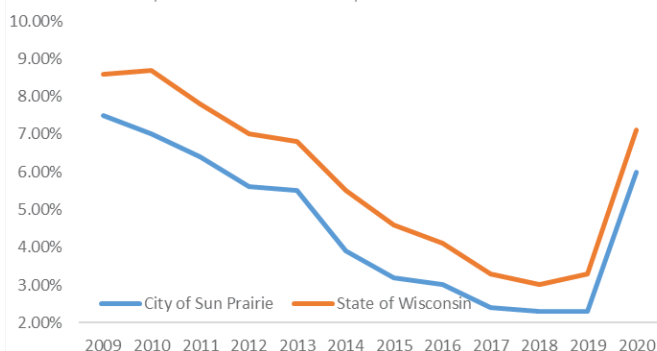
ECONOMY

Sun Prairie also benefits from a strong and diverse local economy.

The City's 2020-unemployment rate of 6.0 percent, was significantly lower than the State of Wisconsin as a whole (7.1 percent).

Unemployment Rate

Source: Wisconsin Department of Workforce Development



Employers within the City represent a variety of different industries with positions of varying skills and education levels. Some of the industries include advanced manufacturing, finance and insurance, agricultural technology, retail, customized product design, printing, publishing and graphics, warehousing and distribution, and others.

ABOUT SUN PRAIRIE

Sun Prairie's Top Ten Employers account for nearly twenty-five percent of total city employment.

Top Ten Employers

Employer	Employees
Sun Prairie School District	1,253
City of Sun Prairie	655
Colony Brands	505
QBE Insurance	450
Costco	419
Prairie Athletic Club	330
Royle Printing	314
Wisconsin Distributors	310
Target	274
Continental ContiTech	264

Source: City Economic Development Division

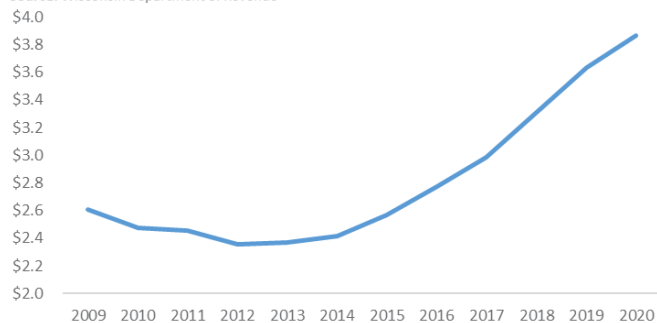
Over the last ten years, the City has seen significant increases in its equalized value. Equalized value increased by 6.3 percent in 2020⁴. This is the seventh year in a row that the City's tax base has increased. The City has regained the losses sustained during the great recession. Over the long-term the city is likely to continue to experience significant residential and commercial growth due to its proximity to the city of Madison.

In 2020, the City had net new construction growth of 1.45 percent or \$52.6 million.

City of Sun Prairie's Equalized Value

(\$ in billions)

Source: Wisconsin Department of Revenue



EDUCATION

The majority of Sun Prairie residents are in the Sun Prairie School District, with a small percentage of residents in the Deforest School District. Nearly 45 percent of the working population (residents 25 years or older) have a Bachelor's degree or higher. Of this working population, residents aged 25 to 44 years, 50.5 percent have a Bachelor's or higher.

GOVERNMENT AND ORGANIZATION

The City operates under a Mayor – Council form of government. The Mayor is elected for two years and eight council members representing four districts are elected for staggered two-year terms. The City Council appoints the City Administrator to carry out council policies and administer City operations. The City Council appoints city department heads as specified in city ordinances.

HISTORY OF SUN PRAIRIE

Sun Prairie's history dates back to 1837 when President Van Buren commissioned a party of 45 men, including August Bird, to build a state capitol in Madison. The group of men left Milwaukee on May 26, 1837 and traveled multiple days in the rain. On June 9, the group emerged at the edge of the prairie and with the sun shining, carved the words Sun Prairie into a tree. The Town of Sun Prairie was created on February 2, 1846 and the city of Sun Prairie, which grew from the town, was incorporated in 1958.

The city of Sun Prairie is located 20 minutes from downtown Madison. Its downtown is a unique community gathering place with a growing commercial center. The City has residential options ranging from affordable, higher density rental housing to executive level single-family homes. A successful business park created in 1983 has grown to 345 acres with over 40 businesses and 1,300 employees. The City has a community park system with 45 facilities on more than 425 acres, an aquatic center and ice arena, public library, and growing retail areas.

Figure 6: Sun Prairie's location in Wisconsin



COMMUNITY PROFILE

DANE COUNTY, WISCONSIN

Located in Dane County, Sun Prairie is part of the **Madison, Wis. Metropolitan Statistical Area (MSA)**, the political center of the state and second largest economic and populous MSA in Wisconsin.

Dane County was formed in 1836 as a territorial county and organized in 1839. It was named after Nathan Dane, a Massachusetts delegate to the Congress of the Confederation who helped carve Wisconsin out of the Northwest Territory. Dane County was settled in the 1840s by settlers from New England.

GOVERNMENT

Dane County is governed by a county executive and a County Board of Supervisors. The county executive is elected in a countywide vote. The Board of Supervisors consists of 37 members, each elected from single member districts. As the policy-making body of the county government, the Board of Supervisors enacts county ordinances, levies taxes, and appropriates money for services.

COMMUNITY COMPARISONS

Popularly referred to as the **Greater Madison Area (GMA)**, this area includes several adjacent communities with distinct municipal jurisdictions. The following section provides a perspective on the relative populations of the largest cities in the GMA.

This information was obtained from city Budget Offices, as well as printed and online budget documents.

Population		Square Miles	
Madison	264,742	Madison	78.95
Sun Prairie	35,460	Fitchburg	34.92
Fitchburg	29,983	Sun Prairie	12.23
Middleton	21,188	Middleton	8.92
Stoughton	13,537	Verona	6.30
Verona	13,061	Stoughton	4.92
Monona	8,377	Monona	3.26

Equalized Value

\$ in millions	
Madison	\$ 33,036.8
Middleton	\$ 4,077.2
Sun Prairie	\$ 3,864.1
Fitchburg	\$ 3,706.4
Verona	\$ 3,273.1
Monona	\$ 1,451.0
Stoughton	\$ 1,268.0

POLITICS

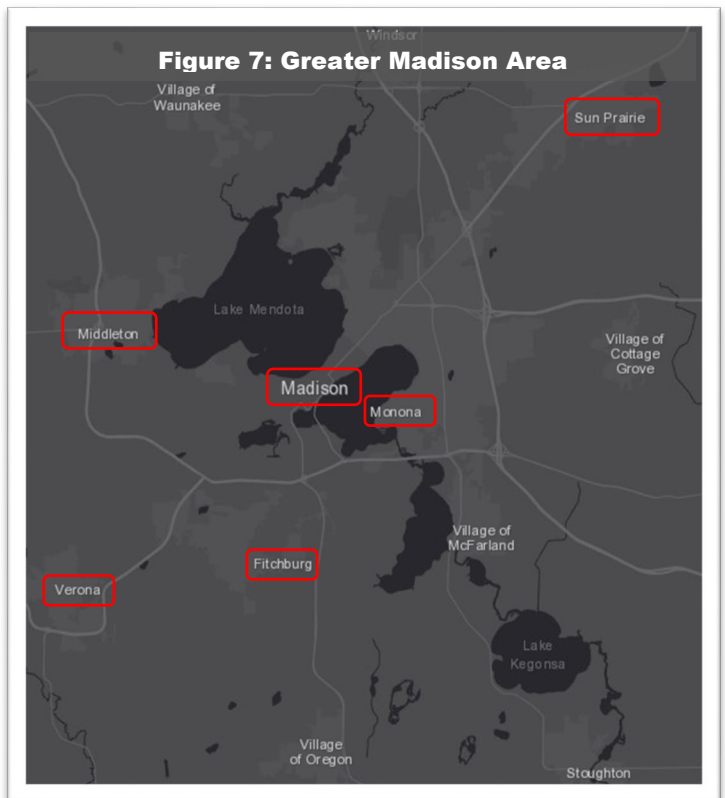
Dane County has supported the Democratic nominee for president all but five times since 1912, and in every election since 1960. Dane County was one of the few counties in the United States to elect a member of the Green Party into county-level office; that official was Leland Pan.

EDUCATION

Dane County's school districts approved significant increases in their 2019-2020 levies. Statewide, total school district levies rose 4.5%, the largest annual increase in a decade, according to the nonpartisan Wisconsin Policy Forum¹. Four districts in Dane County had double-digit levy increases: Deforest at 24%, Sun Prairie at 16.5%, and Middleton-Cross Plains and Waunakee at 11%. Four more — Belleville, Madison, Monona Grove and Verona — had increases between 6% and 10%. Madison, by far the largest district in the county, increased its levy by 7.2%, or \$22.1 million, to \$330.1 million².

¹Vetterkind, R. (2019, December 18). *Property taxes for schools up by highest rate in a decade*. Retrieved from <https://madison.com>

²Mosiman, D. (2019, December 28). *School levies drive higher tax bills in many Dane County municipalities*. Retrieved from <https://madison.com>



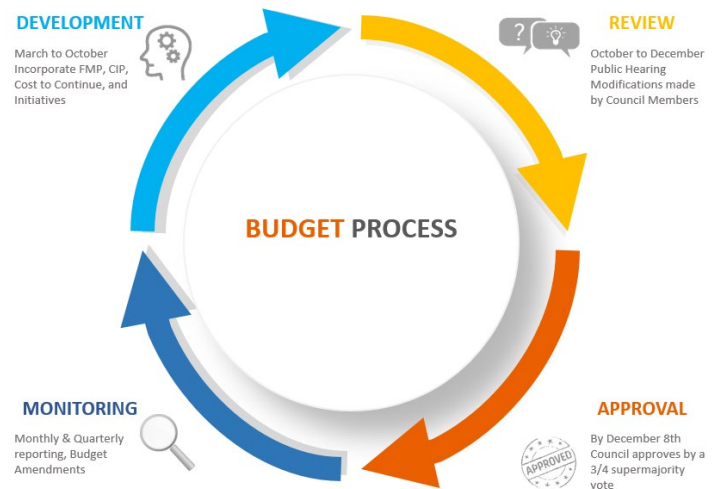
BUDGET PROCESS

BUDGET DEVELOPMENT

The City of Sun Prairie employs three primary financial tools to make informed financial decisions.

The tools are:

1. The Ten-Year Capital Improvement Plan (CIP),
2. The Five-Year Financial Management Plan (FMP),
3. The Annual Budget.



BUDGET CALENDAR

FIRST QUARTER

JANUARY

Departments finalize updates to the ten-year CIP

SECOND QUARTER

MAY

Finance Department prepares the ten-year CIP document.

JUNE

Presentation of the the-Year CIP to Committee of the Whole.

Finance Department begins working on the revenue and expenditure forecast and five-year request for service changes for the FMP.

THIRD QUARTER

JULY

Departments start entering cost to continue estimates.

Finance Department updates personnel budgets.

AUGUST

Council approves the ten-year CIP. The first year of the plan is incorporated into the budget.

Committee of the Whole reviews the financial management plan and sets priorities.

SEPTEMBER

City Administrator meets with department directors to review budget change requests (initiatives).

Finance Department completes the draft budget document.

City Administrator and the Mayor review the budget document. The Mayor selects the initiatives to include in the recommended budget by ordinance.

FOURTH QUARTER

OCTOBER

Budget presentation to the Council. Council debates the budget during work sessions.

Departments start to update the ten-year CIP.

NOVEMBER 10TH, 2020

A Public Hearing is held regarding the budget document.

NOVEMBER 17TH, 2020

Council approves the budget.

BUDGET PROCESS

TEN-YEAR CAPITAL IMPROVEMENT PLAN

The budget cycle begins in October with the development of the ten-year capital improvement plan (CIP). The CIP focuses on city assets with value greater than \$25,000 and expected life of more than 10 years. It includes road projects, facility improvements, equipment needs, and other capital asset maintenance and needs. The Capital Improvement Policy and the Debt Management Policy outline the structure to which the Ten-Year Capital Improvement Plan must adhere.

The cost of the capital expense and an estimated cost of the asset's operating budget impact are included in the preparation of the plan. Departments propose projects based on the direction of the City's development, the Westside Traffic Impact Fee Plan, the Parks and Open Space Plan, the Long-Range Electric System Plan, and the Long-Range Water System Plan.

The CIP Committee reviews all projects and ranks them according to priorities established by the City Council and defined in the Capital Improvement Policy. In June, the draft CIP is submitted to the Committee of the Whole and published on the City's [website](#) and in hard copy for public review. The Committee of the Whole holds several work sessions and a public hearing for citizens to provide input on the proposed projects. The Committee of the Whole votes for its approval of the CIP and forwards the document to City Council for a final vote and approval. The Council approves the CIP by August. The first year of the CIP is incorporated into the Annual Budget that is presented to Council in October.

FIVE-YEAR FINANCIAL MANAGEMENT PLAN

The second phase of budget development is the creation of the Five-Year Financial Management Plan (FMP). City departments articulate significant operational needs that may not be included in a traditional forecast of revenues and expenditures.

Examples include:

- a change in service or service delivery
- a need for additional personnel or equipment due to growth of the city

ANNUAL CITY BUDGET

The last phase of budget development is the operating budget. Departments have three tasks:

1. Complete the cost to continue budget for current operation service levels
2. Identify goals and initiatives for the coming year (including those identified in the FMP)
3. Project current year end expenditures
4. Forecast revenues through trend analysis

The Finance Department updates revenues and expenditures in August following the release of the state of Wisconsin's Equalized Property Values on August 15th. The City Council holds several work sessions to provide staff with guidelines for developing the City's Annual Budget.

The Mayor and City Administrator review departmental budget requests and determine which goals and initiatives will be included in the Recommended Budget. The Recommended Budget and the budget approved by Council must be in balance: General Fund revenues must be equal to General Fund expenditures.

The Mayor presents the Recommended Budget to the City Council on or before October 20, in accordance with state statute. The recommended budget is simultaneously made available to the public and the Council. The public can view a printed copy at the City Clerk's office or the Sun Prairie Public Library. The public can also view and download the document from the City's [website](#).

The City Council reviews the recommended budget and makes desired modifications. A public hearing provides residents with the opportunity to present input concerning the budget. The City Council must approve the final budget by a three-fourths supermajority vote on or before December 8, per state statute. Once the budget is finalized, the tax levy rate is calculated and property tax bill distribution begins.

The budget takes effect January 1 of each year.

BUDGET PROCESS

BUDGET MONITORING

The budget is monitored throughout the year to ensure city departments remain within budget and complete planned activities. City Council receives monthly updates and a full financial report each quarter. If unanticipated expenses occur, the budget can be amended during the last six months of the year in accordance with the City's Budget Management and Amendment Policy.

BUDGET AMENDMENTS

Budget amendments may be required over the course of the year due to unanticipated revenues, expenditures, or a decision by elected officials to modify the services and programs provided by the City. An amendment is required to transfer funds between departments, to increase total expenditures within a fund, to utilize contingency funds, or to transfer budgeted funds between capital projects. Budget amendments are completed in the last half of the year; ensuring adequate information related to revenue and expenditure trends, performance, and other factors prior to passage of a budget amendment.

BUDGET BASIS

The city of Sun Prairie adopts an annual budget using the modified accrual basis, which is consistent with Generally Accepted Accounting Principles (GAAP). Revenues are recorded when they are both measurable and available while expenditures are recorded when the related fund liability is incurred. Fund statements in the Comprehensive Annual Financial Report (CAFR) are modified accrual basis for the governmental funds: General Fund, Special Revenue Funds, Debt Service funds and Capital Projects Funds; and accrual basis for the Proprietary Funds.

The major differences between the adopted budget and GAAP for Governmental Funds are:

1. Encumbrances are recorded as the equivalent of expenditures (budget) as opposed to a reservation of fund balance (GAAP).
2. Certain revenues and expenditures are not recognized for budgetary purposes are accrued (GAAP).

The major differences for Enterprise funds are:

1. Encumbrances are recorded as the equivalent of expenses (budget basis) as opposed to an expense of the following accounting period (GAAP).
2. Certain items, such as principal expense and capital outlay, are recorded as expenditures for budgetary purposes as opposed to adjustments of the appropriate balance sheet accounts (GAAP).

BUDGET POLICIES Financial Policies are located in Appendix C

The city of Sun Prairie has adopted financial policies that align with state statutes and provide city-directed guidelines to manage City finances. Below are highlights of the financial policies of the city of Sun Prairie:

OPERATING BUDGET POLICIES

- Current revenue will be sufficient to support current operating expenditures. In the event that recurring expenditures exceed recurring revenues, non-recurring draw-downs of unassigned general fund balance is permitted to the extent that they are done in compliance with the Fund Balance Policy and the Budget Management and Amendment Policy.
- Operating budgets are established at the department and fund level. The City Administrator may approve transfers within departments. Transfers between departments or funds require City Council approval with a three-fourths supermajority vote.
- A contingency account in the annual operating budget provides for unanticipated expenditures of a non-recurring nature. Transfers from the contingency account will require City Council approval with a two-thirds vote.
- Financial systems will be maintained to monitor expenditures, revenue and function performance on an ongoing basis.
- Revenue and expenditures will be projected for the next five years and will be updated biannually.

DEBT MANAGEMENT POLICY

- Long-term debt will not be issued to finance current operations.
- Capital projects financed through the issuance of bonds will be financed for a period not to exceed the expected useful life of the asset/project.
- The total direct debt principal outstanding at the end of each budget year will not exceed 1.75% of the City's total equalized value for that year.
- The portion of the City's total tax levy used for payment of general obligation debt will not exceed 27.5% of the total levy amount.

FUND BALANCE POLICY

- The City will establish a contingency expenditure appropriation in the annual general fund operating budget to provide for unanticipated expenditures of a non-recurring nature. This contingency will be a minimum of 1.5% of the general fund revenue budget.
- The City will maintain a working capital reserve of 16% - 20% of the general fund operating revenue budget. This reserve is for unforeseen one-time events and for stabilization to aid the city in responding to temporary reductions in revenue.

CAPITAL IMPROVEMENT POLICY

- Adopting an annual capital improvement budget based upon a five-year capital improvement plan that is updated annually.
- Coordinating development and approval of the annual capital improvement budget with the development of the operating budget, and considering future operating costs associated with new capital improvements

FINANCIAL STRUCTURE & ORGANIZATION

FUND DESCRIPTIONS

The City records its financial transactions in individual funds. A fund is a grouping of related accounts used to maintain control over resources that have been designated for specific activities or objectives. The City uses fund accounting to ensure compliance with finance-related legal requirements, as well as for managerial control in order to demonstrate fiduciary responsibility over the assets of the City. Types of funds used by the City include governmental funds, proprietary funds, and fiduciary funds.

City of Sun Prairie's Funds

1. Governmental Funds
2. Proprietary Funds
3. Component Units
4. Permanent Funds
5. Agency Funds

GOVERNMENTAL FUNDS

GENERAL FUND

The General Fund is the primary operating fund of the city; it accounts for the revenues and expenditures necessary to carry out basic governmental activities, except those required to be accounted for in another fund. The General Fund is a major fund.

DEBT SERVICE FUNDS

Debt service funds are used to accumulate funds for general long-term debt principal and interest costs. The City of Sun Prairie has two debt service funds:

Debt Service Fund

The Debt Service Fund is a major fund used to account for the accumulation of resources for, and the payment of, general obligation long-term debt principal, interest and related costs not abated by proprietary fund operations.

TIF District #6 Fund

Tax Increment Financing District #6 (TIF 6) completed its expenditure period as defined by Wisconsin State Statutes. The TIF remains open for one additional year to create a housing fund. TIF 6 will close at the end of 2021.

CAPITAL PROJECTS FUNDS

Capital project funds are used to account for capital acquisition, construction, and rehabilitation of assets. This includes land, equipment, and infrastructure.

Capital Projects Fund

The Capital Projects Fund is a major fund that accounts for the acquisition, construction and rehabilitation of city-owned assets that are funded by the General Fund, Obligation Debt, and Grants & Donations.

Development Projects Fund

This fund accounts for the flow-through of engineering costs for infrastructure construction completed by a developer and later dedicated and accepted by the City. This is a non-major fund.

Tax Increment Financing District Funds

The City has five active tax increment financing districts (TIF) currently classified as capital project funds. None of these funds have reached the end of their expenditure period as defined by [Wisconsin State Statutes](#). TIF 8 is the only TIF fund classified as a major fund.

GOVERNMENTAL FUNDS, continued

SPECIAL REVENUE FUNDS

Non-major special revenue funds are designated to a specific purpose. All of the City's Special Revenue Funds are non-major funds. The city of Sun Prairie has the following special revenue funds:

Grants and Donations Fund

This fund receives grants and donations, which are used for the purpose received.

Transportation Impact Fee Fund

This fund receives revenue from the Transportation Impact Fee. The fee is paid at the time a new building permit is issued for development within defined boundaries on the City's west side. Fund expenditures must relate to transportation improvements determined to be necessary and as presented in the Westside Traffic Impact Fee Report. The fund is governed by [state statute](#) and city ordinances.

Sun Prairie Media Center Fund

This fund receives revenues from franchise fees and accounts for expenditures related to the Sun Prairie Media Center.

Refuse and Recycle Fund

Revenues from refuse and recycling special charges are deposited in this fund. The proceeds are used to pay the contract for City Refuse and Recycling residential collection services.

Emergency Small Business Loan Fund

This fund was created to provide technical and financial resources to aid Sun Prairie businesses in mitigating the impacts of the economic crisis due to COVID-19. These funds are targeted for businesses that were viable before the pandemic, but need emergency assistance to survive the impacts of COVID-19.

Community Dev. Block Grant Fund

This fund supports projects that meet the national objective of Low-and-Moderate Income benefit or the prevention and elimination of slum and blight.

Park Fund

This fund receives revenue from the Park Impact Fee; the fee is paid by the developer at the time new construction occurs. Fund expenditures are allowed for purchasing, developing, and improving park land and facilities required as a result of land development. The fund is governed by [state statute](#) and city ordinances.

Street Tree Fund

Fees for the installation of trees are collected at the time a building permit is issued. Fund expenditures are allowed for the installation of trees along City streets.

Library Fund

This fund accounts for grants, fines and forfeitures, and transfers from the General Fund. Expenditures for the library are recorded in this fund. The fund is governed by [state statute](#).

Tourism Fund

Seventy percent of revenues generate from the local Hotel Tax are deposited into this account; the remainder of Hotel Tax revenues are deposited in the General Fund. This fund accounts for fund expenditures used to support activities designed to promote Sun Prairie tourism.

Transit Fund

This fund accounts for revenues received from intergovernmental grants and aids, transfers, donations, and transportation program fares. Expenditures for transit services, including share-ride taxi services and metro bus services are recorded here.

Recreation Fund

This fund tracks revenues and expenditures for recreation programs as the Recreation Department expands programming.

Affordable Housing Fund

This fund provides resources for a variety of affordability initiatives for implementation of strategic housing recommendations.

PROPRIETARY FUNDS

ENTERPRISE FUNDS

Enterprise funds are established to account for operations that are similar to those of a private business. User fees are established and revised to ensure that revenues are adequate to meet all necessary expenses. All enterprise funds are considered major funds.

Sun Prairie has the following enterprise funds:

Water Pollution Control Facility

This fund accounts for costs associated with the management and operations of the City's wastewater treatment plant.

Stormwater Utility

The Stormwater Utility is responsible for meeting federal and state watershed requirements and maintain stormwater detention ponds and conveyances. The Engineering and Public Works Departments jointly administer the Utility.

Sun Prairie Utility

Sun Prairie Utilities provides water and electric services within the City. In 2017, Sun Prairie Utilities sold its fiber optic internet assets and responsibilities to a private internet provider, TDS.

INTERNAL SERVICE FUNDS

Fleet In-Service Fund

The Fleet In-Service Fund is an internal service fund. The fund accounts for goods and services related to fleet operations provided to other departments or agencies of the City on a cost reimbursement basis.

Health In-Service Fund

This fund accounts for Health Savings Account payments to employees. It also accounts for health care and dental premiums.

COMPONENT UNITS

The City acts as the fiduciary for two component units that are included in the annual budget. Component units are legally separate from the City while the City remains financially accountable for the entities:

The Community Development Authority (CDA)

The Community Development Authority (CDA) leases select TIF property and improvements to the City. Currently the CDA is leasing improvements to TIF 8.

The Business Improvement District

The Business Improvement District is a separate district with boundaries that incorporate downtown Sun Prairie. The District is authorized to levy special assessments to fund its operations. Separate financial statements are issued for the Business Improvement District.

PERMANENT FUNDS

City of Sun Prairie is the fiscal agent for:

The Ashely Trust Fund

The Charles David Ashley Foundation made a contribution to the City of Sun Prairie in 1976. The fund was created with the requirement for the principle to remain invested. The fund's income is awarded each year to a Sun Prairie resident who has done the most good for the City during the year.

The Library Trust Fund

The Sun Prairie Library received a bequest of stocks in 1958. The conditions of the bequest require the original bequest to remain unspent. The income must be spent 50% on the purchase of books and 50% on the purchase of equipment for operations.

AGENCY FUND

Multijurisdictional Public Safety Information System Commission (MPSISC)

The city of Sun Prairie is the fiscal agent for the MPSISC, which is a joint venture between five cities for the management of public safety information system infrastructure.

Tax Agency Fund

Used to account for all taxes the municipality is responsible for collecting. Both for the City's taxes and for other governments.

FUNDS AND FUNCTIONAL AREAS

Funds and Functional Area

	General Fund	Grants & Donations	Sun Prairie Media Center	Sanitation Fund	Street Tree Fund	Library Fund	Tourism Fund	Transit Fund	Rec Fund	Wastewater	Stormwater	Fleet In-Service Fund	Sun Prairie Utilities
General Government													
Mayor & Council	X												
Municipal Court	X												
City Attorney	X		X							X	X		
City Clerk & Elections	X												
City Administrator	X		X							X	X		
Administrative Services	X		X							X	X		
Human Resources	X		X							X	X		
Finance	X		X							X	X		
Risk Management	X												
Assessing	X												
Information Technology	X		X							X	X		
Building Maintenance	X												
Public Safety													
Police Department	X	X											
Fire Department	X	X											
Emergency Medical Services	X	X											
Building Inspection	X												
Emergency Management	X												
Public Works													
Public Services	X			X						X	X		
Public Works	X									X	X	X	
Engineering	X									X	X		
GIS	X									X	X		
Refuse and Recycling				X									
Transportation Fund	X							X					
Wastewater Treatment Plant										X			
Stormwater Utility											X		
Fleet Maintenance												X	
Health & Human Services													
Colonial Club	X												
Youth & Family	X												
YMCA & Community Schools	X												
Cemetery	X												
Culture & Recreation													
Sun Prairie Media Center			X										
Recreation	X	X							X				
Family Aquatic Center	X												
Parks Maintenance	X												
Museum	X	X											
Tourism							X						
Sun Prairie Public Library		X				X							
Conservation & Development													
Community Development	X												
Planning	X												
Economic Development	X	X											
Forestry	X				X								
Sun Prairie Utilities													X

FUNDS BY TYPE

GENERAL FUND

GENERAL GOVERNMENT

<u>DEPT #</u>	<u>DEPARTMENT</u>
110	Mayor
115	Council
120	Municipal Court
150	Administration
130	City Attorney
151	Administrative Services
140	City Clerk
155	Human Resources
160	Finance
165	Risk Management
170	Assessing
180	Information Technology
185	Building Maintenance

PUBLIC SAFETY

<u>DEPT #</u>	<u>DEPARTMENT</u>
210	Police Department
220	Fire Department
230	Emergency Medical Services
250	Emergency Management
240	Building Inspection

PUBLIC WORKS

<u>DIV #</u>	<u>DIVISION</u>
300	Public Services
310	Public Works
330	Engineering
340	GIS

HEALTH & HUMAN SERVICES

<u>DIV #</u>	<u>DIVISION</u>
541	Colonial Club
542	Youth & Families
545	YMCA / Community Schools
548	Human Services
549	Cemetery

CULTURE & RECREATION

<u>DIV #</u>	<u>DIVISION</u>
530	Historical Museum
550	Recreation
255	Family Aquatic Center
590	Parks Maintenance

COMMUNITY DEVELOPMENT

<u>DIV #</u>	<u>DIVISION</u>
600	Community Development
610	Planning
620	Economic Development
650	Forestry

OTHER FINANCING USES

<u>DEPT #</u>	<u>DEPARTMENT</u>
690	Transfers

SPECIAL REVENUE FUNDS

<u>FUND #</u>	<u>FUND</u>
200	Grants & Donations
210	Transportation Impact Fee Fund
220	Sun Prairie Media Center
230	Refuse & Recycling
240	Emergency Small Business Loan
245	CDBG Fund
250	Park Fund
251	Street Tree Fund
260	Library Fund
270	Tourism Fund
275	Transportation Fund
280	Recreation Fund
290	Affordable Housing Fund

CAPITAL PROJECT FUNDS

<u>FUND #</u>	<u>FUND</u>
400	Capital Projects Fund
490	Development Projects Fund
508	TIF District No. 8 Fund
509	TIF District No. 9 Fund
511	TIF District No. 11 Fund
512	TIF District No. 12 Fund
513	TIF District No. 13 Fund
514	TIF District No. 14 Fund

DEBT SERVICE FUNDS

<u>FUND #</u>	<u>FUND</u>
300	Debt Service Fund
506	TIF District No. 6 Fund

PERMANENT FUNDS

<u>FUND #</u>	<u>FUND</u>
	Ashley Trust Fund
	Library Trust Fund

ENTERPRISE FUNDS

<u>FUND #</u>	<u>FUND</u>
610	Wastewater Utility
650	Stormwater Utility
	Sun Prairie Utilities
700	Fleet In-Service Fund
750	Health In-Service Fund

COMPONENT UNITS

<u>FUND #</u>	<u>FUND</u>
810	BID
850	CDA

AGENCY FUND

<u>FUND #</u>	<u>FUND</u>
900	MPSISC
910	Tax Agency Fund

BUDGET INITIATIVES OVERVIEW

Requested Changes from the Base Budget

If additional expenditures are needed to expand services, Department Managers submit a formal Budget Initiative Request detailing the justification for additional funding.

Examples of Budget Initiative Requests include:

- Funding for new full-time or part-time staff and non-salary operational costs related to new staff such as travel, training and supplies.
- Proposed reductions or elimination of services.
- Reallocation of existing expenditures from one funding source to another (e.g. conversion of a grant-funded activity to property tax levy funding).
- Proposed increases in existing fees or creation of new fees.

The Budget Initiative request justifies the proposal in terms of how the initiative will advance the City's ability to improve services or enhance administrative efficiencies. The description and justification includes information on all items related to the proposal including personnel costs, operational expenditures, and capital equipment. Given the City's limited resources, Department Managers provide a thorough description and justification of the proposal. These detailed proposals greatly improve the decision making process for Administration and the Mayor in making final determinations and, eventually, provide adequate information to the Council Members.

Examples of items addressed in the justification section of the budget requests are:

- Is the proposal needed to support current activities or new activities? If current activities, how is the work currently accomplished?
- If the funding request is to allow for new activities, what new activities will the City be able to accomplish?
- How will funding the request improve service to citizens or improve operational efficiencies?
- How will funding of the proposal improve current operations or conversely, what are the service or administrative consequences if funding for the proposal is not approved?

SUMMARY OF BUDGET AMENDMENTS

Summary of Budget Amendments

	Increase / (Decrease)					
	Expenditures	Revenues	Fund Balance	Borrowing	Tax Levy	Notes
Amendment 1	3,270,000	928,000		2,342,000	-	Update of Capital Improvement Projects
Amendment 2	37,500		37,500		-	Dreambus and Hoopla: Library Fund Balance
Amendment 3	523,305	250,000	273,305		-	Wetmore Splashpad: Donations and Park Fund
Amendment 4	24,000				24,000	Fire Department increase
Amendment 5	(24,000)				(24,000)	Remove Fire Department Increase
Total Amendments	\$ 3,830,805	\$ 1,178,000	\$ 310,805	\$ 2,342,000	\$ -	

BUDGET INITIATIVES SUMMARY

Budget Initiatives Summary

Description	FTE	Total	Revenues	Tax Levy
Revenue Initiatives				
Engineering Review Fees	-	(26,500)	-	(26,500)
Subtotal	-	\$ (26,500)	\$ -	\$ (26,500)
Human Services				
Colonial Club Donation	-	50,000	-	-
Community Mental Health	-	6,000	-	-
iMac Replacement	-	5,100	-	-
Digital Materials	-	30,000	30,000	-
Dream Bus Service	-	7,500	7,500	-
Marketing & Communications Consultant	-	10,000	-	-
Subtotal	-	\$ 108,600	\$ 37,500	\$ -
Sustainable Sun Prairie				
Buyer/Sustainability Coordinator (May 1st)	1.00	57,808	-	48,646
Fraud Risk Assessment	-	10,000	-	-
Strategic Plan 2022-2024	-	22,000	-	-
Subtotal	1.00	\$ 89,808	\$ -	\$ 48,646
Quality City Services				
Invasive Species Control	-	6,500	2,500	4,000
Police Officer (May 1st)	1.00	63,389	-	63,389
Recreation Specialist & PS Centralization	-	18,948	-	-
WWTP Tech - Collection System	1.00	90,100	-	-
MMA Paint Machine	-	29,000	-	-
Passport Acceptance Facility	-	13,000	15,000	(2,000)
Emergency Vehicle IT Equipment	-	18,250	-	-
Front End Loader	-	255,000	-	-
Streaming Upgrades	-	4,950	-	-
(2) Police Vehicles	-	106,400	106,400	-
Sheehan Park Scoreboards	-	19,500	-	-
City Legal Services Fee	-	6,000	-	-
COVID Financial Assistance	-	50,000	-	-
Computer Refresh 2021	-	8,490	-	-
Firewall Replacements 2021	-	7,629	-	-
Security Camera Upgrades	-	42,600	-	-
Distribution Line Clearance	-	60,000	-	-
Paving Maintenance	-	22,000	-	-
Well 4 Scale Replace - CI	-	6,590	-	-
Well 4 Scale Replace - FI	-	6,157	-	-
Well 6 Scale Replace - CI	-	6,590	-	-
Well 6 Scale Replace - FI	-	6,157	-	-
Well 7 Scale Replace - CI	-	6,590	-	-
Well 7 Scale Replace - FI	-	6,157	-	-
Well 7 Pump Maint	-	25,000	-	-
Subtotal	2.00	\$ 884,996	\$ 123,900	\$ 65,389
Employer of Choice				
Increase Election Official Wages	-	13,248	-	13,248
Live Production with TriCaster Class	-	2,590	-	-
City HR Fee	-	29,275	-	-
Community Outreach	-	16,400	-	-
Subtotal	-	\$ 61,513	\$ -	\$ 13,248
GRAND TOTAL - ALL INITIATIVES	3.00	\$ 1,028,609	\$ 161,400	\$ 52,137



COMPREHENSIVE FINANCIAL PLAN

OVERVIEW: REVENUES & EXPENDITURES

MISSION

The primary factors that impact the City's revenue and expenditures are city growth, levy limits, state aids, and expenditure restraint.

Total revenue for 2021 is \$114.5 million of which \$94.1 million will be used to fund operations. Funding sources include fees, utility rates, and intergovernmental funds. The City's largest operating revenue source is property taxes; 2021 property taxes will provide \$18.6 million in revenue. The state of Wisconsin restricts property tax levies through levy limits. Currently the city is well within the state imposed levy limit, however, it expects to meet this limit as early as 2026. The levy limit can be increased by net new construction and non-recurring adjustments, such as a tax increment district closure.

The city of Sun Prairie continues to grow; this growth impacts both revenues and expenditures. The net new construction increase for 2020 (budget year 2021) was 1.45%. The city does not expect to maintain historical levels of new growth and is forecasting a five-year average future increase of 1.77%. We use a conservative estimate of 50% of the prior five year average. This reduction in new construction will have an effect in various ways. In addition to net new construction, the city is experiencing appreciation of existing properties. Total property values increased, on average, 17.1% in 2020, 14.3% in 2019, and 3.2% in 2018.

NET NEW CONSTRUCTION AS A PERCENT OF EQUALIZED VALUE

\$ in millions	Net New Construction	Total Equalized Value	Net New Construction as a percent of Equalized Value
2014	44.7	2,368.7	1.89%
2015	82.7	2,413.5	3.43%
2016	75.3	2,566.2	2.94%
2017	63.6	2,772.2	2.29%
2018	144.2	2,984.7	4.83%
2019	172.8	3,310.1	5.22%
2020	52.6	3,634.1	1.45%

Source: State of Wisconsin, Department of Revenue's Net New Construction Reports

INTERGOVERNMENTAL REVENUE

The State provides the City with funding through shared revenue, state aid, and expenditure restraint programs. In addition, it provides aids funding specific to roads and periodically provides grant funding opportunities.

State shared revenue has remained consistent for the past several years and is expected to continue into the future. State shared revenues are distributed based on population, property values, and other factors. The City's increasing property values would reduce state shared revenues; however, the city is also seeing a growth in population that is offsetting the property value increase.

The State provides funds to compensate for the loss of property taxes on computer related equipment. The State previously used equipment market value to calculate the payment. During the 2017-19 State Budget, this program was changed; the 2019 payment was calculated using an inflationary factor on the 2018 aid amount. Future payments will be frozen at the 2018 amount.

The City receives monies through the expenditure restraint program based on a formula that restricts the General Fund expenditure growth rate. This limit is calculated using 60% of net new construction capped at 2% plus a CPI factor.

STATE SHARED REVENUE					
Dollars in thousands	2021	2020	2019	2018	2017
State Shared Revenue	691	692	695	698	689
State Aid – Exempt Computers	291	291	291	285	250
State Aid – Personal Property	88.4	103.2	118.0	-	-
Total State Shared Revenue	1,070.7	1,087.0	1,104.9	982.7	939.3
Percent Change	-1.5%	-1.6%	12.4%	4.6%	-4.3%
State Expenditure Restraint	514.3	531.9	-	557.3	582.9
Percent Change	-3.3%	na	na	-4.4%	2.1%

The State provides a financial incentive, called the expenditure restraint payment, to municipalities that limit growth in spending. The incentive payment is received the year after a city expends less than the restraint limit. The 2018 budgeted general fund expenditures exceeded the limit imposed by expenditure restraint, which disqualified the city for these funds (\$550,000) in the 2019 budget. The city was able to compensate for the loss of these funds from the closure of Tax Increment Financing District 7 (TID7) in 2017. (Closing a tax increment district has the effect of increasing the amount of property tax levy available to the city, as the property tax is no longer restricted to use within the district and is instead available for any city need.) The city received \$347,000 that was set aside for the purpose of exceeding the expenditure restraint limit and resetting the base calculation of general fund expenditures. In 2019 and 2020, the City qualified for expenditure restraint funds which will be received in 2020 and 2021. Unless the growth of the city slows, it is expected that the City will have to exceed the limit within the next year or two to continue receiving the funds based on the current expenditure forecast.

The City also receives Franchise Fee aid in the form of Video Service Provider Aid (VSPA). VSPA is intended to reimburse municipalities for the mandated reduction in each communities' video service provider (cable franchise) fee of .5% in 2020 and another .5% in 2021. The aid is based on the amounts reported to the Department of Revenue (DOR) on Form [SL-310: Video Service Provider Report](#). The VSPA is distributed to each municipality imposing the video service provider (cable franchise) fee under [sec. 66.0420\(7\), Wis. Stats.](#) The aid equals 1.0% percent of the gross receipts used to calculate the actual 2019 fee revenues received by the municipality ([sec. 79.097\(1\)\(a\), Wis. Stats.](#)) The state will distribute this aid to each municipality on or before the fourth Monday in July ([sec. 79.097\(3\)\(b\), Wis. Stats.](#)). Starting on January 1, 2021, the video service fee (percentage) imposed by a municipality must equal the percentage applied on December 31, 2019 less 1.0 percent ([sec. 66.0420\(7\)\(b\)2m., Wis. Stats.](#)

Due to the worldwide COVID-19 pandemic, the approved budget has taken into account the current economic conditions and the uncertainty of longer term impacts caused by this pandemic. The 2021 approved budget takes into account decreases in investment income, room tax revenues, and permits compared to the 2020 budget.

COMPREHENSIVE FINANCIAL PLAN

UTILITY REVENUE

The City reviews the rates for utility charges annually to assure that the rates create a sustainable environment for the utility funds. The 2018, 2019, and 2020 budgets included rate increases for the Water Pollution Control Facility. The rate increases were driven by Wastewater Utility's plant expansion. No rate increase was needed in the approved 2021 budget to assist in funding the facility expansion. Sun Prairie Utilities manages the City's Electric and Water System. In 2021, the electric utility will focus on implementing an Outage Management System and installation of 4-distribution circuit upgrades from the long-range system plan.

Along with implementing new water rates filed for at the end of 2020, the water utility plans to design and construct its eighth well on the agreed upon school district site, construct the Pressure Regulation Valve layover project, and administer replacement of an estimated 75 customer-owned lead lateral water services. In addition, both the electric and water utilities will continue implementation of the Honeywell advanced metering system.

2021 FUND BALANCE SUMMARY

FUND TYPE	Projected 2021 Beginning	2021 Approved Budget		Projected 2021 Ending	Property Tax Levy
	Fund Balance	Revenues	Expenditures	Fund Balance	Contribution
GENERAL FUND	\$ 12,930,145	\$ 28,117,741	\$ 28,117,741	\$ 12,930,145	\$ 18,640,045
SPECIAL REVENUE FUNDS					
Park Improvement Fund	1,568,005	603,000	1,089,255	1,081,750	-
Street Tree Fund	299,382	101,000	154,375	246,007	-
Grants and Donations Fund	189,795	382,830	369,510	203,115	-
Sun Prairie Media Fund	108,699	416,389	451,773	73,315	-
Westside Traffic Impact Fee	1,874,898	380,000	-	2,254,898	-
Sanitation Fund	269,340	1,342,650	1,536,719	75,272	-
Emergency Loan Fund	95,137	-	-	95,137	-
Community Development Block Grant Fund	(303,774)	155,500	155,500	(303,774)	-
Library Fund	521,606	2,339,895	2,399,895	461,606	-
Recreation Fund	(8,389)	386,849	385,153	(6,693)	-
Tourism Fund	354,390	44,262	119,051	279,601	-
Transportation Fund	217,093	1,462,886	1,562,050	117,929	-
Housing Fund	-	214,520	214,520	-	-
Total Special Revenue Funds	5,186,182	7,829,781	8,437,801	4,578,163	-
CAPITAL PROJECTS FUNDS					
Capital Projects	3,984,184	8,836,894	8,356,858	4,464,220	-
TIF No. 8	(935,005)	2,889,616	2,193,729	(239,118)	-
TIF No. 9	(168,548)	2,601,378	1,685,009	747,821	-
TIF No. 11	342,281	871,125	849,058	364,348	-
TIF No. 12	(623,885)	304,630	207,029	(526,284)	-
TIF No. 13	(1,092,982)	589,025	338,871	(842,828)	-
TIF No. 14	(116,287)	2,000	63,375	(177,662)	-
Development Projects	(45,820)	450,000	450,000	(45,820)	-
Total Capital Projects Funds	1,343,940	16,544,668	14,143,929	3,744,679	-
DEBT SERVICE FUNDS					
Debt Service Fund	4,987,822	6,687,401	7,074,048	4,601,175	6,618,831
TIF No. 6	57,307	236,150	222,870	70,587	-
Total Debt Service Funds	5,045,129	6,923,551	7,296,918	4,671,762	6,618,831
PERMANENT FUNDS					
Ashley Trust Fund	1,000	2	2	1,000	-
Library Trust Fund	419,876	24,000	16,000	427,876	-
Total Permanent Funds	420,876	24,002	16,002	428,876	-
ENTERPRISE FUNDS					
Fleet Inservice	1,451,280	2,119,294	2,087,203	1,483,371	-
Healthcare Inservice Fund	497,838	3,170,316	3,260,780	407,374	-
Water Pollution Control	25,515,930	15,911,935	16,001,015	25,426,850	-
Stormwater Utility	11,198,626	3,782,146	3,535,943	11,444,829	-
Water & Light	82,902,305	34,067,542	32,482,387	84,487,460	-
Total Enterprise Funds	121,565,979	59,051,233	57,367,328	123,249,884	-
AGENCY FUNDS					
MPSISC	314,767	605,716	605,716	314,767	-
Total Agency Funds	314,767	605,716	605,716	314,767	-
COMPONENT UNITS					
Business Improvement District	45,227	134,620	140,214	39,633	-
Community Development Authority	62,889	125,153	125,153	62,889	-
Total Component Units	108,116	259,773	265,367	102,522	-
Grand Total	\$ 146,915,133	\$ 119,356,465	\$ 116,250,801	\$ 150,020,797	\$ 25,258,876
Note: Includes Transfers. General Fund includes Fund Balance Applied, all other funds exclude Fund Balance Applied.					
TOTAL CITY PROPERTY TAX LEVY CONTRIBUTION					\$ 25,258,876

BUDGET COMPARISON

	2019	2020	% vs. '19	2020	% vs. '20	2021	% vs. '20
REVENUE	Actual	Org. Budget	Actual	Rev. Budget	Org. Budget	Org. Budget	Rev. Budget
General Fund	24,323,458	25,257,483	3.8%	25,377,483	0.5%	25,763,095	1.5%
Special Revenue Funds	4,841,026	5,076,384	4.9%	5,176,384	2.0%	5,377,346	3.9%
Debt Service Funds	6,666,240	6,796,282	2.0%	6,796,282	0.0%	6,905,301	1.6%
Capital Projects Funds	31,343,159	15,710,862	-49.9%	16,619,782	5.8%	16,544,668	-0.5%
Permanent Funds	5,002	25,002	399.8%	25,002	0.0%	24,002	-4.0%
Enterprise Funds	50,825,671	58,946,415	16.0%	57,900,078	-1.8%	59,030,733	2.0%
Component Units	284,322	272,479	-4.2%	272,479	0.0%	259,773	-4.7%
Agency Funds	855,031	604,676	-29.3%	604,676	0.0%	605,716	0.2%
Total Revenues/Resources	\$ 119,143,911	\$ 112,689,583	-5.4%	\$ 112,772,166	0.1%	\$ 114,510,634	1.5%

Excludes 486210 - Econ Dev Chargebacks, 492100 - Transfer In, 492199 - Transfer In - W&L Pilot, and 499000 - Fund Balance Applied

	2019	2020	% vs. '19	2020	% vs. '20	2021	% vs. '20
EXPENDITURES	Actual	Org. Budget	Actual	Rev. Budget	Org. Budget	Org. Budget	Rev. Budget
General Fund	24,153,776	25,347,476	4.9%	25,685,134	1.3%	26,021,039	1.3%
Special Revenue Funds	5,840,460	7,517,208	28.7%	8,866,605	18.0%	8,275,601	-6.7%
Debt Service Funds	6,451,612	7,366,402	14.2%	7,366,402	0.0%	7,082,398	-3.9%
Capital Projects Funds	30,093,883	17,023,979	-43.4%	19,357,220	13.7%	14,119,679	-27.1%
Permanent Funds	5,002	5,002	0.0%	5,002	0.0%	16,002	219.9%
Enterprise Funds	41,354,259	62,018,051	50.0%	61,654,025	-0.6%	57,367,328	-7.0%
Component Units	378,156	272,479	-27.9%	272,479	0.0%	265,367	-2.6%
Agency Funds	861,400	604,676	-29.8%	604,676	0.0%	605,716	0.2%
Total Expenditures/Uses	\$ 109,138,547	\$ 120,155,273	10.1%	\$ 123,811,543	3.0%	\$ 113,753,129	-8.1%

Excludes 572000 - Transfer Out

2021 APPROVED BUDGET SUMMARY

2021 Approved Budget Summary

		Special						
REVENUES	General Fund	Revenue Funds	Debt Service Funds	Capital Projects Funds	Permanent Funds	Enterprise Funds	Component Units	Agency Funds
Taxes	18,640,045	-	6,833,351	7,083,872	-	-	-	-
Special Assessments	500	1,403	-	-	-	500,000	112,000	-
Intergovernmental Revenues	3,076,406	1,740,318	21,630	864,852	-	100,000	-	-
Licenses and Permits	782,368	336,717	-	-	-	770,196	-	-
Fines and Forfeitures	191,000	7,000	-	-	-	-	-	-
Charges for Services	1,963,964	2,690,619	-	470,000	-	41,997,903	-	605,716
Investment Income	100,000	23,500	8,000	600	-	4,906,692	125,153	-
Interdepartmental Charges	-	-	-	-	-	-	-	-
Misc. Revenues	433,167	534,527	42,320	1,195,000	-	88,244	22,620	-
Other Financing Sources	-	-	-	6,930,344	-	10,667,698	-	-
Other	86,841	43,262	-	-	24,002	-	-	-
General Obligation Debt	-	-	-	-	-	-	-	-
Sub-Total Revenues	25,274,291	5,377,346	6,905,301	16,544,668	24,002	59,030,733	259,773	605,716
Transfers In	2,354,646	2,296,722	18,250	-	-	20,500	-	-
Fund Balance Applied/Cash Reserves	488,804	1,363,536	386,647	71,375	-	2,458,161	5,594	-
Less: Transfers Out	(2,096,702)	(6,700)	(214,520)	(24,250)	-	-	-	-
Sub-Total Transfers and Applied Balance	746,748	3,653,558	190,377	47,125	-	2,478,661	5,594	-
Total Funding Sources	\$ 26,021,039	\$ 9,030,904	\$ 7,095,678	\$ 16,591,793	\$ 24,002	\$ 61,509,394	\$ 265,367	\$ 605,716
EXPENDITURES								
General Government	4,972,465	15,339	-	-	-	-	-	-
Public Safety	14,044,701	618,733	-	-	-	-	-	605,716
Public Works	3,340,325	1,543,719	-	-	-	-	-	-
Health & Human Services	131,257	6,000	-	-	-	-	-	-
Culture, Recreation, and Education	2,148,037	3,939,157	-	-	16,002	-	-	-
Conservation and Development	966,254	2,146,992	-	-	-	-	125,153	-
Water Pollution Control Facility	-	-	-	-	-	16,001,015	-	-
Stormwater Facility	-	-	-	-	-	3,535,943	-	-
Sun Prairie Utilities	-	-	-	-	-	32,482,387	-	-
Fleet In-Service Fund	-	-	-	-	-	2,087,203	-	-
Health In-Service Fund	-	-	-	-	-	3,260,780	-	-
Business Improvement District (BID)	-	-	-	-	-	-	140,214	-
Capital Outlay	-	-	8,350	1,607,553	-	-	-	-
Debt Service	-	-	7,074,048	12,512,126	-	-	-	-
Contingency	418,000	5,661	-	-	-	-	-	-
Total Expenditures	\$ 26,021,039	\$ 8,275,601	\$ 7,082,398	\$ 14,119,679	\$ 16,002	\$ 57,367,328	\$ 265,367	\$ 605,716

TRANSFER SCHEDULE

Transfer In

General Fund	6,700
General Fund	2,286,437
Special Revenue	18,709
Special Revenue	6,000
Library	1,669,236
Transportation Fund	350,640
Recreation Fund	37,617
Affordable Housing Fund	214,520
Debt Service Fund	18,250
Fleet Inservice Fund	20,500
Total Transfer In	\$ 4,628,609

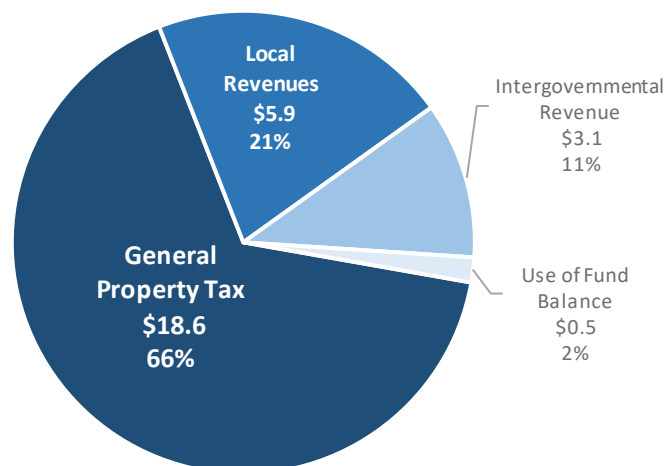
Transfer Out

Recreation Fund	6,700
Sun Prairie Utilities	2,286,437
General Fund	18,709
Capital Projects	6,000
General Fund	1,669,236
General Fund	350,640
General Fund	37,617
Tax Increment District 6	214,520
Capital Projects	18,250
General Fund	20,500
Total Transfer Out	\$ 4,628,609

REVENUE SUMMARY

General Fund Revenue Summary	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Taxes (excluding Levy)	155,874	177,381	115,312	100,233	163,500	86,841	(76,659)
Special Assessments	(25,683)	(85,372)	22,835	22,755	500	500	-
Licenses and Permits	920,625	811,200	992,117	854,343	814,135	782,368	(31,767)
Fines, Foreits & Penalties	174,635	232,798	193,522	184,900	183,000	191,000	8,000
Public Charges for Services	1,771,956	2,122,616	1,530,221	1,760,744	1,897,025	1,963,964	66,939
Investment Income	192,201	342,454	125,439	150,000	262,622	100,000	(162,622)
Miscellaneous Revenue	338,320	621,784	366,619	328,357	335,310	290,977	(44,333)
Other Financing Sources	2,253,606	2,785,908	3,290,070	2,491,973	2,407,826	2,496,836	89,010
Sub-Total Local Revenues	5,781,534	7,008,770	6,636,135	5,893,305	6,063,918	5,912,486	(151,432)
Intergovernmental Revenue	3,245,628	2,815,133	2,750,288	2,775,840	2,868,561	3,076,406	207,845
Total Revenues	9,027,162	9,823,903	9,386,422	8,669,145	8,932,479	8,988,892	56,413
Use of Fund Balance	-	-	-	-	666,129	488,804	(177,325)
Total Revenue & Fund Balance	9,027,162	9,823,903	9,386,422	8,669,145	9,598,608	9,477,696	(120,912)
General Property Tax Levy	15,715,346	16,911,464	17,979,980	17,979,980	17,979,981	18,640,045	660,064
Total Sources	\$ 24,742,508	\$ 26,735,366	\$ 27,366,402	\$ 26,649,125	\$ 27,578,589	\$ 28,117,741	\$ 539,152
Includes: Fund 100 - General Fund and 255 - Family Aquatic Center							

2021 General Fund Revenues
(in millions)



FUNCTION SUMMARY

FUNCTION SUMMARY							
Function Summary	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
PROPERTY TAXES							
General Property Taxes	15,715,346	16,911,464	17,979,980	17,979,980	17,979,981	18,640,045	660,064
Illegal Taxes	(26,559)	(87,412)	(5,102)	(5,102)	-	-	-
Omitted Property Taxes	0.3	-	-	-	-	-	-
Property Tax Chargebacks	-	-	27,857	27,857	-	-	-
Sub-Total Property Taxes	15,689,088	16,824,051	18,002,734	18,002,735	17,979,981	18,640,045	660,064
OTHER TAXES							
Public Accomodation Tax	54,807	108,338	46,788	31,643	95,000	18,541	(76,459)
Payments In Lieu Of Taxes	98,376	66,950	67,489	67,490	66,500	66,500	-
Interest And Penalty On Taxes	2,691	2,094	1,035	1,100	2,000	1,800	(200)
Sub-Total Other Taxes	155,874	177,381	115,312	100,233	163,500	86,841	(76,659)
SPECIAL ASSESSMENTS							
Interest Special Assessments	575	480	81	-	500	500	-
Delq Sa Revenue	-	1,561	-	-	-	-	-
Sub-Total Special Assessments	575	2,041	81	-	500	500	-
INTERGOVERNMENTAL REVENUE							
State Shared Revenue	698,166	695,442	693,749	692,373	692,373	690,875	(1,498)
State Expenditure Restraint	557.3	-	-	-	-	-	-
State Aid - Exempt Computers	284,529	291,415	291,415	291,415	291,415	291,415	-
State Fire Insurance Tax	120,244	139,736	-	-	-	-	-
State Aid- Personal Property	-	118,006	103,223	103,223	103,223	88,440	(14,783)
State Grants - Police	7,680	10,663	9,008	8,000	10,239	12,240	2,001
State Aid - Road Allotment	1,376,177	1,360,615	1,564,707	1,564,707	1,564,707	1,779,908	215,201
State Aid - Connecting Streets	54,977	54,939	54,802	54,802	54,802	55,040	238
School District - Pd Liasion	146,526	144,317	33,384	61,320	151,802	155,988	4,186
Misc.Grants	-	-	-	-	-	2.5	2.5
Sub-Total Intergovernmental Revenue	3,245,628	2,815,133	2,750,288	2,775,840	2,868,561	3,076,406	207,845
LICENSES AND PERMITS							
Liquor & Malt Bev. Licenses	86,571	44,819	38,831	39,088	57,000	57,000	-
Bartender Licenses	16,500	25,084	12,100	13,000	21,800	25,500	3,700
Cigarette Licenses	2,525	2,725	3,775	3,761	2,600	3,000	400
Other Business Licenses	10,428	10,175	4,738	5,262	11,300	10,000	(1,300)
Dog Licenses	9,147	11,917	8,396	17,302	10,000	19,000	9,000
Chicken Keeping License	60	115	-	30	85	85	-
Building Permits	202,055	171,583	229,507	190,000	192,000	185,000	(7,000)
Occupancy Permits	19,550	15,500	19,300	17,100	16,250	16,250	-
Plumbing Permits	137,467	138,224	216,336	190,000	152,000	140,500	(11,500)
Electrical Permits	122,949	106,798	148,663	125,000	110,000	100,000	(10,000)
Hvac Permits	146,146	137,902	178,285	145,000	126,600	119,833	(6,767)
Street Opening Permits	36,824	21,480	24,251	15,000	20,000	15,000	(5,000)
Stormwater Erosion Cont Fee	36,648	23,363	36,170	28,000	25,000	25,000	-
Zoning And Plat Approval Fees	57,345	48,775	38,445	32,000	33,500	31,000	(2,500)
Other Permits And Fees	30,587	47,366	25,468	27,000	29,200	28,000	(1,200)
Weights & Measures	5,823	5,374	7,854	6,800	6,800	7,200	400
Sub-Total Licenses And Permits	920,625	811,200	992,117	854,343	814,135	782,368	(31,767)
FINES, FORFEITS AND PENALTIES							
Court Penalties And Costs	131,773	164,283	134,470	127,000	135,000	138,000	3,000
Parking Violations	42,862	68,516	58,567	57,400	48,000	53,000	5,000
Other Violations	-	-	485	500	-	-	-
Sub-Total Fines, Forfeits And Penalties	174,635	232,798	193,522	184,900	183,000	191,000	8,000

FUNCTION SUMMARY

Function Summary, continued	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
PUBLIC CHARGES FOR SERVICES							
Clerk Fees	39,972	41,628	45,100	35,000	40,000	55,000	15,000
Information Technology Fees	0.2	-	-	-	-	-	-
Police Department Fees	16,198	27,297	10,144	11,000	18,310	18,310	-
Police Animal Pound Fees	90	120	90	90	-	-	-
Ambulance Fees	1,082,082	1,473,012	1,194,747	1,450,000	1,350,000	1,400,000	50,000
Ems Townships Charges	62,325	70,304	71,915	71,915	69,305	81,454	12,149
Building Inspection Charges	380	1,875	(296)	(297)	1,500	-	(1,500)
Sewer Inspection Charges	6,270	4,170	6,650	7,000	4,000	4,000	-
Hvac Plan Review	15,160	21,420	21,600	20,500	16,000	13,000	(3,000)
Building Plan Review	47,900	41,295	58,735	52,000	41,200	37,000	(4,200)
Fire Alarm Plan Review	1,110	8,280	6,620	7,000	4,000	1,500	(2,500)
Fire Supp Plan Review	8,020	7,380	9,060	8,330	3,500	6,500	3,000
Plumbing Plan Reivew	34,595	37,248	22,410	25,249	32,000	21,000	(11,000)
Public Works Misc Charges	5,732	10,424	17,852	19,000	23,700	23,700	-
Engineering Review Fees	15,538	16,356	25,564	15,000	15,000	41,500	26,500
Parks Miscellaneous Charges	25,851	36,655	14,395	15,038	63,510	46,000	(17,510)
Summer Program Fees	103.1	-	-	-	-	-	-
Winter Program Fees	96,083	(25)	-	-	-	-	-
Dog Park Use Fees	23,304	24,881	22,720	21,000	23,000	23,000	-
Adult Program Fees	-	48,749	-	-	-	-	-
Preschool Program Fees	-	23,167	-	-	-	-	-
Youth Program Fees	-	35,293	-	-	-	-	-
Teen Program Fees	-	9,840	-	-	-	-	-
Family & Misc Program Fees	-	1,663	-	-	-	-	-
Special Event Program Fees	-	4,050	-	-	-	-	-
Family Aquatic Center Fees	188,041	177,534	2,917	2,919	192,000	192,000	-
Sub-Total Public Charges For Services	1,771,956	2,122,616	1,530,221	1,760,744	1,897,025	1,963,964	66,939
INVESTMENT INCOME							
General Fund	192,201	342,454	125,439	150,000	262,622	100,000	(162,622)
Sub-Total Investment Income	192,201	342,454	125,439	150,000	262,622	100,000	(162,622)
MISCELLANEOUS REVENUE							
Bid Chargebacks	-	58,386	-	-	-	-	-
Miscellaneous Rents	11,005	10,222	4,731	5,000	10,708	7,058	(3,650)
Police Auction	-	5,084	2,151	2,200	-	-	-
Sale Of Material And Equipment	44,167	51,861	35,927	52,500	50,000	50,000	-
Insurance Dividend & Recovery	108,823	151,004	62,244	60,000	76,456	52,324	(24,132)
Donations - Library	4.0	-	-	-	-	-	-
Donations - Concerts In The Pa	3.0	-	-	-	-	-	-
Miscellaneous Revenues	137,248	290,283	199,874	170,000	122,000	137,149	15,149
Ag Use Penalties	8,656	32,943	28,340	13,207	18,000	10,683	(7,317)
City Attorney Chargebacks	-	-	5,950	5,950	5,950	5,813	(137)
Human Resources Chargebakcs	20,000	20,000	25,196	17,500	25,196	25,950	754
Finance Chargebacks	-	2,000	2,000	2,000	2,000	2,000	-
Insurance Dividend & Recovery	1.4	-	-	-	-	-	-
Miscellaneous Revenues	-	-	0.2	-	-	-	-
Sub-Total Miscellaneous Revenue	338,320	621,784	366,619	328,357	335,310	290,977	(44,333)
OTHER FINANCING SOURCES							
Transfer In	117,061	349,116	1,134,667	12,672	12,672	6,700	(5,972)
Transfer In - W&L Pilot	1,827,309	2,007,112	2,061,097	2,214,557	2,130,410	2,286,437	156,027
Econ Dev Chargebacks	-	55,680	-	58,024	58,024	61,509	3,485
Engineering Chargebacks	289,750	374,000	94,306	206,720	206,720	142,190	(64,530)
Gain On Sale Of Capital Assets	3.3	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	666,129	488,804	(177,325)
Transfer In	16.2	-	-	-	-	-	-
Sub-Total Other Financing Sources	2,253,606	2,785,908	3,290,070	2,491,973	3,073,955	2,985,640	(88,315)
Total Revenues	\$24,742,508	\$26,735,366	\$27,366,402	\$26,649,125	\$27,578,589	\$28,117,741	\$ 539,152

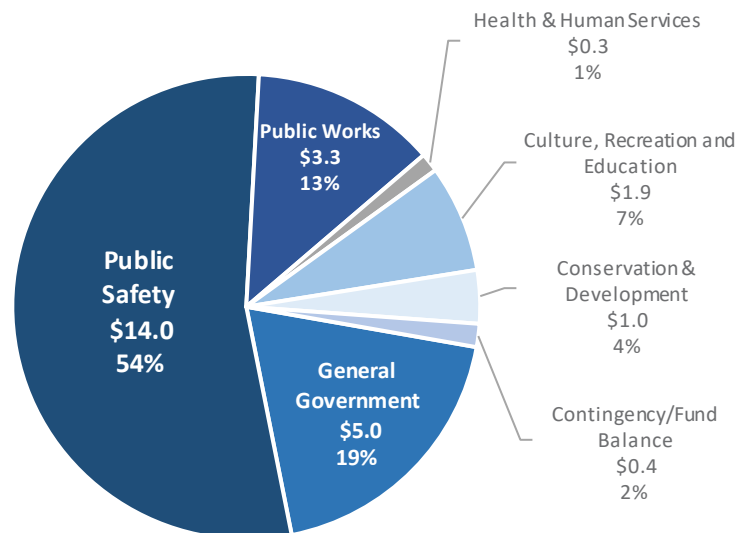


EXPENDITURE SUMMARY

General Fund Exp. Summary	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
General Government	4,958,463	4,548,293	4,802,099	4,818,296	5,083,418	4,972,465	(110,953)
Public Safety	11,883,347	12,925,993	13,320,346	13,364,249	13,526,086	14,044,701	518,615
Public Works	2,851,353	3,419,887	3,043,700	3,141,341	3,392,665	3,340,325	(52,340)
Health & Human Services	247,058	323,703	373,468	346,170	427,747	341,257	(86,490)
Culture, Recreation and Education	1,769,726	2,006,593	1,671,283	1,686,085	1,987,380	1,938,037	(49,343)
Conservation & Development	913,319	929,308	877,803	876,695	985,126	966,254	(18,872)
Sub-Total	22,623,267	24,153,776	24,088,700	24,232,836	25,402,422	25,603,039	200,616
Contingency/Fund Balance	-	-	-	-	188,684	418,000	229,316
Transfers	2,018,445	2,007,896	2,184,406	2,118,941	2,178,212	2,096,702	(81,510)
Sub-Total	2,018,445	2,007,896	2,184,406	2,118,941	2,366,896	2,514,702	147,806
Total General Expenditures	\$ 24,641,712	\$ 26,161,672	\$ 26,273,106	\$ 26,351,777	\$ 27,769,318	\$ 28,117,741	\$ 348,423

Includes: Fund 100 - General Fund and 255 - Family Aquatic Center

2021 General Fund Expenditures
(in millions)



DIVISION SUMMARY

Division Summary	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
GENERAL GOVERNMENT							
Mayor	39,785	40,812	41,448	41,635	42,314	44,263	1,949
Council	68,398	68,115	68,382	69,246	73,238	72,849	(389)
Municipal Court	106,905	107,833	115,267	118,874	115,949	121,112	5,163
City Attorney	258,455	238,784	306,596	295,158	295,665	252,481	(43,185)
City Clerk	317,563	381,142	404,410	405,003	393,241	421,518	28,277
Elections	122,412	61,866	211,348	212,677	220,746	121,501	(99,245)
Administration	285,003	326,999	320,845	331,666	347,586	361,861	14,275
Administrative Services	-	-	141,224	137,835	142,558	156,786	14,228
Human Resources	319,837	350,960	325,516	341,367	405,936	446,331	40,395
Finance	529,207	599,049	493,636	500,180	478,688	544,983	66,295
Risk Management	844,515	163,541	163,048	163,478	184,099	190,254	6,155
Assessing	435,426	321,295	388,179	378,091	440,056	338,105	(101,951)
Information Technology	927,890	1,165,110	1,214,083	1,167,631	1,229,234	1,175,694	(53,540)
Building Maintenance	703,067	722,787	608,116	655,455	714,108	724,728	10,620
Sub-Total General Government	4,958,463	4,548,293	4,802,099	4,818,296	5,083,418	4,972,465	(110,953)
PUBLIC SAFETY							
Police Department	7,993,129	8,718,085	8,918,142	8,975,599	9,035,091	9,305,446	270,355
Fire Protection	1,296,630	1,437,557	1,513,203	1,522,001	1,536,668	1,602,495	65,827
Emergency Medical Service	2,018,368	2,125,184	2,231,725	2,208,999	2,254,580	2,419,084	164,504
Building Inspection	570,238	642,485	656,211	655,650	689,747	707,676	17,929
Emergency Management	4,981	2,682	1,067	2,000	10,000	10,000	-
Sub-Total Public Safety	11,883,347	12,925,993	13,320,346	13,364,249	13,526,086	14,044,701	518,615
PUBLIC WORKS							
Public Services	-	2	177,843	179,507	195,912	205,236	9,324
Public Works	2,091,710	2,659,873	2,188,195	2,278,116	2,496,222	2,471,147	(25,075)
Engineering	647,929	653,706	560,133	565,442	580,092	508,149	(71,943)
GIS	111,714	106,306	117,529	118,276	120,440	126,794	6,354
Transportation	-	-	-	-	-	29,000	29,000
Sub-Total Public Works	2,851,353	3,419,887	3,043,700	3,141,341	3,392,665	3,340,325	(52,340)
HEALTH & HUMAN SERVICES							
Colonial Club	190,000	200,000	210,000	210,000	260,000	210,000	(50,000)
Youth & Families	2,558	8,153	8,468	11,170	12,747	6,257	(6,490)
YMCA & Community Schools	45,000	106,050	145,000	115,000	145,000	115,000	(30,000)
Cemetery	9,500	9,500	10,000	10,000	10,000	10,000	-
Sub-Total Health & Human Services	247,058	323,703	373,468	346,170	427,747	341,257	(86,490)
CULTURE, RECREATION, AND EDUCATION							
Historical Museum	43,614	107,931	87,473	98,731	102,089	115,543	13,454
Parks Maintenance	925,272	922,183	1,106,008	1,109,900	1,134,846	1,073,461	(61,385)
Recreation	486,362	648,657	421,317	413,315	421,048	430,846	9,798
Family Aquatic Center	314,478	327,823	56,484	64,139	329,397	318,187	(11,210)
Sub-Total Culture, Recreation, and Education	1,769,726	2,006,593	1,671,283	1,686,085	1,987,380	1,938,037	(49,343)
CONSERVATION AND DEVELOPMENT							
Community Development	-	-	160,464	160,550	160,899	165,374	4,475
Planning	494,022	526,414	363,314	362,333	396,279	412,661	16,382
Economic Development	299,139	321,073	234,049	232,198	266,880	237,588	(29,292)
Forestry	120,159	81,821	119,977	121,614	161,068	150,631	(10,437)
Sub-Total Conservation and Development	913,319	929,308	877,803	876,695	985,126	966,254	(18,872)
Transfers	2,018,445	2,007,896	2,184,406	2,118,941	2,178,212	2,096,702	(81,510)
Personnel Contingency	-	-	-	-	-	-	-
General Contingency	-	-	-	-	188,684	418,000	-
Sub-Total Transfers & Contingency	2,018,445	2,007,896	2,184,406	2,118,941	2,366,896	2,514,702	(81,510)
Total	\$ 24,641,712	\$ 26,161,672	\$ 26,273,106	\$ 26,351,777	\$ 27,769,318	\$ 28,117,741	\$ 348,423

Includes: Fund 100 - General Fund and 255 - Family Aquatic Center

2020 PROPERTY VALUES & TAX RATE

2020 PROPERTY VALUES AND TAX RATE

ASSESSED VALUE BY CLASS	2016	2017	2018	2019	2020*	Increase (Decrease)	Percent Change
Residential	\$ 1,821,841,500	\$ 2,102,247,000	\$ 2,168,954,100	\$ 2,237,893,900	\$ 2,643,212,500	\$ 405,318,600	18.1%
Commercial	679,317,300	782,142,800	839,488,600	903,958,600	1,028,578,200	124,619,600	13.8%
Agricultural	201,500	195,900	130,000	98,500	131,800	33,300	33.8%
Other	251,600	209,100	381,500	162,900	441,600	278,700	171.1%
Personal Property	61,298,100	62,906,900	41,727,000	41,147,700	46,637,500	5,489,800	13.3%
Manufacturing	56,148,400	62,174,100	55,891,500	57,170,100	74,066,700	16,896,600	29.6%
Total Assessed Value	\$ 2,619,058,400	\$ 3,009,875,800	\$ 3,106,572,700	\$ 3,240,431,700	\$ 3,793,068,300	\$ 552,636,600	17.1%

EQUALIZED VALUE	2016	2017	2018	2019	2020	Increase (Decrease)	Percent Change
Equalized Value - TID Out	2,653,329,600	2,849,663,600	3,132,843,000	3,404,540,900	3,610,664,700	206,123,800	6.1%
Equalized Value - TID In	2,772,245,800	2,984,707,700	3,310,111,700	3,634,094,300	3,864,128,900	230,034,600	6.3%
Difference - Total Increment	\$ 118,916,200	\$ 135,044,100	\$ 177,268,700	\$ 229,553,400	\$ 253,464,200	\$ 23,910,800	10.4%

TAX INCREMENT BY DISTRICT	2016 Increment	2017 Increment	2018 Increment	2019 Increment	2020 Increment	(Decrease)	Net % Change
TIF District No. 6	\$ 5,672,000	\$ 5,563,700	\$ 5,730,600	\$ 6,891,800	\$ 6,953,700	\$ 61,900	0.9%
TIF District No. 8	71,633,100	78,239,500	84,530,100	92,472,900	88,497,300	(3,975,600)	-4.3%
TIF District No. 9	39,546,500	44,051,200	55,373,700	79,126,900	85,205,100	6,078,200	7.7%
TIF District No. 11	2,064,600	4,984,500	16,331,000	24,352,500	37,114,800	12,762,300	52.4%
TIF District No. 12	-	2,205,200	12,759,500	9,727,500	9,935,300	207,800	2.1%
TIF District No. 13	-	-	2,543,800	16,981,800	25,758,000	8,776,200	51.7%
Total Increment	\$ 118,916,200	\$ 135,044,100	\$ 177,268,700	\$ 229,553,400	\$ 253,464,200	\$ 23,910,800	10.4%

CITY TAX RATE	2016	2017	2018	2019	2020	Increase (Decrease)	Percent Change
Operating Levy	14,310,884	15,715,348	16,911,461	17,979,981	18,640,045	660,064	3.7%
Debt Service Levy	6,619,638	6,460,924	6,449,889	6,567,043	6,618,831	51,788	0.8%
Total Levy	\$ 20,930,522	\$ 22,176,272	\$ 23,361,350	\$ 24,547,024	\$ 25,258,876	\$ 711,852	2.9%
Mill Rate	\$ 8.4779	\$ 7.7170	\$ 7.9455	\$ 8.0860	\$ 7.1248	\$ (0.9612)	-11.9%
Average Home Value	\$ 226,400	\$ 256,000	\$ 258,000	\$ 260,000	\$ 299,400	\$ 39,400	15.2%
City Tax on Average Home	\$ 1,919	\$ 1,976	\$ 2,050	\$ 2,102	\$ 2,133	\$ 31	1.5%
Median Home Value	\$ 213,400	\$ 242,900	\$ 244,600	\$ 246,500	\$ 275,000	\$ 28,500	11.6%
City Tax on Median Home	\$ 1,809	\$ 1,874	\$ 1,943	\$ 1,993	\$ 1,959	\$ (34)	-1.7%



GENERAL GOVERNMENT

Mayor

MAYOR

MISSION

Provide policy leadership and executive oversight to City Officers, boards, and commissions. Provide Sun Prairie residents and businesses with a high level of city services and quality infrastructure while maintaining fiscal responsibility. Balance the representation of the citizens of the City of Sun Prairie as divided by Aldermanic districts and as an entire municipality.

DESCRIPTION

The mayor serves as the Chief Executive Officer of the City of Sun Prairie and provides general supervision to the City Administrator. The mayor is elected by the registered voters of the city in odd numbered years and serves a two-year term.

The mayor appoints representatives to various committees, boards and commissions and ensures that the city ordinances and state statutes are observed and enforced. Annually, the mayor presents a balanced budget outlining his mission for the future. The mayor also serves as a voting chairperson of the plan commission, and chairs and represents the city on the community development authority.

2021 BUDGET HIGHLIGHTS

- There are no notable changes in the 2021 budget.

2020 BUDGET OVERVIEW

- ✓ No notable change.

GENERAL GOVERNMENT

City Council

CITY COUNCIL

MISSION

Represent the citizens of the City of Sun Prairie and exercise legislative powers convenient and necessary for the governance of the City.

DESCRIPTION

The City is divided into four aldermanic districts, each with two alderpersons who serve two-year terms. The Common Council has the responsibility for the management and control of City property, finances, highways, navigable waters, and public services; and has the power to act for the government and the good order of the City, for its commercial benefit and for the health, safety, and welfare of the public.

2021 BUDGET HIGHLIGHTS

- There are no notable changes in the 2021 budget.

2020 BUDGET OVERVIEW

- ✓ The 2020 budget standardized its “Boards and Committees” compensation plan to \$30 per meeting attended by participating members across all current functional committees.
- ✓ Increase in Colonial Club donation by \$10,000.

GENERAL GOVERNMENT
Mayor and City Council
MAYOR and CITY COUNCIL

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Mayor & Council	*	*	*	*	*	*	
Total Personnel	*	*	*	*	*	*	

*The Mayor and Council are elected officials and not included in the FTE count.

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Mayor	39.8	40.8	33.7	41.6	42.3	44.3	1.9
Council	68.4	68.1	45.7	69.2	73.2	72.8	(0.4)
Total Expenditures	\$ 108.2	\$ 108.9	\$ 79.3	\$ 110.9	\$ 115.6	\$ 117.1	\$ 1.6

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	82.3	85.0	57.3	86.7	86.7	87.0	0.3
Materials & Supplies	0.9	0.9	0.9	1.1	1.8	1.8	-
Contractual Services	7.7	4.8	3.2	4.8	7.7	7.4	(0.3)
Professional Development	17.3	18.3	18.0	18.3	19.4	20.9	1.5
Total Expenditures	\$ 108.2	\$ 108.9	\$ 79.3	\$ 110.9	\$ 115.6	\$ 117.1	\$ 1.6

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	108.2	108.9	79.3	110.9	115.6	117.1	1.6
Net Operating Result	\$ (108.2)	\$ (108.9)	\$ (79.3)	\$ (110.9)	\$ (115.6)	\$ (117.1)	\$ (1.6)



GENERAL GOVERNMENT

Municipal Court

MUNICIPAL COURT

MISSION

Provide fair and impartial administration of justice for those accused of violating City of Sun Prairie ordinances. Provide the timely resolution of citizen concerns, safeguard the rights of individuals, protect the public interest and enhance public safety.

DESCRIPTION

Municipal Court presides over matters that originate when a City of Sun Prairie public safety personnel issues a citation charging a person or entity with violating a city ordinance. The municipal court judge adjudicates guilt and innocence during court proceedings and educates staff regarding changes in appropriate law.

The citizens of Sun Prairie elect the municipal court judge for a term of four years.

2021 BUDGET HIGHLIGHTS

- There are no notable changes in the 2021 budget.

2020 BUDGET OVERVIEW

- ✓ The Restorative Justice Program (RJ) and Community Restorative Court Program (CRC) were established with the Police Department and Municipal Court for defendants to be given an opportunity to repair the harm, reduce risk and restore justice. Once defendants complete a program successfully, their citations are withdrawn with no court appearance required. The RJ and CRC Programs have reduced the court caseload due to these factors.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Adjudicate city ordinance violations.

Measure	2016	2017	2018	2019	2020*
Traffic Citations Processed	1,701	1,359	1,075	1,145	541
Ordinance Citations	788	561	534	485	205
Court Trials	20	21	17	10	3

GENERAL GOVERNMENT
Municipal Court
MUNICIPAL COURT

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Municipal Court	1.00	1.00	1.00	1.00	1.00	1.00	-
Total Personnel	1.00	1.00	1.00	1.00	1.00	1.00	-

*The Municipal Judge is an elected official and not included in the FTE count.

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Municipal Court	106.9	107.8	71.2	118.9	115.9	121.1	5.2
Total Expenditures	\$ 106.9	\$ 107.8	\$ 71.2	\$ 118.9	\$ 115.9	\$ 121.1	\$ 5.2

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	97.7	99.1	68.8	110.1	106.3	111.5	5.2
Contractual Services	7.4	7.5	1.2	7.6	7.7	7.7	-
Professional Development	1.7	1.3	1.2	1.2	1.9	1.9	-
Total Expenditures	\$ 106.9	\$ 107.8	\$ 71.2	\$ 118.9	\$ 115.9	\$ 121.1	\$ 5.2

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	174.6	174.6	184.4	172.0	191.0	183.0	(8.0)
Total Expenditures	106.9	107.8	71.2	118.9	115.9	121.1	5.2
Net Operating Result	\$ 67.7	\$ 66.8	\$ 113.2	\$ 53.1	\$ 75.1	\$ 61.9	\$ (13.2)

GENERAL GOVERNMENT

City Attorney

CITY ATTORNEY

MISSION

Provide accurate, complete legal advice and defense on matters affecting the City of Sun Prairie. The primary responsibility of the City Attorney is to provide legal advice to the Common Council, the City Administrator, and Department Managers.

DESCRIPTION

The legal department assists with implementation of policy and addresses a myriad of legal issues. The staff of two individuals provides legal services for all of the other departments, boards, City Council, and the Mayor. The department provides collection services for municipal violations. The City Attorney drafts and reviews resolutions, ordinances, contracts, pleadings, and other legal documents. The City Attorney prosecutes all ordinance violations and defends the city and its officers if sued.

Full-time in house counsel and additional expertise of outside contractual legal services provide the legal services required under the City Charter. This insures that the office is able to effectively anticipate and avoid risk and actionable legal problems. The augmentation of in house counsel with external attorneys most effectively promotes avoidance of city liability thereby reducing the overarching costs for legal services.

2021 BUDGET HIGHLIGHTS

- Membership and Dues budget increased to reflect the City Attorney's membership in the ICMA, an organization that trains and supports city leaders to promote excellence in local government.

2020 BUDGET OVERVIEW

- ✓ The office continued to utilize outside legal counsel as necessary for the volume and complexity of city legal cases.
- ✓ General liability claim processing transferred from Finance to the City Attorney's office

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Provide legal analysis and advice to City Departments and Council.

Measure	2015	2016	2017	2018	2019	2020*
Development Agreements	9	8	17	13	14	5
Ordinance Amendments	14	18	21	10	15	14

Prosecute and collect forfeitures imposed by the court.

Measure	2015	2016	2017	2018	2019	2020*
OWI	148	87	106	74	95	51
Retail Theft	208	137	104	119	77	23
THC	115	100	73	87	64	45
Other Municipal Citations	1,833	1,713	1,633	1,391	1511	575

Refine legal issues and insure conservation of scarce judicial resources while deterring continued illegal behavior.

Measure	2015	2016	2017	2018	2019	2020*
Pretrial Conferences	153	238	139	96	73	36
Forfeitures from Pretrial Stage	\$44,866	\$62,651	\$34,820	\$25,734	\$27,139	\$26,680

Collect delinquent EMS fees and Municipal Court forfeitures.

Measure	2015	2016	2017	2018	2019	2020*
EMS Fees	\$42,868	\$35,732	\$18,865	\$28,900		
Forfeitures	\$103,197	\$97,479	\$89,221	\$69,458	\$170,333	\$112,276

Note: EMS Fees transitioned to the Finance Department in 2019

Monitor and maintain an appropriate risk program to ensure the long- term financial stability of the City.

GENERAL LIABILITY LOSS REPORT

Year	Total Claims	Reserve	Paid	Collection	Incurred
2009	25	\$ -	\$ 13,157	\$ -	\$ 13,157
2010	17	-	18,568	-	18,568
2011	19	-	7,736	-	7,736
2012	11	-	1,469	-	1,469
2013	18	-	359,735	-	359,735
2014	16	-	16,639	-	16,639
2015	8	20,320	12,616	-	32,936
2016	9	30,000	4,903	-	34,903
2017	6	-	-	-	-
2018	13	32,227	613	-	32,840
2019	8	-	5,503	-	5,503
2020	4	-	-	-	-
Total	154	\$ 82,547	\$ 440,939	\$ -	\$ 523,486

GENERAL GOVERNMENT
City Attorney
CITY ATTORNEY

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	-
Allocated FTE	(0.16)	(0.28)	(0.28)	(0.28)	(0.28)	(0.27)	0.01
Total Personnel	1.84	1.72	1.72	1.72	1.72	1.73	0.01

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
City Attorney	258.5	238.8	183.1	295.5	296.2	252.5	(43.7)
Total Expenditures	\$ 258.5	\$ 238.8	\$ 183.1	\$ 295.5	\$ 296.2	\$ 252.5	\$ (43.7)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	181.4	189.4	128.0	196.7	196.5	201.3	4.8
Materials & Supplies	1.1	1.3	0.1	1.6	1.6	1.6	-
Contractual Services	66.4	39.0	49.8	89.5	88.5	40.0	(48.5)
Professional Development	9.6	9.0	5.2	7.7	9.5	9.5	-
Total Expenditures	\$ 258.5	\$ 238.8	\$ 183.1	\$ 295.5	\$ 296.2	\$ 252.5	\$ (43.7)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	258.5	238.8	183.1	295.5	296.2	252.5	(43.7)
Net Operating Result	\$ (258.5)	\$ (238.8)	\$ (183.1)	\$ (295.5)	\$ (296.2)	\$ (252.5)	\$ 43.7



GENERAL GOVERNMENT

Administration

CITY ADMINISTRATOR

MISSION

Implement the policies and goals of the Mayor and City Council. Manage the day-to-day operations of the city to ensure the organization is providing effective and economical services to citizens. Communicate city services, policies, priorities and programs to the public.

DESCRIPTION

The City Administrator is responsible for the day-to-day operations of the city and ensures city departments are providing services effectively and efficiently. The City Administrator facilitates communication between the City Council and city staff and communicates the city's programs, priorities and services to the public.

Additionally, the City Administrator provides policy recommendations to the Mayor and City Council and works with elected officials, the public, and the staff to implement the City Council's policy decisions.

2021 BUDGET HIGHLIGHTS

- The 2021 budget includes funding for a community mental health initiative

2020 BUDGET OVERVIEW

- ✓ In recognition of limitations brought on by COVID-19, the 2020 Multicultural Fair has been re-imagined and replaced with monthly virtual showcases of multicultural performances that represent the diverse identity of Sun Prairie between January – August of 2021.
- ✓ The Good Neighbor Project and Youth in Government program were not implemented due to the ongoing economic and public health concerns and impacts of COVID-19

GENERAL GOVERNMENT
Administration
CITY ADMINISTRATOR

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Administration	3.00	3.00	3.00	3.00	3.00	3.00	-
Allocated FTE	(0.23)	(0.18)	(0.51)	(0.51)	(0.51)	(0.51)	0.01
Total Personnel	2.77	2.82	2.49	2.49	2.49	2.50	0.00

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Administration	285.0	327.8	223.2	331.9	362.1	375.9	13.8
Total Expenditures	\$ 285.0	\$ 327.8	\$ 223.2	\$ 331.9	\$ 362.1	\$ 375.9	\$ 13.8

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	245.0	278.6	200.4	303.0	305.5	309.6	4.1
Materials & Supplies	3.0	3.3	0.5	0.9	13.7	17.6	3.8
Contractual Services	15.1	23.4	5.4	7.1	9.4	25.1	15.6
Professional Development	19.8	20.3	14.8	18.4	27.4	22.6	(4.8)
Capital Items	2.2	2.3	2.1	2.6	6.0	1.0	(5.0)
Total Expenditures	\$ 285.0	\$ 327.8	\$ 223.2	\$ 331.9	\$ 362.1	\$ 375.9	\$ 13.8

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	285.0	327.8	223.2	331.9	362.1	375.9	13.8
Net Operating Result	\$ (285.0)	\$ (327.8)	\$ (223.2)	\$ (331.9)	\$ (362.1)	\$ (375.9)	\$ (13.8)

GENERAL GOVERNMENT

Administrative Services

ADMINISTRATIVE SERVICES

MISSION

The Administrative Services Department is committed to providing excellent customer service to the Citizens, Mayor, City Council and Departments of the City. The department will provide timely, accurate, concise information to those that we serve.

DESCRIPTION

The Administrative Services Department provides support to the Mayor, City Council, City Administrator and City Departments. Services provided by the Finance Division include, accounting, cash management, purchasing, payroll, risk management and property tax collection. Human Resources Division is responsible for administration, classification/compensation, recruitment/testing, and employee benefit services. The Information Technology Division coordinates the City's information technology and telecommunications system needs. The Assessing Division assesses all taxable real and personal property and maintains property information/ownership records.

2021 BUDGET HIGHLIGHTS

The Department will continue implementing OpenGov as well as other projects that do not have a financial impact to the budget but will cost staff time. Those projects include the following:

- Continue conversion of documents from Laserfiche to the City's document management system OnBase.
- Build a Personal Property tax reporting system using OpenGov and OnBase.
- Build a Title Search request system using OpenGov and OnBase.
- Continue developing our Employee Clinic procedures and wellness program.
- Continue increasing the efficiencies of elections by expanding the number of polling places from four to eight.

2020 BUDGET OVERVIEW

Due to the COVID-19 pandemic many of the Administrative Services department goals were put on hold due to a reduction in staff, focus on different priorities and reduction in revenue. The change included an investment in IT infrastructure that enables telecommute and virtual work capabilities.

The Elections carried on in 2020 and the staff were tasked with developing new processes for managing the elections in a social distancing environment.

Investment in software to provide online services such as OpenGov. We will be beginning to offer more convenient purchasing of dog licenses, building permits, alcohol operator licenses and establishment licenses.

GENERAL GOVERNMENT
Administrative Services
ADMINISTRATIVE SERVICES

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Administrative Services	n/a	n/a	1.00	1.00	1.00	1.00	-
Allocated FTE	-	-	(0.07)	(0.07)	(0.07)	(0.07)	-
Total Personnel	-	-	0.93	0.93	0.93	0.93	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Administrative Services	-	-	88.4	137.8	142.6	156.8	14.2
Total Expenditures	-	-	\$ 88.4	\$ 137.8	\$ 142.6	\$ 156.8	\$ 14.2

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	-	-	86.9	135.5	138.3	142.2	3.9
Materials & Supplies	-	-	0.2	0.2	0.2	0.2	-
Contractual Services	-	-	0.6	1.2	2.7	12.6	9.9
Professional Development	-	-	0.8	1.0	1.3	1.8	0.5
Total Expenditures	-	-	\$ 88.4	\$ 137.8	\$ 142.6	\$ 156.8	\$ 14.2

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	-	-	88.4	137.8	142.6	156.8	14.2
Net Operating Result	-	-	\$ (88.4)	\$ (137.8)	\$ (142.6)	\$ (156.8)	\$ (14.2)

GENERAL GOVERNMENT

Administrative Services

CITY CLERK'S OFFICE

MISSION

The City Clerk's Office serves as the gateway to open and transparent government while acting as stewards in fostering relationships with elected officials, city staff, and the community. The Clerk's Office is dedicated to providing equitable, efficient, and impartial access to open meetings and public records, license administration, and elections.

DESCRIPTION

The City Clerk's Office serves as the first point of contact for individuals seeking information about the City of Sun Prairie, Dane County, or the State of Wisconsin. The City Clerk's Office processes over 20 types of license applications for the City of Sun Prairie, issuing over 2,500 licenses and permits a year. The City Clerk's Office provides the public with notice of all city meetings in accordance with the state's open meetings law and serves as the custodian of official records.

The City Clerk's Office impartially oversees all elections held in the City of Sun Prairie, ensuring every eligible voter has the opportunity to cast a ballot and have their ballot counted. The City Clerk's office achieves this goal by educating voters and providing comprehensive training for over 390 election officials.

2021 BUDGET HIGHLIGHTS

- Continue efforts to digitize and catalogue all records kept by the Clerk's Office into OnBase.
- Increase citizen access to licensing and permitting by offering the process online.
- Continue efforts to encourage voter registration and participation through extended office hours, improved communications, extension of polling locations, and the ability to register and vote absentee at the Sun Prairie Public Library.
- The city will start accepting passports for the federal government in 2021.

2020 BUDGET OVERVIEW

- ✓ Implemented the plan to use eight polling locations.
- ✓ Migrated thousands of documents from Laserfiche to OnBase. Converted thousands more from paper to digital form. All ordinances and resolutions have been digitized and catalogued into OnBase.
- ✓ Implemented emergency plans to consolidate polling places for the April, August, and November elections in response to the pandemic.
- ✓ Participated in the process to identify a software product to use to allow residents to apply for licenses and permits online to increase accessibility to all community members.

GENERAL GOVERNMENT
Administrative Services
CITY CLERK'S OFFICE

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Provide access to local government through accurate and timely access to agendas and minutes.

Measure	2016	2017	2018	2019	2020*
Council & Special Meetings	25	27	26	25	16
Committee of the Whole	42	34	23	25	14
Board of Review	2	7	4	3	1
Alcohol License Review Board	4	2	3	6	4
TOTAL	73	70	56	59	34

Provide equitable access to licenses and permits available through the City Clerk's Office.

Measure	2015	2016	2017	2018	2019	2020 *
Special Event Permit	5	2	1	4	2	0
Tobacco Retail License	28	27	26	24	25	23
Dog License	1,192	1,157	1,185	1,238	1,309	1,164
Dog Park Permit	517	673	984	701	780	622
Liquor Establishment License	56	56	51	56	58	57
Operator License	336	322	331	471	337	268
Temporary Nightclub License	1	1	0	0	0	0
Nightclub License	6	7	9	8	10	9
Secondhand Dealer License	6	8	8	4	3	3
Solicitor's Permit	25	26	27	41	45	10
Temporary Beer/Wine License	14	13	15	16	10	1
Street Use Permit	23	21	19	23	21	4
Taxi Cab Driver License	16	18	22	26	22	17
Amusement Device License	118	124	142	143	131	131
Blasting Permit	0	2	2	1	0	0
Chicken License			3	4	6	3
Mobile Food Cart			1	1	0	0
Mobile Food Vendor			5	4	0	0
TOTAL	2,343	2,457	2,831	2,765	2,759	2,312

Conduct fair, open, and transparent elections. Ensure every eligible voter is able to cast a ballot and have that ballot counted.

Measure	2016	2017	2018	2019	2020*
Number of Elections	4	2	4	1	2
Average Election Officials	150	82	68	64	57
Average Voted at the Polls	5,501	2,731	5,369	6,064	4,904
Average Voted In-Person Absentee	2,563	244	1,623	2,148	2,168
Average Voted Absentee by Mail/SVD	480	223	452	391	7,087

GENERAL GOVERNMENT
Administrative Services
CITY CLERK'S OFFICE

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
City Clerk	4.31	4.56	4.56	4.56	4.56	4.56	-
Total Personnel	4.31	4.56	4.56	4.56	4.56	4.56	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
City Clerk	317.6	381.1	257.6	405.0	393.2	421.5	28.3
Elections	122.4	61.9	111.1	212.7	220.7	121.5	(99.2)
Total Expenditures	\$ 440.0	\$ 443.0	\$ 368.7	\$ 617.7	\$ 614.0	\$ 543.0	\$ (71.0)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	337.7	362.5	306.3	517.3	507.0	456.0	(51.0)
Materials & Supplies	20.0	16.9	24.7	38.3	30.5	29.6	(0.9)
Contractual Services	36.9	36.6	36.2	58.1	69.4	43.2	(26.3)
Professional Development	5.4	6.7	1.5	3.9	7.1	6.8	(0.3)
Capital Items	40.0	20.3	-	-	-	7.5	7.5
Total Expenditures	\$ 440.0	\$ 443.0	\$ 368.7	\$ 617.7	\$ 614.0	\$ 543.0	\$ (71.0)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	195.8	195.8	140.4	166.9	197.6	172.0	(25.6)
Total Expenditures	440.0	443.0	368.7	617.7	614.0	543.0	(71.0)
Net Operating Result	\$ (244.2)	\$ (247.2)	\$ (228.3)	\$ (450.7)	\$ (416.4)	\$ (371.0)	\$ 45.4



GENERAL GOVERNMENT

Administrative Services

HUMAN RESOURCES

MISSION

Employ and retain well-qualified, productive and engaged employees; enhance diversity; maintain a positive and effective labor relations atmosphere; and achieve compliance with State and Federal laws.

DESCRIPTION

Personnel costs including wages, benefits, and liability insurance coverage comprise approximately 60% of the city's budget. It is this division's responsibility to administer the full range of Human Resources activities including policy development, salary administration, recruitment, selection, employee evaluation, training and development, personnel record retention and automation, benefit administration, coordination of diversity initiatives, labor /employee relations, evaluation of risk, and improving employee safety and wellness.

2021 BUDGET HIGHLIGHTS

- The 2021 Budget is developed to realign current resources for targeted recruitment. This includes filling the vacant HR Generalist position to better meet the needs of the organization.
- Strive to improve our engagement with other agencies and attract minority candidates.
- Advancing internships and apprenticeships to develop relationships with community agencies and educational institutions.
- Continue to work with the Sun Prairie Area School District on the shared Employee Wellness Clinic and expand Wellness programming.

2020 BUDGET OVERVIEW

- ✓ Although we were unable fill one vacancy for the entire year, and had turnover in the HR Generalist position, we continued to improve our recruitment presence in the region through branding and outreach.
- ✓ Successfully opened the Employee Wellness Clinic as originally proposed on July 1, 2020.
- ✓ Provided support to all departments during staffing changes due to COVID-19 pandemic. Implemented Families First Leave and the city's own Emergency Responders Paid Leave policy.
- ✓ Incorporated Diversity Equity and Inclusion (DEI) initiatives in employment policies, procedures, and employee training.
- ✓ Conducted a Fair Labor Standards Act (FLSA) exemption analysis and implemented a nonunion longevity adjustment (20+ years).

PERFORMANCE METRICS

Council Strategic Priority: **Employer of Choice**

*2020 data reflects information through July 31, 2020

Improve recruitment efforts and fill vacancies in a timely manner.

Measure	2015	2016	2017	2018	2019	2020*
Positions filled (PT/FT)	38	37	45	31	39	22
Average number of days to fill positions	40	46	42	51	48	60
Applications received	1,478	1,548	1,848	2,209	2,049	767
% minority applicants	15%	14%	18%	18%	19%	40% unknown

Promote safety and wellness in the workplace.

Measure	2015	2016	2017	2018	2019	2020*
Worker's compensation claims	20	26	16	22	39	19
Worker's compensation cost	\$178,729	\$247,306	\$59,449	\$54,748	\$204,777	\$72,865
Lost days due to Workers Compensation injuries/illnesses	185	251	25	34	85	23
Biometric testing participation	New	91%	85%	94%	95%	89%
Percentage of employees who rate their general health as Good, Very Good, or Excellent	New measure	93%	95%	93%	90%	91%

Retain well-qualified and productive employees by providing essential benefits in a fiscally responsible manner.

Measure	2015	2016	2017	2018	2019	2020*
Annual Turnover rate non-seasonal (FT Turnover rate)	19% (13%)	14% (14%)	11% (8.6%)	10% (8.4%)	11% (9.6%)	12% (10%)
FMLA Requests (hours used)	55 (6,797)	47 (4,094)	46 (5,842)	58 (6,933)	48 (6,205)	33 (3,608)
Paid Parent/Caregiver Requests	n/a	n/a	n/a	5	5	13
Increase in Health Plan Cost	2.5%	4%	14%	8.8%	7.9%	6.9%
Authorized FT positions	178	180	185	190	196	202
Authorized PT & LTE positions	39	37	31	33	38	33

GENERAL GOVERNMENT
Administrative Services
HUMAN RESOURCES

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Human Resources	3.50	3.50	4.00	4.00	4.00	4.00	-
Allocated FTE	(0.40)	(0.40)	(0.40)	(0.40)	(0.40)	(0.45)	(0.05)
Total Personnel	3.10	3.10	3.60	3.60	3.60	3.55	(0.05)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Human Resources	319.8	356.8	215.9	341.4	405.9	446.3	40.4
Total Expenditures	\$ 319.8	\$ 356.8	\$ 215.9	\$ 341.4	\$ 405.9	\$ 446.3	\$ 40.4

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	266.3	269.1	183.6	269.9	324.5	365.4	40.9
Materials & Supplies	1.6	2.2	0.2	1.8	1.8	1.4	(0.4)
Contractual Services	46.2	64.0	28.2	54.0	56.8	56.8	-
Professional Development	5.7	21.5	3.9	15.6	22.8	22.7	(0.1)
Total Expenditures	\$ 319.8	\$ 356.8	\$ 215.9	\$ 341.4	\$ 405.9	\$ 446.3	\$ 40.4

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	20.0	20.0	17.5	20.0	26.0	25.2	(0.8)
Total Expenditures	319.8	356.8	215.9	341.4	405.9	446.3	40.4
Net Operating Result	\$ (299.8)	\$ (336.8)	\$ (198.4)	\$ (321.4)	\$ (380.0)	\$ (421.1)	\$ (41.1)



GENERAL GOVERNMENT

Administrative Services

FINANCE

MISSION

Ensure the City's long-term fiscal sustainability by implementing sound budgetary and accounting practices in accordance with Generally Accepted Accounting Standards. Promote financial stewardship and safekeeping of city assets and provide a comprehensive risk management program to minimize the City's property and casualty liabilities. Continually provide excellent financial support and consultant services to city departments.

DESCRIPTION

The Finance Department is under the direction of the Administrative Services Department and provides financial management and operational support to the Mayor, City Council, City Administrator and city departments. Services provided by the Finance Department include accounting, cash management, purchasing review, payroll, tax collection, capital and asset management, annual budget and financial statement presentation' and administration of general liability, auto liability and property insurance. The City Treasurer/Finance Director resides in the Finance Department and is an appointed position.

2021 BUDGET HIGHLIGHTS

- A Buyer/Sustainability Coordinator was approved in the 2021 budget with a May 1st start.

2020 BUDGET OVERVIEW

- ✓ An Administrative Services Department was created and the director moved out of Finance and into this department
- ✓ Expanded the Capital Improvement Plan from five years to ten
- ✓ Upgraded the City's financial software

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Process payment transactions more efficiently by creating electronic payment options for both the stakeholders and employees of the City promoting the long-term financial stability of the City.

Measure	2015	2016	2017	2018	2019	2020*
Payments by ETF	862,559	2,876,627	4,507,406	18,556,766	18,156,564	7,670,708
Payments by procurement card	3,190,276	4,106,642	2,499,935	3,784,384	4,599,448	2,112,425
Collections by credit card/e-check	184,956	239,111	156,165	142,512	126,747	275,565
Tax collections by credit card/e-check	636,247	925,584	995,113	1,094,498	1,783,305	674,471

Monitor and maintain an appropriate risk program to ensure the long- term financial stability of the City.

AUTO PHYSICAL DAMAGE LOSS REPORT

Total					
Year	Claims	Reserve	Paid	Collection	Incurred
2009	16	-	\$ 59,016	\$ 12,769	\$ 46,246
2010	3	-	8,818	-	8,818
2011	3	-	19,434	14,211	5,223
2012	5	-	3,787	3,499	288
2013	4	-	8,523	-	8,523
2014	2	-	4,579	2,147	2,432
2015	3	-	9,212	-	9,212
2016	9	-	37,045	-	39,300
2017	2	-	3,127	2,838	289
2018	18	-	23,575	4,114	27,689
2019	9	-	4,609	3,154	7,763
2020*	4	-	48,827	3,002	51,829
Total	74	-	\$ 181,725	\$ 42,732	\$ 155,784

GENERAL GOVERNMENT
Administrative Services
FINANCE

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Finance	6.00	6.00	4.63	4.63	4.63	5.63	1.00
Allocated FTE	(0.64)	(0.64)	(0.79)	(0.79)	(0.79)	(0.96)	(0.17)
Total Personnel	5.36	5.36	3.84	3.84	3.84	4.67	0.83

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Finance	529.2	599.0	366.8	500.2	667.4	963.0	295.6
Risk Management	844.5	163.5	157.9	163.5	184.1	190.3	6.2
Total Expenditures	\$ 1,373.7	\$ 762.6	\$ 524.7	\$ 663.7	\$ 851.5	\$ 1,153.2	\$ 301.8

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	381.0	443.1	237.6	361.9	340.3	400.2	59.9
Materials & Supplies	75.7	77.6	77.3	79.0	80.9	84.1	3.2
Contractual Services	65.0	70.7	56.6	65.6	65.9	65.5	(0.4)
Insurance	809.8	127.8	114.5	118.1	134.7	140.9	6.2
Professional Development	4.7	7.7	1.5	2.0	6.3	6.7	0.4
Transfers/Bad Debt	36.9	34.4	37.1	37.1	34.4	34.4	-
Contingency	-	-	-	-	188.7	418.0	229.3
Capital Items	0.5	1.3	-	-	0.3	3.5	3.2
Total Expenditures	\$ 1,373.7	\$ 762.6	\$ 524.7	\$ 663.7	\$ 851.5	\$ 1,153.2	\$ 301.8

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	2.0	2.4	2.0	2.0	-
Total Expenditures	1,373.7	762.6	524.7	663.7	851.5	1,153.2	301.8
Net Operating Result	\$ (1,373.7)	\$ (762.6)	\$ (522.7)	\$ (661.3)	\$ (849.5)	\$ (1,151.2)	\$ (301.8)



GENERAL GOVERNMENT

Administrative Services

ASSESSING

MISSION

To assess taxable residential and commercial real and personal property fairly and accurately in accordance with Wisconsin State Statutes and the Wisconsin Property Assessment Manual; the Wisc. Department of Revenue (DOR) assesses all manufacturing real & personal property. It is our duty to be ambassadors of the city; we will treat everyone we encounter with courtesy and respect. Furthermore, it is our responsibility to provide valuable, responsive, and cost-effective services to the citizens of Sun Prairie.

DESCRIPTION

It is the assessor's duty to discover, list, and value all taxable real and personal property within the taxation district. The values are reported annually in an assessment roll for the city. The assessor's office is also charged with explaining and defending assessments and reporting assessment results to the city and the Department of Revenue (DOR). This is accomplished following guidelines in the Wisconsin Property Assessment Manual and Wis. Stat. Ch. 70.

The office discovers and lists properties by reviewing permits, sales, and conducting interior and/or exterior inspections of properties to ensure property data is current. The Office performs statistical analysis of data on a mass appraisal basis after consideration of market conditions, neighborhood analysis, physical, economic, governmental, and social factors to determine current valuation amounts. If citizens disagree with the assessor's valuation, they can review records during the Open Book period, conducted immediately following the publishing of the initial annual Assessment Roll. During the Open Book period, the assessor dedicates time to meet with property owners to explain valuation methods and listen to their concerns regarding property valuation. The Board of Review follows with official hearings where the assessor formally defends a property's assessment.

2021 BUDGET HIGHLIGHTS

- The City Council approved to continue to contract for City Assessor and Commercial Property Appraiser services in 2021. After the 2021 assessing work has completed, the city will add these positions back into the department
- Due to the pandemic, the City expects to see many businesses requesting review of their assessments where the assessments are income based.
- The division continues to digitize the property files.

2020 BUDGET OVERVIEW

- ✓ 2020 Citywide Revaluation.
- ✓ The City contracted the City Assessor position and the commercial appraiser to Tyler Technologies.
- ✓ The division began the process of digitizing the property files. The Personal Property files have been completed.

GENERAL GOVERNMENT

Administrative Services

ASSESSING

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

The **Level of Assessment** measures how close the total assessed value of the city is to market value. The goal in a revaluation year is to be as close to 100% as possible. If the Level of Assessment is above 100%, the assessments as a whole are greater than market value. If the Level of Assessment is below 100%, the assessments as a whole are less than market value. While individual properties will vary, they typically fall within a reasonable range of the Level of Assessment. An acceptable Level of Assessment is 90% - 110% for any given year.

Measure	2015 Reval	2016 Non-Reval	2017 Reval	2018 Non-Reval	2019 Non-Reval	2020 Reval
Level of Assessment	99.23%	92.40%	100.00%	94.28%	89.33%	96.06%

Annually maintain Real Estate parcels and Personal Property accounts for accuracy.

Measure	2015 Reval	2016 Non-Reval	2017 Reval	2018 Non-Reval	2019 Non-Reval	2020 Reval
Total Real Estate Parcels	11,422	11,422	11,452	11,764	11,797	12,137
Total Personal Property Accounts	1,201	1,201	1,108	999	982	887

Update real estate parcels and personal property accounts to reflect physical and valuation changes

Measure	2015 Reval	2016 Non-Reval	2017 Reval	2018 Non-Reval	2019 Non-Reval	2020 Reval
Interior Inspections	756	636	651	465	437	77
Exterior Inspections	544	522	396	290	283	56
Other On-site Visits	684	557	18	9	0	1
Drive-by Reviews	1,148	162	1,885	1,430	1,322	329
Ag Reviews	477	433	648	553	448	347
Office Reviews	1,516	784	1,235	306	165	266
Real Estate Transfers Reviewed	1,199	1,156	1,417	1,235	1,436	1,090
Permits Reviewed	1,402	1,445	1,412	1,789	1,929	2,613
Personal Property Accounts Assessed	1,116	1,113	1,027	1,000	982	805

Annually conduct **Open Book conferences** with property owners to discuss valuation concerns and explain value development. This is an opportunity to correct records and possibly resolve valuation issues reducing the need for many property owners to appeal their assessments.

Measure	2016 Non-Reval	2017 Reval	2018 Non-Reval	2019 Non-Reval	2020 Reval
Real Estate Parcels or Personal Property Accounts Reviewed	22	262	113	65	198
Number of Adjustments	20	162	111	64	0
Net \$ Adjustments (-) or (+)	-\$313,700	-\$6,458,000	-\$5,725,700	-\$14,438,700	-\$22,904,300

Annually present defenses for assessment appealed to the Board of Review.

Measure	2016 Non-Reval	2017 Reval	2018 Non-Reval	2019 Non-Reval	2020 Reval
Real Estate Parcels or Personal Property Accounts Reviewed	9	29	1	2	13
Number of Adjustments	7	14	1	1	0
Net \$ Adjustments (-) or (+)	-\$1,428,610	-\$4,303,200	-\$1,003,100	-\$591,900	-\$1,653,850

GENERAL GOVERNMENT
Administrative Services
ASSESSING

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Assessing	4.00	4.00	2.00	2.00	2.00	4.00	2.00
Allocated FTE	(0.25)	-	-	-	-	-	-
Total Personnel	3.75	4.00	2.00	2.00	2.00	4.00	2.00

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Assessing	435.4	321.3	235.5	378.8	441.1	338.1	(103.0)
Total Expenditures	\$ 435.4	\$ 321.3	\$ 235.5	\$ 378.8	\$ 441.1	\$ 338.1	\$ (103.0)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	407.8	276.5	129.2	196.0	241.0	229.4	(11.5)
Materials & Supplies	10.3	12.3	8.9	10.6	12.6	2.7	(9.9)
Contractual Services	10.9	29.6	94.3	168.2	178.8	102.6	(76.2)
Professional Development	6.4	2.5	3.2	4.1	8.7	3.4	(5.3)
Capital Items	-	0.3	-	-	-	-	-
Total Expenditures	\$ 435.4	\$ 321.3	\$ 235.5	\$ 378.8	\$ 441.1	\$ 338.1	\$ (103.0)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	435.4	321.3	235.5	378.8	441.1	338.1	(103.0)
Net Operating Result	\$ (435.4)	\$ (321.3)	\$ (235.5)	\$ (378.8)	\$ (441.1)	\$ (338.1)	\$ 103.0



GENERAL GOVERNMENT

Administrative Services

INFORMATION TECHNOLOGY

MISSION

Engage, empower, and enable staff to improve life for residents, businesses, and visitors in the city through technology and geospatial data analysis.

DESCRIPTION

The Information Technology (IT) Department is responsible for providing secure and effective technology equipment and solutions to enable the success of city departments and provide efficiencies in city operations. IT is actively working to modernize the city technology landscape and provide increased opportunities for transparency and citizen self-service. The Department also fulfills traditional responsibilities of enabling the storage, processing, and accessibility of city data.

2021 BUDGET HIGHLIGHTS

- Implement OpenGov citizen online portal and financial transparency module for online payments, licensing, permitting.
- Improve cybersecurity and ransomware protection
- Provide more robust remote working capabilities
- Continue to upgrade and standardize end-user equipment
- Expand the City's cloud service posture, utilizing as appropriate and cost effective
- Leasing of public safety vehicles IT equipment to aid in providing our public safety divisions with the most up to date equipment.

2020 BUDGET OVERVIEW

- ✓ Upgraded building access and security.
- ✓ City-wide Wi-Fi replacement & upgrades.
- ✓ Central server nodes upgraded.
- ✓ New Firewalls implemented, as well as many security upgrades for email, document, and ransomware protection.
- ✓ 2-Factor Authentication implemented for e-mail and remote access
- ✓ Implemented more robust disaster recovery and business continuity processes.
- ✓ Remote work-at-home solutions implemented for COVID-19 response

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Ticket Volume: 2018 – 601 Tickets 2019 – 1776 Tickets 2020 – 2480 Tickets (projected)

Resolve issues in accordance with our service levels and resolve issues on first contact while maintaining a high satisfaction rating.

Measure	2016	2017	2018	2019	2020*
Issues Resolved On-time	66%	68%	78%	80%	85%
Issues Resolved On First Contact	66%	61%	52%	64%	70%
Issues Resolved to Satisfaction*	-	97%	97%	99%	100%

*2017 was the first year for satisfaction surveys

Decrease the amount of time it takes for IT staff to contact users regarding their issue and ultimately resolve it.

Measure (hours:minutes)	2016	2017	2018	2019	2020*
Average Time to First Response	18:30	24:30	13:14	5:46	4:27
Average Time Between Responses	17:20	18:20	9:44	5:18	2:42
Average Time to Resolution	47:50	46:30	41:00	33:24	31:58

GENERAL GOVERNMENT
Administrative Services
INFORMATION TECHNOLOGY

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Information Technology	5.00	5.00	5.00	5.00	5.00	5.00	-
Allocated FTE	(0.23)	(0.56)	(1.06)	(1.06)	(1.06)	(1.06)	-
Total Personnel	4.77	4.44	3.94	3.94	3.94	3.94	-

*GIS was separated from Information Technology in the 2018 Budget.

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Information Technology	927.9	1,165.1	936.7	1,449.5	1,481.0	1,175.7	(305.4)
Total Expenditures	\$ 927.9	\$ 1,165.1	\$ 936.7	\$ 1,449.5	\$ 1,481.0	\$ 1,175.7	\$ (305.4)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	412.3	408.9	315.3	492.1	488.9	522.8	33.8
Materials & Supplies	235.2	336.2	342.9	348.1	392.3	432.9	40.5
Contractual Services	111.7	97.6	38.7	61.0	70.0	57.9	(12.1)
Professional Development	10.0	14.5	8.7	8.1	21.0	15.0	(6.1)
Capital Items	158.7	307.9	231.0	540.3	508.8	147.3	(361.6)
Total Expenditures	\$ 927.9	\$ 1,165.1	\$ 936.7	\$ 1,449.5	\$ 1,481.0	\$ 1,175.7	\$ (305.4)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	0.2	0.2	-	-	-	-	-
Total Expenditures	927.9	1,165.1	936.7	1,449.5	1,481.0	1,175.7	(305.4)
Net Operating Result	\$ (927.7)	\$ (1,164.9)	\$ (936.7)	\$ (1,449.5)	\$ (1,481.0)	\$ (1,175.7)	\$ 305.4

GENERAL GOVERNMENT

Public Services

BUILDING MAINTENANCE

MISSION

Provide clean, secure, and well-maintained City of Sun Prairie facilities.

DESCRIPTION

The Building Maintenance Division provides building maintenance and repairs at more than 15 municipal facilities, including City Hall, the West Side Community Service Building, both Fire/EMS facilities, the Library, the City Service Center, the Wastewater Treatment Plant, the Historical Museum, and other facilities throughout the city. It is also responsible for snow removal from sidewalks and walkways at five City facilities. The Division provides vendor oversight for contracted janitorial and maintenance services. It also services several irrigation systems in the City and the Cannery Square Fountain.

2021 BUDGET HIGHLIGHTS

- Continued the annual contribution to the Building Maintenance Fund to ensure sufficient funding for maintenance of all city buildings.

2020 BUDGET OVERVIEW

- ✓ Expansion to include sleeping quarters for EMS and Fire was added at the Westside Community Building and the addition of solar panels.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Respond to maintenance requests submitted within 24 hours, and strive to resolve them within 48 hours

Measure	2017	2018	2019	2020*
Number of tickets received	527	662	357	360
Average response time (hours)	9:16	10:28	11:30	8:42
Average resolution time (hours)	23:26	29:27	30:46	28:31

Respond to urgent and high priority maintenance requests within 4 hours, and strive to resolve them within 24 hours.

Measure	2017	2018	2019	2020*
No. of urgent and high priority tickets	73	84	4	3
Average response time (hours)	6:41	9:39	1:33	2:27
Average resolution time (hours)	17:47	20:36	5:19	28:31

Maintenance tickets submitted.

Department	2020*
Finance	20
Library	88
Fire	79
EMS	33
Building Maintenance	5
Police	48
City Clerk	14
Others	47
Recreation	26

GENERAL GOVERNMENT
Public Services
BUILDING MAINTENANCE

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Building Maintenance	2.00	3.00	3.00	3.00	3.00	3.00	-
Total Personnel	2.00	3.00	3.00	3.00	3.00	3.00	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Building Maintenance	703.6	722.8	383.2	675.9	924.1	731.7	(192.4)
Total Expenditures	\$ 703.6	\$ 722.8	\$ 383.2	\$ 675.9	\$ 924.1	\$ 731.7	\$ (192.4)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	186.4	245.2	159.3	245.4	249.1	265.8	16.7
Materials & Supplies	265.2	161.1	137.4	220.5	234.6	240.2	5.6
Contractual Services	185.8	133.2	81.4	156.6	163.2	158.5	(4.7)
Professional Development	0.2	-	0.2	1.0	1.3	1.3	-
Capital Items	66.0	183.3	4.9	52.4	276.0	66.0	(210.0)
Total Expenditures	\$ 703.6	\$ 722.8	\$ 383.2	\$ 675.9	\$ 924.1	\$ 731.7	\$ (192.4)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	703.6	722.8	383.2	675.9	924.1	731.7	(192.4)
Net Operating Result	\$ (703.6)	\$ (722.8)	\$ (383.2)	\$ (675.9)	\$ (924.1)	\$ (731.7)	\$ 192.4

IN-SERVICE FUNDS

Public Services

HEALTHCARE IN-SERVICE

MISSION

Appropriately account for health and dental care expenditures for all employees.

DESCRIPTION

The city incurs personnel costs related to employer-funded health and dental insurance coverage. All employees who have employer-sponsored health insurance through the city are enrolled in a high deductible health insurance plan. The city deposits \$750 for single plan participants and \$1,500 for family plan participants annually into a health savings or health reimbursement account for enrolled employees. Employees who elect not to participate in the plan are eligible for a \$750 for single/\$1,500 for family benefit deposited into a health reimbursement account.

2021 BUDGET HIGHLIGHTS

- Change in Healthcare providers capped Healthcare costs increases to 8.9% in 2021.
- No increase for dental care.

2020 BUDGET OVERVIEW

- ✓ The Employee Clinic opened in July 2020.

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
HealthCare InService	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Health Ins Internal Svc Fund	-	2,454.3	1,868.0	2,921.8	2,921.8	3,260.8	339.0
Total Expenditures	-	\$ 2,454.3	\$ 1,868.0	\$ 2,921.8	\$ 2,921.8	\$ 3,260.8	\$ 339.0

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Health Insurance	-	2,246.2	1,736.3	2,695.0	2,695.0	3,033.5	338.5
Dental Insurance	-	208.0	131.7	226.8	226.8	227.3	0.5
Total Expenditures	-	\$ 2,454.3	\$ 1,868.0	\$ 2,921.8	\$ 2,921.8	\$ 3,260.8	\$ 339.0

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	2,801.5	1,914.1	2,821.8	2,821.8	3,079.9	258.1
Total Expenditures	-	2,454.3	1,868.0	2,921.8	2,921.8	3,260.8	339.0
Net Operating Result	-	\$ 347.2	\$ 46.1	\$ (100.0)	\$ (100.0)	\$ (180.9)	\$ (80.9)

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Increase/(Decrease)	-	347.2	46.1	(100.0)	(100.0)	(180.9)
Fund Balance Applied	-	-	-	-	50.0	90.5
Beginning Fund Balance	-	-	347.2	347.2	347.2	247.2
Ending Fund Balance	-	\$ 347.2	\$ 393.3	\$ 247.2	\$ 197.2	\$ (24.2)



MISSION

We will build relationships and solve problems.

2021 BUDGET HIGHLIGHTS

- Increase in overall MPSIS expense due to contribution expenses
- Increase in training expenses due to an increase in overall Electronic Control Device (ECD) contract and ammunition expense.
- Increase in general contract expenses.
- Increase in Narcan expenses due to a rise in overdose incidents.
- Addition of one police officer
- Addition of two unmarked squads

2020 BUDGET OVERVIEW

- ✓ Two additional police officers were requested in the 2020 budget. One officer was approved and implementation will occur in August.
- ✓ An in-building replacement video system was approved and has been implemented in our interview rooms.
- ✓ A vehicle for the Assistant Chief of Police was approved, purchased, and is in service.

DESCRIPTIONS

Administration

There are six members within the administration division.

Five command-level sworn officers provide overall organizational leadership.

- The Chief of Police is responsible for broad vision and direction for the operations of the organization with assistance from the Assistant Chief of Police.
- One Lieutenant provides leadership and management for the patrol division.
- A second Lieutenant provides leadership and management for the support services division.
- A third lieutenant provides leadership and management for the special operations division.
- A business manager provides executive level support to the administrative team.

Patrol Division

The Patrol Division consists of sworn field officers who provide district policing efforts throughout the community. There are seven sergeants, 31 patrol officers, and two community service officers. The Patrol Lieutenant provides oversight.

District Liaison Program

A team of four officers that report directly to a Community Policing Sergeant, each assigned to a specific patrol district, focuses on neighborhood problem solving, community engagement, crime prevention services, mental health intervention, as well as drug and gang activity. The Special Operations Lieutenant provides oversight.

Canine Program

There are two K9 units within the organization. One is assigned to the patrol division and one is assigned the community policing team. The Patrol Lieutenant and Special Operations Lieutenant provide oversight.

Detective Bureau

A team of five detectives provide police response and investigation into complicated high-level, time-consuming, investigations. These detectives coordinate complex investigative efforts, lead investigative teams, conduct intensive interviews, make complicated legal charging decisions, collect evidence at crime scenes, and work closely with the District Attorney's Office. A civilian evidence officer also reports to the Special Operations Lieutenant within division. The Special Operations Lieutenant provides oversight.

PUBLIC SAFETY

Police

POLICE

DESCRIPTIONS, continued

School Liaison Program

An extension of our policing philosophy, the School Liaison Program creates a partnership with the school district. Two officers are assigned to the program. One is based out of the High School and one is based out of the Cardinal Heights Upper Middle School. Time is spent at the alternative school and lower level schools respectively. These officers provide proactive problem solving and relationship building in the schools. The Support Services Lieutenant provides oversight.

Dispatch Services

Led by a civilian supervisor, eight dispatchers provide 24-hour dispatching services for police staff and answering services for citizens wishing to reach city government. The communications center accomplishes several tasks related to the city's public safety function, including monitoring alarms and cameras, supporting the emergency operations center, and accessing local databases. Staff members are considered problem solving support staff and maintain a key role in building relationships with community members and delivering quality service. The Support Services Lieutenant provides oversight.

Records Division

Divided between two police facilities, a civilian supervisor leads seven support staff members responsible for processing police related records. An eighth unit member is dedicated to county court officer duties. An additional unit member is dedicated to municipal court officer duties. Staff assists with carrying out a variety of tasks, including open records processing, social media management, citizen fingerprinting, license and permit processing, and staffing a service window at each facility. The Support Services Lieutenant provides oversight.

Community Policing Services

A section of the department's budget is intended to provide the resources required for community policing efforts. The funds allow for the purchase of equipment and supplies used in assignments that serve the community such as the honor guard and department chaplains. Other programs include Citizen Academy, National Night Out, Youth Academy, and other outreach activities.

Crossing Guards Services

The city contracts for crossing guard services that are stationed throughout the community with the purpose of ensuring student safety. The program is monitored in partnership with the school district.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

Measure	2014	2015	2016	2017	2018	2019	2020
Crime Rate Per 1,000 Residents							
Violent Crime	3.91	3.24	3.00	3.01	2.70	3.53	1.97*
Property Crime	23.55	19.62	17.57	15.70	21.72	18.49	8.69*

PUBLIC SAFETY
Police
POLICE

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Police Administration	5.00	6.00	6.00	6.00	6.00	6.00	0.00
Police Patrol	39.00	40.00	40.00	40.00	40.00	41.00	1.00
Police Investigation	6.50	6.00	6.00	6.00	6.00	6.00	0.00
Police Communications	9.00	9.00	9.00	9.00	9.00	9.00	0.00
Police Records	7.40	8.00	8.00	8.00	8.00	8.00	0.00
District Liason Officers	4.00	5.00	5.00	5.00	5.00	5.00	0.00
Police Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Community Policing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Crossing Guards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police School Liaison	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Total Personnel	72.90	76.00	76.00	76.00	76.00	77.00	1.00
Sworn Personnel*		55.0	56.00	56.00	57.00	58.00	
Civilian Personnel		21.0	21.00	21.00	21.00	21.00	

*One FTE is 1,950 hours for patrol officers

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Police Administration	989.9	1,080.5	836.0	1,166.8	1,122.2	1,167.4	45.2
Police Patrol	3,940.8	4,167.3	2,854.0	4,565.5	4,260.4	4,527.8	267.5
Police Investigation	800.9	972.2	586.1	903.4	979.8	1,005.4	25.6
Police Communications	719.3	723.4	457.4	783.8	828.8	783.4	(45.4)
Police Records	467.5	525.5	335.3	522.9	516.4	533.9	17.5
District Liason Officers	379.0	340.4	161.9	260.6	438.1	461.9	23.8
Police Vehicles	358.5	556.5	335.3	512.2	530.2	451.5	(78.7)
Police Community Policing	6.5	3.0	1.3	7.0	7.0	7.0	-
Police Crossing Guards	121.3	135.3	33.4	48.0	145.0	153.0	8.0
Police School Liaison	209.3	214.0	135.7	205.4	207.3	214.1	6.9
Grants & Donations	6.5	10.4	-	-	-	8.0	8.0
Total Expenditures	\$ 7,999.6	\$ 8,728.4	\$ 5,736.5	\$ 8,975.6	\$ 9,035.1	\$ 9,313.4	\$ 278.4

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	6,819.8	7,255.9	4,938.9	7,753.0	7,753.4	8,102.9	349.5
Materials & Supplies	501.7	692.3	423.2	641.4	662.2	585.8	(76.4)
Contractual Services	598.3	531.9	319.3	416.3	505.3	512.1	6.8
Professional Development	61.7	63.6	39.4	74.0	82.1	83.4	1.4
Capital Items	18.1	184.8	15.8	90.9	32.1	29.3	(2.8)
Total Expenditures	\$ 7,999.6	\$ 8,728.4	\$ 5,736.5	\$ 8,975.6	\$ 9,035.1	\$ 9,313.4	\$ 278.4

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	183.4	392.9	82.6	161.9	186.5	180.4	(6.2)
Total Expenditures	7,999.6	8,728.4	5,736.5	8,975.6	9,035.1	9,313.4	278.4
Net Operating Result	\$ (7,816.2)	\$ (8,335.5)	\$ (5,653.9)	\$ (8,813.7)	\$ (8,848.6)	\$ (9,133.1)	\$ (284.5)



PUBLIC SAFETY

Fire

FIRE

MISSION

Deliver professional service to our community through public education, fire prevention, while providing a highly trained staff of All Hazards response personnel and doing this at a premium cost to the community. Sun Prairie Fire & Rescue will carry out our mission by providing courteous and effective responses through quality training with the highest standards of integrity and performance. In partnership with our community and public safety partners, we will continue to strive for excellence as a Public Safety Team member.

DESCRIPTION

The Sun Prairie Fire & Rescue Company is contracted by the City of Sun Prairie to deliver an All-Hazards response to emergencies within the city. Services include, fire prevention, fire education, fire response, motor vehicle crashes, natural gas and fuel leaks, electrical emergencies, hazardous materials response, technical rescue response, and assistance to Sun Prairie Emergency Medical Services and Sun Prairie Police Department.

Sun Prairie Fire & Rescue's response areas encompasses approximately 96 square miles and serves over 47,000 residents within the City of Sun Prairie, Townships of Burke, Bristol, and Sun Prairie.

Sun Prairie Fire & Rescue staffs two stations twenty-four hours a day with a combination of career and volunteer/Paid-on-Premise (POP) staff. Career staff covers both stations 6:00 am until 6:00 pm daily and POP crews staffs 6:00 pm to 6:00 am.

2021 BUDGET HIGHLIGHTS

Sun Prairie Fire & Rescue Salaries are well below that of other comparable departments in Wisconsin. Salaries and benefits were moderately increased to ensure that SPF&R can offer a competitive package to overcome the issues of recruitment and retention, as we are losing quality staff to other organizations.

- No notable changes.

2020 BUDGET OVERVIEW

- ✓ Ten Department personnel completed courses to become certified EMTs or EMRs.
- ✓ Salaries and benefits were increased to ensure the SPFD rates are competitive with other area fire units.
- ✓ The percentage of Fire Department expenses borne by the City of Sun Prairie increased from 75% to 79%. The townships of Bristol, Burke, and Sun Prairie provide the remaining 21% of funds.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through August 31, 2020

Respond to citizens' call for service.

Measure	2015	2016	2017	2018	2019	2020*
Calls for Service	1,020	1,120	1,699	1,917	1,970	1,300

PUBLIC SAFETY
Fire
FIRE

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Fire Protection	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

NOTE: The City of Sun Prairie contracts for fire services from the Sun Prairie Volunteer Fire Department, a non-profit corporation.

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Fire Protection	1,296.6	1,437.6	1,136.5	1,670.6	1,676.7	1,757.5	80.8
Total Expenditures	\$ 1,296.6	\$ 1,437.6	\$ 1,136.5	\$ 1,670.6	\$ 1,676.7	\$ 1,757.5	\$ 80.8

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Materials & Supplies	22.4	45.1	18.8	29.1	28.1	25.6	(2.6)
Contractual Services	1,274.2	1,374.2	1,117.8	1,641.5	1,648.5	1,731.9	83.4
Capital Items	-	18.3	-	-	-	-	-
Total Expenditures	\$ 1,296.6	\$ 1,437.6	\$ 1,136.5	\$ 1,670.6	\$ 1,676.7	\$ 1,757.5	\$ 80.8

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	129.4	129.4	15.3	273.6	148.0	162.5	14.5
Total Expenditures	1,296.6	1,437.6	1,136.5	1,670.6	1,676.7	1,757.5	80.8
Net Operating Result	\$ (1,167.3)	\$ (1,308.2)	\$ (1,121.2)	\$ (1,397.0)	\$ (1,528.7)	\$ (1,595.0)	\$ (66.3)

PUBLIC SAFETY

Emergency Medical Services

EMERGENCY MEDICAL SERVICES

MISSION

Care for our community as a team of dedicated professionals through the delivery of compassionate emergency treatment, quality public education, and the responsible use of public resources.

DESCRIPTION

Sun Prairie Emergency Medical Services (EMS) responds to medical emergencies twenty-four hours per day, seven days per week. In the EMS profession, paramedics deliver the highest level of pre-hospital care. Paramedics are the only rescuers who can perform critical procedures such as intubation (emergency airway) and intravenous medications. The City staffs its ambulances with two (dual) paramedics. Unique in this regard, Sun Prairie EMS is one of only a handful of Advanced Life Support (ALS) providers in the region. As such, Sun Prairie EMS is a critical partner in the delivery of quality pre-hospital medicine to the citizens of Sun Prairie and beyond.

Sun Prairie EMS has evolved its role commensurately with demands for service. Sun Prairie EMS services include preventative outreach programs, including community education such as CPR and AED training. Additionally, Sun Prairie EMS provides support to both public and private community events. Sun Prairie EMS works closely with its Fire Department and Police Department partners to ensure it is ready to respond to any emergency. In 2020, Sun Prairie EMS rejoined the Dane County ALS Consortium, a collaborative group of all the ALS providers in Dane County that works to develop standardized patient care practices, improve operational efficiencies, and share resources for the betterment of regional Emergency Medical Services.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Respond in a timely manner to calls for service, and deliver patients to the hospital expeditiously.

Measure	2016	2017	2018	2019	2020*
Call volume	2,467	2,828	2,839	3,165	1,831
Response time: En route	1:25	1:45	1:52	1:47	1:48
Response time: To scene	4:21	4:33	4:36	4:42	4:39
Response time: To hospital	19:24	19:03	18:33	18:06	17:22

**Response times are measured in minutes.

Quality training results in improved skills success rate and a better patient experience.

Measure	2016	2017	2018	2019	2020*
IV success rate	63%	70%	72%	73%	73%
First-pass intubation success rate	73%	87%	90%	92%	86%

2021 BUDGET HIGHLIGHTS

- Sun Prairie EMS uses the latest in cardiac monitoring technology in all the ambulances in the fleet as these enhancements in patient care technology improve the patient experience.

2020 BUDGET OVERVIEW

- ✓ All ambulances are equipped identically, ensuring the ability to rapidly deploy critical resources in times of need.
- ✓ The peak-hours ambulance enhances availability and improves reliability of EMS to meet community needs at minimal expense.
- ✓ Increased utilization of technology resulted in greater control and compliance monitoring of controlled substances.

Council Strategic Priority: **Dynamic Economy**

Serve residents and City visitors. Distribute the cost of services between taxpayers and service users.

Measure	2016	2017	2018	2019	2020*
Ambulance service users	52%	58%	48%	63%	53%
Taxpayers	48%	42%	52%	37%	47%

PUBLIC SAFETY
Emergency Medical Services
EMERGENCY MEDICAL SERVICES

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Emergency Medical Service	14.00	14.00	14.00	14.00	14.00	14.00	-
Total Personnel	14.00	14.00	14.00	14.00	14.00	14.00	-

* 1 FTE is 2,912 hours for paramedics.

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Emergency Medical Service	2,023.7	2,151.2	1,440.4	2,211.5	2,258.6	2,423.8	165.2
Total Expenditures	\$ 2,023.7	\$ 2,151.2	\$ 1,440.4	\$ 2,211.5	\$ 2,258.6	\$ 2,423.8	\$ 165.2

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	1,487.8	1,739.4	1,129.5	1,725.7	1,775.3	1,865.6	90.3
Materials & Supplies	452.1	301.0	247.6	367.5	365.3	436.5	71.3
Contractual Services	78.3	102.3	61.5	107.3	102.7	106.4	3.7
Professional Development	5.5	8.5	1.8	6.0	15.3	15.3	-
Total Expenditures	\$ 2,023.7	\$ 2,151.2	\$ 1,440.4	\$ 2,211.5	\$ 2,258.6	\$ 2,423.8	\$ 165.2

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	1,149.6	1,150.9	1,521.9	1,298.8	1,485.5	1,419.3	(66.1)
Total Expenditures	2,023.7	2,151.2	1,440.4	2,211.5	2,258.6	2,423.8	165.2
Net Operating Result	\$ (874.1)	\$ (1,000.2)	\$ 81.5	\$ (912.7)	\$ (773.1)	\$ (1,004.5)	\$ (231.4)

PUBLIC SAFETY

Emergency Management Services

EMERGENCY MANAGEMENT

MISSION

Planning, preparation, and response to major events or disasters that affect community safety and in the interest of protecting lives and property.

DESCRIPTION

The city has established an Emergency Management Team consisting of the Chief of Police, Assistant Chief of Police, Fire Chief, and Emergency Medical Services Chief. This group is working towards disaster preparedness that includes a functional Emergency Operations Center (EOC) for protective service leaders, city administration, and city department leaders to use during emergency events and planned large-scale events.

2021 BUDGET HIGHLIGHTS

- Training funds will be used to enhance disaster preparedness through practical exercise and classroom instruction.
- Operational improvements to the EOC remain a focus with available funding.
- Repairs and maintenance funding will be used for emergency sirens as needed.
- Funding levels remain the same as 2020.
- The Emergency Management Team will work with city departments to further emergency management principles and preparedness.
- The national covid-19 pandemic will remain a focus moving forward.

2020 BUDGET OVERVIEW

- ✓ There were no reported malfunctions with the emergency sirens requiring any repairs or need for funding.
- ✓ The covid-19 pandemic restricted the opportunities for practical or planned training exercises beyond related preparedness efforts.
- ✓ The Emergency Management Team worked with City Administration, Dane County Emergency Management, State of Wisconsin Emergency Management, and Dane County Public Health to monitor the national pandemic and coordinate city response.
- ✓ The Emergency Operations Center was activated for a period of six days to monitor and coordinate police response to the civil unrest in the City of Madison and surrounding areas. The City of Sun Prairie experienced increased transit traffic at local business and one looting incident at Target during this time frame.

PUBLIC SAFETY
Emergency Management Services
EMERGENCY MANAGEMENT

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Emergency Management	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Emergency Management	5.0	2.7	0.8	2.0	10.0	10.0	-
Total Expenditures	\$ 5.0	\$ 2.7	\$ 0.8	\$ 2.0	\$ 10.0	\$ 10.0	-

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Materials & Supplies	5.0	0.2	0.8	2.0	5.0	5.0	-
Professional Development	-	2.5	-	-	5.0	5.0	-
Total Expenditures	\$ 5.0	\$ 2.7	\$ 0.8	\$ 2.0	\$ 10.0	\$ 10.0	-

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	5.0	2.7	0.8	2.0	10.0	10.0	-
Net Operating Result	\$ (5.0)	\$ (2.7)	\$ (0.8)	\$ (2.0)	\$ (10.0)	\$ (10.0)	-

PUBLIC SAFETY

Community Development

BUILDING INSPECTION

MISSION

Advance quality and safety in the built environment for all who live, work, and visit our community. Provide high quality inspection services for all new and existing structures, responsive property maintenance and zoning enforcement services, and friendly and courteous service to our customers.

DESCRIPTION

The Building Inspection Division is a division of the Community Development Department. The Division is primarily responsible for reviewing plans, issuing permits and providing inspection services for new buildings, building additions, alterations and modifications, and other construction activities to ensure compliance with applicable codes and regulations.

The Division is responsible for the collection of permit fees, impact fees, and other fees associated with the permitting process. In addition, the Division provides property maintenance and zoning code enforcement services for the City.

Due to the individual skill sets of current employees, the Division provides support to Building Maintenance, Public Works, and other departments in the areas of plumbing and commercial electrical installations and maintenance at City facilities.

2021 BUDGET HIGHLIGHTS

- Uncertainty with respect to the economy and the Division's ability to fill the vacant Permit Specialist position make it difficult to predict staff needs for 2021. The Division is preparing for increased seasonal/LTE expenses should permit and inspection workload remain high.
- The Division is preparing for a full conversion to digital plan review.

2020 BUDGET OVERVIEW

- ✓ Significant improvement to the Division's permitting and inspection software are planned for the fall of 2020, which should significantly increase staff efficiency and mobile inspection and reporting capabilities, as well as customer access and transparency in the permitting and inspection process.
- ✓ In response to the COVID-19 pandemic, online services were expanded to ensure the continued support and service to the construction industry. In addition, a virtual inspection program was implemented in order to maintain the Division's services in situations where social distancing requirements made it difficult to safely perform such inspections.
- ✓ Continued high demand for services and a long-term vacancy of the Permit Specialist position due to the COVID-19 hiring freeze resulted in continued reliance on staff overtime and seasonal staff expenses.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Comply with Wisconsin Administrative Code requirements to perform inspections within two business days.

Measure	2015	2016	2017	2018	2019	2020*
Total Inspections	6,754	6,777	8,909	10,093	9,347	5,745
Completed same day	86%	92%	78%	90%	92%	90%
Completed within 1 day	7%	5%	13%	6%	4%	6%
Completed in 2+ days	7%	3%	9%	4%	4%	4%

Calls for Service Statistics

Measure	2015	2016	2017	2018	2019	2020*
Permit Applications	1,823	1,750	2,264	2,391	2,400	1,294
Code Enforcement Cases	396	468	378	252	464	222
Field Inspections	6,754	6,779	8,909	10,093	9,347	5,176

PUBLIC SAFETY
Community Development
BUILDING INSPECTION

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Building Inspection	5.00	6.00	6.00	6.00	6.00	6.00	-
Total Personnel	5.00	6.00	6.00	6.00	6.00	6.00	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Building Inspection	571.0	642.5	428.5	656.4	716.7	707.7	(9.1)
Total Expenditures	\$ 571.0	\$ 642.5	\$ 428.5	\$ 656.4	\$ 716.7	\$ 707.7	\$ (9.1)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	505.0	578.4	398.4	606.4	641.3	652.8	11.5
Materials & Supplies	39.4	47.5	21.8	29.8	56.2	35.3	(20.9)
Contractual Services	20.8	11.3	5.9	17.0	13.0	15.2	2.2
Professional Development	5.2	5.3	2.4	3.2	6.2	4.3	(1.9)
Capital Items	0.5	-	-	-	-	-	-
Total Expenditures	\$ 571.0	\$ 642.5	\$ 428.5	\$ 656.4	\$ 716.7	\$ 707.7	\$ (9.1)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	738.3	738.3	778.4	619.5	643.8	698.4	54.6
Total Expenditures	571.0	642.5	428.5	656.4	716.7	707.7	(9.1)
Net Operating Result	\$ 167.3	\$ 95.8	\$ 349.9	\$ (37.0)	\$ (73.0)	\$ (9.3)	\$ 63.6

PUBLIC WORKS
Public Services
PUBLIC SERVICES

MISSION

Provide high quality infrastructure to the City of Sun Prairie.

DESCRIPTION

The Public Services Department oversees the Divisions of Engineering, Public Works, Wastewater Treatment, Stormwater Utility, GIS, and Parks and Recreation.

2021 BUDGET HIGHLIGHTS

- No notable changes.

2020 BUDGET OVERVIEW

- ✓ Public Services was a new department created for the 2020 Budget year. The Department oversees operations of all divisions within Public Services.

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Public Services	n/a	n/a	3.00	3.00	3.00	3.00	-
Allocated Increase	-	-	0.60	0.60	0.60	-	(0.60)
Allocated (Decrease)	-	-	(0.80)	(0.80)	(0.80)	(0.84)	(0.04)
Total Personnel	-	-	2.80	2.80	2.80	2.17	(0.64)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Public Services	-	0.0	118.0	179.5	195.9	205.2	9.3
Total Expenditures	-	\$ 0.0	\$ 118.0	\$ 179.5	\$ 195.9	\$ 205.2	\$ 9.3

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	-	0.0	112.1	171.7	188.7	199.0	10.3
Materials & Supplies	-	-	3.6	4.4	3.0	3.2	0.2
Contractual Services	-	-	0.0	0.6	0.6	0.6	-
Professional Development	-	-	2.3	2.9	3.7	2.5	(1.2)
Total Expenditures	-	\$ 0.0	\$ 118.0	\$ 179.5	\$ 195.9	\$ 205.2	\$ 9.3

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	-	0.0	118.0	179.5	195.9	205.2	9.3
Net Operating Result	-	\$ (0.0)	\$ (118.0)	\$ (179.5)	\$ (195.9)	\$ (205.2)	\$ (9.3)



PUBLIC WORKS

Public Services

PUBLIC WORKS

MISSION

Provide a clean and safe environment for Sun Prairie residents by providing street maintenance, snow and ice removal, traffic control, storm water facility maintenance, safe and reliable maintenance of the city's fleet and equipment, and ensuring residents receive accurate and timely service information.

DESCRIPTION

Public Works consists of five divisions: Administration, Operations, Snow & Ice, Traffic Control, and Streets.

The department conducts pavement maintenance to roads, parking lots, bike paths and sidewalks. Maintenance activities include sinkhole repairs, chip sealing, micro sealing, concrete sealing, sidewalk replacement, curb and gutter replacement, spray patching, and crack filling. Last, the department procures and monitors contracts for services.

The Traffic Control division maintains and repairs traffic signals, signage and lane markings.

The Snow & Ice Division removes snow and ice from streets, parking lots, bike paths and sidewalks.

2021 BUDGET HIGHLIGHTS

- There are no notable changes to the cost to continue budget.

2020 BUDGET OVERVIEW

- ✓ Installed a Rapid Response Flashing Beacon at Clarmar and Main.
- ✓ Coordinated with Engineering Department to develop an RFQ for Stormwater Maintenance & Design
- ✓ Responded to over 14,000 diggers hotline tickets.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Maintain city streets.

Measure	2015	2016	2017	2018	2019	2020*
Lane Miles of Streets	340	350	380			
Pounds of crack filling material	43,200	86,400	86,400	86,400	86,400	86,400
Diggers locates marked		4,037	9,951	13,560	15,409	15,000

PUBLIC WORKS
Public Services
PUBLIC WORKS

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Public Works Administration	3.00	3.00	1.00	1.00	1.00	2.00	1.00
Public Works Operations	10.00	10.00	10.00	10.00	10.00	8.00	(2.00)
Allocated Increase	0.40	0.40	0.40	0.40	0.40	0.40	-
Allocated (Decrease)	(2.35)	(2.35)	(0.95)	(0.95)	(0.95)	(1.10)	(0.15)
Total Personnel	11.05	11.05	10.45	10.45	10.45	9.30	(1.15)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Public Works Administration	211.8	210.6	121.6	182.8	175.9	163.8	(12.1)
Public Works Operations	705.8	977.2	638.5	986.8	1,028.1	1,028.5	0.3
Public Works Snow/Ice Control	391.6	624.7	388.4	454.3	452.8	456.1	3.2
Public Works Traffic Control	75.2	59.6	70.0	84.2	94.7	76.6	(18.1)
Public Works Streets Maint	707.3	787.8	315.9	570.0	744.7	746.2	1.5
Grants & Donations	3.7	3.0	-	-	-	-	-
Total Expenditures	\$ 2,095.4	\$ 2,662.9	\$ 1,534.3	\$ 2,278.1	\$ 2,496.2	\$ 2,471.1	\$ (25.1)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	825.6	929.3	561.5	843.7	876.8	889.0	12.2
Materials & Supplies	415.1	743.3	512.5	724.7	741.7	707.0	(34.7)
Contractual Services	825.6	961.4	443.0	690.9	852.8	852.3	(0.5)
Professional Development	4.1	5.9	2.3	3.0	9.3	9.3	-
Capital Items	25.1	23.0	15.1	15.7	15.5	13.5	(2.0)
Total Expenditures	\$ 2,095.4	\$ 2,662.9	\$ 1,534.3	\$ 2,278.1	\$ 2,496.2	\$ 2,471.1	\$ (25.1)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	1,492.6	1,492.6	1,696.0	1,477.3	1,916.2	1,704.4	(211.8)
Total Expenditures	2,095.4	2,662.9	1,534.3	2,278.1	2,496.2	2,471.1	(25.1)
Net Operating Result	\$ (602.8)	\$ (1,170.2)	\$ 161.7	\$ (800.8)	\$ (580.0)	\$ (766.7)	\$ (186.7)

MISSION

Manage the development and maintenance of the City's infrastructure in a fiscally prudent and professional manner.

DESCRIPTION

The Engineering Department provides a wide array of municipal engineering services:

- Department members perform office and field related responsibilities. The department provides engineering oversight, assists in the management of the City's Stormwater Utility, and provides engineering support for other city departments. Engineering collects, distributes, reports on, and maintain records of public infrastructure improvements. The Engineering Department reviews, designs, and coordinates construction inspection of public improvements in private developments and subdivisions. The Department reviews and approves Street Opening, Driveway, and Erosion Control/ Stormwater Management Permits.
- Engineering staff complete field ratings of street conditions to properly categorize existing streets as either Total Street Reconstruction or Pavement Rehabilitation projects. Staff revisit street evaluations periodically to account for changes in conditions. City utilities, including wastewater, water, and electric, may request a street be prioritized for reconstruction due to utility needs. In addition, pedestrian needs must be taken into account. The Engineering Department works with all appropriate entities to ensure long-term plans reflect all relevant factors. The information gathered is used to develop a plan for the timing and financing of street improvements in the five-year Capital Improvement Plan (CIP).
- The department develops construction schedules and cost estimates for all street and sidewalk projects. City engineering staff design and develop construction documents for the city's Total Street Reconstruction, Pavement Rehabilitation, Sidewalk Installation Program, and the Storm Sewer Extension Programs. Properly designed and constructed projects can result in a longer life for improvements and lower maintenance costs.

2021 BUDGET HIGHLIGHTS

- The cost to continue budget includes provisions in maintenance agreements and communications to reflect current costs in these areas.

2020 BUDGET OVERVIEW

- ✓ Conducted traffic study in the Prairie Lakes area and a comprehensive Highway Safety Screening Analysis.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Review city funded capital improvement projects and new private development projects to ensure projects are congruent with engineering standards.

Measure	2015	2016	2017	2018	2019	2020*
City's Capital Improvement Projects	8	13	10	9	8	5
CIP Projects size (millions)	\$5.4	\$7.0	\$6.5	\$11.4	\$10.6	\$7.1
New Private Development Projects	8	6	12	8	10	5
Private Development Size (millions)	\$5.0	\$4.0	\$10.0	\$4.1	\$8.3	\$4.5

Timely Designs Measurements – Provide engineering services for capital improvements that result in well-designed projects constructed at a competitive cost.

Measure	2015	2016	2017	2018	2019	2020*
Total Contracts	8	13	10	11	8	5
Contracts advertised before March 31	*5	12	10	9	8	4
Total Contracts/Contracts Inspected by Engineering Dept.	8/7	13/13	10/9	11/9	8/8	4

*Two grant-funded projects were advertised for bid in December 2014.

Reconstruct or rehabilitate streets with a PASER rating of six or less.

Measure	2015 Miles	2016 Miles	2017 Miles	2018 Miles	2019 Miles	2020 Miles*
Street Projects with 3 Rating or less	0.26	0.65	0.66	2.60	2.28	0.58
Street Projects with 4 Rating	0.93	0.93	2.45	1.91	1.02	0.94
Street Projects with 5 Rating	0.00	0.25	0.63	0.21	0.49	0.91
Street Projects with 6 Rating	0.00	0.00	0.06	0.15	0.25	0.20

Street Projects with component requested by Utility Owner and Pedestrian components.

Measure	2015	2016	2017	2018	2019	2020*
Street Projects with component requested by a Utility Owner	2	2	3	8	6	4
Street Projects with Pedestrian component	6	9	5	6	7	4

Update the City's Street Reconstruction Program to include the streets in greatest need of repair, while considering the needs for utility upgrades.

The table below shows the street inventory and associated ratings:

Condition Frequency Report	1 to 2	3 to 4	5 to 6	7 to 8	9 to 10
PASER Rating %	0.53%	21.99%	47.92%	12.46%	17.09%

*Based on 141.97 miles of rated roadways. As of August 14th, 2020.

WISLR (Wisconsin Information System for Local Roads) is an excellent tool to analyze existing conditions of pavement within the City limits. The State requires city staff to provide updated pavement ratings every other year. Pavement rating are based on a PASER rating (ranging 1-10 with 1=failed, 2-3=poor, 4-5=fair, 6-7=good, 8=very good, 9- 10=excellent).

PUBLIC WORKS
Public Services
ENGINEERING

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Engineering	7.00	7.00	6.00	6.00	6.00	6.00	-
Allocated Increase	0.19	0.19	0.19	0.19	0.19	-	(0.19)
Allocated (Decrease)	(1.71)	(1.71)	(1.58)	(1.58)	(1.58)	(1.80)	(0.22)
Total Personnel	5.48	5.48	4.61	4.61	4.61	4.20	(0.41)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Engineering	648.3	654.6	343.9	590.4	580.1	508.1	(71.9)
Total Expenditures	\$ 648.3	\$ 654.6	\$ 343.9	\$ 590.4	\$ 580.1	\$ 508.1	\$ (71.9)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	582.4	610.7	302.7	474.4	483.2	452.7	(30.4)
Materials & Supplies	25.8	29.8	22.1	64.7	41.9	39.6	(2.3)
Contractual Services	34.7	6.6	16.7	46.8	50.7	5.7	(45.0)
Professional Development	3.4	6.0	2.4	4.4	4.2	10.0	5.8
Capital Items	1.9	1.5	-	0.1	0.1	0.1	-
Total Expenditures	\$ 648.3	\$ 654.6	\$ 343.9	\$ 590.4	\$ 580.1	\$ 508.1	\$ (71.9)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	378.8	378.8	264.7	399.9	208.7	266.7	58.0
Total Expenditures	648.3	654.6	343.9	590.4	580.1	508.1	(71.9)
Net Operating Result	\$ (269.5)	\$ (275.8)	\$ (79.2)	\$ (190.6)	\$ (371.4)	\$ (241.4)	\$ 130.0



PUBLIC WORKS

Public Services

GIS

MISSION

Engage, empower, and enable staff to improve life for residents, businesses, and visitors in the city through geospatial data analysis.

DESCRIPTION

The Geographic Information Systems (GIS) Department provides up-to-date, reliable, efficient and professional information and services. This enables departments to operate at optimum efficiency and to satisfy the needs of both internal staff and the public. The department provides spatial and geographical data analysis and visualization services to City departments through a dedicated GIS team.

2021 BUDGET HIGHLIGHTS

- The GIS department continues to lay the groundwork for a city-wide asset management system that will provide accurate and easily obtainable information on all public infrastructure in the city.
- Current staff is making revisions to current ESRI licensing to assure maximum capability with asset management software.

2020 BUDGET OVERVIEW

- ✓ The GIS department has assisted numerous city departments to provide ESRI solutions to provide department-specific data to users in the field and in the office.

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
GIS	1.00	2.00	2.00	2.00	2.00	2.00	-
Allocated FTE	(0.56)	(0.56)	(0.96)	(0.96)	(0.96)	(0.96)	-
Total Personnel	0.44	1.44	1.04	1.04	1.04	1.04	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
GIS	111.7	106.3	84.5	118.3	120.4	126.8	6.4
Total Expenditures	\$ 111.7	\$ 106.3	\$ 84.5	\$ 118.3	\$ 120.4	\$ 126.8	\$ 6.4

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	86.6	74.2	60.3	92.7	92.7	96.7	4.0
Materials & Supplies	23.0	25.1	22.8	24.1	23.9	23.8	(0.1)
Contractual Services	0.1	5.5	0.4	0.5	0.1	0.2	0.1
Professional Development	2.0	1.5	1.0	1.0	3.8	6.1	2.4
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 111.7	\$ 106.3	\$ 84.5	\$ 118.3	\$ 120.4	\$ 126.8	\$ 6.4

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	111.7	106.3	84.5	118.3	120.4	126.8	6.4
Net Operating Result	\$ (111.7)	\$ (106.3)	\$ (84.5)	\$ (118.3)	\$ (120.4)	\$ (126.8)	\$ (6.4)



SPECIAL REVENUE FUND

Public Services

REFUSE & RECYCLING

MISSION

Provide a clean and safe environment for Sun Prairie residents by providing refuse and recycling solutions.

DESCRIPTION

The City of Sun Prairie contracts collection and disposal of curbside refuse and recycling materials from 1-4 unit residences, monthly brush material collection April through November, and yard waste four times per year. The Public Works Department coordinates cart exchange and supplies carts funded by the permit holder of new units.

The city operates the recycling center to facilitate collection of brush, yard waste, metal, used motor oil, oil filters and cardboard. Division staff conduct household hazardous waste collection for residents once per year.

2021 BUDGET HIGHLIGHTS

- No notable changes.

2020 BUDGET OVERVIEW

- ✓ Distributed over 700 refuse and recycle carts to new residents or in replacement of broken carts.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Measure	2014	2015	2016	2017	2018	2019	2020*
Units Collected	9,519	9,627	9,820	9,917	10,192	10,247	10,359
Contractor Cost per Unit	\$11.19	\$11.45	\$8.90	\$9.20	\$9.50	\$9.80	\$10.10
Recycling Collection (tons)	2,758	2,763	2,584	2,578	2,726	2,815	1,730
Refuse Collection (tons)	6,736	7,250	7,185	7,494	7,549	7,749	4,921
Yard Waste Processed (Cu. Yards)	7,544	7,423	5,010	7,494	7,549	7,748	2,526
Waste Oil (Gallons)	3,992	507	3,615	2,815	Not reported	Not reported	2,800

SPECIAL REVENUE FUND
Public Services
REFUSE & RECYCLING

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Refuse & Recycling	seasonal	seasonal	seasonal	seasonal	seasonal	seasonal	
Allocated In	1.0	1.0	1.0	1.0	1.0	1.0	-
Total Personnel	1.0	1.0	1.0	1.0	1.0	1.0	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Refuse & Recycling	1,207.2	1,404.8	828.8	1,539.9	1,560.2	1,536.7	(23.5)
Total Expenditures	\$ 1,207.2	\$ 1,404.8	\$ 828.8	\$ 1,539.9	\$ 1,560.2	\$ 1,536.7	\$ (23.5)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	13.9	20.9	14.0	28.0	30.2	30.4	0.2
Materials & Supplies	2.9	34.3	51.3	78.8	78.9	72.7	(6.2)
Contractual Services	1,190.4	1,320.8	763.5	1,388.0	1,406.0	1,388.5	(17.5)
Transfers/Bad Debt	-	1.9	-	-	-	-	-
Capital Items	-	27.0	-	45.0	45.0	45.0	-
Total Expenditures	\$ 1,207.2	\$ 1,404.8	\$ 828.8	\$ 1,539.9	\$ 1,560.2	\$ 1,536.7	\$ (23.5)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	1,333.2	1,339.4	1,326.1	1,370.8	1,345.9	1,342.7	(3.3)
Total Expenditures	1,207.2	1,404.8	828.8	1,539.9	1,560.2	1,536.7	(23.5)
Net Operating Result	\$ 126.0	\$ (65.4)	\$ 497.3	\$ (169.1)	\$ (214.3)	\$ (194.1)	\$ 20.3

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Change in Fund Balance	126.0	(65.4)	497.3	(169.1)	(214.3)	(194.1)
Fund Balance - Beginning of Year	302.7	446.4	381.0	381.0	381.0	211.9
Fund Balance - End of Year	\$ 428.7	\$ 381.0	\$ 878.3	\$ 211.9	\$ 166.6	\$ 17.8

SPECIAL REVENUE FUND

Public Services

TRANSPORTATION FUND

MISSION

The community has multiple modes of transportation, ensuring the entire population has options for safe and efficient travel. The City has multiple alternatives for travel including pedestrian walkways, biking lanes, and mass transit. Extensive investment by our community ensures that all residents can access its amenities. Our regional network assures access to everything around us.

DESCRIPTION

The City of Sun Prairie's transportation network facilitates the movement of people and goods via automobiles, fixed-route transit, shared-ride taxi, bicycling, and walking. To keep the networks functioning for all users, a variety of City Committees and Commissions provide policy guidance, oversight, and recommendations about specific infrastructure, including:

- Transit Commission – acts as oversight authority for the shared-ride taxi and fixed route bus service and makes recommendations for changes to all modes of transportation
- Bike Subcommittee – provides recommendations related to city-wide bicycle policy and infrastructure needs as well as project specific recommendations
- Public Works Committee – awards contracts for public infrastructure projects, accepts public improvements, reviews easements and right-of-way acquisition and changes, reviews traffic-related matters, and reviews driveway openings.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services & Complete Transportation Network**

*2020 data reflects information through July 31, 2020

Shared-Ride Taxi data report state for required performance measures.

Measure	2015	2016	2017	2018	2019	2020*
Trips/Capita	1.838	1.928	1.963	2.125	2.01	.871
Hours/Capita	.783	.819	.804	.855	.861	.502
Trips/Hour	2.347	2.354	2.441	2.460	2.604	1.733
Fares/Expense	24.7%	27.9%	27.0%	26.7%	27.63%	20.36%
Expenses/Hour	\$30.57	\$30.57	\$30.91	\$31.50	\$32.35	\$32.35

Increase Shared-Ride Taxi service provision

Measure	2015	2016	2017	2018	2019	2020*
Ridership	58,065	62,433	64,557	72,032	70,155	30,971
Fare Revenues	\$198,067	\$207,679	\$220,564	\$246,673	\$268,243	\$117,673
Reduced Fare Applications	155	127	133	128	179	55

2021 BUDGET HIGHLIGHTS

- Creation of new Transportation funding category to encapsulate all general fund transportation funding in one area of the budget
- Awarded Transit Alternatives Program (TAP) Grant for Commercial Avenue Multi-use path project to be constructed in 2022

2020 BUDGET OVERVIEW

- ✓ Continuation of Metro bus service, which started in August 2019
- ✓ Budget included funding for a Local Bus Service Study

SPECIAL REVENUE FUND
Public Services
TRANSPORTATION FUND

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Transportation Fund	-	-	-	-	-	-	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Transportation Fund	-	978.6	928.0	1,386.2	1,592.9	1,562.1	(30.9)
Total Expenditures	-	\$ 978.6	\$ 928.0	\$ 1,386.2	\$ 1,592.9	\$ 1,562.1	\$ (30.9)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Materials & Supplies	-	7.8	-	-	-	39.2	39.2
Contractual Services	-	970.8	928.0	1,386.2	1,592.9	1,522.9	(70.1)
Total Expenditures	-	\$ 978.6	\$ 928.0	\$ 1,386.2	\$ 1,592.9	\$ 1,562.1	\$ (30.9)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	935.9	977.3	1,082.6	1,137.8	1,112.2	(25.6)
Transfer In	-	298.1	260.9	336.6	347.8	350.6	
Total Expenditures	-	978.6	928.0	1,386.2	1,592.9	1,562.1	(30.9)
Net Operating Result	-	\$ 255.4	\$ 310.2	\$ 33.0	\$ (107.3)	\$ (99.2)	\$ 8.1

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Change in Fund Balance	-	255.4	310.2	33.0	(107.3)	(99.2)
Fund Balance - Beginning of Year	-	-	255.4	255.4	255.4	288.4
Fund Balance - End of Year	-	\$ 255.4	\$ 565.5	\$ 288.4	\$ 148.1	\$ 189.2

ENTERPRISE FUNDS

Public Services

WASTEWATER

MISSION

Provide high quality and cost effective wastewater treatment and collection system services, to protect public health and safety, and enhance water quality in area waterways.

DESCRIPTION

The Wastewater Department has two divisions, the sanitary sewer collection system and the wastewater treatment plant.

The collection system division is responsible for maintaining and operating over 140 miles of sewer mains ranging in size from 8-42 inches and 10 lift stations. Maintenance of the sanitary sewer system includes scheduled cleaning, repairs, flow monitoring, and pipe televising/inspection. The goal is to increase service life of sewer mains and lift stations, and eliminate/reduce sewer backups.

The treatment plant division is responsible for operating and maintaining the activated sludge treatment facility. The facility has a designed capacity of 4.4 million gallons/day (MGD) with screening removal, grit removal, primary and secondary clarification, biological activated sludge treatment, biological phosphorus removal, sand filters, UV (ultraviolet light) disinfection and anaerobic digestion of organic solids. The goal is to continually meet the requirements of our Wisconsin Pollutant Discharge Elimination System (WPDES) Permit, and increase the service life of the treatment plant through proper operation of the plant and adhering to the plant maintenance tasks schedule.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Meet requirements of WPDES Permit compliance schedule for phosphorus treatment. Continue to meet current Permit of 1.0 milligrams/liter (mg/l) and by October 1, 2022 meet Permit limit of 0.075 mg/l.

Measure	2015	2016	2017	2018	2019	2020*
Meet Monthly Milligram/Liter (mg/L)	1.4	1.4	1.4	1.0	1.0	1.0
Permit Requirement for Phosphorus						
Actual Monthly Average (mg/L)	0.40	0.50	0.45	0.41	0.32	0.61

Coordinate plant capacity upgrades with phosphorus upgrades. Design capacity upgrades to meet future growth over the next 20 years.

Measure	2015	2016	2017	2018	2019	2020*
Current Average Daily Flow in Million Gallons Per Day (MGD)	3.085	3.986	4.140	3.886	4.250	4.299
Plant Daily Capacity in Million Gallons Per Day (MGD)	4.400	4.400	4.400	4.400	4.400	4.400

Reduce clearwater entering the sewer system to ensure future plant capacity upgrades are not triggered by clearwater.

Measure	2015	2016	2017	2018	2019	2020*
Upgrade Trigger by Clearwater	No	No	No	No	No	No

2021 BUDGET HIGHLIGHTS

- The department will continue with a sizable wastewater treatment plant upgrade. The upgrade, when complete, will allow the facility to handle more wastewater flow while meeting strict WDNR imposed phosphorus limits.
- The department will continue with clearwater reduction efforts via sewer pipe lining projects.
- The 2021 budget includes funding for a full time wastewater technician for the collection system.

2020 BUDGET OVERVIEW

- ✓ The department continued efforts to identify and decrease clearwater from entering the city's sewage collection system via televising sanitary sewer lines and lining of leaking sewer lines.
- ✓ Construction began on the wastewater facility upgrade.
- ✓ Addition of a sanitary sewer line inspection/television truck.
- ✓ Two summer interns (wastewater laboratory intern and GIS intern) added to the department.

ENTERPRISE FUNDS
Public Services
WASTEWATER

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Administration	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Plant Operations	7.00	7.00	8.00	8.00	8.00	8.00	0.00
Collection System	2.00	2.00	2.00	2.00	2.00	3.00	1.00
Allocated FTE	2.28	2.28	2.44	2.44	2.44	2.44	0.00
Total Personnel	12.28	12.28	13.44	13.44	13.44	14.44	1.00

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Administration	585.7	739.3	524.3	786.0	792.4	1,204.0	411.6
Plant Operations	2,106.5	2,225.6	852.2	1,218.7	1,409.9	1,391.5	(18.4)
Collection System	583.9	652.2	180.8	303.8	465.9	482.1	16.2
Debt Service	224.9	246.1	1,313.0	1,418.0	1,588.4	1,648.7	60.3
Replacement Account	35.0	45.3	129.8	250.0	333.0	384.8	51.8
Plant Expansion	57.3	22.1	3.3	3.3	87.0	-	(87.0)
Capital Projects	202.0	8.3	1,481.3	10,998.4	12,438.3	10,889.8	(1,548.5)
Total Expenditures	\$ 3,795.3	\$ 3,938.8	\$ 4,484.6	\$ 14,978.2	\$ 17,115.0	\$ 16,001.0	\$ (1,114.0)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	981.5	1,101.3	762.3	1,128.6	1,310.7	1,403.3	92.6
Materials & Supplies	177.3	243.7	210.5	310.9	282.7	376.4	93.7
Contractual Services	741.1	836.7	867.8	1,964.5	2,187.0	1,803.4	(383.7)
Insurance	17.8	23.3	27.2	27.2	24.3	43.9	19.6
Professional Development	5.5	4.3	6.9	12.4	10.7	17.3	6.7
Debt Service	224.9	246.1	1,313.0	1,418.0	1,588.4	1,648.7	60.3
Depreciation	1,406.3	1,431.2	-	-	-	-	-
Capital Items	241.0	52.4	1,296.9	10,116.4	11,711.2	10,708.0	(1,003.1)
Total Expenditures	\$ 3,795.3	\$ 3,938.8	\$ 4,484.6	\$ 14,978.2	\$ 17,115.0	\$ 16,001.0	\$ (1,114.0)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	7,067.7	6,976.9	4,692.5	6,579.0	3,722.3	4,790.5	1,068.2
Total Expenditures	3,795.3	3,938.8	4,484.6	14,978.2	17,115.0	16,001.0	(1,114.0)
Net Operating Result	\$ 3,272.3	\$ 3,038.0	\$ 207.9	\$ (8,399.1)	\$ (13,392.7)	\$ (11,210.5)	\$ 2,182.2

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Increase/(Decrease)	3,272.3	3,038.0	207.9	(8,399.1)	(13,392.7)	(11,210.5)
Long Term Financing	10.9	9.1	-	9,344.4	9,720.4	9,726.1
Fund Balance Applied	-	-	-	-	1,742.3	1,395.3
Beginning Fund Balance	20,041.0	23,324.2	26,371.3	26,371.3	26,371.3	27,316.6
Ending Fund Balance	\$ 23,324.2	\$ 26,371.3	\$ 26,579.3	\$ 27,316.6	\$ 20,956.7	\$ 24,436.9

ENTERPRISE FUNDS

Public Services

STORMWATER UTILITY

MISSION

Improve and maintain the city's stormwater management and conveyance systems.

DESCRIPTION

The City of Sun Prairie created a Stormwater Utility effective January 1, 2003. Funding for the utility comes primarily from customer charges based on the number of Equivalent Run-off Units (ERUs) on the property. A single-family home has one ERU and paid \$10.20 per month in 2018. On July 1 of 2019, the rate was increased to \$11.70 per ERU.

The Stormwater Utility is jointly administered by Engineering and Public Works. Over the long term, approximately 50 percent of the utility's annual budget finances capital projects such as storm sewer extensions and detention ponds. The other 50 percent of the budget funds ongoing maintenance, education, and administrative duties. The City Public Works Department maintains over 125 public stormwater detention ponds and over 108 miles of stormwater conveyances. Each year they are inspected for any issues that need to be addressed, along with the over 130 private ponds within the city.

To keep debris and yard waste out of waterways and lakes, the Stormwater Utility sweeps every city street at least four times per year with major arterials and connector streets swept up to eight times.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*Data reflects information through July 31, 2020.

The US Environmental Protection Agency (EPA) approved a Total Maximum Daily Load (TMDL) for the Rock River Basin for phosphorus and total suspended solids. The Rock River Basin includes the Yahara, Koshkonong and Mauneshia Watershed. The City of Sun Prairie has areas that drain to all three watersheds. Municipal Separate Storm Sewer Systems (MS4s) are required to meet surface water quality standards in these watersheds. Each watershed will use an approach appropriate to that watershed's conditions to reduce Phosphorous and Total Suspended Solids.

Yahara River Watershed (1,746 acres)

Madison Metropolitan Sewerage District (MMSD) has created a watershed Adaptive Management (AM) program that addresses the city's needs for the Yahara watershed. The city is responsible for \$18,000 per year and in return our Yahara watershed requirements are met. The city will be solely responsible for achieving these stormwater goals in the Koshkonong and Mauneshia watersheds.

TMDL COMPLIANCE - Reduction of Total Suspended Solids (TSS)

Watershed	TSS Load (tons/yr)	2019 Trapped (tons/yr)	2019 Reduction	Required Reduction
Mauneshia River	8.6	6.7	77.6%	45%
Yahara River	194.8	96.5	49.5%	73%
Koshkonong Creek	564.6	247.6	43.9%	55%

Note

2021 BUDGET HIGHLIGHTS

- No notable changes

2020 BUDGET OVERVIEW

- ✓ Stormwater Maintenance staff continued to train with a contracted vendor to recognize native and invasive species, care for desirable plants, and remove the undesirable.

Koshkonong Creek Watershed (3,864 acres)

A number of projects are needed to increase the phosphorous and total suspended solids reduction for this watershed. The 2020 construction of the NW Koshkonong Stormwater Facility will be the first proposed project to address the EPA requirements in this watershed.

TMDL COMPLIANCE - Reduction of Total Phosphorus (TP)

Watershed	TP Load (tons/yr)	2019 Trapped (tons/yr)	2019 Reduction	Required Reduction
Mauneshia River	59	32	54.9%	36%
Yahara River	1,468	533	36.3%	61%
Koshkonong Creek	3,566	1,082	30.4%	54%

ENTERPRISE FUNDS
Public Services
STORMWATER UTILITY

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Stormwater Utility	5.00	5.00	5.00	5.00	5.00	5.00	0.00
Allocated Additions	3.53	4.02	4.52	4.52	4.52	4.44	-0.08
Total Personnel	8.53	9.02	9.52	9.52	9.52	9.44	-0.08

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Administration	407.9	499.7	325.8	543.2	542.7	557.1	14.4
Maintenance Operations	1,543.6	1,625.0	308.7	598.7	626.8	618.9	(7.9)
Street Cleaning	38.6	43.5	24.6	59.0	60.5	60.5	-
Erosion Control	-	-	-	-	-	-	-
Debt Service	275.8	431.5	1,236.3	1,438.6	1,438.6	1,310.4	(128.1)
Capital Projects	30.4	28.8	649.1	1,185.5	5,386.1	989.0	(4,397.1)
Total Expenditures	\$ 2,296.4	\$ 2,628.4	\$ 2,544.6	\$ 3,824.9	\$ 8,054.7	\$ 3,535.9	\$ (4,518.7)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	657.9	751.5	523.8	848.7	850.4	861.7	11.3
Materials & Supplies	134.2	118.0	25.2	117.1	119.8	123.2	3.4
Contractual Services	254.4	224.3	141.8	247.7	314.7	227.3	(87.4)
Insurance	0.9	3.7	1.2	1.2	1.2	1.3	0.1
Professional Development	0.8	1.1	0.5	1.5	4.6	6.9	2.3
Depreciation	971.7	1,103.7	-	-	-	-	-
Debt Service	275.8	431.5	1,236.3	1,438.6	1,438.6	1,310.4	(128.1)
Capital Items	0.6	(5.5)	615.8	1,170.2	5,325.3	1,005.0	(4,320.3)
Total Expenditures	\$ 2,296.4	\$ 2,628.4	\$ 2,544.6	\$ 3,824.9	\$ 8,054.7	\$ 3,535.9	\$ (4,518.7)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	5,527.1	5,713.0	2,031.4	3,427.8	(1,812.4)	2,703.6	4,516.0
Total Expenditures	2,296.4	2,628.4	2,544.6	3,824.9	8,054.7	3,535.9	(4,518.7)
Net Operating Result	\$ 3,230.8	\$ 3,084.6	\$ (513.2)	\$ (397.1)	\$ (9,867.0)	\$ (832.3)	\$ 9,034.7

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Increase/(Decrease)	3,230.8	3,084.6	(513.2)	(397.1)	(9,867.0)	(832.3)
Long Term Financing	159.1	53.1	-	-	736.7	488.0
Fund Balance Applied	-	-	-	-	5,173.1	590.5
Beginning Fund Balance	4,937.3	8,327.2	11,464.9	11,464.9	11,464.9	11,067.7
Ending Fund Balance	\$ 8,327.2	\$ 11,464.9	\$ 10,951.7	\$ 11,067.7	\$ (2,838.6)	\$ 10,132.9

IN-SERVICE FUNDS

Public Services

FLEET IN-SERVICE

MISSION

Acquire, maintain, account for, and dispose of all fleet assets in a cost effective, safe, reliable, environmentally sound and efficient manner. Provide related support services responsive to customer needs.

DESCRIPTION

The Department of Public Works provides complete turnkey service for all vehicles and equipment. Activities include specifying, purchasing, maintaining, recording maintenance history, and disposal of vehicles and equipment. The department maintains and evaluates the fleet replacement plan. It collaborates with departments on future needs to ensure that the replacement plan is current and provides proper funding projections for long term planning. The department also monitors fleet health and compares it to expectations and projections.

The department researches and applies new technologies and practices. Personnel are trained to utilize technologies and practices to provide a better product to customers. This manifests as reduced downtime and enhanced vehicle and equipment reliability.

The department established a defined preventive maintenance schedule informed by past data and trends.

2021 BUDGET HIGHLIGHTS

- Upgrade to the shop exhaust removal system for the safety of employees.
- Review and analyze leasing options for Fleet vehicles.
- A new MMA paint machine was approved in the 2021 budget.

2020 BUDGET OVERVIEW

- ✓ In-service of seven new Hybrid police squads.
- ✓ Established sanitizing program for all city vehicles.
- ✓ Disposed of excess items and equipment no longer used or needed by other departments.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Preventive maintenance comprises 80% of all service on city vehicles and equipment.

Measure	2014	2015	2016	2017	2018	2019	2020*
Work Orders	737	1,011	933	1,171	860	900	736
Preventive Maintenance %	70%	78%	73%	75%	74%	68%	71%
Outside Repair Costs	\$2,777	\$9,947	\$27,295	\$22,010	\$44,119	\$55,066	\$40,081
Total Repair Costs	\$198,300	\$225,936	\$380,994	\$423,038	\$776,763	\$867,585	\$595,044

IN-SERVICE FUNDS
Public Services
FLEET IN-SERVICE

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Fleet Inservice Fund	4.00	4.00	4.00	4.00	4.00	4.00	0.00
Allocated Personnel	-0.40	-0.40	-0.40	-0.40	-0.40	-0.40	0.00
Total Personnel	3.60	3.60	3.60	3.60	3.60	3.60	0.00

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Administration	25.1	28.9	27.9	27.9	27.2	32.6	5.4
Fleet Operations	1,335.9	1,498.4	436.3	684.1	690.0	822.4	132.4
Debt Service	54.7	72.4	355.9	387.4	386.6	397.4	10.8
Capital Projects	82.0	-	905.2	651.8	1,153.0	834.8	(318.2)
Total Expenditures	\$ 1,497.7	\$ 1,599.7	\$ 1,725.3	\$ 1,751.3	\$ 2,256.8	\$ 2,087.2	\$ (169.6)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	284.1	327.2	209.3	311.5	311.3	327.9	16.7
Materials & Supplies	368.0	451.0	212.7	326.5	332.2	448.2	116.0
Contractual Services	31.0	18.7	13.7	45.5	44.4	44.1	(0.3)
Insurance	25.1	28.9	27.9	27.9	27.2	32.6	5.4
Professional Development	0.2	0.5	0.6	0.6	2.2	2.2	-
Depreciation	652.6	701.1	-	-	-	-	-
Debt Service	54.7	72.4	355.9	387.4	386.6	397.4	10.8
Capital Items	82.0	-	905.2	651.8	1,153.0	834.8	(318.2)
Total Expenditures	\$ 1,497.7	\$ 1,599.7	\$ 1,725.3	\$ 1,751.3	\$ 2,256.8	\$ 2,087.2	\$ (169.6)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	1,252.0	1,553.5	1,199.5	1,735.4	1,593.7	1,263.4	(330.3)
Total Expenditures	1,497.7	1,599.7	1,725.3	1,751.3	2,256.8	2,087.2	(169.6)
Net Operating Result	\$ (245.8)	\$ (46.2)	\$ (525.9)	\$ (15.9)	\$ (663.1)	\$ (823.8)	\$ (160.8)

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Increase/(Decrease)	(245.8)	(46.2)	(525.9)	(15.9)	(663.1)	(823.8)
Long Term Financing	130.0	125.1	37.5	50.0	251.1	474.1
Fund Balance Applied	-	-	-	-	31.3	381.9
Beginning Fund Balance	1,142.4	1,036.2	1,115.1	1,115.1	1,115.1	1,149.2
Ending Fund Balance	\$ 1,026.7	\$ 1,115.1	\$ 626.7	\$ 1,149.2	\$ 671.8	\$ 417.5

HEALTH & HUMAN SERVICES

Health & Human Services

COLONIAL CLUB

MISSION

Enhance the well-being and independence of older adults.

2021 BUDGET HIGHLIGHTS

- No notable changes.

DESCRIPTION

The Sun Prairie Colonial Club is an independent senior activity center that offers adult day care, senior dining options, in-home supportive care, case management services, educational opportunities, activities, and trips. The Club strives to provide a diverse selection of programming options for today's active senior. In addition to serving older adults, the Colonial Club serves as a meeting and event space for various community service organizations and groups.

The City of Sun Prairie provides funding to the Colonial Club to support its operations and program offerings. As an independent senior center, the Colonial Club receives funding from multiple sources in addition to city funds; these include membership dues, private donations, grants, and Medicaid-related funding for select services.

2020 BUDGET OVERVIEW

- ✓ Funding increased from \$200,000 to \$210,000 to continue to serve Sun Prairie residents.
- ✓ Approved a mid-year budget amendment to provide additional funding due to the COVID-19 pandemic.

Programs, Services and Activities utilized by 356 City of Sun Prairie residents in the last three years, not including 2020:

	2017	2018	2019
Benefits received in hours			
Case Management	1,370	1,373	1,409
Adult Day Center	6,437	8,937	7,152
Supportive Home/Respite Care	4,861	3,171	2,939
Benefits received in numbers			
Meals at Colonial Club	8,913	9,707	9,209
Meals Delivered	7,518	6,391	9,900
Transportation	8,605	12,273	9,799

HEALTH & HUMAN SERVICES
Health & Human Services
COLONIAL CLUB

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Colonial Club	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Colonial Club	190.0	200.0	140.0	210.0	260.0	210.0	(50.0)
Total Expenditures	\$ 190.0	\$ 200.0	\$ 140.0	\$ 210.0	\$ 260.0	\$ 210.0	\$ (50.0)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Contractual Services	190.0	200.0	140.0	210.0	260.0	210.0	(50.0)
Total Expenditures	\$ 190.0	\$ 200.0	\$ 140.0	\$ 210.0	\$ 260.0	\$ 210.0	\$ (50.0)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	190.0	200.0	140.0	210.0	260.0	210.0	(50.0)
Net Operating Result	\$ (190.0)	\$ (200.0)	\$ (140.0)	\$ (210.0)	\$ (260.0)	\$ (210.0)	\$ 50.0

HEALTH & HUMAN SERVICES

Health & Human Services

YOUTH & FAMILY COMMISSION

MISSION

Enhance the quality of life for the residents of Sun Prairie. The Youth and Families Commission seeks to promote healthy behaviors, lifestyles, and community conditions that empower people to be self-sustaining, contributing members of their families, schools, work places, and community.

DESCRIPTION

The Youth and Families Commission was established under Chapter 2.60 in the city's municipal code of ordinances. The commission is comprised of seven adult members, four youth members, one adult alternate, and one youth alternate. One adult member services as liaison to the Common Council.

The Youth and Families Commission of the City of Sun Prairie's duty is to increase the community's awareness of the positive contributions made to the community by youth and families. The Commission aids groups within the city to achieve the overarching goal of making Sun Prairie a better place for youth and families.

2021 BUDGET HIGHLIGHTS

- Establish the Ambassadors Against Racism in conjunction with the Sun Prairie Area School District
- Continue the Building Neighborhoods initiative in conjunction with the Neighborhood Navigators and Park, Recreation and Forestry Department
- Continuing support for the Multicultural Fair
- Funding attendance at educational and leadership conferences

2020 BUDGET OVERVIEW

- ✓ Established a City Council approved collaborative that will address the issues of bullying and harassment across Sun Prairie
- ✓ Continued the Building Neighborhoods initiative in conjunction with the Neighborhood Navigators and Park, Recreation and Forestry Department
- ✓ Continued representation on the SunRISE Collaborative planning, communication, and housing teams
- ✓ Continued support for the Multicultural Fair.



HEALTH & HUMAN SERVICES

Health & Human Services

YMCA

MISSION

The YMCA managed Youth Center is a safe, alcohol and drug free meeting place for Middle School Youth to participate in positive, social, recreational, educational, and community service activities. The Sun Prairie Youth Center is open year round and are free of cost! Call for more information.

DESCRIPTION

The YMCA of Dane County (Northeast Branch) currently operates the Sun Prairie Youth Center at Prairie Phoenix Academy. The Youth Center provides a safe place for teens to go after school and during the summer for a healthy snack and positive mentoring. Funds provided by the City of Sun Prairie offset some of the YMCA of Dane County's general operating costs, especially those costs associated with after school tutoring and mentoring programs.

2021 BUDGET HIGHLIGHTS

- Maintains funding from 2020

2020 BUDGET OVERVIEW

- ✓ The City continued its support by allocating \$10,000 to the YMCA.



HEALTH & HUMAN SERVICES

Health & Human Services

COMMUNITY SCHOOLS

MISSION

Inspire people to act to create equity and a sense of pride for all members of the community.

DESCRIPTION

Sun Prairie Community Schools oversees community programs and partnerships at four sites, Westside Elementary, Prairie Phoenix Academy, Patrick Marsh Middle School, CH Bird Elementary, and Camp Buena Vista. Programming supports increased academic success of students, increased school attendance, and Sun Prairie families being more connected to their schools and community. The city's contribution supports program coordination, partnership development, and resource development efforts through the staffing of Site Coordinators at both sites.

PERFORMANCE METRICS

Council Strategic Priority: **Human Services**

* Due to the sudden closures of schools, all of the systems of measurement that had been used were not possible, as attendance and standardized testing were not conducted for the last third of the school year and student/family engagement data all centered around impacts of distance learning that did not correlate with previous year's data sets. Upon the closure of school buildings due to the COVID-19 pandemic, Community School Site Coordinators rallied with community partners to support the needs of students, families and neighbors in this time of crisis.

Community School Initiatives:

- Increase student achievement for all students, while targeting supports especially for students of color and economically disadvantaged students
- Reduce Chronic Absenteeism
- Increase family connectedness to the school and community

From September to February, Community Schools coordinated:

- Out of school programming for 380 students from October - mid-March
- This equates to an additional 162 hours of learning and engagement for each student - that's the same as 22 additional days of school.
- Adult education programs for 78 adults
- Community-building events that brought over 2500 community members together

After the closing of school buildings, Community Schools coordinated:

- 220 acts of kindness to 92 families - these include rides to work, a gift card for the grocery store or a delivery of furniture for families that were displaced due to sudden unemployment.
- Provided 2,200 lbs. of food to families and 4,928 meals for children in partnership with the YMCA, Boys & Girls Club & Second Harvest.
- Distributed 900 books, with an average of 105 books put in the hands of families at community meal sites to Sun Prairie families every week - Madison Reading Project donated the books to Sun Prairie Community Schools.
- Assisted social workers and school staff in outreach to students and families that were not engaging in distance learning.

Community Schools leadership will be sharpening the metrics and measurements for the 2020-21 school year to allow the assessments to be more nimble so that impact is relevant to the needs of our community and is adaptable to sudden changes in operation. Additionally, Northside Elementary School will be Sun Prairie's fifth Community School starting in the Fall of 2020.

2021 BUDGET HIGHLIGHTS

- Maintains funding from 2020

2020 BUDGET OVERVIEW

- ✓ The City continued its support by allocating \$100,000 to Community Schools.



HEALTH & HUMAN SERVICES
Health & Human Services
CEMETERY

MISSION

Maintain the Sun Prairie Cemetery.

DESCRIPTION

The Sun Prairie Cemetery Association consists of burial plot owners, their heirs, and volunteers interested in maintaining the Sun Prairie Cemetery. The cemetery has been in the city since 1851. The Association continues to make landscaping improvements and restore historic headstones.

The city has provided funding to the Sun Prairie Cemetery Association since 2001 to enable the cemetery to maintain the appearance and accessibility of this historic cemetery. City funds supplement traditional cemetery income sources such as plot sales and burial fees.

2021 BUDGET HIGHLIGHTS

- ✓ Maintains funding from 2020

2020 BUDGET OVERVIEW

- ✓ The City continued its support by allocating \$10,000 to the cemetery.

HEALTH & HUMAN SERVICES
Health & Human Services
HEALTH & HUMAN SERVICES

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Youth & Families	-	-	-	-	-	-	-
Youth Programs	-	-	-	-	-	-	-
Cemetery	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

* Youth programs includes Community Schools and YMCA.

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Youth & Families	2.6	8.2	7.2	11.2	12.7	6.3	(6.5)
Youth Programs	45.0	106.1	45.0	115.0	145.0	115.0	(30.0)
Cemetery	9.5	9.5	10.0	10.0	10.0	10.0	-
Total Expenditures	\$ 57.1	\$ 123.7	\$ 62.2	\$ 136.2	\$ 167.7	\$ 131.3	\$ (36.5)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	1.4	1.4	1.5	2.3	2.2	2.2	-
Materials & Supplies	0.8	1.7	0.5	0.8	2.5	0.8	(1.7)
Contractual Services	54.6	120.0	59.8	132.7	162.7	128.0	(34.8)
Professional Development	0.2	0.6	0.5	0.5	0.3	0.3	-
Total Expenditures	\$ 57.1	\$ 123.7	\$ 62.2	\$ 136.2	\$ 167.7	\$ 131.3	\$ (36.5)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	57.1	123.7	62.2	136.2	167.7	131.3	(36.5)
Net Operating Result	\$ (57.1)	\$ (123.7)	\$ (62.2)	\$ (136.2)	\$ (167.7)	\$ (131.3)	\$ 36.5

CULTURE & RECREATION

Public Services

HISTORICAL MUSEUM

MISSION

The preservation and interpretation of the history of Sun Prairie and the surrounding area in order to effectuate a community which understands and has pride in its past. Connecting the community with its historical roots through public events, school programs, tours, and exhibits.

DESCRIPTION

The museum provides a wide range of services to the community, under the leadership of a full-time Managing Director. The primary functions of the museum are to engage the public with interesting and educational exhibits and events, as well as provide access to unique archival materials for individuals conducting research. For over fifty years the museum has been collecting and preserving artifacts that reflect the dynamic history of Sun Prairie. Artifacts including manuscripts, photographs, artworks and everyday items are stored in climate controlled storage facilities that regulate temperature, humidity, light, pollutants and pests.

With a priority on connecting with the community, the museum utilizes volunteers to assist in providing care for its historic collection, conducting research, guiding public walking tours, and developing museum initiatives. The museum continues to partner with the Sun Prairie Area School District, local Scout troops, the Business Improvement District, Sun Prairie Media Center, The Star and Chamber of Commerce to promote community strength, understanding and pride.

PERFORMANCE METRICS

Council Strategic Priority: **Downtown & Central Corridor Vibrancy**

*2020 data reflects information through July 31, 2020

Serve and engage the community through programs, tours, displays, and exhibits that result in an increase of museum visitors.

Measure	2015	2016	2017	2018	2019	2020*
Total Number of Visitors	1,067	2,886	3,642	350	200	120

Council Strategic Priority: **Quality City Services**

The Sun Prairie Historical Library & Museum recognizes the priority of volunteer recruitment and engagement as a necessary means to continue an efficient operation of the museum.

Measure	2015	2016	2017	2018	2019	2020*
Total Number of Volunteers	N/A	N/A	N/A	15	25	18
Total Volunteer Hours**	N/A	N/A	N/A	N/A	126	161

**Total number of volunteer hours has not been tracked in previous years

2021 BUDGET HIGHLIGHTS

- Become a local history affiliate with the Wisconsin Historical Society and a partner with Destination Madison to increase visibility on a state-wide level.
- Develop an annual calendar of events to help draw tourism to the historic downtown district and a series of educational programming to expand the local history knowledge of both adults and children.

2020 BUDGET OVERVIEW

- ✓ The museum completed 2019 construction with final building and plumbing inspections. Video security cameras were installed inside and outside the building and city card access was installed at the front door.
- ✓ An Interim Administrator was hired in February to replace the departing Director. Four months later, that person was on-boarded as the new Managing Director. During this time the Museum accepted five unique artifact donations, \$560 in cash donations and completed 16 research requests.
- ✓ The museum opened to the public on March 4 and had its first public event on March 10, which was featured on the local CBS evening news. Unfortunately, the COVID-19 pandemic quickly closed the museum doors, but during those seven open days the Museum hosted 56 adults and 29 children. The Museum re-opened to the public and started its volunteer program on July 1.

CULTURE & RECREATION
Public Services
HISTORICAL MUSEUM

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Historical Museum	1.00	1.00	1.00	1.00	1.00	1.00	-
Total Personnel	1.00	1.00	1.00	1.00	1.00	1.00	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Historical Museum	44.6	111.4	59.4	98.7	125.8	115.5	(10.2)
Total Expenditures	\$ 44.6	\$ 111.4	\$ 59.4	\$ 98.7	\$ 125.8	\$ 115.5	\$ (10.2)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	31.2	66.4	50.7	77.7	72.0	85.6	13.6
Materials & Supplies	6.1	6.7	1.9	7.1	18.6	9.2	(9.4)
Contractual Services	6.5	19.2	6.2	11.0	28.9	15.2	(13.8)
Professional Development	0.2	1.5	0.6	1.0	1.2	0.9	(0.3)
Capital Items	0.6	17.6	-	2.0	5.0	4.6	(0.4)
Total Expenditures	\$ 44.6	\$ 111.4	\$ 59.4	\$ 98.7	\$ 125.8	\$ 115.5	\$ (10.2)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	1.1	22.5	-	0.8	9.0	20.0	11.0
Total Expenditures	44.6	111.4	59.4	98.7	125.8	115.5	(10.2)
Net Operating Result	\$ (43.5)	\$ (88.9)	\$ (59.4)	\$ (97.9)	\$ (116.8)	\$ (95.5)	\$ 21.2

SPECIAL REVENUE FUND

Public Services

RECREATION

MISSION

To enhance quality of life for the Sun Prairie community by inspiring all to learn, play and connect. Provide diverse programs and experiences in safe and enjoyable natural spaces and public places.

DESCRIPTION

The Parks, Recreation & Forestry Department consists of six divisions: Administration, Parks Maintenance, Recreation Services, Forestry, Family Aquatic Center, and the Historical Museum.

The Administration Division coordinates, monitors, and manages the six divisions to form a system of services that is responsive to the recreational, cultural, and preservation needs of the community.

Parks and Recreation Department staff provide programming and administrative support for a community-wide parks and recreation program.

Programs utilize part-time seasonal labor and vendors. Programs are offered under one of the following categories: Fitness & Wellness, Sports, Enrichment, Aquatics, Special Events, Family Programs, Out of School Time, and Trips.

The Parks, Recreation & Forestry Divisions develop and maintain quality parks and recreational facilities for the community. Park space includes neighborhood parks, community parks, a citywide park, and special use areas such as the Family Aquatic Center and the Pet Exercise Area.

2021 BUDGET HIGHLIGHTS

- Further expansion of virtual, hybrid and “at-home” recreation programs to adapt to the COVID-19 pandemic.
- Expansion of the Neighborhood Navigators program, focusing on youth mentorship.
- Expansion of Club Cardinal, SPPRF & YMCA Partnership program for summer of 2021.

2020 BUDGET OVERVIEW

- ✓ Parks and Forestry Divisions officially moved under the Parks, Recreation and Forestry Department umbrella.
- ✓ All direct costs for recreation programs were funded in the Recreation Special Revenue fund.
- ✓ Completion of the Sheehan Park Master Plan.
- ✓ Developed a series of well-received virtual and hybrid programs and services such as “Rec-on-the-Go” kits, virtual fitness programs and Pedal the Prairie Bicycle Challenge, to adapt to the COVID-19 pandemic.
- ✓ Added a Special Events/Sponsorship Development Coordinator position (now vacant due to hiring freeze) and increased hours of Program Specialist position.

SPECIAL REVENUE FUND

Public Services

RECREATION

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services & Human Services**

*2020 data reflects information through July 31, 2020

Provide programs, services, and activities that are high quality and relevant to the community's needs.

The Parks, Recreation & Forestry Department strives to achieve a rating of 80% of higher reporting that the overall satisfaction with the program, department and registration process being "good" or "very good" with a return rate of 20% or greater.

Measure	2015	2016	2017	2018	2019	2020*
Number of Evaluations Distributed	3,096	2,953	2,893	4606	901	121
Number of Evaluations Returned	730	585	493	432	287	29
Return Rate	24%	20%	17%	9%	32%	19%
Percentage of Evaluations reporting "Good" or "Very Good" Overall Satisfaction	95%	94%	96%	91%	81%	90%

Provide programs that the community wants and needs. Program relevancy is evidenced by an increase in enrollments year after year in Parks and Recreation Programs.

The program success rate measures the percentage of programs offered vs. the number of programs that were cancelled. Ensuring that the program success rate stays above 75% indicates the programs offered are relevant to the community's wants and needs.

Measure	2015	2016	2017	2018	2019	2020*
Total Number of Enrollments	5,233	4,986	4,983	4,661	3,946	1492
Total Number of Programs Offered	595	629	642	523	659	208
Total Number of Programs Cancelled due to low or no enrollment	87	85	118	116	148	125
Program Success Rate	85%	86%	82%	78%	78%	40%

Maintain a fiscally responsible Parks, Recreation & Forestry Department

In 2020, the Parks, Recreation and Forestry Commission, which set forth Cost Recovery Goals aligned with national standards and best practices, approved a Fees and Charges Policy. The cost recovery goals are based on the impact the program or service has on the community as a whole, with a higher impact receiving a higher subsidy and a lower impact receiving lower or no subsidy.

2012 Cost Recovery Goals:

- Community Benefit – 0-50% cost recovery
- Community Investment – 50-100% cost recovery
- Individual Benefit – 100-150% cost recovery
- Highly Specialized – 110% of greater cost recovery, plus 20% surcharge to cover indirect costs

Cost Recovery Level	2014	2015	2016	2017	2018	2019	2020*
General Fund Cost Recovery	113%	108%	96%	94%	83%	86%	0%
Total General Fund Investment	(\$20,563)	(\$13,461)	\$7,545	\$10,769	\$35,574	\$19,771	\$0
Special Revenue Cost Recovery	n/a	n/a	n/a	n/a	n/a	128%	122%
Total Special Revenue Contribution	n/a	n/a	n/a	n/a	n/a	\$10,264	\$8,618

Note: The goal is to offset program specific costs with program fees. There are general park and recreation administration expenses not allocated to a specific program that are not included in this calculation.

Develop and nurture collaborative partnerships with a holistic, community-centered approach

The Parks and Recreation Department seeks to develop two new collaborative partnerships annually.

Measure	2014	2015	2016	2017	2018	2019	2020*
Collaborative Partnerships	13	16	21	21	34	41	54

SPECIAL REVENUE FUND
Public Services
RECREATION

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Park & Rec Administration	3.00	3.50	4.75	4.75	4.75	3.70	(1.05)
Adult Programs	-	-	-	-	-	-	-
Preschool Programs	-	-	-	-	-	-	-
Youth Programs	-	-	-	-	-	-	-
Teen Programs	-	-	-	-	-	-	-
Concerts & Special Events	-	-	-	-	-	-	-
Family & Misc Programs	-	-	-	-	-	-	-
Total Personnel	3.00	3.50	4.75	4.75	4.75	3.70	(1.05)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Park & Rec Administration	274.4	360.2	272.7	412.1	415.2	430.8	15.7
Adult Programs	120.6	47.4	0.2	0.2	-	-	-
Preschool Programs	84.6	28.3	0.3	0.3	-	-	-
Youth Programs	-	42.3	0.5	0.5	5.9	-	(5.9)
Teen Programs	-	8.2	0.1	0.1	-	-	-
Concerts & Special Events	6.7	8.5	-	-	-	-	-
Family & Misc Programs	-	153.8	0.0	0.0	-	-	-
Family Aquatic Center	314.5	327.8	29.4	64.1	329.4	318.2	(11.2)
Transfers	-	-	-	-	-	-	-
Total Expenditures	\$ 800.8	\$ 976.5	\$ 303.2	\$ 477.5	\$ 750.4	\$ 749.0	\$ (1.4)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	560.1	609.5	237.3	376.3	566.3	571.4	5.1
Materials & Supplies	104.9	128.9	13.7	20.1	84.3	83.6	(0.7)
Contractual Services	112.8	231.4	43.1	70.6	81.8	82.7	0.9
Professional Development	4.7	5.1	3.1	4.5	7.6	6.9	(0.7)
Transfers/Bad Debt	-	-	6.0	6.0	6.0	-	(6.0)
Capital Items	18.5	1.6	-	-	4.5	4.5	-
Total Expenditures	\$ 800.8	\$ 976.5	\$ 303.2	\$ 477.5	\$ 750.4	\$ 749.0	\$ (1.4)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	216.9	174.4	2.9	2.9	192.0	192.0	-
Transfer In	(16.2)	-	-	-	-	-	-
Total Expenditures	800.8	976.5	303.2	477.5	750.4	749.0	(1.4)
Net Operating Result	\$ (600.1)	\$ (802.0)	\$ (300.3)	\$ (474.5)	\$ (558.4)	\$ (557.0)	\$ 1.4



CULTURE & RECREATION

Public Services

FAMILY AQUATIC CENTER

MISSION

To provide a safe and clean aquatic facility with high-quality programs and services that enhance the quality of life for all those who live, work, play, and visit Sun Prairie.

DESCRIPTION

Each summer, thousands of individuals participate in aquatics programs at the Family Aquatics Center. Aquatics programs include open swim, swimming lessons, swim team, lap swimming, water fitness classes, specialty classes, special events and private group rentals.

Due to the COVID-19 pandemic, the difficult decision was made to close the pool for the 2020 season. However, under normal operation conditions, the pool is managed by a seasonal Aquatics Supervisor who oversees the Family Aquatic Center during the summer months, with the Parks, Recreation and Forestry Director overseeing off-season operations and facility needs. In 2021, the Parks Maintenance Worker who oversees the maintenance of the Family Aquatic Center will assume the operational responsibilities, eliminating the Aquatics Supervisor position.

Additionally, one Aquatic Programs Coordinator, one Lifeguard Manager, two Head Lifeguards and two Head Cashiers directly manage the lifeguard, swim instructors and cashiers.

The Family Aquatic Center utilizes the Parks and Recreation Department office for administrative support. Seasonal labor is utilized to staff all open hours including swimming lessons, open swim, and swim team.

2021 BUDGET HIGHLIGHTS

- Revamp of pool operation hours to better align with historical peak times and all day summer school times.
- Implementation of management restructure for better efficiency and succession planning
 - Parks Maintenance staff member who oversees Family Aquatic Center maintenance will now also oversee operations.
 - Reallocation of a portion of Aquatics Supervisor wages to the Parks Maintenance budget that will hire a seasonal position to cover this staff member's parks maintenance job responsibilities throughout the summer.

2020 BUDGET OVERVIEW

- ✓ Pool did not open in the 2020 season due to the COVID-19 pandemic.
- ✓ Funds were reallocated and the following maintenance projects were completed: Painting the diving well, replacement of filtration system's valves and pipes and landscaping.
- ✓ An "at-home" swimming lesson program was implemented that engaged 121 Sun Prairie children ages 1 – 14. The program included water skills, water safety topics and dry land training exercises.

CULTURE & RECREATION

Public Services

FAMILY AQUATIC CENTER

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services & Human Services**

*2020 data reflects information through July 31, 2020

Provide aquatic programs, services and events that are high quality, accessible and relevant to the community's needs.

Relevancy: A measure used to ensure that programs and services being offered are wanted and needed by the community is swimming lesson enrollments compared to the total number of swimming lesson spots available (program capacity). The Family Aquatic Center's goal is to continue an upward trend of filling all swimming lessons with a goal to remain above 80% capacity.

Swimming Lesson Class Capacity	2015	2016	2017	2018	2019	2020*
Number of lessons offered	174	174	174	118	174	91
Number of available spots	1,783	1,822	1,735	1,187	1,172	1,234
Swim Lessons Enrollment	1,303	1,234	1,320	981	925	0
Percentage to full program capacity	73%	68%	76%	75%	79%	0

Affordability/Accessibility: A majority of revenue from the Family Aquatic Center is generated through season pass sales, token sales and daily admissions.

Season Pass Type	2015	2016	2017	2018	2019	2020*
Total Family Season Passes	147	153	145	168	126	0
Total Individual Season Passes	13	21	18	22	18	0
Cumulative Season Passes	160	174	163	190	144	0

Tokens & Discount Punch Card Sales	2015	2016	2017	2018	2019	2020*
Total Number of Tokens Sold	3,522	3,760	3,756	3,486	n/a	0
Total Number of Discount Punch Cards Sold	n/a	n/a	n/a	n/a	34	0
Total number of group entries	n/a	n/a	n/a	n/a	1,953	0
Cumulative Discount Entry Sales	3,522	3,760	3,756	3,486	2,494	0

Note: Tokens were discontinued in 2019 and replaced with Discount Punch Cards. In previous years, tokens were required for group entry, but in 2019, groups were allowed to pay for their entry at the gate.

Attendance	2016	2017	2018	2019	2020*	Number of Closures	2016	2017	2018	2019	2020*
June	8,921	7,204	5,948	3,909	0	June	2	1	2	5	0
July	13,467	11,984	10,104	10,409	0	July	1	1	2	2	0
August	8,928	7,165	6,401	4,533	0	August	2	2	3	9	0
Total	31,316	26,353	22,453	18,840	0	Total	5	4	7	16	0

Note: There are a variety of factors that contribute to daily admission/attendance such as weather, pool closures due to water quality, and closures due to attendance.

Maintain a fiscally responsible Family Aquatic Center

The Family Aquatic Center's financial goal is to continue to provide a clean, safe and customer-centered facility in order to continue an increase in patronage. This will allow us to increase revenues, which in turn minimizes the total community investment by offsetting expenses with user fees.

Measure	2015	2016	2017	2018	2019	2020*
FAC Revenues	\$191,484	\$210,241	\$200,815	\$188,041	\$177,534	\$2,917
FAC Expenses	\$322,391	\$273,910	\$278,068	\$314,477	\$327,823	\$17,450
Recovery Percentage	59%	77%	72%	60%	54%	17%
Community Investment	\$130,907	\$63,669	\$77,253	\$126,436	\$150,289	\$14,533

CULTURE & RECREATION
Public Services
FAMILY AQUATIC CENTER

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Family Aquatic Center	seasonal	seasonal	seasonal	seasonal	seasonal	seasonal	
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Family Aquatic Center	314.5	327.8	29.4	64.1	329.4	318.2	(11.2)
Total Expenditures	\$ 314.5	\$ 327.8	\$ 29.4	\$ 64.1	\$ 329.4	\$ 318.2	\$ (11.2)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	194.2	220.2	3.7	9.4	193.0	187.4	(5.6)
Materials & Supplies	57.3	74.0	6.3	11.1	73.8	74.7	0.8
Contractual Services	44.2	32.8	13.2	37.2	51.0	49.9	(1.1)
Professional Development	1.1	0.8	0.3	0.5	1.1	1.8	0.7
Capital Items	17.7	-	-	-	4.5	4.5	-
Transfer Out	-	-	6.0	6.0	6.0	-	(6.0)
Total Expenditures	\$ 314.5	\$ 327.8	\$ 29.4	\$ 64.1	\$ 329.4	\$ 318.2	\$ (11.2)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	188.0	177.5	2.9	2.9	192.0	192.0	-
Transfer In	16.2	-	-	-	-	-	-
Total Expenditures	314.5	327.8	29.4	64.1	329.4	318.2	(11.2)
Net Operating Result	\$ (110.2)	\$ (150.3)	\$ (26.5)	\$ (61.2)	\$ (137.4)	\$ (126.2)	\$ 11.2



CULTURE & RECREATION

Public Services

PARKS MAINTENANCE

MISSION

To enhance quality of life for the Sun Prairie community by inspiring all to learn, play and connect through diverse programs and experiences in a safe and enjoyable natural spaces and public places.

DESCRIPTION

The Parks Maintenance Division provides labor, supplies and utilities for the upkeep of park infrastructure. Infrastructure includes shelters, play equipment, athletic fields, green space and the maintenance shop. The division ensures parks and facilities are inviting, safe places for recreation. Staff regularly inspect and repair play equipment, athletic fields, shelters, paths, and green spaces.

2021 BUDGET HIGHLIGHTS

- ✓ Plan for small improvement projects:
 - Replace sand with engineered wood fiber in two playgrounds that are not scheduled to be replaced within the next five years.
 - Complete two accessibility improvement projects annually. Possible projects include: adding sidewalks to park amenities. Changing playground panels to more inclusive panels (with braille or sensory play features.) Adding poured-in-place playground surfacing to increase accessibility to specific amenities in existing playgrounds.
- ✓ Manage construction on large capital improvement projects:
 - Liberty Park shelter and bathroom construction
 - Skate Park addition
 - Wetmore Park splash pad
- ✓ Install new playgrounds at West Prairie Village and Reserve Parks. Replace playgrounds at Birkinbine and Grandview Parks.
- ✓ Continue to maintain high quality facilities.

2020 BUDGET OVERVIEW

- ✓ Improved pet exercise area with addition of a limestone trail, replaced the double gated entrance area fence and added a solar powered light.
- ✓ Improved ice skating rinks at Wetmore park by re-grading and purchasing/installing a board/liner system.
- ✓ Crew removed and replaced the Sheehan Park gazebo.
- ✓ Partnered with IT Department to install security cameras and free public WiFi at Wetmore Park.
- ✓ Plan for large capital improvement projects:
 - Liberty Park shelter and bathroom construction
 - Skate Park addition
 - Wetmore Park splash pad
- ✓ Continue to maintain high quality facilities:
 - Crack filled Orphan Park tennis court.
 - Crew repainted all basketball court lines.
 - Replaced sand with engineered wood fiber in playgrounds at Oakridge Park and Glacier Crossing Park.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects projections on July 31, 2020

Maintain high quality park facilities for shelter rentals and athletic field reservations.

Measure	2015	2016	2017	2018	2019	2020*
Total acres of parkland	403.33	403.33	403.33	403.33	403.33	404.75
Shelter and gazebo rentals	N/A	N/A	308	338	302	87
Soccer and Softball field rentals	N/A	N/A	523	591	426	975
Remove or repair graffiti or damage to structures	42	68	37	17	8	35

*note shelter rentals significantly decreased in 2020 due to COVID-19 gathering restrictions. Athletic field rentals increase due to how SPSC is recording field reservations.

CULTURE & RECREATION
Public Services
PARKS MAINTENANCE

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Parks Maintenance	7.00	8.00	8.00	8.00	8.00	8.00	-
Allocated (Decrease)	(1.00)	(1.50)	(1.00)	(1.00)	(1.00)	(1.00)	-
Total Personnel	6.00	6.50	7.00	7.00	7.00	7.00	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Parks Maintenance	925.3	922.2	668.8	1,109.9	1,134.8	1,073.5	(61.4)
Total Expenditures	\$ 925.3	\$ 922.2	\$ 668.8	\$ 1,109.9	\$ 1,134.8	\$ 1,073.5	\$ (61.4)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	563.1	588.4	373.3	609.2	628.0	648.2	20.2
Materials & Supplies	321.3	289.9	232.3	385.6	393.8	364.0	(29.8)
Contractual Services	39.0	40.1	25.2	43.2	41.2	57.1	15.9
Professional Development	1.9	3.8	2.6	2.6	2.6	4.2	1.6
Capital Items	-	-	35.4	69.3	69.3	-	(69.3)
Total Expenditures	\$ 925.3	\$ 922.2	\$ 668.8	\$ 1,109.9	\$ 1,134.8	\$ 1,073.5	\$ (61.4)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	65.4	65.4	36.0	43.5	69.0	86.5	17.5
Total Expenditures	925.3	922.2	668.8	1,109.9	1,134.8	1,073.5	(61.4)
Net Operating Result	\$ (859.9)	\$ (856.8)	\$ (632.8)	\$ (1,066.4)	\$ (1,065.8)	\$ (987.0)	\$ 78.9

SPECIAL REVENUE FUND

Community Development

SUN PRAIRIE MEDIA CENTER

MISSION

The Sun Prairie Media Center (SPMC) serves Sun Prairie by educating, informing, entertaining, and empowering its citizens through programming produced by Sun Prairie residents for Sun Prairie residents.

The SPMC strives to ensure that citizens maintain access rights not only to governmental proceedings, but also to a variety of media-making tools that allow residents and businesses to create messages across multiple media platforms.

DESCRIPTION

The SPMC exists to ensure that Sun Prairie residents stay informed and connected to their community. The SPMC provides citizens unfiltered access to the proceedings of their local government. The SPMC also collaborates with city leaders to provide programming that explores important city issues, sometimes in depth, sometimes in more easily digestible smaller segments. In addition, the SPMC provides coverage of Sun Prairie sports, community events, church services, SPASD school board meetings, and other happenings in and around Sun Prairie.

The SPMC is able to fulfill its mission by maintaining an active group of member volunteers. An August 2020 count indicated 214 members, including the roughly 60 participants in the KIDS-4 media production and literacy program.

Working with the four full-time and one part-time SPMC staffers, members acquire the technical knowledge needed to create their own media messages across multiple and varied platforms.

The SPMC consists of three major entities: The TV channels (available on Charter Spectrum and TDS) KIDS-4 and KSUN and the community radio station 103.5 FM. All entities run 24 hours a day, 7 days a week and are available to livestream 24/7 on sunprairiemediacenter.com as well as on Roku and Apple TV. In addition, hundreds of video and audio programs are available to watch and/or listen to on-demand online.

2021 BUDGET HIGHLIGHTS

- In collaboration with TelVue, our broadcast automation partner, worked to implement 24/7 closed captioning.
- Through such tools as stand-alone streaming cameras and an upgrade to our radio remote broadcast equipment, worked to increase the quantity and quality of live radio and video programming.
- Upgraded streaming equipment to allow for more reliable live streams of broadcast channels, streams that feed our website, our app, as well as our Roku and Apple TV channels. Also upgraded streaming capability to platforms such as Facebook Live.
- Completed upgrade of computers primarily used during KIDS-4 and other classes to ensure all class participants receive same quality experience unencumbered by outdated or slow technology.
- Provided for staff educational growth by enrolling two staff in advanced live production class as well as attendance at Wisconsin Community Media regional conference in Milwaukee (two staff, including one first-timer).
- Upgraded TelVue Hypercaster broadcast automation server/scheduler.

2020 BUDGET OVERVIEW

- ✓ Worked closely with city administrator, the mayor, and communications director to release multiple timely video messages regarding the city's response to the COVID-19 pandemic.
- ✓ Worked closely with city department managers and communications director to launch series of "city service videos" designed to communicate directly with residents in light of city facility closures and related inability for residents to connect in-person with city staff.
- ✓ Worked with IT department to facilitate reliable broadcasts and streams of city meetings held virtually with these broadcasts becoming more crucial in 2020 as resident attendance at meetings became impossible due to pandemic.
- ✓ Worked with SPASD school board and officials to facilitate reliable broadcasts and streams of school board meetings. Also worked with SPASD staff to produce and broadcast SPS's first-ever virtual graduation. SPMC staff edited together literally hundreds of elements to create June 12 broadcast/stream.
- ✓ Worked with revamped Friends of Sun Prairie Media Center group to provide remote radio production equipment that allowed SPMC to sustain programming (and member involvement) when Media Center closed due to pandemic.
- ✓ Finalized facility construction and equipment purchase/placement/wiring to allow for opening of SPMC's first studio intended for radio production.

SPECIAL REVENUE FUND
Community Development
SUN PRAIRIE MEDIA CENTER

2020 BUDGET OVERVIEW, continued

- ✓ Worked with city public safety advisors to safely and successfully conduct SPMC summer workshops and KIDS-4 programming during pandemic. Instituted safety guidelines, revised classes to include smaller class sizes as well as adapting some classes to a hybrid in-person/virtual model. Resulted in welcome summer option for parents as well as the sustaining of an important revenue stream.
- ✓ Worked with city to provide SPMC member talent as hosts and technical assistance for city events such as Groundhog Day, Tree Lighting, and Sun Prairie Stronger: Cory Barr Statue/Street Dedication.
- ✓ Upgraded radio remote broadcast equipment to allow for more reliable live radio broadcasts from city events.
- ✓ Strengthened partnerships with city departments to provide programming during pandemic. Examples include Virtual Police Citizens' Academy, Park and Rec at Home, Restoring the Right to Breathe, public library youth programming, and others.
- ✓ Worked with IT to install and implement more robust servers at SPMC that simultaneously more reliably back-up our programming and data while more than doubling our current storage capacity.
- ✓ Collaborated with City Clerk's office and GIS, SPHS, and communications staff to provide all-day live Election Day broadcasts from SPHS, including wait time information. Also provided pre-election programming including in-studio council candidate forums and a broader city-wide forum moderated by SPMC director Jeff Robbins.
- ✓ Collaborated with HR and SSM Health Staff to create series of informational videos highlighting new employee health clinic.
- ✓ Began production of "Sun Prairie In Focus," a weekly news program produced in collaboration with a variety of city staff and other community leaders. Easily-digestible short-form programming performing very well online using social media metrics.
- ✓ Celebrated opening of radio studio by holding inaugural radio trivia contest, a pivot from our planned in-person fifth-anniversary celebration concert to be staged in collaboration with Park and Rec department.
- ✓ Pivoted to more reliable online asset management software which will allow to easier tracking of volunteer time, equipment check-out, membership standing/renewals, and more data crucial to SPMC.
- ✓ Began collaboration with Morgan Murphy Media to provide for rebroadcasts (TVW) of sports and other programming to both increase visibility of programming/center and also to potentially raise advertising revenue. Partnership stymied somewhat due to pandemic but anticipate continuing once high school sports continue.

SPECIAL REVENUE FUND
Community Development
SUN PRAIRIE MEDIA CENTER

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through July 31, 2020

Without access to traditional ratings services, we rely on tracking volunteer hours and number of programs produced to gauge the extent to which we are permeating into our community.

Utilize volunteers and paid staff to provide programming.

Measure	2015	2016	2017	2018	2019	2020*
Volunteer Hours	4,186	6,017	6,665	6,303	6,573	3,269
YoY %	-2%	44%	11%	-5.4%	4.3%	
Programs Produced	1,455	3,508	4,308	4,033	4,222	1,991

Note: The Media Center launched a community radio station in late 2015, which has resulted in an annual increase of programming.

Raise revenue internally, largely through workshop fees, memberships, and business sponsorships of programming.

Additional revenue (does not include franchise fees or donations made to Friends group).

Measure	2015	2016	2017	2018	2019	2020*
Additional Revenue	\$23,322	\$26,873	\$35,355	\$36,215	\$36,614	\$11,409
YoY %	35%	15%	32%	2%	1.1%	

SPECIAL REVENUE FUND
Community Development
SUN PRAIRIE MEDIA CENTER

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Sun Prairie Media Center	5.00	4.00	5.00	5.00	5.00	3.88	-1.12
Allocated	0.38	0.21	0.44	0.44	0.44	0.41	-0.03
Total Personnel	5.00	4.00	5.00	5.00	5.00	3.88	-1.12

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Sun Prairie Media Center	467.8	499.2	309.7	457.3	522.8	451.8	(71.1)
Total Expenditures	\$ 467.8	\$ 499.2	\$ 309.7	\$ 457.3	\$ 522.8	\$ 451.8	\$ (71.1)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	355.2	367.2	241.2	378.7	375.4	366.4	(9.0)
Materials & Supplies	14.5	19.2	33.5	37.9	18.9	21.9	3.0
Contractual Services	26.7	39.8	20.2	22.9	22.9	16.7	(6.3)
Insurance	1.0	3.1	3.4	3.4	3.1	3.4	0.3
Professional Development	3.3	3.5	1.5	2.4	4.7	3.5	(1.3)
Capital Items	67.2	66.4	9.9	12.1	97.8	40.0	(57.9)
Total Expenditures	\$ 467.8	\$ 499.2	\$ 309.7	\$ 457.3	\$ 522.8	\$ 451.8	\$ (71.1)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	415.7	421.5	232.4	423.6	416.9	416.4	(0.5)
Total Expenditures	467.8	499.2	309.7	457.3	522.8	451.8	(71.1)
Net Operating Result	\$ (52.1)	\$ (77.7)	\$ (77.3)	\$ (33.7)	\$ (105.9)	\$ (35.4)	\$ 70.6

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Change in Fund Balance	(52.1)	(77.7)	(77.3)	(33.7)	(105.9)	(35.4)
Fund Balance Applied	-	-	-	-	52.2	35.4
Fund Balance - Beginning of Year	372.7	320.7	242.9	242.9	242.9	209.3
Fund Balance - End of Year	\$ 320.7	\$ 242.9	\$ 165.6	\$ 209.3	\$ 84.8	\$ 138.5

SPECIAL REVENUE FUND

Public Services

PARK FUND

MISSION

To enhance quality of life for the Sun Prairie community by inspiring all to learn, play and connect. Provide diverse programs and experiences in safe and enjoyable natural spaces and public places.

DESCRIPTION

The City of Sun Prairie is expected to continue to experience steady growth over the next two decades. This anticipated growth will require additions to the city's existing park and playground facilities. The City of Sun Prairie imposes a park impact fee on new permits within new developments to fund parkland purchases and park improvements

2021 BUDGET HIGHLIGHTS

- Installation of park improvements in the Reserve sub-division.
- Installation of park improvements in the West Prairie Village sub-division.
- Construction of Liberty Park shelter and restroom facility.
- Construction of Wetmore Park splash pad.
- Replacement of the Sheehan Park scoreboards

2020 BUDGET OVERVIEW

- ✓ Design and RFB for shelter and restroom facility at Liberty Park.
- ✓ Design and construction documents completed for Wetmore Splash pad.
- ✓ Installation of McCoy Park in the new McCoy sub-division.
- ✓ Updated Park Impact fee and corresponding ordinance.

SPECIAL REVENUE FUND
Public Services
PARK FUND

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Park Impact Fee Fund	0	0	0	0	0	0	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Park Impact Fee Fund	103.9	411.9	41.5	455.4	1,139.3	1,089.3	(50.1)
Total Expenditures	\$ 103.9	\$ 411.9	\$ 41.5	\$ 455.4	\$ 1,139.3	\$ 1,089.3	\$ (50.1)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Materials & Supplies	0.3	-	-	-	3.9	-	(3.9)
Contractual Services	-	21.2	4.8	4.8	4.8	-	(4.8)
Capital Items	92.3	320.2	36.7	450.6	980.7	1,089.3	108.6
Transfers/Bad Debt	11.3	70.5	-	-	150.0	-	(150.0)
Total Expenditures	\$ 103.9	\$ 411.9	\$ 41.5	\$ 455.4	\$ 1,139.3	\$ 1,089.3	\$ (50.1)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	485.3	365.7	175.5	330.0	360.2	603.0	242.8
Transfer In	-	-	-	-	-	-	-
Total Expenditures	103.9	411.9	41.5	455.4	1,139.3	1,089.3	(50.1)
Net Operating Result	\$ 381.4	\$ (46.2)	\$ 134.0	\$ (125.4)	\$ (779.2)	\$ (486.3)	\$ 292.9

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Change in Fund Balance	381.4	(46.2)	134.0	(125.4)	(779.2)	(486.3)
Fund Balance Applied	-	-	-	-	969.0	839.3
Fund Balance - Beginning of Year	1,373.7	1,755.1	1,708.9	1,708.9	1,708.9	1,583.5
Fund Balance - End of Year	\$ 1,755.1	\$ 1,708.9	\$ 1,842.9	\$ 1,583.5	\$ (39.3)	\$ 258.0

SPECIAL REVENUE FUND

Public Library

PUBLIC LIBRARY

VISION, MISSION & CORE VALUES

VISION

The Sun Prairie Public Library serves as a dynamic, positive force in the community. We connect residents with the world of ideas, literacy, literature, and information and aspire to create opportunities for all residents to participate, connect and discover innovative, traditional, and emerging library resources and services.

MISSION

Serve the City of Sun Prairie as an activity center to support lifelong learning by providing educational, cultural, and recreational opportunities.

CORE VALUES

- Serving with integrity
- Striving for excellence
- Engaging the community

DESCRIPTION

The Sun Prairie Public Library is a municipal library established under Wisconsin Statutes, Chapter 43.52 and administered by a library board comprised of nine members appointed by the Mayor. The Library Board consists of the President, Vice President, and Finance Chair, a representative from the Sun Prairie Area School District, and a City Council Alder.

The Sun Prairie Public Library is typically open seven days a week throughout the year for 69 hours of service. Additionally, the Sun Prairie Public Library's digital and online services provide patrons access to downloadable materials and databases 24 hours/day, every day of the year.

Four departments within the Sun Prairie Public Library maintain library services: Adult Services, Circulation Services, Technical Services, and Youth Services. The library's administrative staff provides support and resources to all four departments.

2021 BUDGET HIGHLIGHTS

Cost to continue highlights include:

- Increase \$3,240 for Boards & Commission appointment. This is in line with the rest of the City of Sun Prairie's compensation for elected and public service officials.
- Decrease \$14,450 for Administrative Maintenance Agreements. This cost is now included with South Central Library System (SCLS) Contractual services.
- Library Fund Balance of \$12,500 applied to Administrative Professional Services to support the Sun Prairie Public Library

Foundation Executive Director as outlined in the MOU. This is year two of the Library Board's three-year commitment.

- Increase \$1,908 for Library Materials. This increase supports Overdrive Digital Services and is part of the library's cooperative agreement with the Wisconsin Public Library Consortium and SCLS.
- Increase \$16,512 for Collection Professional Services as part of our contractual agreement and obligation with the South Central Library System. Part of this increase reflects the \$14,450 reduction in Administrative Maintenance described above.
- Use of fund balance to fund additional subscriptions for digital materials, increased Dream Bus services, and to fund a marketing consultant.

Revenue highlights include:

- \$62,255 increase in County and Adjacent County aid.
- \$12,500 from Library's Fund Balance to support SPPL Foundation Executive Director.
- Decrease \$15,500 in fines and charges. Due to safe material handling and the need to quarantine library materials and reduce access to the book drop, due dates have been extended system wide and daily overdue fines have been eliminated for Sun Prairie Public Library materials. This decrease in revenue reflects operational changes due to the pandemic.
- Revenue increase: \$46,755 (does not include Fund Balance revenue.)

2020 BUDGET OVERVIEW

Staffing authority and funding were increased to:

- ✓ Enhance the library's digital collection. This enhancement proved to be a critical contact-less solution that allowed for continuity in library services to our residents in response to the COVID-19 pandemic. However, the current level of resources allocated to support our community's digital library needs has been inadequate.
- ✓ Continue the "Library Champion" campaign as part of the Summer Library Program. This year, with the help of Buildings & Ground staff, a walk-up window for the youth services porch allowed our young patrons to visit the library and receive their prizes with minimal contact upon completion of the reading program.
- ✓ Allow for national conference attendance and WLA membership for Library Board. Staff had the opportunity to attend the Public Library Association conference in Nashville, TN. The PLA conference occurs bi-annually and offers a robust menu of training sessions and workshops. WLA works on advocacy efforts with state legislation and provides professional development opportunities throughout the year.
- ✓ Support professional contractual services including SPPL Foundation Executive Director and modified expansion study with FEH Design with Fund Balance resources.

SPECIAL REVENUE FUND

Public Library

PUBLIC LIBRARY

PERFORMANCE METRICS

Council Strategic Priority: **Human Services**

*2020 data reflects information through July 31, 2020

The Sun Prairie Public Library conducted a survey and held community conversations as part of the Library's strategic planning process and the Sun Prairie Public Library Board adopted the Library's five-year strategic plan on June 8, 2017. The plan is reviewed annually by the Library's Strategic Planning Committee and priorities are defined and adopted by the Library Board.

The following performance measurements reflect specific goals within the plan's five initiatives.

1. Maintain sufficient spaces to provide a physical collection that can grow with the community and meet the requirements of the county to ensure residents find resources at their home library - chart #1. (Physical collection size, % circulation from home library's collection and % circulation from home library's collection for all SCLS/LINK Libraries as a peer comparison)
2. Explore ways to increase awareness of the library's resources and services. (Library visitors, registered library users, physical and digital circulation, reference transactions, programs) – chart #1, #2, #3.
3. Improve digital accessibility (public internet and Wi-Fi usage) – chart #2.

Since the adoption of the Library's Strategic Plan, the Library has conducted several patron surveys and focus group meetings to assess our services. The latest survey was conducted soon after the Library began Curbside pick-up services in May 2020. The question posed was "What services would you like to see added or continued when we reopen?" There were 13 options to choose from and participants could select more than one option. The top five services were:

1. Curbside pickup: 67.9% (in place)
2. Express lobby service: 52.4% (in place)
3. Virtual Book Clubs: 28.3% (in place)
4. Binge Boxes: 27.4% (pending)
5. Program kits for check out: 21.7% (pending)
6. The ability to respond to these suggestions will assist in achieving the goals below.

The Sun Prairie Public Library's goals are to respond to the needs of our residents with the resources they seek and by providing a sense of place. The following measurement goals will help to drive this outcome:

- Ensure patrons find 75% of their physical collection needs from their home library
- Maintain a steady 2% growth per year in our collection size to keep pace with anticipated population growth
- Maintain 2% growth per year in annual library visits by providing spaces and resources that meet residents' needs

Measure	2015	2016	2017	2018	2019	2020*
Physical Collection Size	130,286	133,955	134,401	138,464	141,255	145,399
	3.6%	2.8%	0.3%	3.0%	2.0%	2.9%
% circulation from home library's collection for Sun Prairie	77%	76%	76%	73%	76%	72%
% circulation from home library's collection for all SCLS/LINK libraries	71%	69%	67%	66%	69%	75%
Library Visitors	219,893	236,526	231,554	232,931	225,600	60,763
.vs Prior Year	-0.8%	7.6%	-2.1%	0.6%	-3.1%	

Although our 2020 physical collection size seems to have kept pace with our population growth, it is important to note that the Library has not been able to weed the collection effectively since mid-March. Typically, collection development efforts involve a thoughtful and careful curation, which involves removing items from the collection due to relevance, condition and demand. It is likely that the collection size may go down after more staff are able to return to work on-site. Not surprisingly, we did not meet our goal of ensuring patrons found at least 75% of their physical collection needs from the Sun Prairie Public Library. Due to COVID-19, patrons are not able to browse the shelves and are limited to placing holds to pick up materials with Curbside and Express Service.

Visitor counts have decreased and it is anticipated that there will be less than 100,000 visitors total by the end of the year. Library visitors includes 3,187 curbside visits. Besides COVID-19, there are other factors that may be attributed to this decrease including: 1) usage of digital resources, 2) competing commercial resources, 3) use of neighboring libraries, 4) lack of awareness of library services.

PERFORMANCE METRICS, continued

Provide equitable access to physical and digital library services and resources.

Increase the number of registered users by 2% each year to ensure new residents are aware of public library services and resources.

Measure	2015	2016	2017	2018	2019	2020*
Public Internet & Wi-Fi	218,385	261,504	265,294	309,746	316,679	96,144
Registered Library Users	22,921	23,455	23,820	23,156	23,616	23,766
.vs Prior Year	1.2%	2.3%	1.6%	-2.7%	1.9%	
Physical & Digital Circulation	665,167	679,586	690,057	690,532	684,407	213,489

The Library continues to be a hub of broadband connectivity, which has become increasingly important due to the COVID-19 pandemic as more residents are working and attending school remotely.

The library's goal is to increase the number of registered users by 2% each year and we came very close to reaching that goal in 2019. Overall circulation has gone down and much of that decrease can be attributed to COVID-19.

The Library now has digital library card applications that allow our patrons to use online resources. Digital library cards are under development with SCLS, which will give users full access. Both projects may assist in increasing the number of registered library users as more residents are increasingly looking for digital ways to connect and access resources despite closures.

Increase lifelong learning opportunities by 2% each year.

Measure	2015	2016	2017	2018	2019	2020*
Youth, teen, and adult summer library program participation	2,684	3,040	3,033	3,134	3,058	1,829
	-3.3%	13.2%	0.0%	3.0%		
Youth, Adult, and Multigenerational Program Attendance	25,553	27,704	28,805	29,634	30,876	12,370
	-2.8%	8.4%	3.9%	2.8%	3.9%	
Reference Transactions	46,952	46,410	45,370	39,388	47,528	9,463
	2.4%	1.2%	-2.2%	-13.0%	20.6%	

Reference transactions counts are typically conducted by survey method in mid-March and mid-October. The large swing from 2018 to 2019 can be attributed to two items: 1) the fall survey was conducted in November in 2018 which is a typically slower month at the library and 2) gaps in Information Desk coverage reduced transactions. 2019's transactions are more consistent with our service trends. Unfortunately, due to the library's closure in March, the Library was unable to conduct survey week this spring. The reference transactions are an extrapolation of our Jan-March activity and telephone reference transactions since the COVID-19 closure. However, reference transactions at other service desks or by other means were not tracked and not included.

Since mid-March, the library has shifted all in-person programs to virtual programs via Zoom, Facebook Live and other digital platforms. Attendance has been strong at our virtual events but we anticipate a 15-20% drop in annual attendance. The digital Summer Library Program participations is trending significantly higher for adults and significantly lower for youth. This years' experience will influence how we offer the Summer Library Program beyond the pandemic. At the end of July, the Youth Services department also added "Programs to Go" component as part our window and curbside service.

In light of the COVID-19 pandemic and the focus around the Black Lives Movement the Library has shifted priorities for 2020 and 2021. The main areas of focus are: 1) safe reopening, 2) racial literacy and 3) services for those most impacted by the pandemic. This does not change the Library's goals and metrics as represented in this narrative. Maintaining focus on these priorities refines our goal with a renewed sense of purpose. The Library hopes to raise awareness of the full range and scope of services and programs so our entire community may thrive and prosper despite such challenging times. The library's ultimate goal is for all residents to recognize that the Sun Prairie Public Library and all of its resources belong to them!

SPECIAL REVENUE FUND
Public Library
PUBLIC LIBRARY

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Library	23.5	24.1	23.4	23.4	23.4	19.6	-3.8
Total Personnel	23.5	24.1	23.4	23.4	23.4	19.6	-3.8

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Library	2,097.3	2,170.1	1,376.6	2,240.6	2,314.6	2,399.9	85.3
Total Expenditures	\$ 2,097.3	\$ 2,170.1	\$ 1,376.6	\$ 2,240.6	\$ 2,314.6	\$ 2,399.9	\$ 85.3

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	1,440.0	1,550.6	1,009.7	1,585.6	1,602.2	1,675.9	73.7
Materials & Supplies	344.3	366.6	171.9	376.1	402.6	420.0	17.5
Contractual Services	223.9	202.9	186.7	231.2	227.4	242.6	15.2
Professional Development	8.4	6.0	4.5	7.8	9.6	8.6	(1.1)
Capital Items	80.7	44.0	3.7	40.0	72.8	52.8	(20.0)
Total Expenditures	\$ 2,097.3	\$ 2,170.1	\$ 1,376.6	\$ 2,240.6	\$ 2,314.6	\$ 2,399.9	\$ 85.3

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	539.4	577.1	606.7	615.5	623.9	670.7	46.8
Transfer In	1,574.0	1,605.2	1,228.5	1,631.9	1,636.4	1,669.2	
Total Expenditures	2,097.3	2,170.1	1,376.6	2,240.6	2,314.6	2,399.9	85.3
Net Operating Result	\$ 16.1	\$ 12.1	\$ 458.6	\$ 6.8	\$ (54.3)	\$ (60.0)	\$ (5.7)

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Change in Fund Balance	16.1	12.1	458.6	6.8	(54.3)	(60.0)
Fund Balance Applied	-	-	-	-	53.9	60.0
Fund Balance - Beginning of Year	294.9	311.0	323.1	323.1	323.1	329.8
Fund Balance - End of Year	\$ 311.0	\$ 323.1	\$ 781.6	\$ 329.8	\$ 214.9	\$ 209.8

SPECIAL REVENUE FUND

Community Development

TOURISM COMMISSION

MISSION

Coordinate tourism promotion and development in the city.

DESCRIPTION

The Commission has five members appointed by the Mayor and confirmed by the Common Council. One member must represent the Wisconsin hotel and motel industry. Commission members serve one-year terms at the pleasure of the Mayor and may serve multiple terms. The Chamber of Commerce appoints one member as liaison to the Commission. The liaison functions as an ex-officio non-voting member and cannot be counted for purposes of quorum. The Sun Prairie Tourism Commission is governed by Wis. Stat. §66.0165 (2013) and City of Sun Prairie, Wisconsin, Municipal Code §2.56.010, §3.20.150 (2013).

Seventy-percent of room tax collected is forwarded to the commission to promote tourism and its development, while thirty (30) percent is allocated as general fund revenue. The commission may not use room tax revenue to construct or develop a lodging facility.

The commission's activities focus on creating and maintaining an ongoing strategic brand positioning and marketing for the city as a place to live and work. It financially supports marketing for annual community events and one-time events that positively impact overnight hotel stays. Additionally, the commission provides assistance in recruitment of new events to the Sun Prairie community that increase overnight hotel stays.

2021 BUDGET HIGHLIGHTS

- The Sun Prairie Tourism Commission will continue to support events through grants and sponsorships that encourage overnight stays. The commission has an approved grant agreement in place for the "National Collegiate Roller Hockey Association Championship Tournament" which will take place in March 2022 at the Sun Prairie Ice Arena, if the event is awarded to the Madison Area Sports Commission.

2020 BUDGET OVERVIEW

- ✓ The Sun Prairie Tourism Commission contracted with an outside entity for administrative services in 2019. The Tourism Commission entered into an agreement with the Greater Madison Convention Visitors Bureau. The term of the contract is effective from February 8, 2019 to December 31, 2021 and is renewable for an additional two year term unless notice to the other party is given by November 30, 2021 of its intention to not renew. The annual payment for administrative services to the GMCVB is \$6,000.
- ✓ The room tax rate remained the same from 2019 to 2020 at 7%. The Hilton Garden Inn marked its first full year being open for business.
- ✓ The Tourism Commission funded a one-time Community Tourism Readiness and Feasibility Analysis as a budget amendment, for \$78,000. The baseline evaluation will include key tourism related market assets, including hotels, meetings, athletics and sports events, festivals and special events, and other attractions, as well as current marketing efforts. The analysis should include both local and regional meetings, events, and attractions. The study will include an analysis and identify opportunities for growing and/or creating new annual events/festivals, as these are a natural extension of the visitor/tourism and cultural infrastructure in destination developments, downtown areas, suburban areas and other entertainment districts.
- ✓ The Tourism Commission funded the COVID-19 Tourism Recovery Grant as a budget amendment in the amount of \$100,000. The one-time grant program was created to provide funding assistance for contracted, external, targeted marketing costs related to the following objectives:
 - Retaining established clients, customers and visitors from markets that have traditionally generated overnight hotel stays in the City of Sun Prairie.
 - Attracting new clients, customers and visitors from specific, new, geographic areas, user groups, or demographics not previously targeted that will result in positive impacts to overnight hotel stays in the City of Sun Prairie.
 - Re-establishing, continuing, and enhancing existing events delayed or cancelled by COVID-19 that are likely to positively impact overnight hotel stays in the City of Sun Prairie.
 - Creating new events to replace delayed or cancelled by COVID-19 that are likely to positively impact overnight hotel stays in the City of Sun Prairie.

SPECIAL REVENUE FUND
Community Development
TOURISM COMMISSION

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Tourism Commission Fund	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Tourism Commission Fund	-	79.4	76.1	256.3	300.2	119.1	(181.2)
Total Expenditures	-	\$ 79.4	\$ 76.1	\$ 256.3	\$ 300.2	\$ 119.1	\$ (181.2)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Contractual Services	-	79.4	76.1	256.3	300.2	119.1	(181.2)
Total Expenditures	-	\$ 79.4	\$ 76.1	\$ 256.3	\$ 300.2	\$ 119.1	\$ (181.2)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	258.7	58.0	83.5	214.3	44.3	-
Transfer In	-	285.7	-	-	-	-	-
Total Expenditures	-	79.4	76.1	256.3	300.2	119.1	(181.2)
Net Operating Result	-	\$ 465.1	\$ (18.1)	\$ (172.8)	\$ (85.9)	\$ (74.8)	\$ 11.1

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Change in Fund Balance	-	465.1	(18.1)	(172.8)	(85.9)	(74.8)
Fund Balance Applied	-	-	-	-	178.0	74.8
Fund Balance - Beginning of Year	-	-	465.1	465.1	465.1	292.3
Fund Balance - End of Year	-	\$ 465.1	\$ 447.0	\$ 292.3	\$ 201.2	\$ 142.7

CONSERVATION & DEVELOPMENT

Community Development

COMMUNITY DEVELOPMENT

MISSION

To foster positive, high-quality growth and development within the City that is in the best long-term interests of the community.

DESCRIPTION

The Community Development Department includes three divisions: Planning, Economic Development and Building Inspection. In addition, the Media Center and the downtown Business Improvement District are components of the Economic Development Division.

2021 BUDGET HIGHLIGHTS

- The 2021 Community Development budget includes primarily the salary and fringe benefits of the Community Development Director, and anticipated operating expenses specific to this position. In addition, a small professional services budget of \$5,000 is provided for use in assisting each of the divisions with miscellaneous needs over the course of the budget year, including the preparation of legal descriptions, wetland studies, appraisals or other unanticipated needs.

2020 BUDGET OVERVIEW

- ✓ The Community Development Director oversees and assists with the activities occurring within each of the Divisions within the Department, but does not have an individual work plan, per se. Activities and 2020 budget accomplishments within each Division are included within each Division's respective budget narrative.

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Community Development	n/a	n/a	1.0	1.0	1.0	1.0	1.0
Allocated FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Personnel	0.0	0.0	1.0	1.0	1.0	1.0	0.0

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Community Development	-	-	103.0	160.6	160.9	165.4	4.5
Total Expenditures	-	-	\$ 103.0	\$ 160.6	\$ 160.9	\$ 165.4	\$ 4.5

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	-	-	100.8	154.9	154.8	159.3	4.4
Contractual Services	-	-	1.4	4.5	4.5	4.5	-
Professional Development	-	-	0.8	1.1	1.6	1.6	0.0
Total Expenditures	-	-	\$ 103.0	\$ 160.6	\$ 160.9	\$ 165.4	\$ 4.5

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	-	-	103.0	160.6	160.9	165.4	4.5
Net Operating Result	-	-	\$ (103.0)	\$ (160.6)	\$ (160.9)	\$ (165.4)	\$ (4.5)



CONSERVATION & DEVELOPMENT

Community Development

PLANNING DIVISION

MISSION

Maintain and enhance the community's quality of life by encouraging quality development, efficient land use, and sound economic growth.

DESCRIPTION

The Planning Division is responsible for the long-range planning activities of the city, as well as the implementation of many of the city's plans, development policies and development regulations.

The division coordinates the review of development applications and development agreements among various city departments and agencies. The division presents staff recommendations on such projects to the Plan Commission or other boards and committees as needed. The Planning staff works closely with applicants, other city officials and the public to resolve development and code related issues. The division works with regional agencies and staff from other levels of government to coordinate the city's plans and regulations with other municipalities and jurisdictions. Last, the division provides information, mapping, or other assistance to other city departments as needed.

2021 BUDGET HIGHLIGHTS

- Continued annual/long range planning - annual funding to implement recommendations in the city's comprehensive plan, the City Council's strategic plan, and undertake on- going planning efforts.
- Re-writes of portions of the zoning and subdivisions ordinances.

2020 BUDGET OVERVIEW

- ✓ Adoption of the Sun Prairie Stronger Plan - a long term vision for the downtown area affected by the 2018 explosion.
- ✓ Planning Division staff shifted to remote operations in response to the COVID-19 pandemic beginning in mid-March. Communications and development submittal practices were modified in short order to ensure the continued support and service to the public and other department.
- ✓ Facilitation of emergency orders related to dining and alcohol establishments.
- ✓ Initiation of Housing Needs Assessment and the development of a housing strategy.

CONSERVATION & DEVELOPMENT

Community Development

PLANNING DIVISION

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects information through August 10, 2020

Provide timely review and approval of development and zoning requests while following city standards. The Zoning Ordinance states that staff reviewed development requests should be completed in 10 or fewer working days, with either an approval or comments provided to the applicant on any outstanding items or items in need of correction in order to secure approval.

Timeliness of Staff Reviews

Measure	2016	2017	2018	2019	2020*
Avg. Work Days for Full Approval of Staff Review Items	6.2	11.2	14.0	9.6	9.5

Review and Issue zoning permits in 3 days or less

Measure	2014	2015	2016	2017	2018	2019	2020*
Avg. Days for Zoning Permit Review	2.0	1.8	2.6	2.2	2.7	2.7	2.0

The effectiveness of planning staff recommendations to the Plan Commission can be measured by how often these recommendations are accepted, modified, or rejected.

Measure	2015	2016	2017	2018	2019	2020*
Total Submissions	53	46	53	67	68	50
Upheld	45	37	44	53	59	40
Modified	8	7	9	7	8	4
Rejected	0	2	0	2	1	2
Neutral	0	0	0	2	0	4

Outdoor Dining and Extension of Premises

On June 16, 2020, the City Council passed an emergency order allowing for the relaxation in the standards and limitations for outdoor dining in an effort to help local small businesses weather the COVID-19 pandemic. The order allowed for a staff review of outdoor dining facilities that do not include sales of alcoholic beverages. For requests for facilities that would include the sale of alcoholic beverages, a temporary revision of the establishment's liquor license is required to extend the premises to the outdoor dining area. Further, review by City Planning, the City Clerk, and Sun Prairie Police Department is required as well as approval by the Sun Prairie City Council.

The Planning Division facilitated the approval of five requests under the aforementioned emergency order.

CONSERVATION & DEVELOPMENT
Community Development
PLANNING DIVISION

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Planning	5.00	5.00	4.00	4.00	4.00	4.00	-
Allocated	(0.25)	(0.25)	(0.60)	(0.60)	(0.60)	-	0.60
Total Personnel	4.75	4.75	3.40	3.40	3.40	4.00	0.60

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Planning	494.0	526.4	232.5	362.3	396.3	412.7	16.4
Total Expenditures	\$ 494.0	\$ 526.4	\$ 232.5	\$ 362.3	\$ 396.3	\$ 412.7	\$ 16.4

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	409.7	464.7	227.1	349.6	352.1	367.6	15.5
Materials & Supplies	0.7	0.4	0.4	0.7	1.8	1.6	(0.3)
Contractual Services	77.7	54.7	3.1	8.5	34.4	35.5	1.1
Professional Development	5.5	5.7	1.9	3.5	6.9	7.0	0.1
Capital Items	0.4	1.0	-	-	1.0	1.0	-
Total Expenditures	\$ 494.0	\$ 526.4	\$ 232.5	\$ 362.3	\$ 396.3	\$ 412.7	\$ 16.4

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	57.3	57.3	32.0	41.0	31.0	33.5	2.5
Total Expenditures	494.0	526.4	232.5	362.3	396.3	412.7	16.4
Net Operating Result	\$ (436.7)	\$ (469.1)	\$ (200.5)	\$ (321.3)	\$ (365.3)	\$ (379.2)	\$ (13.9)



CONSERVATION & DEVELOPMENT

Community Development

ECONOMIC DEVELOPMENT

MISSION

Improve the economic well-being of the community through targeted efforts that:

- Facilitate private sector job creation and retention of employment opportunities with competitive, living wage levels of compensation
- Enhance and expand the local property tax base,
- Provide resources to local businesses that will increase employee skill levels
- Provide residents the opportunity for a better quality of life and general betterment of the city as a whole.

DESCRIPTION

The Economic Development Division consists of three full-time employees and is charged with providing technical assistance to new and existing businesses throughout the City of Sun Prairie. This includes working with existing or potential developers, business owners/operators, and marketing the city as a great place to live and work.

Currently, the Division's key areas of focus are the facilitation of development agreements for redevelopment projects, particularly in the city's Tax Increment Finance Districts, business retention, conducting targeted outbound marketing efforts on available buildings and properties, as well as for the City of Sun Prairie in general. The Economic Development Division provides staff support to the Community Development Authority (CDA), Downtown Business Improvement District (BID), and the Sun Prairie Tourism Commission. In addition, staff coordinate efforts with workforce development resources from local, regional, and State agencies.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2020 data reflects information through July 31, 2020

Workforce Development

Measure	2015	2016	2017	2018	2019	2020*
Workforce Development Efforts (Meetings, Referrals, Training, etc.)	13	11	15	11	4	2

Retain and expand business in Sun Prairie.

Measure	2015	2016	2017	2018	2019	2020*
Formal Retention Contacts (Surveys, Meetings, etc.)	68	109	115	223	85	551
Major Projects	9	11	16	18	11	16
Targeted Marketing Efforts & Presentations	19	13	9	6	11	14
Contacts with Potential Start-Ups	4	3	2	6	2	2
Lot Sales/Acres Sold	0/0	2/15.9	2/1.65	1/3.9	1/2.12	1/0.45

2021 BUDGET HIGHLIGHTS

- Focusing on key economic development services
- Receive WPPI Economic Development Grant

2020 BUDGET OVERVIEW

- ✓ Non-personal expenses frozen June 1, 2020 due to COVID-19 pandemic.

CONSERVATION & DEVELOPMENT
Community Development
ECONOMIC DEVELOPMENT

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Economic Development	3.00	3.00	3.00	3.00	3.00	3.00	-
Allocation	1.00	-	1.00	1.00	1.00	-	(1.00)
Total Personnel	4.00	3.00	4.00	4.00	4.00	3.00	(1.00)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Economic Development	299.1	321.1	148.1	327.0	361.2	334.6	(26.6)
Total Expenditures	\$ 299.1	\$ 321.1	\$ 148.1	\$ 327.0	\$ 361.2	\$ 334.6	\$ (26.6)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	277.8	291.6	132.7	296.2	296.3	305.6	9.4
Materials & Supplies	0.6	0.3	3.4	5.9	2.5	3.5	1.0
Contractual Services	10.8	24.5	7.8	20.3	54.8	20.1	(34.7)
Professional Development	10.0	4.7	4.2	4.6	7.6	5.3	(2.3)
Total Expenditures	\$ 299.1	\$ 321.1	\$ 148.1	\$ 327.0	\$ 361.2	\$ 334.6	\$ (26.6)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	54.8	54.8	89.7	153.7	80.1	153.0	73.0
Total Expenditures	299.1	321.1	148.1	327.0	361.2	334.6	(26.6)
Net Operating Result	\$ (244.3)	\$ (266.3)	\$ (58.5)	\$ (173.3)	\$ (281.1)	\$ (181.6)	\$ 99.6

CONSERVATION & DEVELOPMENT

Public Services

FORESTRY

MISSION

To enhance quality of life for the Sun Prairie community by inspiring all to learn, play and connect through diverse programs and experiences in a safe and enjoyable natural spaces and public places.

DESCRIPTION

Provide a healthy, managed urban forest for the community to enhance city aesthetic, recreational value, and assist in cooling. The Forestry Division accomplishes this by staying current on tree health issues, providing interested parties with information about forestry, and responding appropriately to protect current trees. The division tracks the city's tree inventory and enforces city tree ordinances.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2020 data reflects projections on July 31, 2020

Take appropriate action to respond to Emerald Ash Borer.

Measure	2015	2016	2017	2018	2019	2020*
Ash Tree Treatment	150	480	60	599	0	471
Ash Tree Replacement	N/A	800	0	42	0	55

Plant new trees and maintain existing trees within the City.

Measure	2015	2016	2017	2018	2019	2020*
Tree Removals and Stump Grinding	n/a	820	54	9	68	75
New Resident Tree Planting	95	90	120	278	0	425
Tree Review for Residents	n/a	n/a	196	258	318	350
Tree Pruning Streets & Parks	540	220	418	680	1,800	2,300

2021 BUDGET HIGHLIGHTS

- Increase annual tree planting to 800 trees per year, average of 400 planted in the spring and 400 planted in the fall. Includes new construction, street reconstruction and replacement trees.
- Continue to implement our Emerald Ash Borer Management Plan. Evaluate condition of treated trees and re-treat every other year if condition is still good. Remove and replace 50 ash trees each year, focusing on the ones in poorest condition.

2020 BUDGET OVERVIEW

- ✓ Completed an ash tree assessment of previously treated trees in advance of ash tree treatments.
- ✓ Planted 350 trees in the spring and planning for an additional 375 trees in the fall.
- ✓ Worked collaboratively with streets department to prune street trees in a quarter of the City over the winter of 2019-2020.

CONSERVATION & DEVELOPMENT
Public Services
FORESTRY

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Forestry	1.00	1.00	2.00	2.00	2.00	2.00	-
Allocated (Increase)	-	-	(0.20)	(0.20)	(0.20)	(0.20)	-
Total Personnel	1.00	1.00	1.80	1.80	1.80	1.80	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Forestry	120.2	81.8	79.0	121.6	161.1	150.6	(10.4)
Total Expenditures	\$ 120.2	\$ 81.8	\$ 79.0	\$ 121.6	\$ 161.1	\$ 150.6	\$ (10.4)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	75.2	76.7	52.8	85.2	124.9	117.4	(7.4)
Materials & Supplies	2.2	1.9	2.9	6.8	5.8	6.0	0.2
Contractual Services	41.5	2.1	22.4	28.5	27.4	24.4	(3.1)
Professional Development	1.3	1.1	0.9	1.2	3.0	2.8	(0.2)
Total Expenditures	\$ 120.2	\$ 81.8	\$ 79.0	\$ 121.6	\$ 161.1	\$ 150.6	\$ (10.4)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	120.2	81.8	79.0	121.6	161.1	150.6	(10.4)
Net Operating Result	\$ (120.2)	\$ (81.8)	\$ (79.0)	\$ (121.6)	\$ (161.1)	\$ (150.6)	\$ 10.4

SPECIAL REVENUE FUND

Community Development

WESTSIDE TRAFFIC IMPACT FEE

MISSION

Ensure that development projects within the City's Westside Neighborhoods contribute a fair share toward the cost of new arterial street infrastructure serving the area.

DESCRIPTION

The City's goal is to ensure the impact fee program is administered fairly, consistently, and within the scope and parameters of the state statutes that regulate the imposition of such fees. The program's purpose is to ensure that new development on the Westside pays its fair share for the benefits that roadway projects in the district provide.

2021 BUDGET HIGHLIGHTS

- Complete S. Thompson Road street improvements. This project is associated with the development of the City-owned Schneider Farm, and as such it has been delayed in recent years while negotiations for the sale of this project have been occurring.

2020 BUDGET OVERVIEW

- ✓ The completion of the final segment of S. Thompson Road was programed for completion in 2020, but due to its close association with the redevelopment of the City-owned Schneider property, it will be moved to 2021 or beyond.
- ✓ No other Impact Fee funded projects were funded for 2020.

SPECIAL REVENUE FUND
Community Development
WESTSIDE TRAFFIC IMPACT FEE

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Westside Traffic Impact Fee	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Westside Traffic Impact Fee	1,791.1	327.3	-	-	127.1	-	(127.1)
Total Expenditures	\$ 1,791.1	\$ 327.3	-	-	\$ 127.1	-	\$ (127.1)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Contractual Services	-	-	-	-	17.0	-	(17.0)
Transfers/Bad Debt	1,791.1	327.3	-	-	110.1	-	(110.1)
Total Expenditures	\$ 1,791.1	\$ 327.3	-	-	\$ 127.1	-	\$ (127.1)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	491.0	515.9	438.1	552.0	295.0	380.0	85.0
Total Expenditures	1,791.1	327.3	-	-	127.1	-	(127.1)
Net Operating Result	\$ (1,300.1)	\$ 188.7	\$ 438.1	\$ 552.0	\$ 167.9	\$ 380.0	\$ 212.1

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Change in Fund Balance	(1,300.1)	188.7	438.1	552.0	167.9	380.0
Fund Balance Applied	-	-	-	-	110.1	-
Fund Balance - Beginning of Year	2,500.5	1,200.4	1,389.0	1,389.0	1,389.0	1,941.0
Fund Balance - End of Year	\$ 1,200.4	\$ 1,389.0	\$ 1,827.1	\$ 1,941.0	\$ 1,446.8	\$ 2,321.0

SPECIAL REVENUE FUND

Community Development

EMERGENCY SMALL BUSINESS LOAN FUND

MISSION

This fund is to help small businesses deal with the escalated economic pressures being created by the Coronavirus (COVID-19) outbreak.

DESCRIPTION

This loan program is designed to be a “last resort” type of program that target businesses that were viable before the pandemic, but are still in need of emergency financial assistance to survive impacts of COVID-19. The fund is managed by an oversight committee represented by the following community partners: Sun Prairie Chamber of Commerce, Sun Prairie Downtown Business Improvement District (BID), Sun Prairie Tourism Commission, City of Sun Prairie, and the Bank of Sun Prairie.

Each of the Community Partners identified above designate a representative to serve on a five member oversight committee. The role of this committee is to review and approve application materials and program guidelines, issue and review applications for assistance, approve qualified applications, oversee the preparation and signature of loan agreement documents, and approve the disbursement of loan funds.

2021 BUDGET HIGHLIGHTS

- N/A

2020 BUDGET OVERVIEW

- ✓ Establish the Emergency Small Business Loan Fund

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Emergency Small Business Loan	0	0	0	0	0	0	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Emergency Small Business Loan	-	-	-	-	145.0	-	(145.0)
Total Expenditures	-	-	-	-	\$ 145.0	-	\$ (145.0)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Contractual Services	-	-	-	-	145.0	-	(145.0)
Total Expenditures	-	-	-	-	\$ 145.0	-	\$ (145.0)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	60.1	60.1	85.0	-	(85.0)
Transfer In	-	-	60.0	60.0	60.0	-	(60.0)
Total Expenditures	-	-	-	-	145.0	-	(145.0)
Net Operating Result	-	-	\$ 120.1	\$ 120.1	-	-	-



SPECIAL REVENUE FUND

Community Development

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

MISSION

To fund projects that meet the national objective of Low-and-Moderate Income benefit or the prevention and elimination of slum and blight.

DESCRIPTION

The US. Department of Housing and Urban Development's Economic Development Revolving Loan Funds were closed, creating the Community Development Block Grant – CLOSE program, which provides funding for units of general local government to administer the previous Revolving Loan funds to have non-competitive access to as grants.

Because of the closing of the revolving loan fund, the City was able to access a grant in the amount of \$155,466.34 for projects that meet the national objective of Low-and-Moderate Income benefit or the prevention and elimination of slum and blight.

The City determined in early 2020 that the best use of the funding would be for ADA improvements, which led to the Vandenburg Heights Redevelopment Project. This project is redeveloping Vandenburg Heights Park into a fully inclusive and accessible park. While additional funding from general obligation borrowing is bringing additional features to the park such as a resurfaced basketball court, a fully ramped and accessible playground and an open-air shelter, the CDBG portion is funding paved access to the park, accessible picnic tables and a rubberized, accessible playground surfacing. The project is anticipated to begin construction in October 2020 and be completed by the end of the year.

2021 BUDGET HIGHLIGHTS

- Grand-opening event for the park scheduled for spring 2021

2020 BUDGET OVERVIEW

- ✓ Created a plan to redevelop Vandenberg Heights Park into a fully inclusive and ADA accessible park utilizing a Citizen advisory and public input process
- ✓ Construction on the project will begin in October 2020 and will include a fully inclusive and accessible playground, paved access to the park and all amenities, accessible park fixtures, resurfaced basketball court and the addition of an open-air shelter

SPECIAL REVENUE FUND
Community Development
COMMUNITY DEVELOPMENT BLOCK GRANT FUND

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
CDBG Fund	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
CDBG Fund	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	-	-
Transfers/Bad Debt	-	-	-	-	-	-	-
Capital Items	-	-	-	-	-	155.5	155.5
Total Expenditures	-	-	-	-	-	\$ 155.5	\$ 155.5

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	155.5	155.5
Total Expenditures	-	-	-	-	-	155.5	155.5
Net Operating Result	-	-	-	-	-	-	-

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Change in Fund Balance	-	-	-	-	-	-
Fund Balance - Beginning of Year	-	-	-	-	-	-
Fund Balance - End of Year	-	-	-	-	-	-

SPECIAL REVENUE FUND

Public Services

STREET TREE FUND

MISSION

To enhance quality of life for the Sun Prairie community by inspiring all to learn, play and connect. Provide diverse programs and experiences in safe and enjoyable natural spaces and public places.

DESCRIPTION

At the time of new building permit issuance, the City of Sun Prairie charges a fee for street trees. The funds are to plant a tree in the terrace in front of the new structure.

This fee is charged for both residential and non-residential structures. For a building, with up to four dwelling units, a fee is charged per dwelling unit. Non-residential building and buildings with five or more units are charged a fee at the rate of one tree per 50 feet of public street lot frontage.

The charge is \$325.00 per unit or per 50 feet of public street frontage.

2021 BUDGET HIGHLIGHTS

- Continue new construction tree plantings.
- Utilize GIS asset management application to update inventory with new trees.

2020 BUDGET OVERVIEW

- ✓ Complete an EAB Ash tree inventory and assessment
- ✓ Planted 350 trees in spring and 400 trees in fall.

SPECIAL REVENUE FUND
Public Services
STREET TREE FUND

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Street Tree Fund	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Street Tree Fund	20.1	100.8	29.5	70.8	155.1	154.4	(0.8)
Total Expenditures	\$ 20.1	\$ 100.8	\$ 29.5	\$ 70.8	\$ 155.1	\$ 154.4	\$ (0.8)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Capital Items	20.1	100.8	29.5	70.8	155.1	154.4	(0.8)
Total Expenditures	\$ 20.1	\$ 100.8	\$ 29.5	\$ 70.8	\$ 155.1	\$ 154.4	\$ (0.8)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	100.9	98.8	66.1	103.0	77.0	101.0	24.0
Transfer In	-	-	-	-	-	-	-
Total Expenditures	20.1	100.8	29.5	70.8	155.1	154.4	(0.8)
Net Operating Result	\$ 80.8	\$ (2.0)	\$ 36.5	\$ 32.3	\$ (78.1)	\$ (53.4)	\$ 24.8

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Change in Fund Balance	80.8	(2.0)	36.5	32.3	(78.1)	(53.4)
Fund Balance Applied	-	-	-	-	-	-
Fund Balance - Beginning of Year	236.5	317.3	315.3	315.3	315.3	347.5
Fund Balance - End of Year	\$ 317.3	\$ 315.3	\$ 351.8	\$ 347.5	\$ 237.1	\$ 294.1

SPECIAL REVENUE FUND

Community Development

AFFORDABLE HOUSING FUND

MISSION

To fund a variety of affordability initiatives for implementation of the housing recommendations listed in the Comprehensive Plan under the Housing and Neighborhoods focus area in the city’s Three Year Strategic Action Plan.

DESCRIPTION

From TID #6, the city will use at least 75% of the tax increment it collects for affordable housing, and noting how any remaining funds will be used to improve the community’s housing stock. The Affordable Housing Fund will be established in conjunction with specific programs to direct funds toward desired outcomes.

In addition to providing opportunities to assist in the creation of new affordable housing units in the community, the Affordable Housing Fund will also expand the geographic area available for such an investment. Currently, the only tool the city has to provide such assistance is TIF funding, which means that the only locations available for such assistance are within designated mixed-use or redevelopment-oriented TIDs. Currently, only the Downtown TID #8 and TID #11 along the Central Main Street Corridor qualify.

The other advantage of building an affordable housing fund is that resources can be used to fund activities other than development incentives for Low Income Housing Tax Credit (LIHTC) projects. LIHTC projects generally involve the construction of new, large apartment buildings due to the grant evaluation criteria set by the federal government and the Wisconsin Housing and Economic Development Authority (WHEDA). As an alternative, the city can develop programs aimed at goals such as rehabilitating existing apartments and/or single-family homes, providing down payment assistance via loans or small grants to qualifying individuals, or other potential programs.

2021 BUDGET HIGHLIGHTS

- Establish the Affordable Housing Fund

2020 BUDGET OVERVIEW

- ✓ N/A

SPECIAL REVENUE FUND
Community Development
AFFORDABLE HOUSING FUND

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Housing Fund	-	-	-	-	-	-	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Housing Fund	-	-	-	-	-	214.5	214.5
Total Expenditures	-	-	-	-	-	\$ 214.5	\$ 214.5

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Materials & Supplies	-	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	214.5	214.5
Total Expenditures	-	-	-	-	-	\$ 214.5	\$ 214.5

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	214.5	
Total Expenditures	-	-	-	-	-	214.5	214.5
Net Operating Result	-	-	-	-	-	-	-

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Change in Fund Balance	-	-	-	-	-	-
Fund Balance - Beginning of Year	-	-	-	-	-	-
Fund Balance - End of Year	-	-	-	-	-	-

OTHER
Non-Departmental
TRANSFERS

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Transfers		-	-	-	-	-	-
Total Personnel		-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Transfers	2,031.3	2,305.9	1,608.9	2,125.6	2,184.9	2,103.4	(81.5)
Total Expenditures	\$ 2,031.3	\$ 2,305.9	\$ 1,608.9	\$ 2,125.6	\$ 2,184.9	\$ 2,103.4	\$ (81.5)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Library	1,561.1	1,605.2	1,223.9	1,631.9	1,625.2	1,671.7	46.4
Transit	189.2	285.7	260.9	347.8	347.8	350.6	2.8
Fleet In-Service Fund	111.0	50.0	37.5	50.0	50.0	20.5	(29.5)
Special Revenue	-	7.0	14.1	-	18.8	18.7	(0.1)
Recreation Fund	-	-	27.5	54.1	36.6	37.7	1.1
Sanitation Fund	4.4	-	-	-	-	-	-
Health In-Service Fund	-	-	20.0	20.0	20.0	-	(20.0)
TID 8	-	30.0	-	-	-	-	-
Emergency Fund Loan	-	-	25.0	25.0	25.0	-	(25.0)
Capital Projects	123.2	30.0	-	-	-	-	-
Total Expenditures	\$ 1,989.0	\$ 2,007.9	\$ 1,608.9	\$ 2,128.8	\$ 2,123.5	\$ 2,099.3	\$ (24.3)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	1,989.0	2,007.9	1,608.9	2,128.8	2,123.5	2,099.3	(24.3)
Net Operating Result	\$ (1,989.0)	\$ (2,007.9)	\$ (1,608.9)	\$ (2,128.8)	\$ (2,123.5)	\$ (2,099.3)	\$ 24.3



DEBT SERVICE FUND

Debt Service

GENERAL DEBT SERVICE FUND

MISSION

Utilize proper methods to account for the payment of interest and principal on long-term general obligation debt.

DESCRIPTION

Debt Service Funds account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs. Included within this group of funds are State Trust Fund loans, general obligation bonds, and general obligation notes.

On December 31, 2019, the City had \$90,620,827 of general obligation bonds and promissory notes outstanding. Of this amount, \$27,520,244, or 30 percent will be paid from business-type activity revenues. The City maintains an Aa2 rating from Moody's Investor Service on general obligation issues. Under current state statutes, the City's general obligation indebtedness may not exceed five (5%) of the equalized value of the taxable property in the City. As of December 31, 2019, the City's total amount applicable to debt margin was 49.34 percent of the legal limit of \$181,704,715. The net debt per capita equaled \$3,068 at year-end.

2021 BUDGET HIGHLIGHTS

- There are no notable changes for the 2021 budget.

2020 BUDGET OVERVIEW

- ✓ The city started contracting with Bond Trust Services to manage the debt payments to the Depository Trust Company.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2020

Wisconsin State Statutes, Section 67.3, and Section III, Article XI, of the Wisconsin Constitution limit the City indebtedness to 5% of the equalized value of taxable property located within the City.

Measure	2014/2015	2016/2017	2016/2017	2017/2018	2018/2019	2019/2020
Equalized Value	2,413,488,900	2,566,183,900	2,772,245,800	2,984,707,700	\$3,310,111,700	\$3,634,094,300
5% Limit	120,674,445	128,309,195	138,612,290	149,235,385	165,505,585	181,704,715
Combined Existing & New Principal	45,958,690	43,012,649	53,112,875	58,836,919	72,772,859	90,620,827
Available Debt Capacity	74,715,753	85,296,546	85,499,415	90,398,466	92,776,138	92,052,875

The City has imposed a more restrictive direct debt burden limitation of 1.75% of equalized value. Direct debt is the total amount of outstanding general obligation and lease revenue debt principal less that portion of the principal that the City expects to abate with revenues of its water, sewer, storm water and electric utilities.

Measure	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
Equalized Value	2,413,488,900	2,566,183,900	2,772,245,800	2,984,707,700	\$3,310,111,700	\$3,634,094,300
1.75% Limit	42,236,056	44,908,218	48,514,302	52,232,385	57,926,955	63,596,650
Direct Debt	59,328,633	54,014,507	52,380,892	51,543,056	58,509,405	66,396,277
(Excess)/ Available Debt Capacity	(17,092,577)	(9,106,289)	(3,866,590)	689,329	(582,450)	(4,041,312)

DEBT SERVICE FUND
Debt Service
GENERAL DEBT SERVICE FUND

\$ in '000s	General Debt Service	TID 6 Debt Service
REVENUES		
Property Taxes	\$ 6,618.8	\$ 214.5
Exempt Computer Aid	-	0.8
Exempt Personal Property	-	20.8
Investment Income	8.0	-
Misc. Rents	40.3	-
Misc. Revenue	2.0	-
Total Revenues	6,669.2	236.2
EXPENDITURES		
Professional Services	29.8	8.4
Principal on Debt	5,955.0	-
Interest on Debt	1,089.3	-
Payment to Escrow Agent	-	-
Debt Issuance Expense	-	-
Total Expenditures	7,074.0	8.4
Excess (Deficiency) of Revenues over Expenditures	(404.9)	227.8
OTHER FINANCING SOURCES (USES)		
Proceeds from Long-Term Debt	-	-
Fund Balance Applied	386.6	-
Operating Transfers In/(Out)	18.3	214.5
Total Other Financing Sources (Uses)	404.9	214.5
Excess (Deficit) of Sources vs. Uses of Funds		
Beginning Fund Balance	602.0	568.3
Ending Fund Balance	\$ 197.1	\$ 796.1

DEBT SERVICE FUND
Debt Service
GENERAL DEBT SERVICE FUND

REVENUES \$ in '000s	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Approved
Property Taxes	6,619.6	6,460.9	6,449.9	6,567.0	6,618.8
Misc. Rents	35.9	43.6	41.5	40.3	40.3
Misc. Revenues	5.5	9.4	9.4	4.2	2.0
Investment Income	1.3	9.6	20.3	15.0	8.0
Transfer In	119.8	-	729.3	335.2	18.3
Fund Balance Applied	-	-	-	-	386.6
Total Revenues	\$ 6,782.2	\$ 6,523.5	\$ 7,250.3	\$ 6,961.7	\$ 7,074.0
EXPENDITURES \$ in '000s	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Approved
Professional Services	8.0	1.3	4.4	8.3	29.8
Principal on Debt	6,055.0	5,971.5	5,569.0	5,897.4	5,955.0
Interest on Debt	596.1	641.0	870.8	1,301.4	1,089.3
Total Expenditures	\$ 6,659.2	\$ 6,613.8	\$ 6,444.2	\$ 7,207.1	\$ 7,074.0
Excess (Deficiency) of Revenues over Expenditures	\$ 123.0	\$ (90.3)	\$ 806.2	\$ (245.4)	-
OTHER FINANCING SOURCES (USES) \$ in '000s	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Approved
Payment to Escrow	-	-	-	-	-
Premium/Discount/Issuance Costs	-	-	-	-	-
Proceeds from Long-Term Debt	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess (Deficit) of Sources vs. Uses of Funds	\$ 123.0	\$ (90.3)	\$ 806.2	\$ (245.4)	-
FUND BALANCE \$ in '000s	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Approved
Net Change in Fund Balance	123.0	(90.3)	806.2	(245.4)	-
Fund Balance Applied	-	-	-	-	386.6
Fund Balance - Beginning of Year	10.7	133.7	43.4	849.6	604.2
Fund Balance - End of Year	\$ 133.7	\$ 43.4	\$ 849.6	\$ 604.2	\$ 217.6

Debt Service Levy as a % of Total Levy	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Approved
Operating Levy	15,715.3	16,911.5	17,980.0	17,980.0	18,640.0
Debt Service Levy	6,619.6	6,460.9	6,449.9	6,567.0	6,618.8
Total Levy	\$ 22,335.0	\$ 23,372.4	\$ 24,429.9	\$ 24,547.0	\$ 25,258.9

Debt Service Levy as % of Total Tax Levy	29.6%	27.6%	26.4%	26.8%	26.2%
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DEBT SERVICE FUND

Debt Service

TAX INCREMENT FINANCING DISTRICT #6

TIF 6 FUNDING SOURCES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	133.5	134.1	165.8	165.8	161.3	214.5	53.2
Exempt Computer Aid	0.8	0.8	0.8	0.8	0.8	0.8	-
State Aid - Personal Property Tax	-	0.7	10.7	10.7	10.7	20.8	10.0
Investment Income	0.3	0.2	0.2	-	-	-	-
Miscellaneous Income	5.1	9.3	1.3	1.5	9.0	-	(9.0)
Total Funding Sources	\$ 139.7	\$ 145.1	\$ 178.9	\$ 178.9	\$ 181.9	\$ 236.2	\$ 54.2

TID 6 EXPENDITURES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	2.1	2.2	0.7	12.6	12.6	8.4	(4.2)
Debt Service and Related Costs	8.5	5.2	1.8	146.8	146.8	-	(146.8)
Transfer Out	-	-	-	-	-	214.5	214.5
Total Expenditures	\$ 10.5	\$ 7.4	\$ 2.5	\$ 159.3	\$ 159.3	\$ 222.9	\$ 63.5

TID 6: FUND BALANCE	2018	2019	8/31/2020	2020	2020	2021
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	129.1	137.7	176.4	19.6	22.6	13.3
Expenses	-	-	-	145.0	145.0	214.5
Fund Balance - Beginning of Year	383.3	254.2	391.9	391.9	391.9	266.4
Fund Balance - End of Year	\$ 512.4	\$ 391.9	\$ 568.3	\$ 266.4	\$ 269.5	\$ 65.2



CAPITAL PROJECTS FUND

Capital Projects

CAPITAL IMPROVEMENT PLAN

FUNDING SOURCES (\$ in '000s)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	TOTAL
General Obligation Debt											
City ¹	6,218.1	4,955.1	6,250.6	5,319.3	5,582.5	5,816.4	5,742.0	5,533.5	5,685.2	5,192.9	56,295.6
TIF District	40.8	-	153.0	-	714.0	3,644.9	-	1,045.4	-	-	5,598.1
Fleet Inservice Fund	92.2	76.5	6.1	71.4	90.6	905.0	681.0	747.9	340.9	603.6	3,615.2
Water Pollution Control Facility	9,797.9	-	1,858.1	-	2,281.7	-	1,523.9	-	1,973.7	16.3	17,451.6
Stormwater	785.4	-	969.5	-	930.2	-	1,202.5	-	1,081.8	292.7	5,262.1
Clean Water Fund Loan(Revenue)	-	-	6,000.0	6,000.0	-	-	-	-	-	-	12,000.0
Grants & Donations	201.3	1,275.5	-	-	-	-	-	-	-	-	1,476.8
Traffic Impact Fee	-	-	-	-	-	254.7	-	-	-	-	254.7
Park Fund Fees	566.0	93.6	408.6	24.0	425.0	-	100.0	100.0	-	-	1,717.2
Retained Earnings ²	7,783.2	7,339.4	2,657.9	6,850.9	4,887.0	15,474.5	2,678.5	5,734.9	2,810.5	4,690.1	60,906.8
Debt Proceeds Available	-	-	-	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 25,484.9	\$ 13,740.1	\$ 18,303.7	\$ 18,265.6	\$ 14,911.0	\$ 26,095.5	\$ 11,927.9	\$ 13,161.7	\$ 11,892.1	\$ 10,795.6	\$ 164,578.0

¹Includes State Trust Fund Loan

²Includes Clean Water Fund Loan in Years 2021 and 2023

PROPOSED CAPITAL PROJECTS (\$ in '000s)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	TOTAL
Public Works											
Street Reconstruction	5,037.0	4,539.0	3,694.0	2,913.0	3,241.0	7,341.4	4,610.0	5,383.9	7,287.0	3,713.0	47,759.3
Street Pavement Rehabilitation	1,823.0	2,813.0	1,696.0	3,822.0	4,515.0	908.0	2,154.0	2,246.0	75.0	2,399.0	22,451.0
Westside Traffic Improvement Plan	-	-	-	-	-	395.0	-	-	-	-	395.0
Traffic Signals	-	-	141.4	-	-	-	-	-	-	-	141.4
Multi-Modal	281.6	-	398.0	300.0	150.0	-	76.0	495.0	513.0	120.0	2,333.5
Vehicles	55.0	75.0	-	-	88.8	1,687.3	1,467.6	798.2	334.2	591.8	5,097.9
Park Improvements	999.0	468.0	898.7	135.0	784.0	-	285.5	300.0	155.7	200.0	4,225.9
Facilities	465.4	302.0	356.0	140.0	443.0	-	125.0	-	-	-	1,831.4
Equipment	110.0	-	360.0	70.0	-	-	-	-	-	-	540.0
Water Pollution Control Facility	10,048.8	1,772.5	7,534.0	7,775.0	2,060.0	1,530.0	1,325.0	1,500.0	1,750.0	1,250.0	36,545.3
Stormwater Improvements	240.0	200.0	300.0	505.0	200.0	1,300.0	561.9	200.0	302.6	200.0	4,009.5
Sun Prairie Utilities	6,093.2	3,472.0	2,626.9	2,499.9	3,241.0	12,730.5	1,143.5	2,094.9	1,296.5	2,202.1	37,400.4
Debt Issuance Costs	332.1	98.7	298.8	105.7	188.2	203.3	179.4	143.7	178.1	119.7	1,847.7
Total Capital Projects	\$ 25,485.1	\$ 13,740.1	\$ 18,303.7	\$ 18,265.6	\$ 14,911.0	\$ 26,095.5	\$ 11,927.9	\$ 13,161.7	\$ 11,892.1	\$ 10,795.6	\$ 164,578.2

To review the comprehensive report on the City of Sun Prairie's Capital Improvement Plan, visit CityofSunPrairie.com



CAPITAL PROJECTS FUND

Capital Projects

TID 8 – DOWNTOWN

MISSION

Facilitate downtown revitalization and redevelopment efforts that would be cost prohibitive to the city in the absence of special funding mechanisms.

DESCRIPTION

Tax Incremental Financing (TIF) is a mechanism for funding development and redevelopment projects. A TIF allows the city to invest in infrastructure and other improvements in a defined area, termed the Tax Increment District (TID). Infrastructure and other improvements are funded by capturing the increase in property taxes within the TID generated by the development.

TID #8 was created on December 27, 2001, as a Blight Remediation TID with a valuation establishment date of January 1, 2002. It consists primarily of Sun Prairie's traditional downtown and surrounding area. In 2004, the city amended TID #8 and incorporated additional land suitable for redevelopment. It included parcels adjacent to property owned by businesses within the current TID boundaries. By adding these neighboring parcels to the district, the City gained the option of using TID funds to promote the redevelopment of these sites as well as capturing the full increment from redevelopment in order to finance TID expenditures. The last expenditures must be completed by December 27, 2024. The city can collect increment through 2029.

Projects included infrastructure improvements to improve traffic circulation, public parking, streetscape improvements, pedestrian amenities and way-finding improvements to stimulate private reinvestment and redevelopment. Additional project activities may include acquisition and relocation activities aimed at eliminating blight, achieving the highest and best use within the downtown, establishing an economic development fund, developing and implementing a marketing plan for the downtown, and other planning activities as required.

2021 BUDGET HIGHLIGHTS

- The Downtown Façade Improvement Grant program continues to see interest.

2020 BUDGET OVERVIEW

- ✓ 402 E Main Street was sold for the construction of the Bougie Building which will relocate Glass Nickel Pizza back to Downtown and provide 10 new apartments.
- ✓ The Lakota Group finished the Sun Prairie Stronger Plan.
- ✓ 117 Columbus was demolished and reconstruction of the Angell Street Parking took place.

TID MAP



PERFORMANCE METRICS

Council Strategic Priority: Downtown & Central Corridor Vibrancy

*2020 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2016	2017	2018	2019	2020*
TID Valuation	\$93,912,100	\$100,518,500	\$106,809,100	\$114,751,900	\$110,776,300
Increase	\$71,633,100	\$78,239,500	\$84,530,100	\$92,472,900	\$88,497,300
Percent Change	00.0%	9.2%	8.0%	9.4%	-4.3%

2004 Amendment Base Value: \$22,279,000

CAPITAL PROJECTS FUND
Capital Projects
TID 8 – DOWNTOWN

TID 8 FUNDING SOURCES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	1,877.5	1,978.1	2,224.5	2,224.5	2,164.1	2,844.7	680.6
Exempt Computer Aid	23.7	24.3	24.3	24.3	24.3	24.3	-
State Aid - Personal Property Tax	-	10.0	4.3	4.3	4.3	-	(4.3)
State Grants	-	40.0	-	-	-	-	-
Public Charges for Services	16.6	20.4	12.6	22.0	19.8	20.0	0.3
Investment Income	1.4	1.0	3.1	3.2	-	0.6	0.6
Miscellaneous Income	0.3	1.4	1.6	-	-	-	-
Proceeds of Long Term Debt	-	650.0	-	1,150.0	1,098.7	-	(1,098.7)
Transfer In	-	30.0	-	-	-	-	-
Fund Balance Applied	-	-	-	-	30.0	-	(30.0)
Total Funding Sources	\$ 1,919.5	\$ 2,755.1	\$ 2,270.4	\$ 3,428.3	\$ 3,341.1	\$ 2,889.6	\$ (451.5)

TID 8 EXPENDITURES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	47.5	139.3	48.2	93.8	1,232.5	44.5	(1,188.0)
Utilities	-	0.5	0.5	0.8	-	-	-
Façade Grant	-	5.2	2.6	17.6	30.0	30.0	-
Economic Development Payments	385.7	222.1	187.3	187.3	172.1	287.0	114.9
Debt Service and Related Costs	1,688.6	1,732.3	1,732.5	1,744.9	1,744.9	1,832.2	87.3
Debt Issuance Costs	-	-	-	-	15.7	-	(15.7)
Capital Projects	-	578.7	35.9	1,155.5	35.9	-	(35.9)
Total Expenditures	\$ 2,121.8	\$ 2,678.1	\$ 2,006.9	\$ 3,199.8	\$ 3,231.1	\$ 2,193.7	\$ (1,037.3)

TID 8: FUND BALANCE	2018	2019	8/31/2020	2020	2020	2021
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	(202.3)	77.1	263.5	228.5	110.0	695.9
Fund Balance - Beginning of Year	1,184.6	1,386.9	1,464.0	1,464.0	1,464.0	1,692.5
Fund Balance - End of Year	\$ 982.4	\$ 1,464.0	\$ 1,727.5	\$ 1,692.5	\$ 1,574.0	\$ 2,388.4

CAPITAL PROJECTS FUND

Capital Projects

TID 9 – WESTSIDE NEIGHBORHOOD

MISSION

Facilitate the acquisition, redevelopment and enhancement of the SSM Healthcare (formerly St. Mary's) Emergency Center site and immediately adjacent industrial parcels, including the extension of O'Keeffe Avenue and associated utilities that would be cost prohibitive to the city in absence of special funding mechanisms.

DESCRIPTION

Tax Incremental Financing (TIF) is a mechanism for funding development and redevelopment projects. A TIF allows the city to invest in infrastructure and other improvements in a defined area, termed the Tax Increment District (TID). The infrastructure and other improvements are funded by capturing the increase in property taxes within the TID generated by the development.

TID #9 was created on March 28, 2007, with a valuation establishment date of January 1, 2007. It consists of the SSM Healthcare (formerly St. Mary's) Emergency Center property and neighboring industrial areas to the south. The last expenditures must be completed by March 28, 2022. The City can collect increment through 2027.

TID # 9 was amended on August 20, 2013, to include additional territory and potential project expenditures. The amended area added 18 parcels and 105 acres to TID #9's original area. It added expenditures for street projects and development incentives.

Primary projects completed to date include SSM Health stand-alone Emergency Room, Cabela's, Marcus Theatres, Hilton Garden Inn with Johnny's Italian Steakhouse, Prairie Lakes Retail Development, Fresenius Dialysis Center and other minor retail development.

The city currently owns two lots totaling 4.44 acres along O'Keeffe Avenue.

2021 BUDGET HIGHLIGHTS

- ✓ Prairie Development will received their last incentive payment.

2020 BUDGET OVERVIEW

- ✓ Prairie Development met their development agreement obligations and received their incentive payment.
- ✓ 2G Engineering met their development agreement obligations for employment and received the second tier incentive payment.

TID MAP



PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2020 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2016	2017	2018	2019	2020*
TID Valuation	\$51,841,400	\$56,346,100	\$67,668,600	\$91,421,800	\$97,500,000
Increase	\$39,546,500	\$44,051,200	\$55,373,700	\$79,126,900	\$85,205,100
Percent Change	00.0%	11.4%	25.7%	42.9%	7.7%

2013 amendment base value: \$12,294,900

CAPITAL PROJECTS FUND
Capital Projects
TID 9 – WESTSIDE NEIGHBORHOOD

TID 9 FUNDING SOURCES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	1,057.1	1,295.8	1,903.5	1,903.5	1,351.4	2,500.6	1,149.2
Exempt Computer Aid	31.6	32.4	32.4	32.4	32.4	32.4	-
State Aid - Personal Property Tax	-	5.6	37.0	37.0	37.0	68.4	31.4
Investment Income	0.3	3.1	0.0	0.0	-	-	-
Proceeds of Long Term Debt	-	4,155.0	-	-	-	-	-
Fund Balance Applied	-	-	-	-	12.5	-	(12.5)
Total Funding Sources	\$ 1,089.1	\$ 5,491.9	\$ 1,972.9	\$ 1,972.9	\$ 1,433.3	\$ 2,601.4	\$ 1,168.1

TID 9 EXPENDITURES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	15.9	14.0	1.3	15.1	17.4	27.4	10.0
Economic Development Payments	453.0	4,493.6	412.0	412.0	412.0	300.0	(112.0)
Debt Service and Related Costs	485.4	657.8	1,194.5	1,249.1	1,249.1	1,357.6	108.5
Debt Issuance Costs	-	55.7	-	-	-	-	-
Capital Projects	21.7	-	-	-	-	-	-
Transfers to other Funds	185.2	20.6	12.5	12.5	12.5	-	(12.5)
Total Expenditures	\$ 1,161.3	\$ 5,241.7	\$ 1,620.3	\$ 1,688.7	\$ 1,691.0	\$ 1,685.0	\$ (6.0)

TID 9: FUND BALANCE	2018	2019	8/31/2020	2020	2020	2021
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	(72.3)	250.3	352.6	284.2	(257.7)	916.4
Fund Balance - Beginning of Year	642.8	714.5	964.8	964.8	964.8	1,249.0
Fund Balance - End of Year	\$ 570.5	\$ 964.8	\$ 1,317.4	\$ 1,249.0	\$ 707.1	\$ 2,165.3

CAPITAL PROJECTS FUND

Capital Projects

TID 11 – CENTRAL MAIN STREET

MISSION

Facilitate the implementation of the West Main Street Corridor Plan and Central Main Street Corridor Redevelopment Plan, which encourage the general redevelopment and revitalization of the central Main Street area of the city.

DESCRIPTION

Tax Incremental Financing (TIF) is a mechanism for funding development and redevelopment projects. A TIF allows the city to invest in infrastructure and other improvements in a defined area, termed the Tax Increment District (TID). Infrastructure and other improvements are funded by capturing the increase in property taxes within the TID generated by the development.

TID #11 was created as a blighted area TID on November 11, 2014, with a valuation establishment date of January 1, 2015. It consists primarily of the area covered by the West Main Street Corridor Plan. The district can collect increment through 2042. However, current projections anticipate this district will close in 2036.

According to the adopted project plan, the boundary for TID #11 encompasses 121 parcels covering approximately 70 acres. The district area has parcels in several zoning categories including Urban Commercial, Mixed Residential, Urban Residential, and Urban Industrial. Eligible expenditures include development incentives (relating to land acquisition; environmental remediation; demolition and site preparation; and general economic incentives), and professional and technical contractual services.

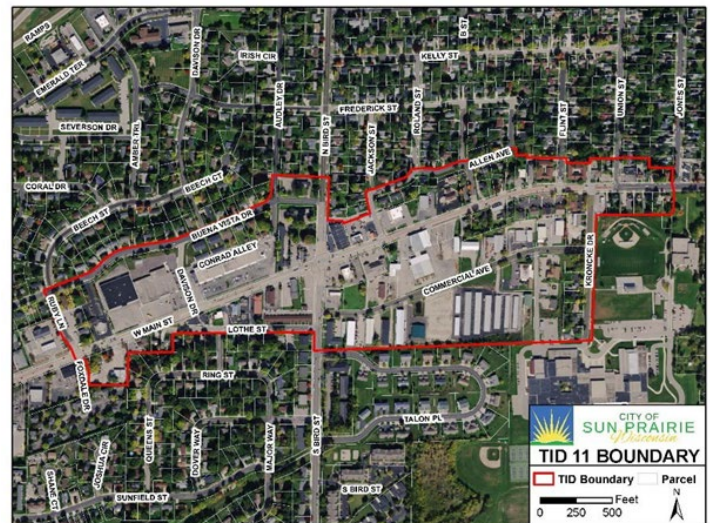
2021 BUDGET HIGHLIGHTS

- Gorman completed their LIHTC project, Eleven41 on Main, in 2020 and will receive their first incentive payment.

2020 BUDGET OVERVIEW

- ✓ Catalyst on Main received their first incentive payment.
- ✓ Patio Pleasures received their first incentive payment.
- ✓ Staff is working with a developer on a substantial redevelopment project at the corner of Bird and Main Street.
- ✓ Ongoing coordination with Sun Prairie School District on redevelopment of Ashley Field
- ✓

TID MAP



PERFORMANCE METRICS

Council Strategic Priority: **Downtown & Central Corridor Vibrancy**

*2020 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2015	2016	2017	2018	2019	2020*
TID Valuation	\$34,563,900	\$34,563,900	\$37,483,800	\$48,830,300	\$56,693,300	\$69,614,100
Increase	\$2,064,600	\$2,064,600	\$4,984,500	\$16,331,000	\$24,352,500	\$37,114,800
Percent Change	n/a	0.0%	141.4%	227.6%	49.1%	52.4%
2013 Base Value: \$32,499,300						

CAPITAL PROJECTS FUND
Capital Projects
TID 11 – CENTRAL MAIN STREET

TID 11 FUNDING SOURCES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	119.6	382.2	585.8	585.8	569.8	845.9	276.1
Exempt Computer Aid	3.2	3.2	3.2	3.2	3.2	3.2	-
State Aid - Personal Property Tax	-	0.6	10.8	10.8	10.8	21.0	10.2
Investment Income	0.1	12.6	2.7	2.7	-	-	-
Miscellaneous Income	15.1	0.0	1.0	1.0	-	1.0	1.0
Proceeds of Long Term Debt	-	555.0	-	-	-	-	-
Fund Balance Applied	-	-	-	-	42.5	-	(42.5)
Total Funding Sources	\$ 138.0	\$ 953.6	\$ 603.5	\$ 603.6	\$ 626.3	\$ 871.1	\$ 244.8

TID 11 EXPENDITURES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	27.2	16.6	0.7	60.0	70.5	49.4	(21.1)
Economic Development Payments	-	223.7	860.8	860.8	835.0	734.9	(100.1)
Debt Service and Related Costs	-	10.9	58.4	66.1	66.1	64.7	(1.4)
Debt Issuance Costs	-	7.4	-	-	-	-	-
Transfers to other Funds	-	-	12.5	12.5	12.5	-	(12.5)
Total Expenditures	\$ 27.2	\$ 258.6	\$ 932.4	\$ 999.4	\$ 984.1	\$ 849.1	\$ (135.0)

TID 11: FUND BALANCE	2018	2019	8/31/2020	2020	2020	2021
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	110.8	695.1	(328.9)	(395.8)	(357.7)	22.1
Fund Balance - Beginning of Year	(95.3)	15.5	710.5	710.5	710.5	314.7
Fund Balance - End of Year	\$ 15.5	\$ 710.5	\$ 381.7	\$ 314.7	\$ 352.8	\$ 336.8

CAPITAL PROJECTS FUND

Capital Projects

TID 12 - BUSINESS PARK

MISSION

Facilitate the expansion of the Sun Prairie Business Park through land acquisition, infrastructure improvements, and other efforts that would be cost prohibitive to the city in the absence of special funding mechanisms.

DESCRIPTION

Tax Incremental Financing (TIF) is a mechanism for funding development and redevelopment projects. A TIF allows the city to invest in infrastructure and other improvements in a defined area, termed the Tax Increment District (TID). Infrastructure and other improvements are funded by capturing the increase in property taxes within the TID generated by the development.

TID #12 was originally created as an industrial TID on August 2, 2016, with a valuation establishment date of January 1, 2016. It consists of approximately 43 acres immediately north of the current business park and immediately east of County Highway N.

The entire district area is zoned Suburban Industrial. Eligible expenditures include property acquisition, site preparation activities (environmental testing, remediation, demolition, site grading), utilities (sanitary improvements, water improvements, stormwater improvements, electric improvements, gas improvements, and communication infrastructure), streets and streetscaping, CDA type activities (e.g. contributions to community development), cash grants or incentives, property tax payments to affected Towns, professional services, organizational costs, administrative costs, and financing costs. The district can collect increment through 2037. However, current projections indicate district closure in 2032.

TID #12 was amended on April 18, 2017. The amendment added approximately 61 acres to the TID, consisting of 43 acres of vacant land, and an additional 17.77 acres consisting of five existing developed lots within the Sun Prairie Business Park where business expansions are anticipated. The City anticipates project expenditures of approximately \$18 million over multiple phases to promote additional industrial development. The primary project costs consist of land acquisition and installation of public improvements; however, the city may also need to expend funds to provide direct development incentives to achieve district objectives.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2020 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2016	2017	2018	2019	2020*
TID Valuation	\$11,200	\$5,979,700	\$16,534,000	\$13,502,000	\$13,709,800
Increase	n/a	\$2,205,200	\$12,759,500	\$9,727,500	\$9,935,300
Percent Change			478.6%	-23.8%	2.1%

2017 Amendment Base Value: \$3,774,500

2021 BUDGET HIGHLIGHTS

- Expanded marketing and possible Gold Shovel Certification
- Possible infrastructure design for streets and regional stormwater facility

2020 BUDGET OVERVIEW

- ✓ Riddell sold the Kollege-Town brand and moved existing operations to Ohio
- ✓ Imperial Blades was purchased by Milwaukee Tool and completed an expansion of their manufacturing space

TID MAP



CAPITAL PROJECTS FUND
Capital Projects
TID 12 - BUSINESS PARK

TID 12 FUNDING SOURCES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	52.9	298.6	234.0	234.0	227.5	303.6	76.1
Exempt Computer Aid	-	-	-	-	-	-	-
State Aid - Personal Property Tax	-	0.3	-	-	-	-	-
Investment Income	1.2	2.9	-	-	-	-	-
Miscellaneous Income	1.1	0.0	0.1	0.1	-	1.0	1.0
Proceeds of Long Term Debt	-	3,685.0	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	-	-
Total Funding Sources	\$ 55.2	\$ 3,986.8	\$ 234.1	\$ 234.1	\$ 227.5	\$ 304.6	\$ 77.1

TID 12 EXPENDITURES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	19.7	18.1	3.8	23.1	40.2	54.7	14.5
Economic Development Payments	-	206.4	-	-	210.0	-	(210.0)
Debt Service and Related Costs	487.8	3,777.1	86.6	152.9	152.9	152.3	(0.6)
Debt Issuance Costs	-	49.4	-	-	-	-	-
Transfers to other Funds	-	-	-	-	-	-	-
Total Expenditures	\$ 507.5	\$ 4,051.1	\$ 90.4	\$ 176.1	\$ 403.2	\$ 207.0	\$ (196.1)

TID 12: FUND BALANCE	2018	2019	8/31/2020	2020	2020	2021
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	(452.3)	(64.3)	143.6	58.0	(175.6)	97.6
Fund Balance - Beginning of Year	11.0	463.3	399.1	399.1	399.1	457.1
Fund Balance - End of Year	\$ (441.3)	\$ 399.1	\$ 542.7	\$ 457.1	\$ 223.4	\$ 554.7

CAPITAL PROJECTS FUND

Capital Projects

TID 13 - BUSINESS / INDUSTRIAL PARK

MISSION

Facilitate the expansion of available suburban industrial zone land for Park 151 Business Park through infrastructure improvements.

DESCRIPTION

Tax Incremental Financing (TIF) is a mechanism for funding development and redevelopment projects. A TIF allows the city to invest in infrastructure and other improvements in a defined area, termed the Tax Increment District (TID). The infrastructure and other improvements are funded by capturing the increase in property taxes within the TID generated by the development.

TID #13 was created as an industrial TID on September 26, 2017, with a valuation establishment date of January 1, 2017. It consists of approximately 94 acres, zoned Suburban Industrial, immediately south of the Capital Drive Industrial Area and boundary of TID #9, between US Highway 151 and Reiner Road. Eligible expenditures include public infrastructure improvements including extension of sanitary, water, electric, stormwater, gas and communications infrastructure from O'Keeffe Avenue to service the entire property and improvements to Cremer Drive and Capital Drive. The district can collect increment through 2038. However, current projections estimate the district will close in 2028.

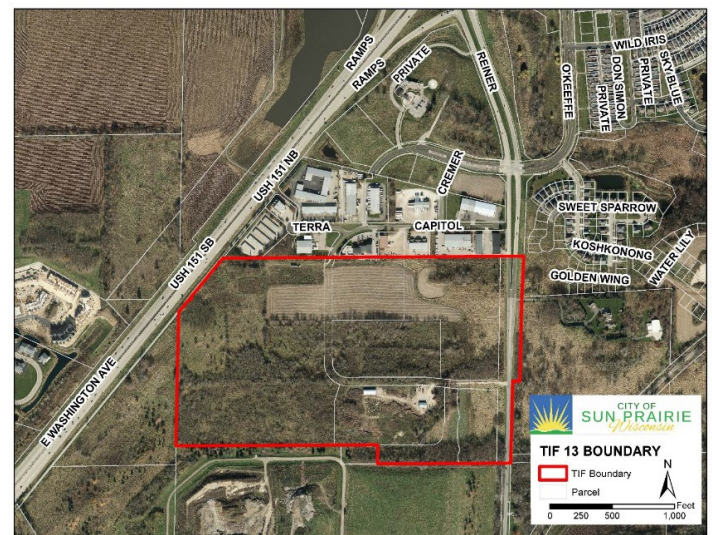
2021 BUDGET HIGHLIGHTS

- No notable changes.

2020 BUDGET OVERVIEW

Park 151 met their valuation increment three years early and received an incentive payment.

TID MAP



PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2020 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2017	2018	2019	2020*
TID Valuation	\$618,000	\$3,162,000	\$17,592,900	\$26,376,200
Increase	n/a	\$2,543,800	\$16,981,800	\$25,758,000
Percent Change			567.6%	51.7%
2017 Base Value: \$618,200				

CAPITAL PROJECTS FUND

Capital Projects

TID 13 - BUSINESS / INDUSTRIAL PARK

TID 13 FUNDING SOURCES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	-	59.5	408.5	408.5	337.9	589.0	251.1
Investment Income	40.9	29.4	2.3	2.5	-	-	-
Miscellaneous Income	0.7	0.0	0.0	0.1	-	-	-
Proceeds of Long Term Debt	3,700.0	3,415.0	-	-	-	-	-
Bond Premium	-	162.5	-	-	-	-	-
Total Funding Sources	\$ 3,741.6	\$ 3,666.4	\$ 410.9	\$ 411.1	\$ 337.9	\$ 589.0	\$ 251.1

TID 13 EXPENDITURES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	12.6	17.9	3.7	15.9	14.6	16.2	1.6
Economic Development Payments	-	-	500.0	500.0	500.0	-	(500.0)
Debt Service and Related Costs	-	172.2	55.7	108.6	108.6	102.6	(5.9)
Debt Issuance Costs	-	75.1	-	-	-	-	-
Payment to Escrow Agent	-	3,700.0	215.0	215.0	215.0	220.0	5.0
Capital Projects	2,684.6	822.0	1.5	1.5	499.4	-	(499.4)
Total Expenditures	\$ 2,697.3	\$ 4,787.1	\$ 775.9	\$ 840.9	\$ 1,337.6	\$ 338.9	\$ (998.7)

TID 13: FUND BALANCE	2018	2019	8/31/2020	2020	2020	2021
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	1,044.4	(1,120.7)	(365.0)	(429.8)	(999.7)	250.2
Fund Balance - Beginning of Year	(51.0)	993.4	(127.3)	(127.3)	(127.3)	(557.2)
Fund Balance - End of Year	\$ 993.4	\$ (127.3)	\$ (492.3)	\$ (557.2)	\$ (1,127.0)	\$ (307.0)

CAPITAL PROJECTS FUND

Capital Projects

TID 14 – SUN PRAIRIE STRONGER REHABILITATION & CONSERVATION DISTRICT

MISSION

Facilitate the redevelopment of the area impacted by the 2018 natural gas explosion at the intersection of Main Street and Bristol Street, and generally described in the Sun Prairie Stronger Redevelopment Plan.

DESCRIPTION

Tax Incremental Financing (TIF) is a mechanism for funding development and redevelopment projects. A TIF allows the city to invest in infrastructure and other improvements in a defined area, termed the Tax Increment District (TID). The infrastructure and other improvements are funded by capturing the increase in property taxes within the TID generated by the development.

TID #14 was created as a rehabilitation and conservation district by the City Council on September 1, 2020, with a valuation establishment date of January 1, 2020. It consists of approximately 39 parcels zoned Central Commercial (CC) on 12 acres surrounding the intersection of Main and Bristol Street. The creation of this TID is subject to certification by the Wisconsin Department of Revenue.

Eligible expenditures include replacement and expansion of public infrastructure improvements, including extension of sanitary, water, electric, stormwater, gas and communications infrastructure to service the entire property within the Sun Prairie Stronger Plan area. Other eligible expenditures include property or ROW acquisition, development incentives, debt service interest, administrative costs, planning, and legal expenditures.

The district can collect increment through 2042. However, current projections estimate the district will close in 2041.

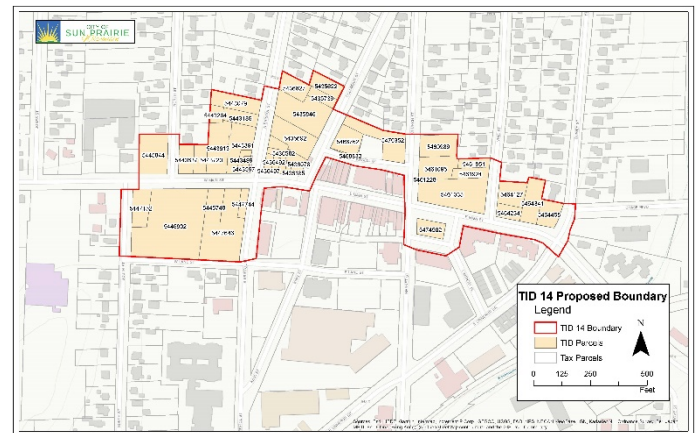
2021 BUDGET HIGHLIGHTS

- No notable changes

2020 BUDGET OVERVIEW

- ✓ TID was created
- ✓ Upfront assistance for restoration of the bell tower at 100 E Main Street, Old City Hall, was awarded

TID MAP



PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2020 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2020	2021	2022	2023
TID Valuation	\$n/a			
Increase	n/a			
Percent Change				
2020 Base Value: \$n/a				

CAPITAL PROJECTS FUND

Capital Projects

TID 14 – SUN PRAIRIE STRONGER REHABILITATION & CONSERVATION DISTRICT

TID 14 FUNDING SOURCES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	-	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	2.0	2.0
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	61.4	61.4
Total Funding Sources	-	-	-	-	-	\$ 63.4	\$ 63.4

TID 14 EXPENDITURES	2018	2019	8/31/2020	2020	2020	2021	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	-	-	-	2.1	-	63.4	63.4
Economic Development Payments	-	-	-	94.5	-	-	-
Debt Service and Related Costs	-	-	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-	-	-
Payment to Escrow Agent	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
Total Expenditures	-	-	-	\$ 96.6	-	\$ 63.4	\$ 63.4

TID 14: FUND BALANCE	2018	2019	8/31/2020	2020	2020	2021
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	-	-	-	(96.6)	-	-
Fund Balance - Beginning of Year	-	-	-	-	-	(96.6)
Fund Balance - End of Year	-	-	-	\$ (96.6)	-	\$ (96.6)

ENTERPRISE FUNDS

Sun Prairie Utilities

SUN PRAIRIE UTILITIES

MISSION

Sun Prairie Utilities is dedicated to exceeding customer expectations with innovative, reliable, and sustainable services.

DESCRIPTION

Sun Prairie Utilities (SPU) provides electricity to 16,103 customers and water to 11,237 customers, mostly within the municipality.

The Utility is governed by a commission. The commission consists of seven members including the mayor, one alderperson who serves a one-year term, and five residents of the City who serve five-year terms. The mayor may designate a Council member to serve in his or her place during the Council's annual organizational meeting.

The Utility's main goal is to provide low-cost, reliable service to its customers. Extreme weather can contribute to both electric and water service outages. However, SPU has worked to keep outages to a minimum by upgrading and expanding the electric system for enhanced reliability, replacing aging water mains as part of street reconstruction projects, and completing regular maintenance activities.

All of the Utility's wholesale purchased power needs are supplied by WPPI Energy, a regional power company. SPU has a long-term power supply contract with WPPI in effect until December 31, 2055.

The electric and water utilities operate under service rules and rates established by the Public Service Commission of Wisconsin (PSCW) for municipally-owned utilities

2021 BUDGET HIGHLIGHTS

Related to the 2019-2021 Strategic Plan, staff will focus on initiatives related to Customer Engagement, Mobile Workforce, Lead Lateral Replacement, Advanced Metering, Long-Range Planning, Outage Management, and Facilities Study. Notable to the overall operation of Sun Prairie Utilities, the following initiatives are included in the 2021 budget:

•2022-2024 Strategic Planning	\$ 22,000
•Fraud Risk Assessment	\$ 10,000
•Advanced Metering (cont.)	\$750,000
•Community Outreach (cont.)	\$ 16,400
•ATC Capital Calls	\$159,995

In addition, SPU is budgeting \$174K in new facility programming and design. It will be evaluating the timing and need for, based on growth and other development..

ELECTRIC OPERATIONS:

- Other Long-Range Planning initiatives 2020 rollovers: Egge Road Circuit tie (\$10,000), Madison-Kipp Circuit Tie (\$44,000), South Thompson Circuit Tie (\$100,000), and Contitech Circuit Extension (\$170,000).
- Cable puller to improve efficiencies with above projects (\$120,000).
- LED lighting upgrades continued on City's street construction projects (\$6,000).
- Long-Range Plan initiative: Business Park substation expansion delayed due to growth and need concerns.
- Outage Management System (\$100,400) implementation, after 2020 development

WATER OPERATIONS:

- Well #10 Construction — Budget \$1,522,600 of spending in 2021, following \$625K 2020 spending on test well and well development
- Pressure Relief Valve (rollover) to bolster low pressure system reliability (\$540,000)
- Lead Lateral Replacement program of customer-owned infrastructure, budgeting replacement of 75 of the estimated 250 lead laterals (\$150K grants, \$166K loans).
- For safety and security, continued upgrade of (6) chemical scales (\$37,041), security cameras (\$7,629) and security fencing around Well #7 reservoir (\$17,000 to address needs surrounding the upcoming EPA Risk and Resiliency Plan).

2020 BUDGET OVERVIEW

COVID-19 dominated the world since March and inhibited a number of the 2020 initiatives. It was the second year of the 2019-2021 SPU Strategic Plan, serving as a path to a sustainable future of increased customer interaction, extensive city growth, and incorporating technological advancements. Accomplishments in the Strategic Plan's

second year included Well #10 siting, future Operations Facility property evaluation and acquisition, mobile additions, cybersecurity advancements, outage management system platform development, community outreach program implementation, pension plan funding evaluation, and the beginning of the lead lateral replacement program.

On the personnel side, SPU hired an Accountant in August 2020. Before the end of 2020, the retiring Collections Coordinator will also be replaced.

ELECTRIC OPERATIONS:

- ✓ Working with GIS/Work Order Management Vendor OpenPoint, developed SPU Outage Management Platform. In the future, OMS will be integrated with advanced metering, billing system and SCADA systems.

WATER OPERATIONS:

- ✓ With City's delay of Thompson Road street reconstruction, the Pressure Relief Valve Station was considered for separate bid but also delayed until 2021.
- ✓ Columbus Water Tank was pressure washed and aesthetically looks new.
- ✓ For handling safety, new chemical scales were placed at Wells #3 and #5.
- ✓ SCADA Server was upgraded, along with mobile upgrades with security additions.
- ✓ Replaced \$1.24M in aging water main, as part of City's Road Reconstruction projects.
- ✓ Agreed to joint well/classroom pavilion collaboration with SPASD to site Well #10 on high school property, with an expected completion in 2022.
- ✓ Parallel water main in Smith's Crossing installed to improve flow rates in area including Park 151.
- ✓ Lead Service Replacement Program for customer-owned laterals was initiated but severely delayed due to COVID-19.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2020

Sun Prairie Utilities' electric distribution system is analyzed and rated on reliability. There are three main Industry Standard Indices used to evaluate utilities. They are as follows:

- **SAIDI – System Average Interruption Duration Index:** the average number of minutes that every customer was interrupted annually. Regional Average – 92 minutes; **SPU Goal – 60 minutes of outage**
- **SAIFI - System Average Interruption Frequency Index:** the average number of times every customer was interrupted annually. Regional Average – .97 outages/customer; **SPU Goal – 1.00 Outages/Customer**
- **CAIDI – Customer Average Interruption Duration Index:** for those customers experiencing an outage, the average time it takes to restore the outage. Regional Average – 121 minutes to restore; **SPU Goal - 60 minutes to restore**

Measure	Goal	2016	2017	2018	2019	2020*
System Avg. Interruption Duration Index	60.00	18.11	17.63	13.01	14.12	5.49
System Avg. Interruption Frequency Index	1.00	.57	.55	.317	.47	.101
Customer Avg. Interruption Duration Index	60.00	31.95	32.04	40.99	29.81	54.24

ENTERPRISE FUNDS

Sun Prairie Utilities

SUN PRAIRIE UTILITIES – WATER UTILITY

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Water Utility	11.90	12.00	12.75	12.75	12.75	12.75	0.00
Total Personnel	11.90	12.00	12.75	12.75	12.75	12.75	0.00

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Water Pumping	333.3	318.0	186.2	295.1	317.4	349.0	31.7
Water Treatment	52.0	59.2	59.7	83.7	72.1	99.2	27.0
Water Transmission and Distr	665.9	397.7	212.6	449.3	610.3	619.6	9.2
Customer Accounts	135.5	166.4	202.8	180.2	179.7	188.4	8.6
Administrative & General	619.3	713.7	452.1	730.7	783.6	818.2	34.7
Depreciation	568.5	619.4	503.8	670.5	702.6	769.8	67.2
Taxes	922.8	1,040.9	30.3	30.3	24.2	28.5	4.3
Non Operating Expenses	728.2	817.7	228.9	811.0	977.7	966.2	(11.5)
Total Expenditures	\$ 4,025.5	\$ 4,133.0	\$ 1,876.5	\$ 3,250.7	\$ 3,667.6	\$ 3,838.8	\$ 171.2

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	805.8	941.1	624.5	978.5	1,015.1	1,062.0	46.9
Operating Expenses	1,000.3	713.9	489.0	760.4	948.0	1,012.3	64.3
Interest Expense	317.7	390.4	244.3	365.8	519.0	502.1	(16.9)
Depreciation	568.5	619.4	503.8	670.5	702.6	769.8	67.2
Taxes	30.0	32.2	30.3	30.3	24.2	28.5	4.3
Transfers - PILOT	892.7	1,008.7	724.1	1,133.5	1,080.3	1,174.5	94.2
Other Expenses	410.5	427.3	(15.4)	445.2	458.7	464.2	5.4
Total Expenditures	\$ 4,025.5	\$ 4,133.0	\$ 2,600.5	\$ 4,384.2	\$ 4,747.9	\$ 5,013.3	\$ 265.4

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	5,393.2	5,034.1	2,813.1	4,965.5	4,962.9	4,852.8	(110.0)
Total Expenditures	4,025.5	4,133.0	2,600.5	4,384.2	4,747.9	5,013.3	265.4
Net Operating Result	\$ 1,367.7	\$ 901.1	\$ 212.6	\$ 581.3	\$ 215.0	\$ (160.5)	\$ (375.4)

ENTERPRISE FUNDS

Sun Prairie Utilities

SUN PRAIRIE UTILITIES – ELECTRIC UTILITY

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Electric Utility	20.00	20.90	20.15	20.15	20.15	20.85	0.70
Total Personnel	20.00	20.90	20.15	20.15	20.15	20.85	0.70

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Distribution	23,184.8	22,301.9	15,259.5	22,422.3	23,738.1	22,680.3	(1,057.8)
Customer Accounts	315.4	354.8	206.3	389.4	399.6	411.0	11.5
Sales	(3.6)	52.4	55.3	67.2	53.9	83.1	29.2
Administrative & General	936.7	899.3	559.2	900.7	967.6	1,004.7	37.1
Depreciation	1,408.3	1,450.2	1,005.3	1,518.1	1,554.6	1,591.3	36.7
Taxes	1,047.5	1,120.2	69.2	127.2	120.5	131.2	10.7
Non Operating Expenses	415.5	421.3	110.9	415.7	461.0	456.0	(4.9)
Total Expenditures	\$ 27,304.5	\$ 26,600.1	\$ 17,265.8	\$ 25,840.6	\$ 27,295.3	\$ 26,357.7	\$ (937.6)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	1,295.2	1,479.5	1,003.6	1,515.3	1,585.1	1,611.0	25.9
Operating Expenses	23,138.0	22,128.9	15,076.8	22,264.3	23,574.1	22,568.2	(1,005.9)
Interest Expense	185.2	182.8	114.3	171.2	217.0	205.6	(11.4)
Depreciation	1,408.3	1,450.2	1,005.3	1,518.1	1,554.6	1,591.3	36.7
Taxes	112.9	121.8	69.2	127.2	120.5	131.2	10.7
Transfers - PILOT	934.6	998.5	691.3	1,081.0	1,030.1	1,111.4	81.2
Other Expenses	230.3	238.5	(3.4)	244.5	244.0	250.4	6.4
Total Expenditures	\$ 27,304.5	\$ 26,600.1	\$ 17,957.1	\$ 26,921.6	\$ 28,325.4	\$ 27,469.0	\$ (856.3)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	29,371.2	28,628.8	19,045.4	28,954.4	30,469.3	29,214.7	(1,254.6)
Total Expenditures	27,304.5	26,600.1	17,957.1	26,921.6	28,325.4	27,469.0	(856.3)
Net Operating Result	\$ 2,066.8	\$ 2,028.7	\$ 1,088.3	\$ 2,032.8	\$ 2,143.9	\$ 1,745.7	\$ (398.3)

COMPONENT UNITS

Component Units

BUSINESS IMPROVEMENT DISTRICT

MISSION

The mission of the Business Improvement District (BID) is to support the development, improvement and promotion of the Downtown area for the economic benefit of all businesses within the District. The BID is an organizational and funding mechanism to improve and promote the Downtown area for the general social and economic benefit of the people of the City of Sun Prairie and its visitors.

DESCRIPTION

The BID shares the Downtown Business Improvement District Manager/Marketing Specialist with the Tourism Commission.

The Business Improvement District (BID) has six areas of focus:

1. Create collaborative opportunities for new and existing Downtown Sun Prairie businesses to learn, grow, and develop.
2. Advocate for development that exemplifies innovative projects that enhance the work, live, and play environment of Downtown Sun Prairie.
3. Advocate for the maintenance, upkeep, and improvement of Downtown Sun Prairie public spaces.
4. Create an attractive, historic, and playful Downtown environment through structure improvements and enhancements.
5. Create and implement unique events that draw people from near and far to enjoy and patronize Downtown Sun Prairie businesses.
6. Educate the public on the advantages of living, working, and playing in Downtown Sun Prairie.

2021 BUDGET HIGHLIGHTS

- The BID Board has earmarked \$6,000 as a placeholder for development of a new event(s) or development of a Downtown app.
- Increase advertising, marketing and events spend by \$8,300 to develop new events, promote Groundhog Prognostication event, and fund anticipated Farmer's/Maker's Market and Taste of Sun Prairie grant requests.
- Increased Seasonal Pots to reflect new 3-Year Agreement with Gardens by Ann (+\$600)
- Added a Miscellaneous items line for New Business Welcome efforts, Recognition Supplies for the Annual Meeting (frames), and the Recognition Supplies for the BID Service Award. (+\$200)
- Increase Business Socials line item to include the cost of providing coffee at Monthly Meetings. (+\$200)

2020 BUDGET OVERVIEW

- ✓ Increased self-imposed levy on downtown property owners by \$10,000, resulting in a total tax collection of \$112,000.
- ✓ Amended the Budget to utilize up to \$10,000 of the Fund Balance for the City's COVID-19 Emergency Loan Fund.
- ✓ The BID's two revenue-generating events: Artful Wine Walk and Fall Beer Taste, were cancelled due to COVID-19.
- ✓ Sponsorship dollars totaling \$5,900 were applied to Mini Promotions and Summer Events.
- ✓ Retained the BID Manager position, but decreased contribution from 75% time to 50% time.

PERFORMANCE METRICS

Council Strategic Priority: **Downtown & Central Corridor Vibrancy**

*2019 data reflects information through July 31, 2020

Promote the downtown area through special events.

Measure	2016	2017	2018	2019	2020*
Wine Walk ticket sales	389	311	412	355	0
Fall Beer Taste ticket sales	N/A	137	168	200	0

Note: The Artful Wine Walk and Fall Beer Taste events were cancelled in 2020 due to COVID-19.

COMPONENT UNITS
Component Units
BUSINESS IMPROVEMENT DISTRICT

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Business Improvement District	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Business Improvement District	126.2	138.5	10.0	113.7	135.1	140.2	5.1
Total Expenditures	\$ 126.2	\$ 138.5	\$ 25.3	\$ 113.7	\$ 135.1	\$ 140.2	\$ 5.1

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Contractual Services	126.2	138.5	15.3	103.7	125.1	140.2	15.1
Transfers/Bad Debt	-	-	10.0	10.0	10.0	-	(10.0)
Total Expenditures	\$ 126.2	\$ 138.5	\$ 25.3	\$ 113.7	\$ 135.1	\$ 140.2	\$ 5.1

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	128.9	124.2	113.6	119.3	125.1	134.6	9.5
Total Expenditures	126.2	138.5	25.3	113.7	135.1	140.2	5.1
Net Operating Result	\$ 2.7	\$ (14.3)	\$ 88.3	\$ 5.5	\$ (10.0)	\$ (5.6)	\$ 4.4

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Increase/(Decrease)	2.7	(14.3)	88.3	5.5	(10.0)	(5.6)
Fund Balance Applied	-	-	-	-	-	-
Beginning Fund Balance	37.0	39.7	25.4	25.4	25.4	31.0
Ending Fund Balance	\$ 39.7	\$ 25.4	\$ 113.7	\$ 31.0	\$ 15.4	\$ 25.4

COMPONENT UNITS

Component Units

COMMUNITY DEVELOPMENT AUTHORITY

MISSION

Eliminate or prevent substandard, deteriorated, unsanitary, and blighted areas within the City. Provide and retain gainful employment opportunities for citizens of the City. Provide affordable housing in the City. Encourage growth of the City's tax base; and stimulate the flow of investment capital into the City resultant beneficial effects upon the economy in the City.

DESCRIPTION

Pursuant to Section 66.1335 Wisconsin Statutes (i.e. the Community Development Authority Law), the Community Development Authority (CDA) was created as a "corporate body politic" authorized to transact business and exercise any and all powers, duties, and functions defined for housing and redevelopment authorities by this statute and related sections of Chapter 66. In 2018, the City of Sun Prairie formalized the Community Development Authority by creating ordinance section 2.38 – Community Development Authority (CDA). This expanded the CDA's duties to oversee the Revolving Loan Fund (RLF), contract with outside agencies and to sell property.

The CDA's primary role has been to facilitate borrowing for infrastructure and acquisition costs related to redevelopment projects in the downtown area (TID 8), as well as the 151-Reiner Road Interchange area (TID 9), Central Main Street (TIF 11), reviewing and providing direction on proposals requesting assistance from the City in any capacity, and facilitating the sale of City or CDA owned parcels in TIF Districts.

The Community Development Department serves as the staff liaison to the CDA. The CDA consists of seven appointed members, two of whom are members of the Common Council, and the Mayor who serves as chairperson.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy & Housing and Neighborhoods**

*2020 data reflects information through July 31, 2020

Provide financial support and guidance necessary to promote housing and redevelopment in the City.

Measure	2017	2018	2019	2020*
Formal applications for financial assistance in redevelopment projects received, reviewed, and forwarded to CDA for consideration	3	3	7	5
Recommendations implemented and approved by the City Council	4	6	2	1
Number of inquiries reviewed relating to acquisition of City or CDA-owned parcels	5	8	12	6
Sale, transfer or purchase of land	4	2	3	0
Completed projects resulting in the elimination of blight conditions, vacant buildings or parcels, or underutilized buildings or parcels	2	1	1	1
Planning efforts undertaken to advance redevelopment goals in the City	1	8	5	4

2021 BUDGET HIGHLIGHTS

- Facilitate the Sun Prairie Stronger Plan
- Coordinate with prospective development on the McGovern's site
- Advise on the marketing and further development of the Sun Prairie Business Park Expansion Area

2020 BUDGET OVERVIEW

- ✓ Facilitated the Request for Proposal at 402 E Main Street, resulting in the approved plan and sale of the land for the Bougie building which will house the new Glass Nickel restaurant space at 10 apartments.
- ✓ Purchase of the Bank of Sun Prairie lots used for parking and redevelopment of the Angell Street Parking lot for the creation of more public parking and safer parking for Bank employees.
- ✓ Review Façade Improvement Grants

COMPONENT UNITS
Component Units
COMMUNITY DEVELOPMENT AUTHORITY

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Community Development Authority	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Community Development Authority	255.4	239.7	147.4	147.4	147.4	125.2	(22.2)
Total Expenditures	\$ 255.4	\$ 239.7	\$ 147.4	\$ 147.4	\$ 147.4	\$ 125.2	\$ (22.2)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Debt Service	255.4	239.7	147.4	147.4	147.4	125.2	(22.2)
Total Expenditures	\$ 255.4	\$ 239.7	\$ 147.4	\$ 147.4	\$ 147.4	\$ 125.2	\$ (22.2)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	183.5	160.1	147.4	147.4	147.4	125.2	(22.2)
Total Expenditures	255.4	239.7	147.4	147.4	147.4	125.2	(22.2)
Net Operating Result	\$ (71.9)	\$ (79.6)	\$ 0.0	-	-	-	-

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Increase/(Decrease)	(71.9)	(79.6)	0.0	-	-	-
Fund Balance Applied	-	-	-	-	-	-
Beginning Fund Balance	291.4	219.5	140.0	140.0	140.0	140.0
Ending Fund Balance	\$ 219.5	\$ 140.0	\$ 140.0	\$ 140.0	\$ 140.0	\$ 140.0

AGENCY FUND

MPSIS

MPSIS

MISSION

Acquire and maintain IT network infrastructure necessary for efficient and effective police operations.

2021 BUDGET HIGHLIGHTS

- No notable changes.

DESCRIPTION

The municipalities of Fitchburg, Middleton, Verona, Monona, and Sun Prairie participate in a joint effort to provide common records management, dispatch, and location services for their police departments. The name of the group is the Multijurisdictional Public Safety Information Systems (MPSIS) commission. Fitchburg serves as the MPSIS system administrator, while Sun Prairie provides fiscal agent services.

All cities contribute to the cost of staff time necessary to manage the MPSIS system and fully fund one Law Enforcement Data Analyst position in the City of Fitchburg. All cities also jointly share capital expenditures.

2020 BUDGET OVERVIEW

- ✓ Lower machinery and equipment replacement costs.
- ✓ Higher maintenance agreements expenses.

PERSONNEL BY DIVISION	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
MPSIS COMMISSION	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
MPSIS COMMISSION	591.0	861.4	572.7	828.5	604.7	605.7	1.0
Total Expenditures	\$ 591.0	\$ 861.4	\$ 572.7	\$ 828.5	\$ 604.7	\$ 605.7	\$ 1.0

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Personnel	203.5	208.5	110.3	220.5	222.4	227.5	5.1
Materials & Supplies	197.0	200.8	131.0	233.9	233.8	239.6	5.8
Contractual Services	83.5	94.1	62.8	104.5	104.5	95.0	(9.5)
Professional Development	5.5	3.0	-	1.0	4.0	4.0	-
Transfers/Bad Debt	-	-	109.1	109.1	-	-	-
Capital Items	101.4	355.0	159.5	159.5	40.0	39.7	(0.3)
Total Expenditures	\$ 591.0	\$ 861.4	\$ 572.7	\$ 828.5	\$ 604.7	\$ 605.7	\$ 1.0

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved	Increase (Decrease)
Total Revenues	590.2	855.0	858.7	854.7	604.7	605.7	1.0
Total Expenditures	591.0	861.4	572.7	828.5	604.7	605.7	1.0
Net Operating Result	\$ (0.8)	\$ (6.4)	\$ 286.0	\$ 26.1	-	-	-

FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	8/31/2020 Actual	2020 Projected	2020 Budget	2021 Approved
Net Increase/(Decrease)	(0.8)	(6.4)	286.0	26.1	-	-
Fund Balance Applied	-	-	-	-	-	-
Beginning Fund Balance	240.8	240.0	233.7	233.7	233.7	259.8
Ending Fund Balance	\$ 240.0	\$ 233.7	\$ 519.7	\$ 259.8	\$ 233.7	\$ 259.8



APPENDIX



City of Sun Prairie, Wisconsin

**A RESOLUTION APPROVING
THE 2021 CITY OF
SUN PRAIRIE BUDGET**

Presented: November 17, 2020

Adopted: November 17, 2020

Resolution No.: 20/175

RESOLUTION

WHEREAS, on Tuesday, November 10, 2020 the Committee of the Whole held a public hearing to consider the 2021 City of Sun Prairie Budget; and

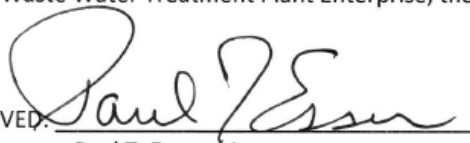
WHEREAS, on Tuesday, November 10, 2020 the Committee of the Whole met to consider the 2021 City of Sun Prairie Budget; and

WHEREAS, after careful review and discussion, on November 10, 2020 the Committee of the Whole moved to recommend that the City Council adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2021 as set forth in the attached schedule and made a part hereof; and

WHEREAS, after careful review and discussion, on November 17, 2020, the City Council moved to adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2021 as set forth in the attached schedule and made a part hereof inclusive of all funds including the General Fund, Capital Projects Funds, Special Revenues Funds, Debt Service Funds, the Stormwater Utility, the Water and Light Utility, the Waste Water Treatment Plant Enterprise Funds, the Fleet In-service Fund, and the Health In-service Fund.

NOW THEREFOR BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2021 as set forth in the attached schedule and made a part hereof inclusive of all funds including the General Fund, Capital Projects Funds, Special Revenues Funds, Debt Service Funds, the Stormwater Utility, the Water and Light Utility, the Waste Water Treatment Plant Enterprise, the Fleet In-service Fund, and the Health In-service Fund.

APPROVED:


Paul T. Esser, Mayor

Date Approved: November 17, 2020

Date Signed: November 20 2020

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 17th day of November 2020, and submitted for signatures on the 19th day of November, 2020.


Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**A RESOLUTION APPROVING THE
LEVYING OF PROPERTY TAXES
FOR CITY PURPOSES**

Presented: November 17, 2020

Adopted: November 17, 2020

Resolution No.: 20/176

RESOLUTION

WHEREAS, on Tuesday, November 10, 2020, the Committee of the Whole met to consider the 2021 City of Sun Prairie Recommended Budget; and

WHEREAS, after careful review and consideration, the Committee of the Whole moved to recommend that City Council adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2021; and

WHEREAS, the amounts set forth in the 2021 budget require total property taxes to be levied in the amount of \$25,258,876.

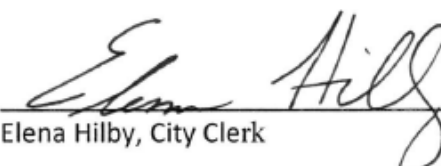
NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the amounts set forth in the 2021 budget and that the same be placed on the tax roll for the year 2020, collectible in 2021, and that the total levy is hereby determined to be \$25,258,876.

APPROVED: 
Paul T. Esser, Mayor

Date Approved: November 17, 2020

Date Signed: November 20 2020

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 17th day of November, 2020, and submitted for signatures on the 19th day of November, 2020.


Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING
THE 2021 FEE SCHEDULE**

Presented: November 17, 2020

Adopted: November 17, 2020

Resolution No.: 20/177

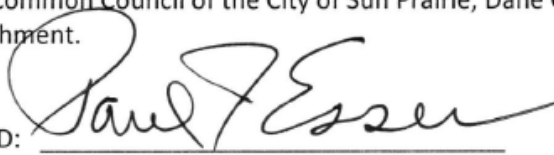
RESOLUTION

WHEREAS, on Tuesday, November 17, 2020, the Common Council met to discuss the 2021 Fee Schedule that was approved during the 2021 budget review process; and

WHEREAS, the proposed 2021 fee schedule is attached and changes are noted and highlighted in yellow; and

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the 2021 Fee Schedule, per the attachment.

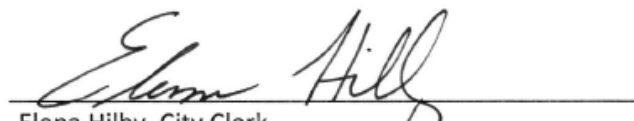
APPROVED: _____


Paul T. Esser, Mayor

Date Approved: November 17, 2020

Date Signed: November 20, 2020

This is to certify that the foregoing Resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 17th day of November 2020, and was submitted for signatures on the 19th day of November 2020.


Elena Hilby, City Clerk

Revenue Information Form FY 2021

Department: **Engineering** Org: **10046000**
Account: **463305**

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source: **Engineering Review Fees**

Authorization: When was this tax or fee last changed? **N/A** (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

- (1) Current Rate or Fee Amount: 0.25% of the Surety Amount for public infrastructure included in a development agreement
(2) Proposed Rate or Fee Amount: 0.50%
(3) Frequency of Review: N/A
(4) Total Number of Users/Units of Service: Pertains to new projects, varies per year
(5) Revenue Usage Restrictions (if any):

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

Dependent on the amount of development as well as the size of the projects. The current structure of Engineering Review Fee is they are collected with a Development Agreement which are required with public infrastructure projects by private developers.

(2) How is this revenue affected by changes in the economy?

This permit fee is dependent on the amount of development occurring which is often directly affected by the current state of the economy.

(3) What is the rationale for changing the fee or rate?

We are undercharging developers for the amount of work it takes to review and approve plans. Often times projects require multiple revisions to plan sets, multiple meetings for review which increases the amount required of staff time. The comparison to other communities indicates the discrepancy.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
REVENUE INITIATIVES

Comparison to Other Communities:
 Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.
 Community: Waunakee Charge based on actual costs incurred

 Community: Madison Design in-house for new public infrastructure

 Community: Middleton 1.0% for first phase
 0.5% for each successive phase

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery :	<u>Goal</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
	100%	100%	100%

Please describe the method you used to develop the forecast:

The amount of development is hard to forecast. Using 2019 development agreements as an example, we collected around \$16,300 in engineering review fees. That would be increased by double with raising the rate to 0.50%.

	2020 Acutal	2020 Budget	2020 Revised Budget	2021 Dept. Budget
Revenue Forecast	\$8,725.80		13,252.86	\$26,500
Percent Change			52%	100%

Contact: Tom Veith, Engineering Director Extension: _____

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
HUMAN SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	1
Initiative Title:	Colonial Club Donation
Department Name:	Council
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		50,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		50,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	50,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Increase the City's support of the Colonial Club Senior Center by \$50,000. The Colonial Club provides direct services to seniors and also operates like a community center, hosting local civic groups and providing social services programming.

Why must this initiative be supported through the use of new funding?
During January 2020, the United Way of Dane County ended all program funding for the Colonial Club. This amounted to an unbudgeted loss of \$50,000. This loss of revenue and funding from alternative sources is unable to meet the Colonial Club's needs. The Colonial Club experienced increases in meal and adult day center services in the past year. Food costs increase with inflation, resulting in higher operating expenses.
Due to the COVID-19 pandemic, the Colonial Club has been unable to provide in-person daily activities and daily on-site congregate meals. All meal services have been moved to the home delivery program. Adult day center, case management, supportive home care, and transportation programs have all continued, but with much-reduced participation levels. With the effects of the pandemic being unknown, it is anticipated that the current service levels will continue for the foreseeable future. The COVID-19 pandemic has also decreased or eliminated the special events that the Colonial Club has held in the past to raise funds. The funding for 2021 would come from the 2020 budget through carryover monies. This increase would then be funded through a 2 year phased in approach of tax levy and fund balance until the tax levy can support the full amount.

Identify the Council priority and objective(s) supported by this initiative.
The Colonial Club strives to provide a comprehensive set of social services to people age 55 and older, with goals to provide educational and social programming and necessary support services to allow people to safely remain in their homes as they age. Ensuring adequate funding for services supports the Council's Human Services priority and allows seniors in the City of Sun Prairie to receive the appropriate level of service from the Colonial Club.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
HUMAN SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	1
Initiative Title:	Community Mental Health
Department Name:	Administration
Council Strategic Plan Vision:	Human Services
Fiscal Year:	0

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		6,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		6,000
Total Request	0.00	6,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The COVID-19 pandemic has exacerbated the mental health crisis, and has shed light on the lack of accessible mental health services for all members of the community. The pandemic has also furthered health disparities which disproportionately affect our communities of color. Additionally, the lack of cultural competency in mental health treatment creates additional barriers making access to mental health services more challenging. Mental health problems are compounded by the effects of racism, resulting in increased risk of trauma, depression and anxiety. A mental health COVID-19 response is needed to support our community and address the impacts of mental health and substance abuse to support emotional well-being. This initiative would create partnerships with service providers such as Healing Hearts Cares and The Rainbow Project. Navigators would receive training as mental health agents to screen and recognize mental illness and allow them to respond to connect residents to services.

Why must this initiative be supported through the use of new funding?
This initiative would be funded by expenditure restraint monies received in 2021.

Identify the Council priority and objective(s) supported by this initiative.
This initiative supports the Strategic Plan for Human Services. Addressing the root causes of mental health illness are critical for creating a foundation for healthy and happy lives. Mental health services has been a service gap identified by city staff and community partners and this initiative brings it to the forefront of the work our navigators provide to the community to connect residents in need to the appropriate services.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
HUMAN SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	1
Initiative Title:	iMac Replacement
Department Name:	Cable Access Television
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		5,100
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		5,100
Total Request	0.00	5,100
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The flagship program of the Sun Prairie Media Center is the KIDS-4 program, which has been in existence for 40 years. As most programs run by the Media Center, KIDS-4 requires investments in technology to make the program viable, enjoyable, and successful. One of the key components to the program is allowing kids the ability to learn post-production skills; specifically video editing skills. This editing takes place in our small studio using a series of iMac computers running iMovie and other editing programs. Over the last few years, we have been replacing those computers in stages. This year we are planning to replace the final three computers, which date back to 2013 and older. While we were planning this investment for a while, the workshops that we ran in summer 2020 solidified the need to update these computers as students who were working on the older computers were at a distinct disadvantage in comparison to the other students who were working on faster, more robust computers.

Why must this initiative be supported through the use of new funding?
This initiative would not require new funding but would be covered within the confines of the Sun Prairie Media Center 2021 budget.

Identify the Council priority and objective(s) supported by this initiative.
This initiative would support the Council's "Human Services" priority as set forth in the Council's strategic plan. The unique KIDS-4 program has been a feather in Sun Prairie's cap for decades but does require technological investments to continue to make it work. Especially considering how tech-savvy kids are now compared to prior generations, we cannot run the program successfully with technology that is outdated and works inefficiently. As stated earlier, we have stretched this upgrade over several years and it is past time to bring all of the studio computers up to modern standards.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
HUMAN SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	
Initiative Title:	Digital Materials
Department Name:	Library
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		30,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	30,000
Net Funding Needed		30,000

Request Justification
Provide a concise description/justification for this initiative request. Upon the closure of the Library due to the COVID-19 pandemic, the library enhanced our access to the Hoopla Digital Collection. Enhancing the collection increased access to resources and our patrons have come to rely on this contact-less, digital solution. As a result, Hoopla Digital Services usage has tripled. This is a unique service that provides the following digital content: ebooks, audiobooks, graphic novels, movies, television and music. This model allows for simultaneous use which means no wait time, a convenient feature that patrons value. The 2020 budget includes \$12,000 for this service and has the ability to offer a partial collection. Hoopla's subscription service follows a cost per circulation model and since March, 2020 usage shows an average cost of \$3,000-\$3,500/month. An additional \$30,000 for digital materials would allow the Library to meet the digital needs of our residents for the entire year. Without this funding, we will have to reduce access to this collection.

Why must this initiative be supported through the use of new funding? The library's collection is one of our most essential services. During a time when people are working from home, attending school online, sheltering in place, or facing financial hardship, an increase in library resources can be a lifeline for trusted information, lifelong learning and recreation. The library also recognizes that contemporary and innovative service such as digital library collections will be valued and necessary in the "new normal" even after we are through the COVID-19 crisis.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. The City of Sun Prairie's Three Year Work Plan includes eight areas. Under "Human Services", priority #1 is "implementing the Library's Strategic Plan". The Library's Strategic Plan includes five initiatives, including "Funding & Staffing" and "Access". These initiatives stress funding for digital, remote and contact-less resources. Implementing enhanced programs and services developed during the COVID-19 crisis should become part of our regular offerings beyond the pandemic.
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APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
HUMAN SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Dream Bus Service
Department Name:	Library
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		7,500
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	7,500
Net Funding Needed		7,500

Request Justification
Provide a concise description/justification for this initiative request.
For the past two years, the Sun Prairie Public Library Foundation has provided financial support for the Dane County Library Dream Bus service. The service allows Sun Prairie residents access to materials and resources (including wi-fi) outside of our facility. During the first year, the Dream Bus made regular stops to the YMCA, Vandenburg Heights Park, and C.H. Bird Elementary, with 1128 visits and 1201 circulations. After conducting a survey, Dream Bus service in 2020 included bi-monthly visits to C.H. Bird Elementary, Downtown Farmers' Market visits and special events. Some of these stops were affected by the COVID-19 pandemic, but the Dream Bus was able to adjust services to support the needs of the community. Dream Bus stops now include meal pick-up sites. As of July 2020, the Dream Bus has had 191 visits. Continuing this service allows the Library to extend service beyond the facility.

Why must this initiative be supported through the use of new funding?
The current budget does not include funds for Dream Bus service. The Dream Bus allows the Sun Prairie Public Library, in partnership with the Dane County Library Service, to extend services throughout the community and in particular to residents that may have limited transportation options.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
The City of Sun Prairie's Three Year Work Plan includes eight areas. Under "Human Services", priority #1 is "implementing the Library's Strategic Plan". The Library Board has a 5-year strategic plan with 5 initiatives. Initiative #3 is Access and Initiative #4 is Partnerships. The Sun Prairie Public Library and the Dane County Library Services staff have been working collaboratively with various organizations in Sun Prairie including Community Schools, SPASD and Sunshine Place to increase access to all residents, especially those most impacted by the COVID-19 pandemic.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
HUMAN SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	4
Initiative Title:	Marketing & Communications
Department Name:	Library
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		10,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		10,000
Total Request	0.00	10,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The library provides many resources for our residents to support their lifelong learning, workforce development and broadband access. These resources and services provide educational, cultural and recreational opportunities for all people. A dedicated Communication and Marketing strategy with a professional consultant will help the library achieve its goal of ensuring increased awareness of our services and programs. Ultimately, a successful effort will point residents to resources and services that may enable them to reach educational, financial, intellectual and cultural prosperity.

Why must this initiative be supported through the use of new funding?
The library's current budget does not include funds for this service. Many libraries statewide and nationally include a full-time Communications and Marketing Specialist. This initiative will allow the library to contract professional skills on a limited and contractual basis. The library is looking to use funds from the current fund balance so that the 2021 tax levy is not impacted.

Identify the Council priority and objective(s) supported by this initiative.
The City of Sun Prairie's Three Year Work Plan includes eight areas. Under "Human Services", priority #1 is "implementing the Library's Strategic Plan." The Library's Strategic Plan includes five initiatives, including "Marketing and Communications." Under this initiative, the Strategic Plan identifies "working with a marketing and communication consultant on an annual marketing campaign" as one of the activities for 2021.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
SUSTAINABLE SUN PRAIRIE



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	0	
Department's Initiative Priority Number:	1	
Initiative Title:	Buyer Sustainability Coordinator	
Department Name:	Finance	
Council Strategic Plan Vision:	Sustainable Sun Prairie	
Fiscal Year:	2021	
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		9,162
Full-time Personnel ^b	1.00	53,898
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		400
One-time Equipment or Start-up Costs ^e		3,510
Total Request	1.00	57,808
Net Funding Needed		48,646
Request Justification		
Provide a concise description/justification for this initiative request.		
This position would be responsible for identifying and procuring goods and services that the City requires. The Buyer/Sustainability Coordinator would be a leader of the City's "Green Team" and would investigate and analyze sustainable options for current and future purchases across all departments. The City's procurement policy requires a request for proposal (RFP)/request for bid (RFB) and contract process for any purchase over \$25,000. They would manage this process for the Public Services departments (Building Maintenance, Public Works, Parks, Engineering, and GIS) and the Police Department. This position would also assist all other departments through the proposal and contract process. Additionally, this position would conceptualize and execute new sustainability programs, coordinate community outreach and involvement in establishing sustainability and climate protection initiatives, as well as prepare grant applications and manage grant projects. The individual would also support the future Sustainability Committee.		
Why must this initiative be supported through the use of new funding?		
The Administration and Planning departments have taken active roles in supporting and researching sustainability in Sun Prairie. Most recently, Wastewater and Planning began facilitating a Sustainability Task Force with the assistance of Administration. The Finance department has taken on the role of assisting department managers through the RFP/RFB and contract process so to ensure we are receiving the best value for our dollars spent. Making purchasing and sustainability the main focus for this position will allow the City to realize savings in operating budgets across the whole entity. Current savings realized includes \$100,000 annually for the refuse and recycling contract, \$21,500 annually for ambulance billing services, and numerous contracts with a \$1,000 or more savings such as soil borings, engineering, and surveying.		
Identify the Council priority and objective(s) supported by this initiative.		
This position supports the City Council's priority of Sustainable Sun Prairie by evaluating opportunities for replacements that are the most cost effective and energy efficient solutions. This staff member will also be a leader on the City's "Green Team" to assist in establishing goals and metrics for sustainable options. The Buyer/Sustainability Coordinator will be essential in the creation of a citywide Sustainability Task Force to raise awareness of sustainability throughout the community and identify sustainable strategies that the city and community can implement.		

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
SUSTAINABLE SUN PRAIRIE



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	1
Initiative Title:	Fraud Risk Assessment
Department Name:	SPU - Administration
Council Strategic Plan Vision:	Sustainable Sun Prairie
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		10,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		10,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	10,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. [Rollover from 2020, in large part due to COVID-19 impacts] Baker Tilly made written recommendations in their FY 2016-2018 audit reports to management and the Utility Commission that SPU perform a fraud risk assessment. Though an assessment could be done internally, it may be helpful to have an external facilitator as well. An assessment would consider how fraud could occur (internal or external) and steps that could be taken to prevent or detect it. According to Baker Tilly's comments in their report, government is the 3rd most likely industry to be impacted by fraud, and the professional requirements and objectives of a financial audit are different than a forensic audit. Less than 10% of frauds have been discovered as a result of a financial audit conducted by an independent accounting firm, due to the nature of financial audits.

Why must this initiative be supported through the use of new funding?
This is a non-recurring expense item. Estimated cost depending on the level of outside consultant involvement is \$5,000-\$10,000.

Identify the Council priority and objective(s) supported by this initiative.
SPU Strategic Plan 2019-2021: #02 area of focus to maintain sound financial practices. A Fraud Risk Assessment was a business goal for Year 2, but best postponed to Year 3 (2021) to allow for in-person assessment.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
SUSTAINABLE SUN PRAIRIE



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	2
Initiative Title:	Strategic Plan 2022-2024
Department Name:	SPU - Administration
Council Strategic Plan Vision:	Sustainable Sun Prairie
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		22,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		22,000
Total Request	0.00	22,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
In creating the first Strategic Planning initiative in 2018, the SPU Utilities Commission hired Dan Ebert with Hometown Connections to facilitate the process. At the time, Hometown Connections was a service company representing American Public Power Association. In conjunction, the 2019-2021 Strategic Plan was developed. While still having one year remaining, SPU feels the successful initiatives developed with the first Strategic Plan will be a springboard to similar initiatives for the 2022-2024 Strategic Plan. SPU Staff has seen the Strategic Plan as an outstanding tool to focus on various utility improvements. In 2018, SPU paid a contracted amount of \$19,500 plus travel, resulting in a total of \$20,627. We would expect the costs to be similar, due to potentially a higher labor rate, but less time needed because of efficiencies gained through the first planning process.

Why must this initiative be supported through the use of new funding?
0

Identify the Council priority and objective(s) supported by this initiative.
A bit apart from other initiatives, this one serves across all Strategic Plan Main Categories, including Maintain Operational Excellence, Implement Technology Solutions, Customer Focus, Commitment to Employees, Manage Growth, and Fiscal Responsibility. This initiative will evaluate all the areas from the existing Strategic Plan and likely develop new areas for the next three years.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
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City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	0
Initiative Title:	Invasive Species Control
Department Name:	Council
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		2,500
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		6,500
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	6,500
Net Funding Needed		4,000

Request Justification
Provide a concise description/justification for this initiative request.
At the 6-16-2020 Common Council meeting and at the 6-17-2020 Parks, Recreation & Forestry Commission Meeting, there were referrals made for parks staff to address noxious weeds on parkland. Staff is already working to enhance volunteer opportunities, but a restoration contractor can be hired for small, focused invasive species removal projects. Contracted restoration consultants are very knowledgeable about native plants, certified to apply pesticides appropriately and come with their own equipment. They are efficient in their work to remove invasive species. At \$6,500 for contracted services, it will cost less than a new seasonal position, but will give a big boost to addressing priority invasive species. Staff will identify priority locations and priority invasives to address. The Dane County Environmental Council awards grants for small scale environmental initiatives. Grants range from \$250 to \$2,500. The City plans to apply for a grant to further supplement this new initiative. Generally, these grants have a high success rate and staff is confident it will be funded. If for some reason it is not, then the total contracted amount will be reduced to the budgeted amount.

Why must this initiative be supported through the use of new funding?
Currently, parks staff remove invasive species as time allows. It is challenging to move this up on the priority list due to workload. Daily bathroom cleaning (more thorough now because of COVID), keeping up with mowing, athletic field maintenance, playground safety inspections, shelter reservation prepping, trash removal, public building landscaping and streetscaping maintenance – all tend to be higher priorities for safety, financial and appearance reasons. For a consistent and focused effort on invasive species removal, the department needs more people or more funding to accomplish this.

Identify the Council priority and objective(s) supported by this initiative.
Council has identified Quality City Services as a priority. Parks and Recreation provides a recreational service to the community. One of the Parks and Recreation Department values is quality: Maintain a commitment to excellence in programs, services and facilities. The ability to provide quality services begins with having quality facilities. If the parkland is full of invasive species, it reduces the quality of the user experience and impacts wildlife habitat quality.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Police Officer
Initiative Title:	Police Department
Department Name:	Quality City Services
Council Strategic Plan Vision:	2021
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	2.00	60,404
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		750
One-time Equipment or Start-up Costs ^e		2,235
Total Request	2.00	63,389
Net Funding Needed		63,389

Request Justification
Provide a concise description/justification for this initiative request. Policing services are critical for the overall quality of life in our growing community. The continual growth of our community and societal factors that come with that growth require ongoing analysis of police resources. A statistical analysis of five similarly populated cities in Wisconsin, we are a minimum of nine (9) sworn officers below those respective agencies. Responsible policing strategies involve a balance between the available proactive community engagement time and reactive police response time. Our department has historically deployed resources in a very responsible, effective, and efficient manner. Since 2010, the uniformed patrol division has only increased by one officer. However, since 2010, the city's population increased 29% from 26,300 to 33,966 (2019), service area expanded from 12.05 square miles to 12.52 square miles, 7712 acres to 8012 acres, 126 miles to 138 miles and averaged an increase of 277 dwelling units added each year since 2010 (includes multi-family, duplex, and single family units). The substantial west side commercial expansion has also increased the need for law enforcement resources. Sun Prairie's continued growth outpaced the previous five-year staffing plan that has been developed and communicated to stakeholders which identified two additional uniformed officers for 2020; one was approved in the 2020 budget. Adding another officer with a May 2021 start will help preserve, if not enhance, citizens' quality of life and meet community expectations for the department.

Why must this initiative be supported through the use of new funding? No funding is currently available for these positions.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. Quality policing services are essential for maintaining quality of life. The addition of this position will allow us to increase our daily staffing requirements and maintain the ability to deploy proactive problem solving efforts along with all reactive responses. This approach is critical for our success in maintaining our effectiveness through existing growth since 2010. We will continue to see the need for police resources to address the rise in traffic/traffic crashes (13% rise over last two years), increase in relationship building needs, and problem solving deployment tactics. Adequately staffed patrol operations are vital for efficient, effective and responsive delivery of police services. Patrol saturation time (the times during a patrol shift where all available officers are assigned to service calls and are unavailable) must be reduced in order to increase an officer's undirected patrol time. This undirected time will then be effectively used for community engagement and proactive problem solving policing services.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	1
Initiative Title:	Recreation Specialist & PS
Department Name:	Parks and Recreation
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		18,948
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		17,478
Recurring Operating Expenditures ^d		1,370
One-time Equipment or Start-up Costs ^e		100
Total Request	0.00	18,948
Net Funding Needed		(0)

Request Justification
Provide a concise description/justification for this initiative request. This initiative is to shift an existing LTE Recreation Program Specialist position into a regular part-time Recreation Program Specialist position and to centralize the administrative functions of the Public Services department. This initiative will eliminate the existing part-time Recreation Administrative Assistant position, which would fund the regular-time time Recreation Specialist position. However, it will also relocate the existing Public Services receptionist position from the City Service Center to the Westside Community Services Building. This relocation of the Public Service receptionist will provide front counter support to the Parks, Recreation and Forestry Department as well as create efficiencies within the Public Services department. The PRF Recreation/Administrative Coordinator position would also provide additional support to Public Services. This initiative will also create a second service location for residents by expanding services available at the Parks, Recreation and Forestry front counter.

Why must this initiative be supported through the use of new funding?
There is no new funding needed for this position as it is fully covered by shifting of existing wages.

Identify the Council priority and objective(s) supported by this initiative.
Quality City Services. This initiative creates efficiencies for the public services department while also filling a need in the recreation division for additional program management support. From a recreation standpoint, the additional staff time allows for further expansion of programs while ensuring safe, high-quality and intentional offerings. From a public services standpoint, this initiative would open the Parks, Recreation and Forestry Department counter up to additional city services for the general public, making a convenient location on the west side of town. It would also provide the Public Services receptionist with support due to the administrative/recreation programs coordinator and the public services receptionist working as a team in the same location.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	1
Initiative Title:	WWTP Tech - Collection System
Department Name:	Wastewater Treatment Plant
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		90,100
Full-time Personnel ^b	1.00	83,350
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		2,250
One-time Equipment or Start-up Costs ^e		4,500
Total Request	1.00	90,100
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
As the City of Sun Prairie grows, so does the infrastructure buried under the city streets that transports wastewater away from homes. The City of Sun Prairie will need an appropriate level of staffing to cover operations and maintenance at the wastewater treatment facility as well as the sanitary sewer conveyance system. The sanitary sewer collection/conveyance system requires maintenance to keep it functioning properly. Maintenance activities include jetting/cleaning of the system along with cutting roots and maintaining liftstations. Other activities include locating laterals, inspecting projects, televising sewer mains and laterals, and maintaining manholes. Currently there is one employee assigned to the collection system and with complicated equipment such as the Vac truck and Televising truck it is imperative to have properly trained individuals that are assigned to this equipment operation. It is also important to have a second/redundant individual that works daily in this capacity. This will allow the City to maintain quality wastewater services

Why must this initiative be supported through the use of new funding?
The wastewater department will support this position through user fees. It is anticipated that the current sewer rates are sufficient to cover this expense.

Identify the Council priority and objective(s) supported by this initiative.
Quality City Services: Upgrade the Wastewater Treatment Plant and properly maintain and operate it with appropriate staffing levels. This initiative adds on to the existing wastewater treatment capacity. With this expansion, manpower is needed to properly cover the operation and maintenance of the facility, as well as the City's collection system. The addition of another employee will allow for adequate levels of staffing to properly operate and maintain both the upgraded wastewater facility and the sanitary sewer collection system.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	1
Initiative Title:	MMA Paint Machine
Department Name:	Fleet Inservice Fund
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		29,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		29,000
Total Request	0.00	29,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. In an effort to find more durable pavement and curb markings, including bike lanes, bus lanes, and crosswalks Public Works staff have identified a new paint machine and product known as Methyl Methacrylate (MMA). MMA paint can last five to 10 years or more depending on the vehicular usage. This makes it an ideal material for municipalities that can use their own personnel to apply it, and markings do not need to be redone every season. MMA also bonds to both asphalt and concrete surfaces. Concrete is a challenge for other marking materials, as has been shown on Main Street in Sun Prairie.

Why must this initiative be supported through the use of new funding?
The current paint machine utilized by Public Works is not equipped to apply MMA paint. The machine is set to be replaced in 2023 at a cost of \$8,500 utilizing the Fleet Inservice Fund. This initiative would change the replacement date by two years, and provide the increased funding required to purchase the more advanced MMA paint machine. The remaining funds would come from a one-time decrease to the Public Works street maintenance budget.

Identify the Council priority and objective(s) supported by this initiative.
This initiative would support the Quality City Services strategic initiative. The MMA paint machine would allow City staff to paint high traffic areas with longer lasting material, better suited for concrete areas such as Main Street.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	2
Initiative Title:	Passport Acceptance Facility
Department Name:	City Clerk
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		15,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		5,500
One-time Equipment or Start-up Costs ^e		7,500
Total Request	0.00	13,000
Net Funding Needed		(2,000)

Request Justification
Provide a concise description/justification for this initiative request.
U.S. citizens traveling internationally need a passport book or passport card. The vast majority of customers who apply for a passport prefer to do so in-person at a passport acceptance facility near where they live or work. Sun Prairie's facility will serve surrounding communities' needs for passport applications.

Why must this initiative be supported through the use of new funding?
It is expected that the revenue generated by providing this service would fund the expenses that would be incurred.

Identify the Council priority and objective(s) supported by this initiative.
This initiative supports "Quality City Services". Adding passport acceptance services to the City's offerings increases Sun Prairie's visibility and helps reach more people.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	2
Initiative Title:	Emergency Vehicle IT Equipment
Department Name:	Information Technology
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		18,250
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		18,250
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	18,250
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. Emergency Vehicle IT equipment is ageing and has no replacement plan or warranty currently. This initiative intends to put: 1. Police Squad Laptops and 2. Emergency Vehicle Modems/GPS Tracking on a replacement and support cycle. IT intends to lease to buy the Dell ruggedized laptops on a four year term, additionally purchasing four years of warranty and four years of accidental breakage coverage. Vehicle modems/gps units will be leased on a 5 year term. This allows us to refresh these items on a regular cycle while keeping costs level each year. This would be a continuing expense going forward every year. This also allows us to drop service costs on the modems/gps units from \$60/month/vehicle to \$38/month/vehicle and consolidate vehicle GPS onto one city wide console instead of 3 that are used now. This will provide a service savings to the city of approximately \$7400 annually.

Why must this initiative be supported through the use of new funding?
The IT equipment leases would be funded by expenditure restraint monies in 2021. Thereafter, the increase to the cost to continue budget would be \$11,000 for the ongoing lease agreements.

Identify the Council priority and objective(s) supported by this initiative.
This initiative supports the Council's Quality City Services goal, allowing our first responders access to current technology and communications equipment.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	2
Initiative Title:	Front End Loader
Department Name:	Fleet Inservice Fund
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		255,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		255,000
Total Request	0.00	255,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This request would replace a 2009 John Deere wheeled end loader in the Public Works fleet. This piece of equipment is used for the loading of trucks with salt, dirt, rock, and other like type materials. It is also used in the winter operations as a plowing unit with an assigned plowing route. Additionally it is used in the collection of large diameter brush throughout the City, and maintenance of yard waste at the Recycle Center. This equipment replacement was unfunded in the 2021 Capital Improvement Plan due to borrowing limits.

Why must this initiative be supported through the use of new funding?
This equipment meets the criteria of the capital improvement plan and can be borrowed for.

Identify the Council priority and objective(s) supported by this initiative.
This initiative would support the Quality City Services strategic initiative. The wheeled end loader provides City staff with a heavy duty piece of equipment that supports year-round operations, including snow plowing.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	2
Initiative Title:	Streaming Upgrades
Department Name:	Cable Access Television
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		4,950
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		4,950
Total Request	0.00	4,950
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. While the Media Center strongly values its cable TV distributors Spectrum and TDS and recognizes that a healthy subscriber base for both is good for revenue in the form of franchise fees, it would be silly not to come to terms with the fact that at least an equal amount of our live viewership comes from streaming. We have increased our distribution methods over the last several years to meet this growing reality, including adding our live stream to Roku and Apple TV and the development of a smartphone app. What all of these distribution methods have in common is that they rely on a healthy and consistent live stream of our channels. Right now our live streams exist thanks to the implementation of two Teradek cubes, which were relatively inexpensive to purchase but which do not provide the reliable, set-it-and-forget-it, streams that we need. This initiative is for one "TelVue Telecast 2" units that are specifically designed for 24/7 streaming output as well as additional streaming options that we can take advantage of.

Why must this initiative be supported through the use of new funding?
This initiative would not require new funding but would be covered within the confines of the Sun Prairie Media Center 2021 budget.

Identify the Council priority and objective(s) supported by this initiative.
This initiative would support the council's "Quality City Services" priority as set forth in the council's strategic plan. To maximize our value to the city, we need to provide a consistent, reliable stream of our video channels as well as maximizing the ability to stream on other platforms such as Facebook Live that our current technology does not allow for. Content and distribution are the key driving factors for the Media Center and this initiative will certainly improve the reliability of our distribution.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	(2) Police Vehicles
Department Name:	Police Department
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		106,400
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		106,400
Total Request	0.00	106,400
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Two unmarked and less equipped squads (one at each PD) are being proposed to be used by all personnel and account for squads out of service due to relief needs described above. Currently command personnel (3 Lieutenants) and the community policing sergeant will often use personal vehicles to travel between buildings, attend meetings and for other city business. The need for field response by these administrators is becoming more prominent for major incident oversight and emergency call response. Personal vehicle use is impractical. Our current patrol fleet frequently does not allow for supplemental use by command staff. In order to maintain reliable/timely police service, proper supervisory oversight, and meet the growing needs of the community, the department is requesting one additional marked patrol vehicle and two less equipped unmarked vehicles to meet the department needs.

Why must this initiative be supported through the use of new funding?
While the City has an established program for replacement of vehicles in its current fleet, any additions to the overall fleet must be done through new funding. Once added to the overall fleet, the new vehicle will become part of the program and replaced according to the schedule outlined therein.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative will help the department fulfill community responsibilities, provide timely emergency response, provide proper supervisory oversight, and community engagement. Patrol vehicles are the platform from which officers interact with the community and provide quality policing service without unnecessary delay. Proper mobilization of police resources ensures execution of agency Vision, Mission, and Core Values.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	2
Initiative Title:	Sheehan Park Scoreboards
Department Name:	Parks and Recreation
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		19,500
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		19,500
Total Request	0.00	19,500
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Sheehan Park is home to three softball diamonds that see heavy use between the months of April-August. The Parks and Recreation Department manages an adult recreational softball league May-August that hosts more than 50 teams and 700 players annually. The Sun Prairie Youth Baseball/Softball Association also uses these diamonds to accommodate their growing organization. They currently have 75 teams who use the Sheehan Park softball diamonds. Each of the three fields has a 6' x 8' scoreboard and control console. Over the past several years, there have had issues with connectivity between the control consoles and scoreboards, bulbs have shorted out or have quit working altogether, and adapters/plugs have worn out and/or broke. The scoreboards and control consoles are operational, however, replacement parts are no longer available since the set up is outdated. Considering the number of teams and individuals that use these facilities, new scoreboards and control consoles will be necessary to continue running programs and leagues at the level of quality that is expected.

Why must this initiative be supported through the use of new funding?
The initiative requires \$19,500 of new funding. A sponsorship goal of \$12,000 would be raised in 2021 to offset some cost of the project. Each scoreboard has space for 2 sponsors. Each sponsorship sells for \$2,000; generating \$4,000 per scoreboard. (Standard sponsorship pricing in the industry.) Remaining funds to come from the softball monies collected annually for maintenance and upkeep of the facilities.

Identify the Council priority and objective(s) supported by this initiative.
Council has identified Quality City Services as a priority. Parks and Recreation provides a recreational service to the community. One of the Parks and Recreation Department values is quality: Maintain a commitment to excellence in programs, services and facilities. The ability to provide quality services begins with having quality facilities. Updating these scoreboards in Sun Prairie's largest and busiest park will ensure quality programming for years to come.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	1
Initiative Title:	City Legal Services Fee
Department Name:	SPU - Administration
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		6,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		6,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	6,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. In 2020, City Attorney, Mark Leonard, asked for and was granted from SPU a 2.5% (\$6,000) budget for various legal services that come up throughout the year. This method is similar to how the other City enterprise funds are charged. Prior to 2020, SPU had not been billed for legal services. In 2020, we primarily reached out to the City Attorney for assistance on the property purchases. Mark connected us with Stafford and coordinated the development of the purchase offers. In addition, we will be reaching out for other assistance on contracts and other daily legal advice needs of the utility.

Why must this initiative be supported through the use of new funding? 0
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Identify the Council priority and objective(s) supported by this initiative. 0

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	1
Initiative Title:	COVID Financial Assistance
Department Name:	SPU - Customer Service
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		50,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		50,000
Total Request	0.00	50,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
SPU wishes to continue to assist COVID affected customers who are financially challenged due to extended health emergency. Proposing matching the \$50,000 2020 allocation for residential customers and/or potential tax roll relief of COVID uncollectible balances. This aligns with SPU Strategic Goal 01 Build upon proven track record of operational reliability and performance- Focus on the Customer.

Why must this initiative be supported through the use of new funding?
0

Identify the Council priority and objective(s) supported by this initiative.
SPU Strategic Goal 01- Focus on the Customer

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	1
Initiative Title:	Computer Refresh 2021
Department Name:	SPU - Technology
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		8,490
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		990
One-time Equipment or Start-up Costs ^e		7,500
Total Request	0.00	8,490
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Replacement of technology hardware per the SPU hardware replacement policy. Computers have aged out with replacement dates of 1/1/2021. MS Office 365 licenses will be purchased for each new computer as part of this initiative as we move to MS Office 365 based licensing.

Why must this initiative be supported through the use of new funding?
0

Identify the Council priority and objective(s) supported by this initiative.
0

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



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Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	2
Initiative Title:	Firewall Replacements 2021
Department Name:	SPU - Technology
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		7,629
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		7,629
Total Request	0.00	7,629
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The purpose of this initiative is to replace our current Checkpoint 1490 firewall appliance, which protects the SPU administrative network, our Checkpoint 1430 firewall appliance, which protects our Water SCADA network, and our Cisco ASA firewall, which protect the Electric SCADA network. We will be replacing these firewalls with Fortinet Fortigate firewalls sized appropriately for each network. Fortinet is a leader in next generation firewall technology and is consistently rated higher than both the Checkpoint platform and Cisco ASA. The Checkpoint 1490 firewall was put into place in 2017. The Checkpoint 1430 was installed in 2018. And the Cisco ASA firewall was installed in 2015. Firewall technology needs to stay current in order to efficiently and effectively defend against cyber-attack.

Why must this initiative be supported through the use of new funding?
0

Identify the Council priority and objective(s) supported by this initiative.
0

APPENDIX B: BUDGET INITIATIVES
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QUALITY CITY SERVICES INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	3
Initiative Title:	Security Camera Upgrades
Department Name:	SPU - Technology
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		42,600
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		42,600
Total Request	0.00	42,600
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
(This is a rollover from 2020 initiatives. It has been modified to include low light technology) The purpose of this initiative is to add additional security cameras to our infrastructure. At most of our wells, substations, and towers, SPU has a single security camera mounted on the outside of the structure which gives us video of the exterior doors and driveways, and in some cases, reservoirs and transformers. At our current main street location, we have video of the front parking lot and the rear of the building. With this initiative, we would be adding internal cameras to the well houses and towers which would provide us comprehensive video of the internal functions and activities. We would be adding an additional exterior camera at the Colorado substation which would provide us video of the transformers and inside doors. At the main location, we would be adding and relocating existing cameras in order to provide us video of all sides of the building, all parking lots, all exterior entrances, the drive-through, and the small alley between the buildings. With the growing threat to our nation's power and water infrastructure, the addition of these security cameras will give us greater visibility into our infrastructure than we have today.

Why must this initiative be supported through the use of new funding?
0

Identify the Council priority and objective(s) supported by this initiative.
0

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	10
Initiative Title:	Distribution Line Clearance
Department Name:	SPU - Electric
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		60,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		60,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	60,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
This Initiative continues Sun Prairie Utilities' tree trimming distribution line clearance program. Sun Prairie Utilities has dedicated \$50,000.00 to the Line Clearance Program annually, for the past 10 years. This program is essential for maintaining reliability on the overhead primary system by clearing trees and general foliage from a radius around the distribution cables. Staff is requesting additional funds, \$10,000.00 more than the historical budgeted amount, to devote additional time to the tree trimming contractor operations and trim several areas that have seen increased growth.

Why must this initiative be supported through the use of new funding?
Cash Reserves will be used to fund this initiative

Identify the Council priority and objective(s) supported by this initiative.
Maintaining standardized clearance distances from overhead primary distribution lines allows Sun Prairie Utilities to deliver the reliability that SPU customers expect and deter nuisance outages from trees and vegetation.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	15
Initiative Title:	Paving Maintenance
Department Name:	SPU - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		22,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		22,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	22,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This initiative covers costs incurred through City of Sun Prairie Pavement Rehabilitation Projects. During paving operations performed by the City of Sun Prairie, there are situations where existing curb stops, water valves, hydrants, or hydrant valves may need to be repaired or otherwise maintained due to the paving work. This initiative amount addresses all street pavement rehab projects planned by the City of Sun Prairie.

Why must this initiative be supported through the use of new funding? Cash Reserves will be utilized for this project
--

Identify the Council priority and objective(s) supported by this initiative. The City of Sun Prairie bills Sun Prairie Utilities for any maintenance to the water infrastructure related to paving or road reconstruction projects. These costs are a direct result of the project(s) and generally lead to an improved system with regard to the paving or reconstruction operations.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	1
Initiative Title:	Well 4 Scale Replace - CI
Department Name:	SPU - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		6,590
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		6,590
Total Request	0.00	6,590
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This initiative replaces the current sodium hypochlorite chemical scale in Well 4. In 2020, SPU replaced chemical scales and holding tanks at Well 3 and Well 5 as part of Capital Budget Initiatives. The project has been reviewed by staff and determined successful in reducing employee exposure to chemicals and increasing the efficiency of SPU's treatment process. Staff requests the continuation of the project for Well 4 with the goal to eventually replace all chemical facilities in the water system with this standardized approach.

Why must this initiative be supported through the use of new funding? Operating Revenues will be utilized for funding.

Identify the Council priority and objective(s) supported by this initiative. The replacement cost consists of a scale, chemical tank, custom platform, and the shared cost of a two channel chemical indicator to be shared between the fluoride and sodium hypochlorite chemical tanks. The current system uses two indicators. The new tank will be larger than the current tanks, but allow for a direct fill application by our chemical supplier, negating the handling of the chemical by employees during transfer processes. This increases safety for our employees and was recognized as a positive change during SPU's 2020 DNR Inspection. The dual-wall system for the holding tanks also addresses containment requirements cited by the Wisconsin DNR for chemical storage.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	2
Initiative Title:	Well 4 Scale Replace - FI
Department Name:	SPU - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		6,157
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		6,157
Total Request	0.00	6,157
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
This initiative replaces the current fluoride chemical scale in Well 4. In 2020, SPU replaced chemical scales and holding tanks at Well 3 and Well 5 as part of Capital Budget Initiatives. The project has been reviewed by staff and determined successful in reducing employee exposure to chemicals and increasing the efficiency of SPU's treatment process. Staff requests the continuation of the project for Well 4 with the goal to eventually replace all chemical facilities in the water system with this standardized approach.

Why must this initiative be supported through the use of new funding?
Operating Revenues will be utilized for funding.

Identify the Council priority and objective(s) supported by this initiative.
The replacement cost consists of a scale, chemical tank, custom platform, and the shared cost of a two channel chemical indicator to be shared between the fluoride and sodium hypochlorite chemical tanks. The current system uses two indicators. The new tank will be larger than the current tanks, but allow for a direct fill application by our chemical supplier, negating the handling of the chemical by employees during transfer processes. This increases safety for our employees and was recognized as a positive change during SPU's 2020 DNR Inspection. The dual-wall system for the holding tanks also addresses containment requirements cited by the Wisconsin DNR for chemical storage.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	3
Initiative Title:	Well 6 Scale Replace - CI
Department Name:	SPU - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		6,590
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		6,590
Total Request	0.00	6,590
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
This initiative replaces the current sodium hypochlorite chemical scale in Well 6. In 2020, SPU replaced chemical scales and holding tanks at Well 3 and Well 5 as part of Capital Budget Initiatives. The project has been reviewed by staff and determined successful in reducing employee exposure to chemicals and increasing the efficiency of SPU's treatment process. Staff requests the continuation of the project for Well 6 with the goal to eventually replace all chemical facilities in the water system with this standardized approach.

Why must this initiative be supported through the use of new funding?
Operating Revenues will be utilized for funding.

Identify the Council priority and objective(s) supported by this initiative.
The replacement cost consists of a scale, chemical tank, custom platform, and the shared cost of a two channel chemical indicator to be shared between the fluoride and sodium hypochlorite chemical tanks. The current system uses two indicators. The new tank will be larger than the current tanks, but allow for a direct fill application by our chemical supplier, negating the handling of the chemical by employees during transfer processes. This increases safety for our employees and was recognized as a positive change during SPU's 2020 DNR Inspection. The dual-wall system for the holding tanks also addresses containment requirements cited by the Wisconsin DNR for chemical storage.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	4
Initiative Title:	Well 6 Scale Replace - FI
Department Name:	SPU - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		6,157
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		6,157
Total Request	0.00	6,157
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This initiative replaces the current fluoride chemical scale in Well 6. In 2020, SPU replaced chemical scales and holding tanks at Well 3 and Well 5 as part of Capital Budget Initiatives. The project has been reviewed by staff and determined successful in reducing employee exposure to chemicals and increasing the efficiency of SPU's treatment process. Staff requests the continuation of the project for Well 6 with the goal to eventually replace all chemical facilities in the water system with this standardized approach.

Why must this initiative be supported through the use of new funding?
Operating Revenues will be utilized for funding.

Identify the Council priority and objective(s) supported by this initiative.
The replacement cost consists of a scale, chemical tank, custom platform, and the shared cost of a two channel chemical indicator to be shared between the fluoride and sodium hypochlorite chemical tanks. The current system uses two indicators. The new tank will be larger than the current tanks, but allow for a direct fill application by our chemical supplier, negating the handling of the chemical by employees during transfer processes. This increases safety for our employees and was recognized as a positive change during SPU's 2020 DNR Inspection. The dual-wall system for the holding tanks also addresses containment requirements cited by the Wisconsin DNR for chemical storage.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	5
Initiative Title:	Well 7 Scale Replace - CI
Department Name:	SPU - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		6,590
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		6,590
Total Request	0.00	6,590
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This initiative replaces the current sodium hypochlorite chemical scale in Well 7. In 2020, SPU replaced chemical scales and holding tanks at Well 3 and Well 5 as part of Capital Budget Initiatives. The project has been reviewed by staff and determined successful in reducing employee exposure to chemicals and increasing the efficiency of SPU's treatment process. Staff requests the continuation of the project for Well 7 with the goal to eventually replace all chemical facilities in the water system with this standardized approach.

Why must this initiative be supported through the use of new funding? Operating Revenues will be utilized for funding.

Identify the Council priority and objective(s) supported by this initiative. The replacement cost consists of a scale, chemical tank, custom platform, and the shared cost of a two channel chemical indicator to be shared between the fluoride and sodium hypochlorite chemical tanks. The current system uses two indicators. The new tank will be larger than the current tanks, but allow for a direct fill application by our chemical supplier, negating the handling of the chemical by employees during transfer processes. This increases safety for our employees and was recognized as a positive change during SPU's 2020 DNR Inspection. The dual-wall system for the holding tanks also addresses containment requirements cited by the Wisconsin DNR for chemical storage.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	6
Initiative Title:	Well 7 Scale Replace - FI
Department Name:	SPU - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		6,157
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		6,157
Total Request	0.00	6,157
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
This initiative replaces the current fluoride chemical scale in Well 7. In 2020, SPU replaced chemical scales and holding tanks at Well 3 and Well 5 as part of Capital Budget Initiatives. The project has been reviewed by staff and determined successful in reducing employee exposure to chemicals and increasing the efficiency of SPU's treatment process. Staff requests the continuation of the project for Well 7 with the goal to eventually replace all chemical facilities in the water system with this standardized approach.

Why must this initiative be supported through the use of new funding?
Operating Revenues will be utilized for funding.

Identify the Council priority and objective(s) supported by this initiative.
The replacement cost consists of a scale, chemical tank, custom platform, and the shared cost of a two channel chemical indicator to be shared between the fluoride and sodium hypochlorite chemical tanks. The current system uses two indicators. The new tank will be larger than the current tanks, but allow for a direct fill application by our chemical supplier, negating the handling of the chemical by employees during transfer processes. This increases safety for our employees and was recognized as a positive change during SPU's 2020 DNR Inspection. The dual-wall system for the holding tanks also addresses containment requirements cited by the Wisconsin DNR for chemical storage.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	7
Initiative Title:	Well 7 Pump Maint
Department Name:	SPU - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		25,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		25,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	25,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This Initiative is for the scheduled maintenance of both the Well 7 Booster Pumps. Well 7 has two booster pumps that deliver potable water into the distribution system from the in-ground storage reservoir. Occasionally, these pumps need to be completely pulled and taken in for general maintenance, service, and inspection. This ensures that the pumps stay in good working order and efficiently perform in the system.

Why must this initiative be supported through the use of new funding?
Cash Reserves will be utilized for funding.

Identify the Council priority and objective(s) supported by this initiative.
Keeping water infrastructure and equipment in good working order through regular scheduled maintenance prolongs the useful life of the equipment and maintains the reliability that customers of Sun Prairie Utilities expect for service.



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EMPLOYER OF CHOICE INITIATIVES



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	2
Initiative Title:	Increase Election Official Wages
Department Name:	City Clerk
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		13,248
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	13,248
Net Funding Needed		13,248

Request Justification
Provide a concise description/justification for this initiative request.
Current wages for Election Official is \$10, \$11, or \$13 per hour dependent upon their training. Bringing the wage levels closer to and exceeding living wage would set an example for the community and demonstrate the City's commitment to being an employer of choice. It would also recognize and appreciate the amount of work that Election Officials do to manage the integrity and security of each election. By raising Election Official wages to \$15, \$16, or \$20 per hour, the City can compete for Sun Prairie residents who currently choose to work elections in Madison versus Sun Prairie due to the wage difference. Finally, the increase in pay would acknowledge the long hours our Election Officials work on Election Day. A morning or afternoon shift is eight hours long; an all-day shift is 16-18 hours long and would normally earn an employee overtime wages.

Why must this initiative be supported through the use of new funding?
There are no existing resources to fund this initiative. In order to continue to attract residents to serve the city as Election Officials, compensation rates must be competitive.

Identify the Council priority and objective(s) supported by this initiative.
Increasing Election Official wages would work towards the City of Sun Prairie's goal of becoming an employer of choice. It would demonstrate the City's commitment to providing quality jobs for local residents and show local organizations that raising lower-income wages will allow workers to meet their basic needs. This initiative would work towards ensuring that municipal dollars are spent in a way to set a community standard that permits workers to live above the poverty line.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	3
Initiative Title:	Live Production with TriCaster
Department Name:	Cable Access Television
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		2,590
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		2,590
Total Request	0.00	2,590
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The video studio programming produced at the Media Center -- including all community member-produced programming and KIDS-4 programming -- is produced using a very powerful video production computer called the TriCaster. The TriCaster is capable of doing so many things but unfortunately staff doesn't always have time or the knowledge to fully explore everything that the TriCaster can do to enhance video programming produced at the Media Center. Newtek, the manufacturer of the TriCaster, offers a class that would unlock much more of the potential of the TriCaster, allowing staff to not only educate themselves but also giving them the capabilities to improve programming for the city and Media Center resident members.

Why must this initiative be supported through the use of new funding?
This initiative would not require new funding but would be covered within the confines of the Sun Prairie Media Center 2021 budget.

Identify the Council priority and objective(s) supported by this initiative.
This initiative would support the Council's "Employer of Choice" priority as set forth in the Council's strategic plan. While this initiative would clearly result in improved programming produced at the Media Center, the main reason for this initiative is to provide a learning opportunity for staff that will allow them to do their jobs better and with more confidence. Completion of the class will also give staff a special certification noting them as certified operators. I am always looking for ways to increase the educational opportunities for staff and this is a great way to provide that opportunity.

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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	1
Initiative Title:	City HR Fee
Department Name:	SPU - Administration
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		29,275
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		29,275
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	29,275
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Recurring Fee-calculated using new equation [SPU % of total City full-time employees * .6 * fully loaded City HR budget]. In 2020, SPU had 13% of employees but was charged an agreed-upon 10%, as SPU does not use certain HR resources (payroll processing, safety coordination, records management, salary surveys, and some benefits administration-life insurance and pension/deferred comp). In 2020, the budgeted amount was \$27,752, up from \$20,000 in 2017-19, and \$5,000 prior to 2017.

Why must this initiative be supported through the use of new funding?
0

Identify the Council priority and objective(s) supported by this initiative.
0

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	0
Department's Initiative Priority Number:	2
Initiative Title:	Community Outreach
Department Name:	SPU - Administration
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2021

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		16,400
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		16,400
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	16,400
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
SPU wishes to demonstrate its focus and commitment to the Sun Prairie community by donating to events, school activities and charitable organizations which benefit and serve this community. As part of the Strategic Plan, the Utilities Commission agreed to provide \$1 per electric meter toward these efforts.

Why must this initiative be supported through the use of new funding?
0

Identify the Council priority and objective(s) supported by this initiative.
SPU Strategic Plan 2019-2021 - #01 Focus on customer and increase visibility and engagement.

APPENDIX C: FINANCIAL POLICIES

CAPITAL IMPROVEMENT POLICY

TITLE: CAPITAL IMPROVEMENT POLICY
POLICY SOURCE: FINANCE DEPARTMENT
APPLICATION: ALL EMPLOYEES
INDEXED AS: CAPITAL IMPROVEMENT

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1. GENERAL POLICY

The City records its financial transactions in individual funds. A fund is a grouping of related accounts used to maintain control over resources that have been designated for specific activities or objectives. The City uses fund accounting to ensure compliance with finance-related legal requirements, as well as for managerial control in order to demonstrate fiduciary responsibility over the assets of the City. Types of funds used by the City include governmental funds, proprietary funds, and fiduciary funds.

2. CAPITAL PROJECT (definition)

A Capital Project (CP) is defined as a planned activity that creates, improves, maintains, repairs or replaces a fixed asset; results in a permanent addition to the City's asset inventory valued at \$25,000 or greater; and has a useful life of more than 10 years.

Capital Improvements usually involve one of the following actions:

- Acquisition of property, equipment, or debt financed assets;
- Construction of new facilities; and/or
- Rehabilitation, reconstruction, renovation or upgrade of an existing asset to a condition which extends its useful life and/or increases its capacity.

Included within the above definition of a Capital Improvement Project are the following items:

- Construction of new facilities
- Remodeling or expansion of existing facilities
- Purchase, improvement and development of land
- Street construction, reconstruction, resurfacing or road improvements
- Sidewalks, Bike Paths
- Water, wastewater and stormwater infrastructure
- Vehicles, Heavy Equipment, IT Infrastructure and Other Machinery and Equipment
- Planning, engineering and administrative costs related to specific capital improvements
- Equipment and furnishings purchased as a part of a capital project

Fleet rolling stock and equipment are excluded from the CIP Policy.

Projects meeting the above definition shall be eligible for consideration and inclusion in the annually updated Capital Improvement Plan. Any and all expenditures meeting the criteria for fixed assets as defined by the City's Fixed Asset Policy shall continue to be budgeted and accounted for as capital expenditures, however, will not be eligible for inclusion in the Capital Improvement Plan unless they meet the above definition of a capital project. Staff questions regarding the definition of a capital project should contact the Finance Department.

3. CAPITAL IMPROVEMENT PROGRAM (Process Development)

The Capital Improvement Program (CIP) is a five-year plan that identifies the City's prioritized investments in capital assets and corresponding financial plans. The Capital Improvement Program not only includes a list of projects, which the City intends to fund over the next five years, but also an explanation of how it will finance these projects. The City's objective is to meet the capital needs of the City in a manner that is most beneficial to the citizens.

- The Capital Improvement Program functions as:
- A multi-year projection of the City's major capital needs.
- A formal mechanism for decision-making related to planning and budgeting for major capital acquisitions.
- A link to the City's long range plans concerning the economic and physical development of the community, and the provision of public services.
- A financial management tool identifying future financing requirements for major capital acquisitions over the planning period.
- A communications device for reporting to internal and external stakeholders the City's capital priorities, and plans for the implementing capital projects.

To meet these ends, the City follows three principals in developing the CIP and determining which of the projects would receive funding. These principles are to:

- Preserve Current Investments
- Account for Future Costs
- Limit Expenses Based on Priority

A. GOVERNING BODY APPROVAL:

Annually the City Council will adopt a 5 year CIP. Prior to adopting the CIP, the City will hold a public hearing on the proposed CIP. The CIP does not impart spending authority for capital projects, but rather constitutes the primary basis upon which the annual capital budget is formulated.

The Committee of the Whole presents the CIP to the City Council. The Committee of the Whole will review the: department project requests, additions/changes to the CIP, financial assumptions, organizational capacity to complete the requests, and project plans. Projects proposed for the CIP will be reviewed and prioritized by the Committee of the Whole before being forwarded to Council for approval.

B. RESPONSIBILITY:

The City's Finance Department will be responsible for coordinating and producing the annual Capital Improvement Plan. This includes but is not limited to establishing policies, procedures, schedules and deadlines for Capital Improvement Plan formulation, defining roles

and responsibilities of CIP participants, obtaining relevant and reliable documentation and information for capital projects, establishing project evaluation criteria and rating systems, developing the CIP document for governing Body approval, and monitoring implementation of capital planning efforts.

C. REVIEW:

The Capital Projects will be reviewed by the Capital Improvement Plan Committee to assist the Finance Department prepare, and submit to the Committee of the Whole a Five-Year Capital Improvement Plan by June 1 annually. Additionally, the Committee of the Whole will act on the Capital Improvement Policy by August 1.

The committee will consist of the Community Development Director, Public Service Director, Sun Prairie Utilities Manager, Director of Administrative Services, City Administrator and/or their designated staff. They shall meet to review and prioritize the capital projects in preparation for submission to the Committee of the Whole. The following criteria shall be considered in prioritizing projects:

1. Projects which are required by an existing agreement with another agency.
2. Projects which are essential to public or employee health or safety.
3. Projects that are a Council priority as evidenced by prior approval of the project outside of the Capital Improvement Policy.
4. Projects which have Capital Improvement Budget expenses in future years, with no increase in General Fund operating costs (ex. continuation of a street maintenance program).
5. Projects that follow a Council approved plan such as the Westside Traffic Impact Fee plan.
6. Projects which are grant funded and would have minimal or no operating cost impact on the General Fund.
7. Projects which would result in significant savings in operating costs currently impacting the General Fund.
8. Projects which would make an existing facility more efficient or increase its use with minimal or no operating cost increase.
9. Projects which are grant funded but would require increased operating costs in the General Fund.

D. DOCUMENT:

I. In order to evaluate the merits of capital project requests and to allow each project due process in evaluations, capital projects proposed during the annual CIP process shall be accompanied, at a minimum, by the following information:

- a. Project Title, Physical Description, and Definition of Scope
- b. Demonstration/Justification of Need
- c. Project Schedule
- d. Capital Cost Estimate

- e. Statement of Impact on the Operating Budget
- f. Relationship to other Planned Projects
- g. Project's Department Rank Priority
- h. Recommended/Anticipated Funding Sources

II. The operating budget impact and the debt service impact will be incorporated into a forecast report.

III. Ensure that "abandoned" projects are clearly explained and labeled

4. PROJECT FINANCING:

The City recognizes that an effective capital funding strategy requires consideration of a broad mix of funding mechanisms, including but not limited to debt financing, grants, and revenue offsets to reduce the impact on local property taxes. The City will maintain a balanced mix of financing sources without excessive reliance on any one source, and shall consider the following factor in evaluating the suitability of funding options for particular projects:

1. Legality
2. Equity
3. Effectiveness
4. Acceptability
5. Affordability
6. Ease of Administration
7. Efficiency

A. Debt Financing:

The City will confine long-term borrowing to capital improvements or projects, which cannot be financed from current revenue. Projects financed by issuing bonds will be paid back within a period not to exceed the expected useful life of the projects. Long-term debt will not be used for current operations. The City will set a debt limitation, (please see the City's Debt Management Policy) review it annually, and maintain its debt in compliance with the limitation.

B. INTERGOVERNMENTAL GRANTS AND PRIVATE DONATIONS:

The City will seek to leverage such resources whenever available provided those capital projects identified are consistent with capital improvement plans and City priorities, and whose operating impact have been documented in operating budget forecasts.

5. MAINTENANCE AND REPLACEMENT OF CAPITAL EQUIPMENT/FACILITIES

The City will move towards the development of an asset preservation plan to maximize the assets' useful life and minimize future maintenance and replacement costs. An inventory of the City's assets, including their condition will be developed and maintained.

The City will move towards the establishment of a future maintenance/replacement reserve account (segregated by fund and program).

INVESTMENT POLICY

TITLE: INVESTMENT POLICY
POLICY SOURCE: FINANCE COMMITTEE
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1. SCOPE

This policy applies to the investment of short-term operating funds. This policy excludes the investment of assets held in escrow in order to decrease refunded debt, nor does it include retirement funds managed by others such as the state, the Wisconsin Employee Trust Fund, and deferred compensation plan providers.

a. Pooling of Funds

Except for cash in certain restricted and special funds, the City of Sun Prairie (City) will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

2. GENERAL PHILOSOPHY

Safety of principal is the foremost objective of the City's investment policy. The City's investment portfolio shall be designed to attain a market-average rate of return, taking into account constraints imposed by its safety objective, cash flow considerations and state laws that restrict the placement of certain public funds.

As a general rule, investments are determined by three factors, yield, risk and liquidity. These factors or the combination of these factors must be closely monitored to determine a prudent investment. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Appendix A of this Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

Since the factors of risk and liquidity are specifically addressed by the investments that are permitted in this policy, then the determination of yield or projected interest income will be the major factor in selection of an investment.

In accordance with Sec 3.04.040 of the City of Sun Prairie Code of Ordinances, the Director of Administrative Services and the Finance Director/City Treasurer are authorized to invest any City funds that are not immediately needed. The Director of Administrative Services and the Finance Director/City Treasurer, acting in accordance with these policies and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided these deviations are reported immediately and that appropriate action is taken to control adverse developments.

3. PERMITTED INVESTMENTS

Investments made by the City of Sun Prairie are generally governed by Wisconsin Statutes 66.0603. Please see Appendix A for Wisconsin Statutes 66.0603.

1. Utilizing the state statutes as a guideline, the City of Sun Prairie will invest in the following types of agreements:
 - A. Full faith and credit obligations of the Federal Government. These include Treasury bills, Treasury notes and Treasury Bonds.
 - B. Bonds or securities issued or guaranteed as to principal and interest by the federal government or by a commission, board or other instrumentality of the federal government.

- C. Time deposits in any bank, savings bank, trust company or savings and loan association which is authorized to transact business in the state. Time deposits are defined as Savings Accounts or Certificates of Deposit.
- D. "Overnight" Repurchase agreement with any bank, savings bank, trust company or savings and loan association which is authorized to transact business in the state if Repurchase agreements are defined as a transaction whereby a bank (seller) will agree to repurchase securities (U.S. Government securities) at an agreed upon price and at an agreed upon time. The repurchase agreements are to be considered an investment and not a collateralized loan between the bank and the City of Sun Prairie. This manual strictly prohibits the following types of repurchase agreements: open repos, reverse repurchase agreements or retail purchase agreements.
- E. Commercial paper with a superior rating as determined by a major rating firm such as Moody's (P-1) or Standard & Poor's (A-1+, A-1).
- F. Investment of surplus funds in the local government pooled-investment fund.
- G. The MBIA CLASS Wisconsin Investment Pool

date, maturity date, yield or investment rate, projected interest and pledged collateral.

In addition, at the time of the transaction, the collateral shall be "market to market" to insure a proper amount was pledged. On a monthly basis, collateral shall be reevaluated to maintain a proper level of collateral.

The City shall maintain a portfolio that will minimize its risk exposure while attempting to obtain the highest yield. Therefore, the following guidelines shall be adhered to:

- A. The City shall not invest more than 50% of its funds in any one institution. However, the City will be permitted to maintain over 50% of its portfolio in full faith and credit obligations of the federal government or the State of Wisconsin Local Government Investment Pool.
- B. The City will not maintain more than \$500,000 in any institution unless the investments are collateralized by full faith and credit obligations of the federal government or other appropriate surety.
- C. The investment maturity schedule will be guided by the cash flow needs of the City and the current interest rates available.
- D. In order to minimize market risk, and to ensure an adequate cash availability, the City will seek to ladder its investment maturities to reflect future cash flow projections

4. COLLATERAL

It is the policy of the City of Sun Prairie to require that all funds in excess of insured or guaranteed limits be secured by some form of collateral. The City will accept for collateral any investment that is allowed by state statute. The amount of collateral required is up to 105% but not less than 100% of the principal investment.

All collateral held by a third party must be verified by a third party safekeeping receipt. The receipt must indicate that the collateral is pledged in the name of the City of Sun Prairie. The pledged collateral can only be released by written authorization of the City Administrator, Director of Administrative Services, Finance Director/City Treasurer. The City will permit collateral to be substituted, provided it meets the City's collateral requirements.

In addition, the City will permit the pledging of a block of collateral in the name of the City of Sun Prairie. This will enable the bank to conduct Repurchase transactions on a regular basis without the need to daily pledge collateral. The City will not, however, permit any institution to under pledge or fail to pledge proper collateral.

5. PORTFOLIO MANAGEMENT

The City shall seek to manage its cash flow to maximize the availability of funds for investing while ensuring that the City's obligations are met in a timely manner. As a general rule, the City shall manage its portfolio by holding investments to maturity rather than trading securities based on interest rate speculation.

The City shall maintain a monthly reporting of the following portfolio information: investment fund, type of investment, principal, purchase

6. PORTFOLIO PERFORMANCE

The Finance Office will monitor the performance of the City's investments on a monthly basis. Performance will be measured by calculating the weighted annual yield of the City's investments. Quarterly, the Finance Director will issue a report to the Finance Committee indicating the performance of the City portfolio and providing information on the current interest rate environment such as the current yield at the State of Wisconsin Local Government Investment Pool or the 90-day Treasury Bill.

7. BANK AGREEMENTS

In compliance with state statutes regarding the use of the State Grant Pool, the City will annually name the banking institutions it will be working with on a projected annual basis.

In addition, the City Administrator, Director of Administrative Services or the Finance Director/City Treasurer may authorize the addition of a banking institution to the list of authorized institutions for a period of not more than 45 consecutive days. If the City desires to maintain a relationship with the institution for a period longer than 45 days, then council must take appropriate action.

The City Administrator or Director of Administrative Services is authorized to enter a Master Repurchase Agreement with any institution.

8. INVESTMENT AUTHORITY

The City Administrator, Director of Administrative Services and Finance Director/City Treasurer are authorized to invest available City funds provided that said investments are fully consistent with this policy. In order to provide adequate internal controls, at least two of the approved

individuals must approve an investment before funds are transferred. Cash transfers between the State Local Government Investment Pool and the checking or money market accounts at the City's primary financial institution are excluded from this requirement.

9. INVESTMENT REPORTS

The Finance Office will maintain monthly reports listing the current investments of the City and the performance of the City's investment portfolio. On a quarterly basis, the Finance Office will present a report on the City's investments and financial status to the Finance Committee. Annually, The Finance Office will provide a report to the City Council detailing the institutions that the City has maintained investments with and the performance of the City's investments.

Appendix 1

Wisconsin State Statutes 66.0603 Investments

66.0603 Investments.

(1g) Definition. In this section, "governing board" has the meaning given under s. [34.01 \(1\)](#) but does not include a local exposition district board created under subch. [II of ch. 229](#) or a local cultural arts district board created under subch. [V of ch. 229](#).

(1m) Investments.

(a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. [IV of ch. 229](#), may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in this state.
2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.

3m. Bonds issued by a local exposition district under subch. [II of ch. 229](#).

3p. Bonds issued by a local professional baseball park district created under subch. [III of ch. 229](#).

3q. Bonds issued by a local professional football stadium district created under subch. [IV of ch. 229](#).

3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.

3t. Bonds issued by a local cultural arts district under subch. [V of ch. 229](#).

3u. Bonds issued by the Wisconsin Aerospace Authority.

4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.

5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, [15 USC 80a-1](#) to [80a-64](#), and

if the portfolio of the investment company or investment trust is limited to the following:

a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.

b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.

c. Repurchase agreements that are fully collateralized by bonds or securities under subd. [5. a.](#) or [b.](#)

b)

1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. [40.02 \(28\)](#), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. [881.01](#).

2. Funds of any school district operating under ch. [119](#), held in trust for pension plans intended to qualify under section [401 \(a\)](#) of the Internal Revenue Code, other than funds held in the public employee trust fund, may be invested and reinvested in the same manner as is authorized for investments under s. [881.01](#).

3. A school district may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. [881.01](#):

a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.

b. Other post-employment benefits provided separately from a defined benefit pension plan.

4. A school board may not discuss or vote on establishing a trust fund to provide the benefits described in subd. [3.](#) unless the notice of the school board meeting at which the discussion or vote may occur includes the issue as a separate agenda item.

5. A city, village, town, county, drainage district, technical college district, or other governing board as defined by s. [34.01 \(1\)](#) may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. [881.01](#):

a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.

b. Other post-employment benefits provided separately from a defined benefit pension plan.

6. Funds that are held in trust to provide the benefits described in subds. [3.](#) and [5.](#) shall be held in a trust fund that is separate from all other trust funds created by, or under the control of, the local governmental unit.

(c) A local government, as defined under s. [25.50 \(1\) \(d\)](#), may invest surplus funds in the local government pooled-investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. [881](#).

(d) A county, city, village, town, school district, drainage district, technical college district or other governing board as defined by s. [34.01 \(1\)](#) may engage in financial transactions in which a public depository, as defined in s. [34.01 \(5\)](#), agrees to repay funds advanced to it by the local government plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

e) Subject to s. [67.11 \(2\)](#) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. [67.12 \(12\)](#), a county having a population of 750,000 or more, or a person to whom the county has delegated investment authority under sub. [\(5\)](#), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. [881.01](#), any of the following:

1. Moneys held in any stabilization fund established under s. [59.87 \(3\)](#).

2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. [59.85](#) or general obligation promissory notes under s. [67.12 \(12\)](#) issued to provide funds for the payment of all or a part of the county's unfunded prior service liability.

3. Moneys appropriated or held by the county to pay debt service on appropriation bonds or general obligation promissory notes under s. [67.12 \(12\)](#).

4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. [2.](#) that are available for investment until they are spent.

5. Moneys held in an employee retirement system of the county.

(f) Subject to s. [67.11 \(2\)](#) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. [67.12 \(12\)](#), a 1st class city, or a person to whom the city has delegated investment authority under sub. [\(5\)](#), may invest and reinvest in the same manner as is authorized

for investments and reinvestments under s. [881.01](#), any of the following:

1. Moneys held in any stabilization fund established under s. [62.622 \(3\)](#).

2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. [62.62](#) or general obligation promissory notes under s. [67.12 \(12\)](#) issued to provide funds for the payment of all or a part of the city's unfunded prior service liability.

3. Moneys appropriated or held by the city to pay debt service on appropriation bonds or general obligation promissory notes under s. [67.12 \(12\)](#).

4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. [2.](#) that are available for investment until they are spent.

5. Moneys held in an employee retirement system of the city.

(g) A technical college district that receives funds from participation in an auction of digital broadcast spectrum administered by the federal communications commission may hold those funds in trust and may invest and reinvest those funds in the same manner authorized for investments under s. [881.01](#). Funds held in trust under this paragraph may only be distributed from the trust in a manner consistent with ch. [38](#) and in accordance with the terms of the trust. Any trust formed pursuant to this paragraph shall be separate from any other trust created by, or under the control of, the technical college district.

FUND BALANCE POLICY

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1. GENERAL POLICY AND PURPOSE

The establishment of a formal fund balance policy is an important component of the City's financial management policy. Maintaining appropriate levels of fund balance is a key element of the City's overall financial health. This policy is intended to set targets for the desired level of fund balance, identify the approach to maintain these levels, and to provide guidelines for the use of fund balance.

2. DEFINITIONS

Nonspendable Fund Balance – Amounts that cannot be spent because they are either not in spendable form, or legally or contractually required to be maintained intact. Examples: Inventory, Prepaid Expenditures, Property Held for Resale.

Restricted Fund Balance – Amounts that are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors (through debt covenants), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Enabling legislation must be such that the government is legally mandated to use the resources for a specific purpose.

Committed Fund Balance – Amounts that can only be used for specific purposes pursuant to constraints imposed by the government's highest level of decision-making authority. Committed amounts cannot be used for another purpose unless the government removes or changes the specific use by taking the same type of action (legislation, resolution, ordinance) it used to previously commit the amounts.

Assigned Fund Balance – Amounts that are constrained by the government's intent to be used for a specific purpose but are neither restricted nor committed. Intent should be expressed by the governing body itself, a body (e.g. a committee), or an official to which the governing body has delegated authority to assign amounts to be used for specific purposes.

Unassigned Fund Balance – Amounts that are spendable in form and are not restricted, committed, or assigned to a specific purpose.

Contingency Allocation – An annual appropriation set aside to meet unexpected needs within the current budget. Unused contingency can be used to increase fund balance levels.

General Fund – For purposes of this policy, the General Fund is defined as Fund 100 as accounted for in the City's financial system; therefore the Sun Prairie Media Center and Family Aquatic Center shall be excluded from the revenue calculations.

3. OBJECTIVES

- To insulate the City from large, unanticipated one-time expenditures or revenue reductions resulting from external changes.
- To provide funds to allow the City to respond to unforeseen emergencies.
- To help stabilize the City's tax levy due to a temporary reduction in non-property tax revenue.
- To provide sufficient working capital to eliminate the need for short-term borrowing due to the timing of the receipt of short-term receivables and the remittance of short-term payables.

4. CONTINGENCY ALLOCATION

The City shall establish an annual contingency appropriation to provide for unexpected needs within the current year. This appropriation shall be budgeted at a minimum rate of three quarters of one percent (0.75%) of the general fund revenue budget. Use of the contingency allocation is governed by the Committee of the Whole with final approval by the Mayor and City Council.

5. UNASSIGNED FUND BALANCE

Emergency Reserve

The City shall establish an emergency reserve to respond to one-time unforeseen emergencies. This reserve shall be maintained at an amount equal to at least six percent (6%) and not more than nine percent (9%) of the prior year's budgeted general fund revenues. This reserve will be part of the City's unassigned fund balance and will be maintained in addition to any restricted, committed, or assigned fund balance.

The Council may withdraw funds from the emergency reserve after the current year contingency has been expended. The emergency reserve will only be used when emergency expenditures or unexpected revenue reduction would result in a net deficit in the fiscal year budget. Restoration of the emergency reserve should begin in the fiscal year following its use.

STABILIZATION RESERVE

The City shall establish a stabilization reserve to aid the City in responding to temporary reductions in revenue. This reserve shall be maintained at an amount equal to at least six percent (6%) and not more than nine percent (9%) of the prior year's budgeted general fund revenues. This reserve will be part of the City's unassigned fund balance and will be maintained in addition to any restricted, committed, or assigned fund balance.

The Council may withdraw funds from the stabilization reserve to maintain current service levels or to help transition to slower expenditure growth in response to a net decrease in general fund non-property tax revenues. Prior to allocation funds from the stabilization reserve the City shall develop a multi-year plan detailing the proposed use of the reserve funds and their replacement. Replacement of the stabilization reserve should begin within year two of the first use of funds.

At year-end, if the City's emergency and/or stabilization reserves are below the policy minimums, any unused contingency will be used to increase the City's undesignated fund balance. Additionally, at least 50% of any remaining general fund surplus will be added to these reserves.

It shall be the responsibility of the Finance Director to monitor these reserve balances on an on-going basis and to make recommendations to Administration and Council on measures to maintain target levels.

PURCHASING POLICY

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1. GENERAL POLICY AND PURPOSE

The purchase of goods and services is a central function of the City of Sun Prairie. A fair, efficient and accountable purchasing process is vital to providing quality services and maximizing the value obtained for taxpayer dollars. It is the responsibility of all City employees and elected officials to ensure that purchases are made in the best interest of the City. The procedures outlined in this policy are intended to provide an effective and efficient means of meeting this goal.

2. DEFINITIONS

Sole Source – An item shall be considered sole source if there is only one vendor that supplies the item and there is no equivalent substitute. Items that are made by one manufacturer but sold through multiple vendors are not to be considered sole source.

Informal Quote – An informal quote may be obtained verbally or by examining published prices. When soliciting an informal quote, the department should maintain documentation of who provided the quote and when it was obtained.

Formal Quote – A formal quote must be supplied in writing. Formal quotes may be received by letter, fax or email. Documentation of the quote should be maintained throughout the purchasing process.

Formal Bid – A formal bid process requires that vendors provide sealed bids prepared in response to specifications provided by the City. The bids should be opened publicly and the documentation should be maintained throughout the purchasing process.

Surplus Property - City property may be declared surplus when it is no longer necessary, practical, or economical to be retained by the City.

3. OBJECTIVES

- To create a competitive, fair and ethical purchasing process that will ensure that the maximum value is obtained for every dollar expended;
- To allow the City to obtain quality goods and services that will allow for the provision of programs in a timely and effective manner;
- To establish a standardized purchasing process that will promote equity and efficiency;
- To provide adequate budgetary and cost controls;
- To conduct all purchasing in a manner which ensures equal opportunity and non-discrimination;
- To ensure that the entire purchasing process meets the highest ethical standard without conflict of interest or the appearance of impropriety.

4. ROLES

City Council – Approves the City budget, which allocates funds for all purchases. Council approval is required to change budget levels, authorize borrowing, acquire property, or to approve new programs.

Mayor – Annually presents a balanced budget to the Council. The Mayor has the authority to veto Council actions. The Mayor is also authorized to sign contracts on the City's behalf.

Finance Committee – Approves purchases of materials, equipment and services in excess of \$15,000. The Finance Committee recommends budget adjustments and amendments to the City Council and may authorize the Mayor or City Administrator to sign contracts in excess of \$5,000.

Public Works Committee – According to state statute 62.15(1), "All public construction, the estimated cost of which exceeds \$15,000, shall be let by contract to the lowest responsible bidder; all other public construction shall be let as the council may direct." The Public Works Committee oversees the process of approving the award of public construction contracts in accordance with this statute. Public construction includes capital improvements such as street reconstruction, stormwater facilities, and municipal buildings.

City Administrator/Assistant City Administrator – Approves purchases of materials, equipment and services in excess of \$10,000 and less than \$15,000. This authority may be delegated to the Assistant City Administrator or Finance Director. The City Administrator may approve budget adjustments within departments. This position is authorized to sign contracts of up to \$5,000 on the City's behalf. Notification shall be provided to the Mayor and City Council of contracts that have been signed by the City Administrator.

Finance Director – Oversees all City purchasing and monitors compliance with the City purchasing policy. Approves purchase orders for items in excess of \$2,500 and less than \$10,000 or as delegated by the City Administrator. Monitors expenditures in comparison to budgeted levels.

Department Heads – Department Heads or their designees are responsible for making necessary purchases for their departments within the confines of the City purchasing policy and approved budget. They are also responsible for receiving items and verifying that the terms of the purchase have been completed. Department Heads are also responsible for administering replacement plans within their area of authority.

City Employees – Make purchases and receive items with the approval of their Department Head. All employees who are authorized to make purchases are responsible for following the City's purchasing policy and ensuring that purchases are made under the highest ethical standard.

5. COMPETITIVE PRICING

In general, the City can obtain the highest quality goods and services at the lowest price by following a competitive purchasing process. It is City policy to obtain at least three price quotations from different suppliers prior to making a purchase. Exceptions to this requirement are allowed for in this policy only when it is in the best interest of the City. Potential exceptions include:

- Purchases for which there is only one (or two) supplier(s) [sole source products]
- Emergency purchases
- Purchases under \$500 from a supplier that has offered the best price and quality for a category of items based on periodic bids/proposals solicited by the City at least annually. The Finance Department will take the lead in researching and soliciting proposals for items that are used by multiple departments.
- Purchases made from the state bid list.
- Certain professional services where the City Administrator has waived the competitive bid requirement due to the quality of the firm and the service to be provided. Quotes from Various vendors should be obtained periodically and should be one of the factors in selecting the vendor to perform the service.

6. PURCHASING REQUIREMENTS

The process for making purchases varies depending on the total cost of the purchase. The staggering of purchases or dividing purchases to intentionally evade this policy is strictly prohibited.

Purchase Cost	Authority Required	Purchasing Process	Competitive Requirement
Less than \$500	Department Head or Designee	Department approval	Periodic quotes or 2 informal quotes
Over \$500 and less than \$2,500	Department Head or Designee	Department approval	3 informal quotes
Over \$2,500 and less than \$10,000	Finance Director	Purchase order	3 formal quotes
Over \$10,000 and less than \$15,000	City Administrator or Asst. City Administrator	Purchase order	3 formal quotes
Over \$15,000	Finance Committee or Public Works Committee	Purchase order and committee presentation	Formal bid process

6.1 PURCHASES UNDER \$500

Purchases under \$500 may be made with the approval of City Department Heads or their designees. Whenever possible, at least two informal (verbal) price quotations must be obtained prior to making the purchase. Quotations are not required for items purchased from a vendor that has offered the best price and quality on a category of items based on periodic bids/proposals solicited by the City at least annually. Department Heads are responsible for monitoring all purchases made using this procedure to

ensure that the City is receiving a high value for its expenditures. For items that are purchased regularly or by multiple departments, departments are encouraged to explore the possibility of cooperative purchasing or purchasing in bulk in order to reduce City costs.

6.2 PURCHASES OF AT LEAST \$500 AND UNDER \$2,500

Purchases of at least \$500 and less than \$2,500 may be made with the approval of City Departments Heads or their designees. Whenever possible, at least three informal (verbal) price quotations must be obtained prior to making the purchase. Exceptions to this requirement at listed in section 4. Department Heads are responsible for monitoring all purchases made using this procedure to ensure that the City is receiving a high value for its expenditures. For items that are purchased regularly or by multiple departments, Department Heads or their designees are encouraged to explore the possibility of cooperative purchasing or purchasing in bulk in order to reduce City costs.

6.3 PURCHASES OF AT LEAST \$2,500 AND UNDER \$10,000

Purchases of at least \$2,500 and less than \$10,000 require the prior approval of the Finance Department. Department Heads or their designees are responsible for obtaining and documenting at least three formal (written) price quotations for the proposed purchase. This information is provided to the Finance Department along with a Request for Purchase Order. The request should also include a description of the item, the account number where it was budgeted and the vendor selected. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor is recommended.

The Finance Director reviews the request to determine compliance with the City's budget and purchasing policy. If approved, the Finance Department will issue a purchase order to the department. This purchase order should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

Equipment in excess of \$2,500 per unit is considered a major capital item and should be budgeted as part of a budget initiative or replacement plan. When purchased, the department should code the payment to the account number where the item was budgeted.

6.4 PURCHASES OF AT LEAST \$10,000 AND UNDER \$15,000

Purchases of at least \$10,000 and less than \$15,000 require the prior approval of the City Administrator or his or her designee. The City Administrator may also require that the purchase go through a Request for Proposal (RFP) process or a formal bid process. Public construction projects with an estimated cost between \$5,000 and \$15,000 require a class 1 notice prior to execution of the contract.

Department Heads or their designees are responsible for obtaining and documenting at least three formal (written) price quotations for the proposed purchase. This information is provided to the Finance Department along with a Request for Purchase Order. The request should also include a description of the item, the account number where it was budgeted and the vendor selected. If the selected vendor does not offer

the lowest price, the request should include an explanation of why another vendor was chosen.

The Finance Director reviews the request to determine compliance with the City's budget and purchasing policy. If approved, the Finance Department will issue a purchase order to the department. This purchase order should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

6.5 PURCHASES OF \$15,000 AND OVER

All other purchases of materials, equipment and services in excess of \$15,000 require the approval of the Finance Committee prior to completing the purchase or signing the contract. In general the City requires an RFP process with at least three proposals for purchases of this size. The City Administrator may waive the bid or RFP requirement for professional services if he or she determines that it is the City's best interest. The justification for waiving the bid or RFP process should be presented to the Finance Committee prior to their action to approve or deny the purchase.

Public construction projects with an estimated cost greater than \$15,000 require approval of the Public Works Committee and must be let by contract to the lowest responsible bidder as required in Wisconsin State Statute 62.15(1). Also per statute 62.15 the City Council may by a three-fourths vote provide by ordinance that any class of public construction project may be done directly by the city without submitting the project for bids.

Department Heads or their designees are responsible for conducting the public bid or RFP process and providing the results to the Finance Department. If a contract is required, the department will work with the City Attorney to draft a contract for signature by the Mayor or City Administrator. When a contract is not required, the department will prepare a Request for Purchase Order. The request should also include a description of the item, the account number where it was budgeted and the vendor selected. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor was chosen. The department making the purchase is also required to prepare a memo to the appropriate committee listing the proposals received, which vendor is recommended and why, the budgeted amount for the item and any additional costs that may be incurred.

The Finance Director will review the information to ensure compliance with the City's budget and purchasing policy and place the item on the appropriate agenda. If approved, the Finance Department will issue a purchase order to the department or sign the contract to verify the availability of funds. This purchase order should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

7. PURCHASING ISSUES

7.1 DISCOUNTS AND MASTER PURCHASE AGREEMENTS

It is the City's policy to take advantage of vendor discounts for prompt payment whenever possible in order to minimize the cost of a purchase. Department Heads are responsible for determining if discounts are available and for working with the Finance Department to obtain the lowest price. Some vendors offer discounts for prompt payment. When possible, Departments can aid the City by approving invoices and

submitting them for payment on the same day that the materials or services are provided.

Often, significant discounts are available to the City through master purchasing agreements. Under these agreements, vendors negotiate discounted prices with a municipality or organization and agree to offer the same prices to other municipalities. The Finance Department will seek to identify discount agreements and periodically review them to determine which vendors offer the best overall value for the City. Finance will then work with other departments to obtain the discounted pricing.

7.2 COLLECTIVE PURCHASING

Cooperative purchasing arrangements can result in significant savings by pooling purchasing power. It is the City's policy to utilize collective purchasing between City departments or with other units of government when savings can be obtained without sacrificing the quality or availability of the product or service.

The Finance Department shall have the authority to analyze the desirability of cooperative purchasing arrangements and make recommendations to Administration. The City Council encourages cooperative purchasing, but maintains the right to reject any such arrangements with other units of government.

7.3 SHIPPING AND FREIGHT CHARGES

It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, it must be billed at the time of invoicing. Department Heads, when obtaining price quotations should inquire into applicable freight charges. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder. Unless otherwise stated in the "notice of call for bids", all formal bid proposals shall include freight and delivery charges, if any.

7.4 RECEIVING AND INSPECTING ITEMS

Department Heads, or their designees, are responsible for receiving and inspecting all deliveries to their departments to ensure that items received conform to the specifications and quantities set forth in the purchase order. All deliveries should be thoroughly inspected to ensure that materials are received in satisfactory condition. If there are any discrepancies, the Department Head or designee should contact the vendor and resolve the issue before submitting the invoice for payment. When items are sent in multiple shipments, the department should clearly indicate which items have been received and accepted when approving the invoice for payment.

7.5 SUBMITTING ITEMS FOR PAYMENT

Once the purchasing department has verified that the purchased items have been received in a satisfactory condition, the original invoice should be submitted to the Finance Department for payment. It is the City's policy to not pay from statements or photocopies of invoices. If it is not possible to obtain an original invoice, a faxed copy may be used if the Department Head verifies that the vendor has not already been paid for the item.

When submitting an invoice for payment, the Department Head or designee should indicate the amount to be paid, the account number it should be charged to, and initial and date the invoice. If it is not possible to obtain an invoice, a Check Requisition Form should be completed with the same information. In addition, the Department Head or designee should include a description of the item purchased and attach any supporting documentation. This form must be signed by the requesting employee, the Department Head and the Finance Department.

The Finance Department processes checks and issues payments to vendors. At each regular City Council meeting, a list will be provided of all payments included in that payment cycle, identifying those that were issued by manual check and/or released for payment prior to Council meeting.

Whenever possible, invoices should be submitted to the Finance Department prior to the cut-off date for these warrants. The schedule of the warrants and cut-off dates will be provided by the Finance Department. Manual checks will be issued in between warrants only when it is not possible to include payment in the next warrant. Contractor payments will not be issued between warrants unless required by the terms on the contract. All final retainage payments will be held until they have been presented to the City Council.

If a Council Member has concerns regarding payments to a particular vendor or class of vendors, he or she may request to review pending payments. Information would then be sent to all Council Members for a specified period to provide comments. If no comments are received during this period, the item may be released for payment. However, if an objection is raised during the comment period, the payment in question shall be held until the next regular City Council meeting.

7.6 CREDIT CARD PURCHASES

The City maintains credit card accounts that may be used when it is impractical or inefficient to follow the normal payment process. The Finance Department maintains City credit cards that may be temporarily issued to City employees with the approval of their Department Head. Additional credit cards may be issued to City employees with the approval of the City Administrator.

Purchases made with credit cards must follow the normal purchasing guidelines and require the same approval process. After making a credit card purchase the Department Head or designee should code and initial the receipt and turn it into the Finance Department as soon as possible and prior to the next statement date. The Finance Department will verify the purchases and issue a check to the credit card company prior to the statement due date. City credit cards should not be used for personal purchases. It is City policy to avoid paying any credit card finance charges.

7.7 INTERNET PURCHASES

City employees may use the Internet to make purchases if they follow normal purchasing guidelines and the same approval process. Internet purchases are not permissible in situations where a sealed bid is required. Employees should only make purchases from vendors that they are familiar with and where there are appropriate safeguards to protect the City's interests. Whenever possible, Internet purchases should be charged to a City account and invoiced for payment. City credit cards may be used for Internet purchases when necessary, if the transaction is

conducted through a secure connection. Any concerns regarding the security of the information should be directed to the Information Technology Department. The IT Director will have the final authority to determine if an Internet transaction provides sufficient security.

7.8 PETTY CASH ACCOUNT

The City maintains a petty cash account to expedite miscellaneous purchases and the payments of small bills when it is not practical to follow the City's normal payment procedures. Any City employee, with approval of his or her Department Head, may use the petty cash fund within the guidelines listed below. The petty cash fund should not be used as a means to circumvent the normal purchasing process or to pay for personal services. The Finance Department is responsible for administering the petty cash funds and shall determine what is an appropriate use of the fund.

To be eligible for using the petty cash fund, the following requirements must be met:

- The item purchased must not be regularly stocked
- The purchase must not be from a vendor where the City maintains an active account
- The purchase price must not exceed \$25 (The Finance Department may waive this dollar amount in certain situations)

Petty Cash Procedure

City Clerk or Finance staff may take funds from the petty cash box and issue them to an approved employee. The employee must complete and sign a petty cash voucher indicating the amount withdrawn, the date, and the intended purchase. Once the purchase has been made, the employee must turn in the receipt and any change to the City Clerk or Finance staff. The petty cash voucher will be completed by listing the purchase price, change returned and the account number to code the purchase. The City Clerk or Finance staff initials the completed voucher.

7.9 EMPLOYEE REIMBURSEMENTS

Generally, employees should avoid making City purchases with their own funds. If the need arises to purchase an item for the City with personal funds, the employee must submit the receipt and an Expense Reimbursement Form to the Finance Department. This form should include a detailed listing of the items purchased and must be signed by the employee to be reimbursed, his or her Department Head and the Finance Department. Once approved, a check will be issued for the reimbursement. It is the responsibility of the employee making the purchase to ensure that any available discounts are applied and that sales tax is not included.

7.10 EQUAL OPPORTUNITY/NON-DISCRIMINATION

The City of Sun Prairie endorses and actively supports equal opportunity and a nondiscrimination policy. Therefore, it shall be a City requirement that all potential bidders be provided with equal opportunity to submit bids and to compete on an equal basis for City business.

All purchase orders and contracts to which the City of Sun Prairie is a party, shall contain a nondiscrimination in employment cause which provides:

“The vendor agrees that in performing under this purchase order with the contracting municipality, he/she shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, national origin, handicap or sex. The vendor further agrees that this clause will be incorporated in all contracts entered into with suppliers of materials or services who may perform any such labor or services in connection with this contract.”

8. EXCEPTIONS TO ROUTINE PURCHASING PROCEDURES

8.1 EMERGENCY PURCHASES

Emergency purchasing procedures should be used only when normal purchasing channels are not available. Emergency purchases may be made:

- When there is need for immediate delivery of items.
- To prevent delays in work or construction schedules.
- When there is an immediate threat to public health or safety, or
- To meet emergencies rising from unforeseen causes.

For emergency purchases under \$2,500, the normal purchasing procedures should be followed. However, for emergency purchases over \$2,500, the Department Head should take the following steps:

- If an emergency purchase is needed during regular working hours, notify the City Administrator or Assistant City Administrator (or in their absence, the Finance Director) and obtain approval prior to making the purchase.
- If an emergency purchase is needed after regular working hours or on a holiday, Department Heads (or their authorized designees) may authorize the purchase.
- A purchase requisition form together with a written explanation of the emergency must be prepared and forwarded to the Finance Department within two (2) working days after making the purchase.

8.2 BLANKET PURCHASE ORDERS

Blanket purchase orders are used for those vendors from whom many repetitive purchases are made as supplies are required. Rather than issue a purchase order form for each purchase, one order is issued for a specified period (e.g., month) to cover all purchases made during that period. Blanket purchase orders will be limited to term of one year.

Materials and services for which blanket purchase orders are used will be determined by each Department Head and approved by the Finance Department. (NOTE: If it is found that the same small items are frequently purchased under blanket purchase orders, the Department Head shall be responsible for exploring the possibility of purchasing and stocking of these items).

When requesting the issuance of a blanket purchase order, the Department Head should obtain price quotations on representative items

from at least three vendors. The Department Head should then prepare a written request for the Finance Department that includes:

- The need for blanket purchase order
- The suggested vendor
- The suggested term of blanket order (e.g., 1 month, 6 months)
- The maximum amount of purchases to be made under the blanket order
- The total amount budgeted for such purchases.

The Finance Department will review the request and check the budget to verify that adequate funds are budgeted and available. Based on this information, the Finance Department shall indicate approval or denial of the request. If the request is approved, the Finance Department will issue a purchase order number that should be used when ordering any items under the blanket purchase order. The Department Head should include this number when the invoices are submitted for payment. Before a new blanket purchase order is issued, the Department Head should obtain competitive price quotations from alternate vendors.

9. SURPLUS PROPERTY POLICY

City property is declared surplus when it is no longer necessary, practical, or economical to be retained by the City. Department Heads are responsible for identifying surplus items in their departments and arranging for their sale or disposal. Items may be sold prior to end of their useful life if it is determined that it is in the City's best interest to take advantage of the current salvage value of the item. If an item is sold or donated, City employees should not receive preferential access compared to the general public. The City Administrator and Assistant City Administrator have the authority to approve or deny the proposed use or sale of surplus property.

Once a Department Head has identified surplus property, he or she should determine if the item is of use to another department. If the surplus property has no further economic use to the City, the Department Head should determine the best disposal method and forward a recommendation to the City Administrator. Upon the City Administrator's approval, the Department Head should proceed with the disposal and provide the Finance Department with a description of the item, the quantity disposed of, and the sale price. This policy does not apply to the disposal of abandoned property acquired through police or statutory action.

BUDGET MANAGEMENT AND AMENDMENT POLICY

TITLE: BUDGET MANAGEMENT AND AMENDMENT POLICY
POLICY SOURCE: FINANCE DEPARTMENT
APPLICATION: BUDGET MANAGEMENT
INDEXED AS: BUDGET AMENDMENT POLICY

CREATION DATE: AUGUST 7, 2012
REVISION DATE: APRIL 4, 2017
APRIL 2, 2019
TOTAL PAGES: 4

1. GENERAL POLICY AND PURPOSE

The establishment of a formal budget amendment policy provides guidance to City staff and Elected Officials on Department Managers responsibility for managing their budget and the process for making changes to the annual budget adopted by the City Council. The City Budget is a living document that evolves over time due to unanticipated revenues, unanticipated expenditures, or the decision by the Elected Officials to alter the services and programs offered by the City. This policy provides guidance to Department Managers on reporting and managing budget variances. It also establishes the authority to approve budget transfers and amendments depending on the nature and dollar value of the proposed change. It is the intent of this policy that budget transfers and amendments only be approved for compelling and essential reasons. This policy should serve as a guide to decision-making and is not intended to restrict the options available to manage budget variances.

2. DEFINITIONS

The City has established a chart of accounts with the following budgetary segments:

- Fund
- Function
- Department
- Organizational Unit
- Object Categories
- Object

The Council shall legally adopt the budget at the Department budgetary level.

Department Managers are responsible for managing their budget at the Department budgetary level, unless otherwise specified in this policy.

3. OBJECTIVES

- To ensure compliance with State Statute 65.90(5) pertaining to alterations to municipal budgets.
- To establish authority to approve budget amendments.
- To ensure departments comply with the budgetary guidelines established in the annual budget adopted by the City Council.
- To provide guidance to Department Managers for reporting and managing projected budget variances.

4. POLICY

A. Department Managers

1. Department Managers are responsible for managing their budgets at the Department level for the General Fund, the Organizational Unit for the Special Revenue Fund and the Project level for the Capital Projects fund and the Fund level for the Debt Service Fund.

Department Managers may exceed the budget at the organizational unit level or the object level as long as the total Department expenditures do not exceed the budget as approved by the City Council, with the exceptions of the guidelines listed in Section 4.A.2. of this policy. The following examples are provided to help clarify Department Managers' responsibility:

- The Finance Department may exceed its budget in office supplies if it is under budget by an equal or greater amount in another expense such as communications or advertising and printing.
- Public Works may exceed its Public Works Operations budget if it is under budget by an equal or greater amount in its Public Works Administration budget.

2. Department Managers shall adhere to the following guidelines when managing their budget:

- i. Items Excluded from Adopted Budget: Departments shall not expend funds for items or projects expressly excluded from the current year's Adopted Budget without approval from the City Council.

- ii. Salary and Fringe Benefit Objects: Anticipated budget savings due to an employee vacancy may not be used to supplement expenditure authority in another object category or organizational unit without approval as follows:

- Less than \$2,500: Finance Director
- \$2,500 to Less than \$15,000: City Administrator
- \$15,000 or more: Committee of the Whole

- iii. Capital Outlay Objects: Within the General Fund, budgetary funds may not be transferred to or from capital outlay objects without approval as follows:

- Less than \$2,500: Finance Director
- \$2,500 to Less than \$15,000: City Administrator
- \$15,000 or more: Committee of the Whole

Requests from Departments for budget transfers will generally not be considered prior to June 30th of the current budget year.

3. Department Managers shall report projected or known budget variances as follows:

If the Department Manager projects that the budget variance cannot be absorbed elsewhere in the Department's budget without significantly compromising mandated or essential services, or eliminating a specific project approved in the budget, the Department Manager shall report the projected variance to the Finance Director. Departmental Managers shall report budget variances more than \$5,000, or more than 1.0% of the total Department budget. For example, if the Police Department's total budget is \$6,200,000, it is only required to report projected budget variances of \$62,000 or more.

The Finance Director shall include projected variances in the subsequent fiscal report presented to the Finance Committee. The Finance Committee shall be presented with options for managing budget variances such as reducing expenses in other areas, eliminating a planned project, approving a budget transfer, or use of the Contingency Fund. The Finance Committee may choose not to take any action with the understanding that the Department will have a deficit balance at year-end.

B. Capital Projects Fund

A capital project, as it relates to this policy, is defined as the total projects that make up a replacement plan for any year or any individual new capital asset.

Department managers are responsible for managing the budget at the capital project level. Currently the City budgets for the following replacement plans:

- Streets (reconstruction and rehabilitation including storm water and wastewater sewers)
- Bike Paths/Sidewalks
- Playground Equipment
- Building Maintenance
- Parking Lots

Anticipated budget savings resulting from lower-than-anticipated expenditures in one capital project (as defined above) may not be used to expand the scope of another project or fund a project not authorized by the City Council without the approval as follows:

- Less than \$5,000: City Administrator
- \$5,000 to Less than \$25,000: Public Works Committee
- \$25,000 or more: City Council

If the bid for a capital project that was included in the current year's Adopted Budget exceeds the amount budgeted for that project, a budget amendment in accordance with Section D. or E. of this policy shall be approved.

C. Fleet In-Service Fund

Anticipated budget savings resulting from lower-than-anticipated expenditures from the purchase of one vehicle or piece of equipment may not be used to increase the budget or upgrade of the purchase of another vehicle or piece of equipment not authorized by the City Council without the approval as follows

- Less than \$2,500: Finance Director
- \$2,500 to Less than \$15,000: City Administrator
- \$15,000 or more: Committee of the Whole

D. Department Level Expenditures: Budget transfers between Departments shall be considered an amendment to the Adopted Budget and must be approved by the City Council.

E. Fund Level Expenditures: Any increase in the total expenditure budget of a Fund shall be considered an amendment to the Adopted Budget and must be approved by the City Council.

F. Contingency Fund/Fund Balance: Any transfer to or from the contingency fund or other fund balance designations shall be considered an amendment to the Adopted Budget and must be approved by the City Council. The following exceptions apply:

- i. No approval is necessary for the annual lapse of the year-end operating surplus or deficit to fund balance.
- ii. Transfers from fund balance designations for the Library shall be approved by the Library Board. They do not require City Council approval.
- iii. Transfer from fund balance designations for the Business Improvement District shall be approved by the Business Improvement District Board. They do not require City Council approval.
- iv. Transfer from fund balance designations for the Tourism Commission shall be approved by the Tourism Commission. They do not require City Council approval.

5. PROCEDURES

Salary and Fringe Benefit Transfers

Department Manager shall submit a signed Budget Transfer Form to the Finance Director. Amounts of \$2,500 to \$15,000 will be submitted to the City Administrator for approval. Amounts over \$15,000 will be presented to the Committee of the Whole for approval.

Capital Outlay Transfers

Department Manager shall submit a signed Budget Transfer Form* to the Finance Director. Amounts of \$2,500 to \$15,000 will be submitted to the City Administrator for approval. Amounts over \$15,000 will be presented to the Committee of the Whole for approval.

Capital Projects Fund Transfers

Department Manager shall submit a signed Budget Transfer Form* to the Finance Director. Amounts less than \$5,000 will be presented to the City Administrator for approval. Amounts of \$5,000 to \$25,000 will be

submitted to the Public Works Committee for approval. Amounts of \$25,000 or more will be presented to the City Council for approval. The City Council may approve such a transfer by a majority vote.

Budget Amendments

All budget amendments shall be presented to the City Council for approval. Amendments must be approved by a two-thirds vote of the entire membership of the City Council. Upon approval of a budget amendment, the City Clerk shall publish a Class 1 notice within 15 days of the approval.

*The Budget Transfer Form shall be posted on the Finance Department's intranet site.

APPENDIX D: CAPITAL IMPROVEMENT PLAN

TRANSMITTAL LETTER

June 12, 2020

Honorable Mayor, Members of the City Council, and Citizens of Sun Prairie:

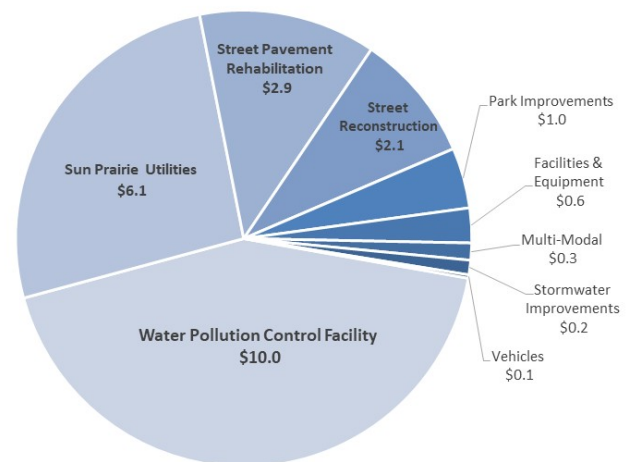
We are pleased to present to you the City of Sun Prairie's Ten-Year Capital Improvement Plan for fiscal years 2021-2030 (CIP). This document identifies the strategic investments necessary to meet the City's goals. It is also intended to stimulate discussion to determine how the City can best allocate its limited resources to fund capital projects that will meet residents' needs and city standards.

Capital investments are critical in preserving our City's physical infrastructure, as well as deliver to our citizens the facilities and services they need. Capital investments provide safe neighborhoods, acceptable transportation corridors, sufficient wastewater treatment capacity, adequate parks, and quality recreation facilities.

Throughout the planning process, a focus on financial integrity was maintained, as well as the preservation, maintenance, and improvements of the community's investment in buildings, vehicles, roads, utilities, parks, and equipment. Project priorities were assigned based upon need and funding sources. For example:

- Roadway initiatives for existing city streets comprise a significant portion of this plan. These initiatives range from total street reconstruction involving stormwater, wastewater, and water main updates, to pavement rehabilitation projects involving new surface overlay to extend the life of the street.
- Parks and recreation initiatives that build, expand, and renovate existing community parks. Proposed initiatives will provide quality park lands and facilities for residents to enjoy their favorite sports and outdoor activities here in Sun Prairie.
- Building maintenance initiatives to update city facilities and make them more energy efficient. The plan includes initiatives to modernize City Hall's elevator and 2nd floor workspace as well as upgrade the Westside Community Building's HVAC control system.

2021 CIP Projects
(\$ in millions)

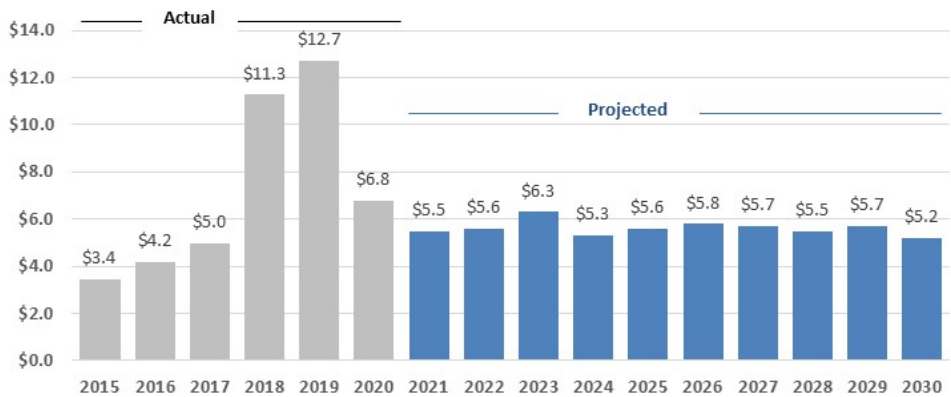


This document reflects the continuation of an ongoing effort to align the CIP process with best practices and includes refinements in the CIP policy, procedures, and format. These efforts aim to ensure consistency and fairness in the planning process, and reaffirm the City's commitment to long-term sustainability of our current assets as well as new improvements that accommodate growth.

The plan meets the City's Debt Management Policy metrics for all ten year. These metrics include the statutory limit of 5% of the City's equalized value, direct debt burden of 1.75%, and an annual debt levy of no more than 27.5% of the City's total tax levy.

A conservative approach was taken during the development of this plan. Due to the economic condition and unknown future impact of COVID-19, the large building projects previously planned and endorsed by the Joint Finance and Public Works Committee, as well as Council, have been removed from being funded. The projects can still be found in the plan document in the years they were planned, but are categorized as unfunded.

Actual & Projected General Capital Projects Borrowing
2015 thru 2030
(\$ in millions)



The City coordinates the development of the annual CIP with the development of the operating budget. The inclusion of a project within the first year of the CIP (2021) shows a strong intent to include that project in the annual budget for that year. Inclusion of projects in the remaining nine years also shows intent, but these projects are subject to annual review and modification in subsequent years.

This document was developed by the Finance Department with the assistance of all city departments. We want to thank all those involved in the development of the Capital Improvement Plan for their hard work and dedication.

Sincerely,

Aaron Oppenheimer, ICMA-CM
City Administrator

Kristin Vander Kooi
Finance Director

SUMMARY OF 2021-2030 CAPITAL PROJECT PLANS

FUNDING SOURCES (\$ in '000s)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	TOTAL
General Obligation Debt											
City ¹	6,218.1	4,955.1	6,250.6	5,319.3	5,582.5	5,816.4	5,742.0	5,533.5	5,685.2	5,192.9	56,295.6
TIF District	40.8	-	153.0	-	714.0	3,644.9	-	1,045.4	-	-	5,598.1
Fleet Inservice Fund	92.2	76.5	6.1	71.4	90.6	905.0	681.0	747.9	340.9	603.6	3,615.2
Water Pollution Control Facility	9,797.9	-	1,858.1	-	2,281.7	-	1,523.9	-	1,973.7	16.3	17,451.6
Stormwater	785.4	-	969.5	-	930.2	-	1,202.5	-	1,081.8	292.7	5,262.1
Clean Water Fund Loan(Revenue)	-	-	6,000.0	6,000.0	-	-	-	-	-	-	12,000.0
Grants & Donations	201.3	1,275.5	-	-	-	-	-	-	-	-	1,476.8
Traffic Impact Fee	-	-	-	-	-	254.7	-	-	-	-	254.7
Park Fund Fees	566.0	93.6	408.6	24.0	425.0	-	100.0	100.0	-	-	1,717.2
Retained Earnings ²	7,783.2	7,339.4	2,657.9	6,850.9	4,887.0	15,474.5	2,678.5	5,734.9	2,810.5	4,690.1	60,906.8
Debt Proceeds Available	-	-	-	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 25,484.9	\$ 13,740.1	\$ 18,303.7	\$ 18,265.6	\$ 14,911.0	\$ 26,095.5	\$ 11,927.9	\$ 13,161.7	\$ 11,892.1	\$ 10,795.6	\$ 164,578.0

¹Includes State Trust Fund Loan

²Includes Clean Water Fund Loan in Years 2021 and 2023

PROPOSED CAPITAL PROJECTS (\$ in '000s)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	TOTAL
Public Works											
Street Reconstruction	5,037.0	4,539.0	3,694.0	2,913.0	3,241.0	7,341.4	4,610.0	5,383.9	7,287.0	3,713.0	47,759.3
Street Pavement Rehabilitation	1,823.0	2,813.0	1,696.0	3,822.0	4,515.0	908.0	2,154.0	2,246.0	75.0	2,399.0	22,451.0
Westside Traffic Improvement Plan	-	-	-	-	-	395.0	-	-	-	-	395.0
Traffic Signals	-	-	141.4	-	-	-	-	-	-	-	141.4
Multi-Modal	281.6	-	398.0	300.0	150.0	-	76.0	495.0	513.0	120.0	2,333.5
Vehicles	55.0	75.0	-	-	88.8	1,687.3	1,467.6	798.2	334.2	591.8	5,097.9
Park Improvements	999.0	468.0	898.7	135.0	784.0	-	285.5	300.0	155.7	200.0	4,225.9
Facilities	465.4	302.0	356.0	140.0	443.0	-	125.0	-	-	-	1,831.4
Equipment	110.0	-	360.0	70.0	-	-	-	-	-	-	540.0
Water Pollution Control Facility	10,048.8	1,772.5	7,534.0	7,775.0	2,060.0	1,530.0	1,325.0	1,500.0	1,750.0	1,250.0	36,545.3
Stormwater Improvements	240.0	200.0	300.0	505.0	200.0	1,300.0	561.9	200.0	302.6	200.0	4,009.5
Sun Prairie Utilities	6,093.2	3,472.0	2,626.9	2,499.9	3,241.0	12,730.5	1,143.5	2,094.9	1,296.5	2,202.1	37,400.4
Debt Issuance Costs	332.1	98.7	298.8	105.7	188.2	203.3	179.4	143.7	178.1	119.7	1,847.7
Total Capital Projects	\$ 25,485.1	\$ 13,740.1	\$ 18,303.7	\$ 18,265.6	\$ 14,911.0	\$ 26,095.5	\$ 11,927.9	\$ 13,161.7	\$ 11,892.1	\$ 10,795.6	\$ 164,578.2

To review the comprehensive report on the City of Sun Prairie's Capital Improvement Plan, visit CityofSunPrairie.com

APPENDIX E: LONG-TERM DEBT

APPENDIX E: LONG-TERM DEBT

City of Sun Prairie
Debt to Maturity
12/31/2020

Years	General Obligation Debt				Revenue Debt		Capital Leases	
	Governmental Activities		Business-Type Activities		Business-Type Activities		Governmental Activities	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2021	12,187,429	1,776,340	1,570,000	859,748	1,545,981	280,803	1,410,000	125,153
2022	7,652,227	1,426,382	1,505,000	806,575	1,582,999	234,775	1,440,000	99,068
2023	6,865,404	1,201,803	1,555,000	756,275	1,620,537	187,463	1,475,000	69,548
2024	6,981,019	997,894	1,550,000	702,469	1,323,608	146,688	1,515,000	36,360
2025	5,662,042	808,639	1,415,000	649,950	1,352,225	112,967	-	-
2026-2030	18,185,319	1,826,380	7,200,000	2,498,825	1,700,000	348,996	-	-
2031-2035	3,095,000	506,276	7,945,000	1,320,663	1,090,000	73,953	-	-
2036-2040	1,605,000	84,593	4,320,000	209,344	-	-	-	-
Totals	62,233,441	8,628,305	27,060,000	7,803,848	10,215,350	1,385,644	5,840,000	330,128

APPENDIX E: LONG-TERM DEBT

City of Sun Prairie
Outstanding Debt
12/31/2020

To Escrow

DATE OF ISSUE	PURPOSE	FINAL MATURITY	CALL DATE	INTEREST RATES	ORIGINAL AMOUNT	Balance 12/31/2019	Issued 2020	Principal 2020	Agent Refunded 12/31/2020	Balance 12/31/2020	Due in One Year	Interest 2020
GENERAL OBLIGATION DEBT												
3/24/2009	Taxable GO Notes (TIF 9)	4/1/2015	4/1/2011	3.875	4,200,000	-	-	-	-	-	-	-
7/15/2009	GO Bonds (Gen, TIF 8)	4/1/2024	4/1/2018	2.0-4.25	6,730,000	-	-	-	-	-	-	-
12/15/2009	Promissory Note WPP (General)	12/28/2019	n/a	0	99,116	-	-	-	-	-	-	-
12/23/2009	STFL - (Burke Land)	3/15/2019	n/a	4.5	600,000	-	-	-	-	-	-	-
11/9/2010	2010 GO Promissory Notes	4/1/2020	4/1/2017	0.6-2.35	4,740,000	800,000	-	800,000	-	-	-	10,000
5/8/2012	2012A GO Promissory Notes	4/1/2022	4/1/2019	0.4-2.0	7,085,000	2,420,000	-	815,000	-	1,605,000	820,000	36,980
6/5/2012	2012B GO Refunding Bonds	2/1/2016	n/a	2.0-3.0	5,225,000	-	-	-	-	-	-	-
7/2/2013	2013A GO Promissory Notes (Gen, TIF 8 & TIF 9)	2/1/2013	2/1/2020	1.5-2.0	8,580,000	1,680,000	-	710,000	-	970,000	385,000	26,500
11/19/2013	2013B GO Refunding Bonds (Gen & TIF 6)	2/1/2018	n/a	2.0-3.0	4,135,000	-	-	-	-	-	-	-
7/8/2014	2014B Notes (Gen & TIF 9)	2/1/2024	2/1/2021	1.0-3.0	4,255,000	2,825,000	-	490,000	-	2,335,000	530,000	72,300
7/8/2014	2014C Taxable Notes (TIF 9)	2/1/2027	2/1/2023	1.2-3.7	4,315,000	3,715,000	-	300,000	-	3,415,000	355,000	114,375
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	2,815,000	1,820,000	-	455,000	-	1,365,000	265,000	32,913
10/26/2016	2016B GO Promissory Notes (Gen, TIF 8, TIF 12)	4/1/2026	4/1/2023	2.0-3.0	9,505,000	7,510,000	-	1,155,000	-	6,355,000	1,225,000	188,625
6/28/2017	2017A GO Promissory Notes	4/1/2027	4/1/2024	2.0-3.0	3,940,000	3,160,000	-	360,000	-	2,800,000	370,000	72,900
8/9/2017	2017 State Trust Fund Loan - Land (Gen & TIF 12)	3/15/2027	n/a	3.5	4,931,000	836,827	-	92,386	-	744,441	744,441	29,369
3/29/2018	2018 State Trust Fund Loan - Infrastructure	3/15/2020	n/a	3.0	3,700,000	-	-	-	-	-	-	-
6/18/2018	2018 State Trust Fund Loan - Land	3/15/2028	n/a	4.25	3,589,000	3,539,000	-	50,000	-	3,489,000	3,489,000	150,820
10/11/2018	2018B GO Promissory Note	4/1/2028	4/1/2025	3.0 - 4.0	7,690,000	6,595,000	-	710,000	-	5,885,000	635,000	241,200
2/7/2019	2019A Taxable GO Bonds	4/1/2037	4/1/2027	2.7 - 4.0	9,255,000	9,255,000	-	735,000	-	8,520,000	750,000	282,148
2/7/2019	2019B GO Refunding Bonds	4/1/2032	4/1/2028	3.0 - 4.0	2,555,000	2,555,000	-	-	-	2,555,000	-	87,600
7/17/2019	2019C GO Bonds	4/1/2039	4/1/2027	3.0 - 5.0	3,895,000	3,895,000	-	255,000	-	3,640,000	190,000	164,591
7/17/2019	2019D GO Notes	4/1/2029	4/1/2026	2.0 - 4.0	8,800,000	8,800,000	-	430,000	-	8,370,000	995,000	330,302
12/20/2019	2019 State Trust Fund Loan (TID 8)	3/15/2029	n/a	3.25	650,000	650,000	-	-	-	650,000	58,988	-
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0 - 3.0	5,855,000	-	5,855,000	-	-	5,855,000	1,045,000	-
12/22/2020	2020 State Trust Fund Loan (TID 8)	3/15/2030	n/a	3.0	1,150,000	-	1,150,000	-	-	1,150,000	-	-
TOTAL GENERAL OBLIGATION DEBT					144,129,116	60,055,827	7,005,000	7,357,386	-	59,703,441	11,857,429	1,840,562
CAPITAL LEASES												
6/24/2014	CDA Refunding Bonds (TIF 8)	8/1/2024	8/1/2021	4-2.4	12,785,000	7,230,000	-	1,390,000	-	5,840,000	1,410,000	147,393
TOTAL CAPITAL LEASES					36,415,000	7,230,000	-	1,390,000	-	5,840,000	1,410,000	147,393
TOTAL GOVERNMENTAL ACTIVITIES					180,544,116	67,285,827	7,005,000	8,747,386	-	65,543,441	13,267,429	1,987,954
BUSINESS-TYPE ACTIVITIES												
6/8/2005	CWF Loan (WWTP)	5/1/2025	-	2.365	14,729,283	5,789,822	-	909,472	-	4,880,350	930,981	126,175
7/15/2009	GO Bonds (WWTP)	4/1/2024	4/1/2018	2.0-4.25	1,000,000	-	-	-	-	-	-	-
11/9/2010	GO Promissory Notes (WWTP)	4/1/2020	4/1/2017	0.6-2.35	40,000	-	-	-	-	-	-	-
7/8/2014	2014B GO Promissory Notes	2/1/2027	2/1/2021	1.0-3.0	330,000	175,000	-	35,000	-	140,000	35,000	4,375
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	265,000	165,000	-	25,000	-	140,000	25,000	3,163
10/26/2016	2016B GO Promissory Note	4/1/2026	4/1/2023	2.0-3.0	475,000	280,000	-	35,000	-	245,000	40,000	7,025
11/30/2017	2017B GO Bonds	4/1/2037	4/1/2027	2.0-3.0	1,580,000	1,425,000	-	65,000	-	1,360,000	65,000	38,050
7/17/2019	2019 GO Bonds - Series C	4/1/2039	4/1/2027	3.0 - 5.0	1,500,000	1,500,000	-	95,000	-	1,405,000	70,000	63,313
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0-3.0	715,000	-	715,000	-	-	715,000	70,000	-
TOTAL WWTP					20,634,283	9,334,822	715,000	1,164,472	-	8,885,350	1,235,981	242,101

APPENDIX E: LONG-TERM DEBT

City of Sun Prairie
Outstanding Debt
12/31/2020

To Escrow

DATE OF ISSUE	PURPOSE	FINAL MATURITY	CALL DATE	INTEREST RATES	ORIGINAL AMOUNT	Balance 12/31/2019	Issued 2020	Principal 2020	Agent Refunded 12/31/2020	Balance 12/31/2020	Due in One Year	Interest 2020
BUSINESS-TYPE ACTIVITIES cont.												
7/15/2009	GO Bonds (SWU)	4/1/2024	4/1/2018	2.0-4.25	1,005,000			-			-	-
7/2/2013	2013A GO Promissory Notes	2/1/2013	2/1/2020	1.5-2.0	365,000	155,000		35,000		120,000	40,000	2,750
7/8/2014	2014B GO Notes	2/1/2027	2/1/2021	1.0-3.0	1,385,000	720,000		135,000		585,000	140,000	18,200
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	570,000	355,000		55,000		300,000	60,000	6,775
10/26/2016	2016A GO Corporate Purpose Bond	4/1/2036	4/1/2025	2.0-3.0	5,820,000	4,970,000		290,000		4,740,000	235,000	140,313
10/26/2016	2016B GO Promissory Note	4/1/2019	4/1/2023	2.0-3.0	120,000	-		-		-	-	-
11/30/2017	2017B GO Bonds	4/1/2037	4/1/2027	2.0-3.0	3,320,000	2,990,000		135,000		2,855,000	135,000	79,900
7/17/2019	2019 GO Bonds - Series C	4/1/2039	4/1/2027	3.0 - 5.0	5,580,000	5,580,000	-	365,000	-	5,215,000	275,000	235,636
TOTAL STORMWATER					18,165,000	14,770,000	-	955,000	-	13,815,000	885,000	483,574
11/6/2008	2008 Revenue Bonds	4/1/2023				1,230,000		290,000		940,000	300,000	48,705
	2012 Taxable Revenue Refunding Bonds	4/1/2032				2,055,000		135,000		1,920,000	140,000	53,833
6/16/2014	2014 Revenue Bonds	4/1/2034				2,640,000		165,000		2,475,000	175,000	96,646
10/26/2016	2016A GO Corporate Purpose Bond	4/1/2036	4/1/2025	2.0-3.0	3,435,000	2,940,000	-	135,000		2,805,000	140,000	82,988
10/11/2018	2018A GO Corporate Purpose Bond	4/1/2038	4/1/2027	3.0-5.0	7,125,000	6,665,000	-	230,000	-	6,435,000	240,000	260,188
TOTAL SPU					10,560,000	15,530,000	-	955,000	-	14,575,000	995,000	542,359
TOTAL BUSINESS-TYPE ACTIVITIES					49,359,283	39,634,822	715,000	3,074,472	-	37,275,350	3,115,981	1,268,033
INSERVICE - TYPE ACTIVITIES												
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	155,000	110,000		15,000		95,000	15,000	2,125
10/26/2016	2016B GO Promissory Note	4/1/2026	8/1/2021	2.0-3.0	1,185,000	825,000		105,000		720,000	110,000	20,675
6/28/2017	2017A GO Promissory Note	4/1/2027	4/1/2024	2.0-3.0	980,000	785,000		90,000		695,000	90,000	18,100
10/11/2018	2018B GO Notes	10/1/2018		3.0-4.0	135,000	120,000		10,000		110,000	10,000	4,450
7/17/2019	2019 GO Notes - Series D	4/1/2029	4/1/2026	2.0 - 4.0	805,000	805,000		90,000	-	715,000	85,000	28,938
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0-3.0	195,000	-	195,000	-	-	195,000	20,000	-
TOTAL FLEET INSERVICE					3,455,000	2,645,000	195,000	310,000	-	2,530,000	330,000	74,288
TOTAL ALL DEBT					233,358,399		7,915,000	12,131,858		105,348,791	16,713,410	3,330,275

APPENDIX F: FORECAST OF REVENUE & EXPENDITURES

APPENDIX F: FORECAST OF REVENUE & EXPENDITURES

SUN PRAIRIE ECONOMIC FORECAST UPDATE: JULY 2020¹

The City completed its second financial management plan in 2020. The results of which are presented here. It is the intent of the City to complete this plan every two years. After the completion of the first plan in 2017, the mayor recognized that the City's largest challenge was the addition of staff to accommodate the growth of the City. The City froze the tax levy for five years from 2010 through 2014 and reduced staffing by 8 FTE or 3%. The mayor requested that administration develop a future staffing plan to accommodate the growth of the City, recognizing that the plan can be modified with the changing economic environment. The plan was implemented in the 2019 budget, and has continued through the 2020 and 2021 budgets.

The net new construction increase for 2020 (budget year 2021) was 1.45%. The 2020 increase is in line with expected future increases in new construction. The City does not expect to be able to maintain the 2018 and 2019 levels of construction and is forecasting an average future increase of 1.71%.

	Projected TID OUT Equalized Value		Economic Change		New Construction		TID Closure or Other Adjustment	
2021	3,697,483,574	2.40%	54,159,971	1.50%	25,767,103	1.71%	6,891,800	0.19%
2022	3,723,870,251	1.71%	0	0%	26,386,677	1.71%		0.00%
2023	3,750,445,233	1.71%	0	0%	26,574,982	1.71%		0.00%
2024	3,777,209,864	1.71%	0	0%	26,764,632	1.71%		0.00%
2025	3,804,165,499	1.71%	0	0%	26,955,634	1.71%		0.00%

The City receives monies through the expenditure restraint program based on a formula that restricts the rate of growth of general fund expenditures. This limit is calculated using 60% of net new construction capped at 2% plus the CPI. The City met the expenditure restraint limits in 2019 and 2020, and qualified for the state aid in 2020 and 2021. The city is forecasting a loss of the aid for 2022 (2023 payment).

GENERAL FUND FORECAST

Due to the ongoing COVID-19 pandemic, different assumptions were used for 2021 and 2022-2025. 2021 revenues were budgeted with modest decreases in permits and public accommodation tax, a significant decrease in investment income, and state aids staying consistent with 2020 amounts. The temporary loss of public accommodation tax and interest income have been replaced by fund balance. 2021 expenditures included wage increases of 1.5% cost of living and step increases on employee anniversaries, as was done the last three years. The vacant 2020 positions were included in the 2021 budget, as well as an 8.9% increase in healthcare costs. All other expenditures were held at 2020 values, unless the city was contractually obligated to an increase. Additionally, increases in transit costs and fleet operations were included.

2022-2025 assumptions include holding revenues flat for 2022 and then increasing modestly in years 2023-2025. Wages and fringe include yearly 2% increases, as well as an annual increase of 7% for healthcare. Operating expenses were held at 2020 values for 2022, with modest increases starting in 2023.

	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Revenues Non Property Tax	9,180,564	9,031,245	9,162,480	9,270,268
Expenditures				
General Govt	5,614,259	5,773,283	6,053,918	6,207,682
Public Safety	14,754,088	15,174,664	15,538,906	15,918,236
Public Works	3,696,458	3,600,637	3,715,794	3,836,707
Culture, Recreation & Education	2,366,459	2,430,378	2,495,705	2,564,579
Conservation & Development	1,054,866	1,085,611	1,117,678	1,151,144
Other Financing Uses	2,338,438	2,426,181	2,516,924	2,610,995
Total Expenses	29,824,568	30,490,753	31,438,925	32,289,343
Property Taxes	20,644,004	21,459,508	22,276,445	23,019,075
Net Change	1,204,655	815,504	816,937	742,630

Property taxes are the largest revenue source for the City making up approximately 70% of total general fund revenues. The forecast includes an average 3.6% increase in property taxes to balance the forecasted revenues less expenditures.

APPENDIX F: FORECAST OF REVENUE & EXPENDITURES

GENERAL FUND REVENUE/SOURCES PROJECTION

	2021	2022	2023	2024
Property Taxes	19,434,349	20,644,003	21,459,508	22,276,445
Other Taxes	140,900	140,450	141,200	146,200
Special Assessments	2,000	2,000	2,000	2,000
Intergovernmental Revenues	2,854,250	2,761,959	2,753,057	2,744,309
Licenses and Permits	709,490	699,490	684,490	684,490
Fines and Forfeitures	183,000	183,000	183,000	183,000
Public Charges for Services	2,099,934	2,157,166	2,161,249	2,268,481
Miscellaneous Revenue	548,750	576,500	604,250	632,000
Other Financing Sources	2,677,000	2,657,000	2,502,000	2,502,000
Total Revenues/Resources	28,649,673	29,824,568	30,490,753	31,438,925

GENERAL FUND EXPENDITURES/USES PROJECTION

	2021	2022	2023	2024
General Government	5,329,488	5,614,259	5,773,283	6,053,918
Public Safety	14,240,667	14,754,088	15,174,664	15,538,906
Public Works	3,433,947	3,696,458	3,600,637	3,715,794
Culture, Recreation, & Education	2,333,567	2,366,459	2,430,378	2,495,705
Conservation & Development	1,014,812	1,054,866	1,085,611	1,117,678
Other Financing Uses	2,297,193	2,338,438	2,426,181	2,516,924
Total Expenditures	28,649,673	29,824,568	30,490,753	31,438,925

APPENDIX F: FORECAST OF REVENUE & EXPENDITURES

DEBT SERVICE FUND

A review of the Five-Year Capital Improvement Plan (CIP), debt associated with the CIP, and projected city growth indicates the city is likely to maintain its bond rating of Aa2 for the next five years.

Wisconsin State Statutes require that the city's total general obligation debt may not exceed 5% of the equalized value of taxable property. The 2020 debt limit was \$193,206,445. The city had total general obligation debt outstanding at the end of 2019 of \$88,143,441 or 45.62% of the debt limit. The following is a table of projected debt based on borrowing needs as identified in the five-year CIP.

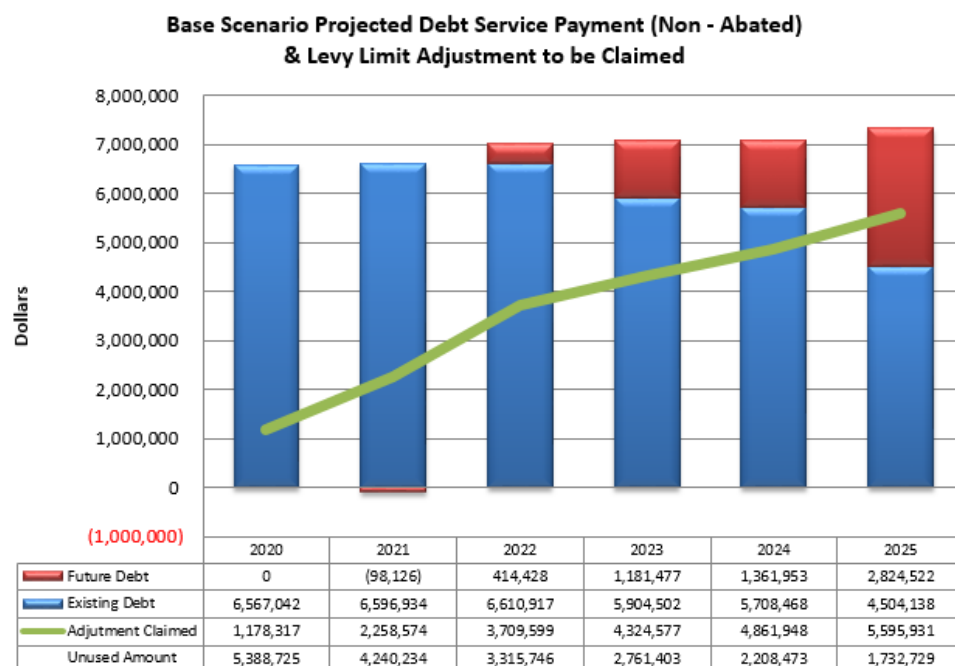
Debt Limit Projection

YEAR	COMB EXIST & NEW PRINCIPLE	% OF LIMIT	RESIDUAL CAPACITY
2020	89,226,441	46.18%	103,980,004
2021	90,066,753	45.54%	107,713,108
2022	85,710,397	42.96%	113,784,438
2023	87,978,335	43.72%	113,246,347
2024	82,762,283	40.78%	120,207,245
2025	83,997,639	41.03%	120,731,865

* Actual

It is the city's policy to borrow for general fund capital improvements with ten-year tax-exempt general obligation notes provided that the life of the asset is at least ten years. It is also the policy of the city to fund utility capital projects with 20-year tax exempt general obligation bonds provided the life of the asset is at least 20 years. The city is considered a small issuer and takes advantage of interest cost savings by issuing less than \$10 million tax-exempt debt in any one year. However, the needs of the city have required larger tax-exempt borrowings. The city moved to borrow for utility capital projects every other year (even years) to allow the city to take advantage of bank qualification interest cost savings every other year (odd years). The city will continue this policy in the 2021 budget.

Last, the city is subject to limits on property tax levies by Wisconsin State Statutes. However, the limit does allow for an adjustment of the general obligation debt service in any given year. The City currently has unused debt adjustment capacity of approximately \$5.39 million. This debt adjustment capacity decreases over the next five years. The 2021 unused capacity is \$4.24 million. The following is a graph of the projected use of general obligation adjustments for the next five years.



APPENDIX G: THREE-YEAR WORK PLAN

APPENDIX G: THREE-YEAR WORK PLAN

Source Document: <https://cityofsunprairie.com/DocumentCenter/View/9846/2019-2022-Council-and-Mayor-Strategic-Plan?bidId>

WORK PLAN BACKGROUND AND PURPOSE

In May of 2019, the Sun Prairie City Council and Mayor outlined eight focus areas to achieve their community vision. These eight areas provide policy direction across a broad array of issues and a pathway to meet the Council's short and long-term objectives through targeted strategies, key projects and initiatives.

Strategic plans are living documents, ever evolving with stakeholder input, emerging community and organizational needs, and changing policy direction.

MAYOR AND COUNCIL VISION FOR 2035

In 2035, Sun Prairie is a warm, vibrant community with residents who call it a great place to live. We are noted for many strong attributes and a willingness to invest in our community to ensure it remains a desirable place to live, raise a family, work, and do business for many years to come.

Sun Prairie is noted for its high quality public education. A broad array of schools across the city with passionate, committed teachers and staff that develop youth who are confident and ready for the next chapter in their lives, whether that be postsecondary education or joining the workforce.

Everyone has a place to live and prosper in the City of Sun Prairie. Neighborhoods are supported by libraries, schools, parks, public spaces, and retail services. Community groups within our neighborhoods encourage people to participate so they feel they are living in a neighborhood of two thousand, not a city of forty thousand, resulting in a warm and welcome feeling.

Our city promotes inclusion by bringing all residents together. As a result, people know they are welcome here and feel they have a place in our community. All people in our community feel a sense of belonging and know that they are safe wherever they go.

Sun Prairie draws strength from its youth and families. We are known in our region as a leader in the coordination of support for families and youth so that they can grow in our community.

Sun Prairie provides a foundation for healthy, happy lives for its residents by offering a broad array of social, cultural, community, and recreational opportunities. The city has a strong commitment to high quality amenities and there will be new and exciting innovations in the years ahead.

The economy in Sun Prairie evolves as technology and the markets change. It is resilient and diversified, responding positively to disruptive technologies and business cycle downturns. Innovative technology creates new products and employment opportunities located in the City.

Sun Prairie is known as a "green" community. We put great effort into minimizing our impact on our environment for both the long and short term and take many steps to make this possible. We reduce the use of fossil fuels and have a public utility focused on renewable energy. Our community is committed to recycling and embraces the opportunity to limit disposables. In our planning efforts, we avoid urban sprawl by encouraging density and responsibly managing our finite resources.

People move throughout the city with ease on foot and bikes, and in cars, taxis, and public transportation. Residents move beyond Sun Prairie using an integrated regional bus and train system. Transportation options are available and affordable for individuals of all incomes and abilities.

In Sun Prairie, public streets, sidewalks, buildings, park spaces, utilities, and community center are supported to maintain high quality services to residents. Existing assets are well maintained and new infrastructure is continually developed to meet the needs of a growing and changing community. Talented, responsive City employees provide high quality services to our community.

We, the City Council, lead the planning for the future. We are committed to engaging and inspiring our community to support this vision and working collaboratively to achieve our goals.

FOCUS AREAS

To achieve our vision, we will use these focus areas to guide our day-to-day work and in our long-term planning:

Housing and Neighborhoods

Sun Prairie is a place of vibrant and robust neighborhoods made up of housing with options for all with options at all price ranges for those that desire to rent or own.

Downtown and Central Corridor Vibrancy

Our Downtown and Central Corridor is a bustling place with entertainment, dining, housing, and cultural opportunities. This area has restaurants, breweries, and music venues that host active entertainment day and night. Downtown is easy to get to by bike, car, foot, bus, ride-sharing, taxi, or train.

Dynamic Economy

Sun Prairie is the home of many cutting-edge businesses applying innovative practices and technology to bring new and exciting products to the market every day. These businesses employ many highly skilled, highly paid Sun Prairie residents.

Complete Transportation Network

The community has multiple modes of transportation, ensuring the entire population has options for safe and efficient travel. The City has multiple alternatives for travel including pedestrian walkways, biking lanes, and mass transit.

Human Services

The community offers a wide range of human services to assist residents to live to their full potential.

Sustainable Sun Prairie

Sustainability is a community aspiration. It includes City government, which demonstrates leadership in sustainable practices through promotion, education, and incentives to move our community toward locally produced solar, wind, and geothermal energy.

Quality City Services

City services are efficient, friendly, and competent. In addition to maintaining roads, water, sanitary sewer, storm sewer, electric infrastructure, sidewalks, bike paths, we anticipate future needs.

Employer of Choice

In Sun Prairie, our City employees are essential to our success. We have excellent public services which can only be provided by dedicated and talented staff. City leadership is committed to providing an excellent salary and benefit package

HOUSING AND NEIGHBORHOODS

Sun Prairie is a place of vibrant and robust neighborhoods made up of housing with options for all. There are options in all price ranges for those that desire to rent or own. If you work in Sun Prairie, there is housing affordable for you. Public resources are invested to produce housing for people of limited resources. We have housing options for all phases of life. Housing is designed to accommodate all abilities. People who come into our city have the opportunity to put down roots and grow with our community. The neighborhood association network is strong, affording new residents opportunities to connect with neighbors and the greater city.

Priority 1: Implement the housing recommendations from the Comprehensive Plan, specifically those related to affordable housing.

Like the Dane County region as a whole, housing prices in Sun Prairie have been rising rapidly in recent years, and they continue to rise faster than household incomes. As noted in the City's Comprehensive Plan, there is a particular shortage of affordable housing units. Employers are concerned that the lack of affordable housing is limiting local workforce availability. The need to understand the nature of the housing market and existing conditions is critical to developing a strategy to address housing needs. A detailed housing needs assessment will provide the framework and baseline data for the development of an effective affordable housing strategy.

Action Items:

- Work toward completing goals, policies and actions as identified in the Housing Chapter of the Comprehensive Plan. Consider new data as it becomes available
- Amend City ordinance to designate the Community Development Authority (CDA) as the Sun Prairie Housing Authority. Membership on the CDA may need adjustments to ensure adequate housing expertise. The creation of a housing subcommittee working under the CDA should be considered

- Hire a consultant to conduct a Housing Needs Assessment [Housing Study] (e.g. collect and review data on: housing stock supply, age, type, lifestyle/special needs, costs and neighborhood desirability, current and projected market conditions, identify underserved populations/socioeconomic groups, etc.)
- Work with WHEDA, Dane County CDBG, and other housing programs to leverage funding resources for qualified projects as determined in the Plan
- Engage the Chamber's Workforce Housing group as a partner to implement the Strategic Housing Plan and engage the business community in the conversation about housing
- Solicit and encourage qualified developers to rehab and construct new appropriate housing options consistent with the Strategic Housing goals
- Update and evaluate market data on a regular basis to ensure housing goals and priorities remain relevant and address the needs of the community
- Based upon results of Housing Needs Assessment, develop scope of work/priorities for the preparation of a Strategic Housing Plan. Such a plan might include:
 - Establish an Affordable Housing Fund
 - Identify potential sites/districts that would be appropriate for workforce housing (e.g. near employment centers, public transportation corridors, etc.)
- Implement strategies recommended in the Comprehensive Plan for increased density and diversity of housing types within typical residential neighborhoods, including the allowance of accessory dwelling units
- Develop and implement a community information strategy to educate and inform residents of housing needs and market conditions in the community, specifically aimed at addressing misconceptions and misinformation within the community about housing issues

Priority 2: Create a platform on the City's website for neighborhood associations to increase communication between residents, neighborhood associations and the City.

Several neighborhoods within the City have active neighborhood associations that perform various functions and provide benefits to neighborhood residents. Activities range from enforcing neighborhood covenants to organizing block parties and hosting social media sites. However, there is currently no organized effort in Sun Prairie to recognize or support such associations or to utilize these groups to disseminate information to residents.

Strong and active neighborhood associations provide many benefits to both neighborhood residents and City officials. In addition to encouraging more interaction between neighbors and creating stronger ties within neighborhoods, an organized effort to identify and formalize neighborhood associations within the City can increase communication and engagement with citizens. This effort could begin as a simple process to give an opportunity for neighborhood associations to provide contact information on the City website. Over time, it has the potential to grow into a more robust program that could help increase citizen participation in city activities such as planning processes and development/infrastructure decisions, or increase awareness of social services that are available to neighborhood residents.

Action Items:

- Develop a page on the City's website that includes a map of the City and boundaries of known neighborhoods where active associations exist, and that can be used to list contact information for such associations. Neighborhoods could also post links to social media pages or websites that they may host on behalf of their neighborhoods
- Assign a staff member (and designate a back-up staff member) to be the liaison for neighborhood associations. Said staff member would be responsible for updating the web page as new associations are created or updates to contact information are reported by existing associations
- Reach out to known associations to build the initial web page. Prepare a press release and social media posts when the page goes live to notify others that either already have such an association and want to participate, or that may be interested in creating one
- Maintain and update the website as new information is available. Reach out to neighborhood contacts annually to ensure that information remains up to date and accurate
- Disseminate information regularly to neighborhood contacts, such as the Clock Tower News, newsflashes, press releases, notices of upcoming meetings or hearings, new POLCO questions, and general information to be distributed to the public or to targeted neighborhoods
- Create FAQ or links to other City web pages from the neighborhood association page to serve as a portal for neighborhood residents to find information they may be seeking. Examples include links to refuse/recycling collection schedules, yard waste and brush collections, the City meeting calendar, elected official contact information, permit requirements for fences or other common improvements, etc. Links to other agencies that provide key social services could also be provided
- Over time, consider a creating dedicated staff position to support neighborhood association activities, such as organizing meetings, preparing neighborhood newsletters, organizing volunteer efforts within neighborhoods, assisting with efforts to provide neighborhood identification signage or other neighborhood improvements, etc.

Priority 3: Amend the zoning and subdivision chapters of the Municipal Code to implement the housing chapter and sustainability goals within the Comprehensive Plan.

The City's current zoning ordinance is over thirty years old, having been adopted in 1989. The City is in the process of updating its Comprehensive Plan, with an expected completion date of August 2019.

The updated Comprehensive Plan includes policies related to housing and sustainable practices that are not addressed in the City's current zoning ordinance. In addition, several state legislative changes have been implemented in the last few years, along with significant case law outcomes that require amending several sections of the subdivision and zoning codes for the purpose of compliance with new state laws. In order to implement the policies of the updated Comprehensive Plan and state legislative changes, an ordinance re-write will be required.

Considerations for action on this priority item include sensitivity towards staff allocations and workload demands. An external consultant will most likely need to be retained in order to accomplish the ordinance updates within the three year timeframe identified by Council.

Action Items:

- Review the Comprehensive Plan recommendations regarding updating the City's
- zoning and subdivision ordinances
- Create scope of services statement in order to get an accurate estimate of cost of services
- Create a budget initiative to hire a consultant to draft a new zoning and subdivision ordinance
- Create and issue RFP
- Review RFP submissions
- Accept a contract for service, determine public engage sessions, and adoption schedule
- Work with consultant to draft new zoning and subdivision ordinances; review potential outcome of housing study and its impact on the need to further amend the zoning and subdivision code
- Review at Planning Commission
- Approval at City Council

DOWNTOWN AND CENTRAL CORRIDOR VIBRANCY

Our Downtown and Central Corridor is a bustling place with entertainment, dining, housing, and cultural opportunities. This area has restaurants, breweries, and music venues that host active entertainment day and night. Downtown is easy to get to by bike, car, foot, bus, ride-sharing, taxi, or train.

There are many people living in downtown and throughout the central corridor. The historic character of downtown remains, while offering modern amenities. The breadth of retail and personal services offer great options for folks visiting and living in Sun Prairie. Residents are young and old and reflect many cultures and ethnicities. Some folks live and work right in the area. It's great to listen to music in outdoor public spaces. Downtown, including Ashley Field, are destinations, hosting a wide variety of community, cultural, sports, and entertainment events.

Priority 1: Complete and implement redevelopment of Main and Bristol Plan to attract businesses and people Downtown.

The City is currently in the process of developing a vision and implementation strategy for the Main and Bristol area. That strategy will include action steps to guide redevelopment of the area, including businesses of interest for city residents.

Action Items:

- Issue RFQ and select consultant/establish project steering committee
- Negotiate scope of work and organize process
- Begin community engagement plan
- Consultant prepares a 'State of the Area' report, as well as concept plans for consideration by community
- Evaluation of concepts in a public forum – receive input
- Consultant refines concepts to develop recommended plan and prepares implementation strategy
- Conduct public evaluation and comments on plan and strategy
- Planning Commission and Council consider/adopt plan

- Main and Bristol Plan implementation is likely to extend beyond a 3-year implementation and will require development of an updated action plan
- Implementation of recommended plan; tasks likely to include:
 - Create or amend TIF district
 - Consideration of property acquisition (if recommended by plan)
 - Explore potential funding sources to assist with redevelopment
 - Consider SPU relocation — costs, timing, etc. (see Downtown and Central
 - Corridor Vibrancy Priority #3a)
 - Coordinate with SPASD on Ashley Field plaza plans
 - Consider Lane Street-Ashley Field-Commercial Avenue bike connection

Priority 2a: Identify and plan for redevelopment of the Public Works site. Plan for new campus on the Southside.

The existing Public Works site is undersized, land-locked, and does not provide adequate facilities for staff. The existing lot has potential for downtown redevelopment. The city owns land on Bailey Road that could be developed for a Public Services campus to house all departments in one cohesive location (e.g. Public Works, Engineering, GIS, Wastewater, and Fleet).

This move would create efficiencies by sharing staff and resources, as well as address the space needs in City Hall and the current Public Works facility. The parcel on Bailey Road also has space for a bus storage facility for Madison Metro. Building a bus facility in Sun Prairie could allow Metro to begin additional bus routes in the City at an earlier date. This would help to achieve Transportation Priority #2 at an earlier date.

Action Items:

- PW, ENG, GIS have completed a needs assessment, SPU has initiated a needs assessment, and Transportation Planner is working on a Metro needs assessment
- PW, ENG, GIS, SPU, WWTP and Madison Metro work on coordination of layout, efficiencies, and shared resources to provide guidance for overall conceptual design.
 - Include proposal for master plan cost in 2020 budget
 - If approved, prepare RFP for Master Plan
- Staff to review Consultant options and provide a recommendation on option and cost estimate
- Seek Council action to review and approve bid to create Master Plan including overall site plan options and cost estimates
- Seek Council action to review and approve:
 - Site Plan Options (SPU? Bus barn? Other city departments?)
 - Allocation of funding to exceed debt policy
 - Timeline of construction
- Seek Council action to review and approve:
 - Solicit bids for final design consultant
 - Solicit bids for construction contract
 - Inclusion in 2021 budget at the earliest

Priority 2b: Identify and plan for redevelopment of the Public Works site. Develop a plan for re-use of the site.

The City's Public Works facility is currently located in aging facilities in the downtown. Land has been purchased on Bailey Road to consolidate all public service uses to one campus.

When the consolidation of these facilities occurs, the downtown site will be available for redevelopment. It is unlikely that a high-end user will be attracted to this site as long as the factory is located on the adjacent parcel. Consider an interim use (e.g. potential business incubator, indoor market, recreation facility) for the site until a high-end user can be attracted.

Action Items:

- Confirm feasibility of relocation of facility
- Engage Washington Mills regarding their short-term and long-term plans for their facility/site
- Consider interim use of Public Works buildings until Washington Mills leaves downtown. Ideas include:
 - Business incubator/makerspace facility
 - Temporary bus garage
 - Sports/community space
 - Public market space
- Ensure that this property is included in new TIF (see Main-Bristol Plan)
- If a new Downtown Plan or amendments to the existing plan are considered, update future land use plan for this parcel.
- When ready for redevelopment:
- Issue RFQ and review RFQ Applications
- Hire Consultant
- Create scope of work with Consultant
- Complete phase 1 and any necessary environmental investigation
- Public Works facility implementation is likely to extend beyond the 3-year implementation window, and will require development of an updated action plan

Priority 3a: Partner with Sun Prairie Utilities for the planning and upgrading of facilities, which may include a change in location.

The existing Sun Prairie Utilities site is undersized and land-locked. The existing lot is attractive for new businesses and the City owns land south of the existing site for transition to a Public Services campus to house all departments in one cohesive location. This move could create efficiencies by sharing staff and other resources, as well as address the space needs at SPU.

Action Items:

- Public Works, Engineering and GIS has completed a needs assessment, SPU has
- initiated a needs assessment, and Transportation Planner is working on Metro needs assessment
- Public Works, Engineering, GIS, SPU, WWTP and Madison Metro coordination on layout, efficiencies, shared resources to provide guidance for overall conceptual design
 - Inclusion of proposal for master plan cost in 2020 budget
 - If approved, prepare RFP for Master Plan
- Staff to review Consultant options and provide a recommendation on option and cost estimate
- Seek Council action to review and approve approval of bid to create Master Plan including overall site plan options and cost estimates

- Seek Council action to review and approve:
 - Site Plan Options (SPU? Bus barn? Other city departments?)
 - Allocation of funding to exceed debt policy
 - Timeline of construction
- Seek Council action to review and approve:
 - Solicit bids for final design consultant
 - Solicit bids for construction contract
 - Inclusion in 2021 budget at the earliest

Priority 3b: Identify and plan for the redevelopment of Sun Prairie Utilities. Develop a plan for potential re-use of the site.

The current Sun Prairie Utilities facility is located adjacent to the Main and Bristol planning area. Sun Prairie Utilities is nearing capacity and may need to expand in the near future. Strategies for the redevelopment of this site will likely be included in the Main and Bristol plan. Implement that plan upon adoption

Action Items:

- Engage Downtown Steering Committee to guide re-use/redevelopment process
- Review SPU facilities study and Downtown Redevelopment Plan
- Engage SPU regarding their short-term and long-term plans for their facility/site
- Ensure that this property is included in new TIF (see Main-Bristol plan)
- Determine whether to consolidate and purchase/sell adjacent properties
- Complete site due diligence
- Evaluate Main-Bristol Plan when completed for implementation strategies

Priority 4: Conduct a downtown parking study to determine the nature of the parking problem and strategies for improvement.

We have received feedback that the commercial and residential growth downtown has placed a strain on availability of parking. This issue needs to be studied to determine whether additional downtown parking is needed, parking management strategies need to be implemented, or other potential solutions need to be explored.

Action Items:

- Update downtown parking utilization study to determine if there is a parking
- inventory problem or an identification/management problem
- Analyze results of study and present results to Plan Commission and Council
 - Present results to PC and COW and get direction (staff feels that a combined approach will be needed)
- Conduct analysis of existing conditions
 - Walkability study
 - Survey business owners and patrons of businesses
 - Land use information
 - Business operation (hours, website)
 - Assess parking regulations
- Identify a Parking Management strategy, which may include:

- Identify solutions so customers can better find available parking at peak times and navigate around downtown (wayfinding)
- Investigate demand management/ITS solutions, which could involve paid parking and enhanced enforcement
- Prepare budget initiative(s) to implement above strategies
- Communication strategies to educate on parking availability between the City, businesses and Chamber
- Implement the Parking Inventory strategy:
 - Review outcome of Main-Bristol Visioning and Redevelopment
 - Complete purchase of 117 Columbus and implement 2020 CIP project to expand parking behind 200 block of Main
 - Continue to monitor opportunities for land acquisition to expand parking
 - inventory over time
 - Update the Downtown Revitalization Plan as recommended in the Comprehensive Plan
 - Account for BID initiatives to include sidewalk café/restaurant seating, including bump outs
 - Possible ordinance amendments to refine and update parking regulations

Priority 5: Partner with the Sun Prairie School District to convert Ashley Field to a community entertainment and recreation destination.

A spring 2019 approved referendum included renovation of Ashley Field/Prairie Phoenix Academy area, which could support community events and entertainment for both residents and visitors. Since the area is in close proximity to the Downtown, coordination with the Main-Bristol Redevelopment plan is important. While this is a SPASD project, the City can provide assistance with planning, programming, and funding the plaza portion of the Ashley Field complex.

Action Items:

- Study progress of downtown redevelopment plan begun by Lakota Group
- Meet with SPASD to determine goals and needs for entertainment complex and determine rationale for referendum
- Based on outcome of meeting and Main-Bristol Plan recommendations, determine next steps and feasibility and liability of partnering on this project
- Establish vision and desired function for the plaza space. Discuss connections with downtown and synergies with Main-Bristol plan
- Prepare concept plans for consideration by City and SPASD. Discuss potential funding sources and partnerships. Investigate grant funding sources
- If TIF is intended funding source, review feasibility with Finance and Ehlers
- Conduct public review of concepts to gather feedback. Receive direction from City and SPASD on desired outcome and funding
- Develop design and cost estimates (Planning/Engineering collaboration or hire consultant for design?)
- Publicly bid project and award construction contract

Priority 6: Update the Downtown Revitalization Plan, with an eye toward identifying properties for future redevelopment.

While there have been ongoing redevelopment opportunities identified in the downtown area, several properties remain under private ownership that may create barriers to redevelopment. Control of properties by the City or SPASD should be considered to eliminate barriers to redevelopment.

Action Items:

- Clarify the area to be identified as “Downtown” for this effort (to include Ashley Field)
- Establish a joint planning team of City and School District staff to evaluate potential linkages and connections between Ashley Field and Downtown. Joint planning team define roles and responsibilities of each entity
- Consider including this area in the TIF overlay

DYNAMIC ECONOMY

Sun Prairie is the home of many cutting-edge businesses applying innovative practices and technology to bring new and exciting products to the market every day. These businesses employ many highly skilled, highly paid Sun Prairie residents. In addition, Sun Prairie is home to people who work for companies that are physically located all across the country and world. These employees work from their homes and are supported by local state of the art communication technology. There are maker and incubator spaces which support entrepreneurs whose businesses grow into employers in our community that provide career opportunities for residents. The robust nature of the Sun Prairie business community allows our local economy to thrive, even as new technologies disrupt markets and the business environment changes.

Priority 1: Revise/Refresh our economic development strategy to ensure that we have a diverse economy.

The City’s economic development strategy was formally adopted in 2008, but is being considered again as part of the Comprehensive Plan update. The identification of target sectors allows the city to prioritize and focus economic development efforts. As the City actively markets industrial and commercial areas of the City, identification of target sectors allows the City to pursue compatible projects and relevant supporting infrastructure. Evaluation of target sectors needs to be done in the context of other City and regional priorities, such as housing, transportation, utilities, land use, etc.

Action Items:

- Define and formalize partnerships and roles with other economic development organizations including but not limited to: Chamber, Higher Education Institutes, MadREP, DWD, and WEDC
- Update list of target sectors based upon quality of job opportunities, wage rates, consistencies with other uses within the City, ability to serve the property with infrastructure, cost benefit analysis types of businesses and location of projects
- Develop business retention and recruitment strategies by sector. Plan to complete business retention surveys for top 25 employers
- Update the directory of technical and financial resources on the city website

- Evaluate and inventory the current entrepreneurial support ecosystem and identify gaps in service in the City. Find partnerships to create and support entrepreneurial activities through the City while enacting best practices from other organizations.
- Conduct feasibility study for a potential business incubator project
- Define and formalize a joint plan that defines the City and school district’s role in economic and workforce development including identifying areas for collaboration.

Priority 2: Improve the marketability on the City’s development opportunities with an emphasis on the City’s Business Park expansion area.

The City has purchased land to provide an opportunity for business park expansion. City staff should determine to what extent planning, site investigation, and/or public infrastructure needs to occur to attract potential developers. This may include some level of site certification to increase the marketability of this land, gain tax base, and increase jobs within the city.

Action Items:

- Develop a formal marketing strategy for the Business Park expansion area
- Contract with a qualified Industrial Real Estate Broker to formally list and market properties
- Develop Master Plan for expansion area to include land division, lot size, major infrastructure capacities and locations, arterial and major collector road location, storm water design and location, current and future sanitary capacity study, and electric utility service (including possible relocation of ATC poles) to accelerate development readiness. To include a possible Phase I Plan with flexible lot size development options. Work with the Community Development Authority to vet options and evaluate feasibility
- Pursue Gold Shovel certification through MadREP
- Recommend similar procedures for other City owned properties and in other key development areas

Priority 3: Develop and maintain a positive and recognizable brand for the City of Sun Prairie, including but not limited to updating signage in the Business Park and elsewhere in the community.

Rather than addressing this as a stand-alone priority, any update of Business Park signage should be considered as part of a larger branding effort for the City. Both staff and Council have identified several needs that could be directly impacted by or tied to the City’s overall vision and economic development strategy. This could include but is not limited to environmental sustainability, cultural diversity, and economic stability. Up until this point, a clear vision has not been previously defined. A community brand is more about communicating this vision than simply creating a new logo. If done well, the community brand can help unify, coordinate, prioritize the City’s objectives, and foster a greater sense of civic pride.

In a time when there are plenty of factors that can be used to divide the City, a branding effort (and the vision it is based on) has the potential to unify the City. The City has the opportunity to make the community brand and messaging more consistent and effective. There are multiple examples of signage and infrastructure that have not evolved with the

City's expansion. Staff has noticed inconsistencies of branding within the City itself.

Once defined, the community brand can be used to convey the vision through signage, logos, and other identifiers. Employ marketing strategies that communicate and increase awareness of what the City of Sun Prairie has to offer residents and visitors, encourages community engagement, and promotes visits and overnight stays.

Action Items:

- Staff to establish scope of branding effort based on Council's adopted vision; Council to approve (e.g. evaluate current brand, establish branding scope: business park signage only, City only, Community-wide, etc.)
- Hire a marketing, branding, and design consultant to assist with establishing a work plan with process to include working with:
 - All City department managers
 - A Steering Committee of Community Stakeholders
 - Focus groups as needed
- Community Stakeholders may include but are not limited to the following: BID, Tourism, the Chamber, SPASD, Prairie Lakes, etc. Define various audiences that would make up Focus Groups, which would serve as a public engagement strategy to regularly get feedback and ideas throughout. Focus Group including but not limited to: residents, visitors, neighborhood associations, and business recruitment and retention, etc.
- Coordinate all efforts with the communication priorities of the Strategic Plan; deploy messaging as a coordinated effort with Communications Coordinator activities
- Establish budgets and schedule for roll out of the new community brand
- Encourage the consistent use of the City of Sun Prairie's brand throughout the community
- Work with a consultant to conduct a branding process that will:
- Further refine and incorporate key City values and targeted message into the future branding effort (e.g. sustainability, diversity, etc.)
- Identify and incorporate other known brand efforts into a coordinated plan, including the Comprehensive Plan, neighborhood associations, Central
- Main Street Corridor plan, and Regional efforts. An example of Regional
- efforts includes the integration of requirements that Dane County imposes for Bicycle Trail signs, which impacts the eligibility of receiving grant funds
- Identify the most effective means to deploy the brand (examples: logos, signage, colors, vehicles, clothing, other partners, etc.) especially those areas that are older and need to be updated
- Strategies include, but are not limited to the creation of a style guide including logo creation and usage, and messaging; advertising and promotion, a signage plan standards and recognizable signage campaign, and a social media campaign. Website, targeted print, community events, and media events
- Signage plan should include: community entry point signs, wayfinding, business park entry point signs, etc.
- Revisit the need for a registered trademark for the City's logo

COMPLETE TRANSPORTATION NETWORK

The community has multiple modes of transportation, ensuring the entire population has options for safe and efficient travel. The City has multiple alternatives for travel including pedestrian walkways, biking lanes, and mass transit. Extensive investment by our community ensures that all residents can access its amenities. Our regional network assures access to everything around us.

Priority 1: Connect all neighborhoods to fixed- route transit service.

The City currently has a demand-responsive shared-ride taxi system that provides high-quality door-through-door service, ideal for elderly and disabled residents. However, this type of service is less desirable for moving large numbers of residents, since it does not operate on fixed routes and, at times of peak demand, can be unreliable.

Further, the service provides only limited regional connectivity and it is more expensive than fixed-route alternatives. In 2019, the City is implementing its first fixed route bus service – an express commuter route to downtown Madison. The initial service does not provide access to all neighborhoods, particularly those most in need of service. Providing city-wide bus service and supporting active transportation connections would ensure that all residents have access the transit system.

Action Items:

- Continue to implement Priority #3: Implement the multimodal transportation
- recommendations of the Comprehensive Plan, which fills gaps within the active transportation network. Bus stops cannot be located in areas without ADA-
- accessible boarding pads/load zones, therefore pedestrian connectivity is necessary for a full implementation of bus service within the community
- Continue to implement commuter bus service. This process includes determining
- the viability of a unified fare program that integrates the shared ride taxi with the Metro system as a short-term stopgap solution for local transit service
- Work with the Madison Area Transportation Planning Board (MATPB) to develop a scientific survey to determine local fixed-route transit needs within the City of Sun Prairie
- Apply for WisDOT planning grant to cover 80% of cost of conducting scientific survey, submit budget amendment to council to cover cost of survey
- Hire a consultant to conduct scientific survey of transit needs within community
- Collaborate with Metro and MATPB to synthesize results of scientific survey to
- develop conceptual local bus routes that interface with existing commuter bus service
- Work with Communications & Diversity Strategist to develop a scope of work for public engagement process
- Conduct intensive public engagement with Metro Transit and MATPB to ensure that conceptual routes meet the needs of residents, including:
 - Bus tours

- Multiple engagement meetings within neighborhoods
 - Creation of an online engagement strategy and tool to gather input
- Adjust conceptual routes based on feedback gathered from the public engagement process and work with Metro to determine cost of providing service
- Work with Metro to determine when buses may become available for service
- Present and gain approval of conceptual routes by appropriate bodies. Identify and request funding once buses are available

Priority 2: Explore opportunities for bus storage in Sun Prairie to expedite the provision of local bus service in the community.

Communities that are served by Metro Transit are required to pay a “local share” for transit service. As bus service is expanded in Sun Prairie, our budget will need adjustment to account for this. In addition, there will be miscellaneous operational expenses required to support this service. At the same time, limitations at its existing bus storage and maintenance facility are restricting Metro’s ability to provide buses to support expansion in Sun Prairie.

City staff has been engaging Metro Transit staff in discussions regarding the potential of storing/maintaining vehicles in Sun Prairie as a means of potentially reducing the City’s cost of expanded service. At this time, Metro has made it clear that their preferred option for addressing storage issues is pursuing a Metro-owned facility at the former Oscar Mayer site. As a result, large-scale storage of buses in Sun Prairie unlikely to come to fruition until such a time in which the Oscar Mayer site is eliminated as an alternative. However, Metro has indicated that it may be possible to store buses serving Sun Prairie local routes within the City, regardless of the outcome at the Oscar Mayer site. This would reduce the “dead-head” time of each route by approximately 30 minutes, saving the community time and money on each route.

Action Items:

- Develop an interagency staff team consisting of Metro Transit, City of Madison, and City of Sun Prairie
- Determine the types of services Sun Prairie can provide to Metro Transit (i.e. bus storage, maintenance facility, fueling station) to determine synergies and efficiencies with other business needs
- Gain approval from Sun Prairie City Council and Madison City Council to pursue a co-located bus storage/maintenance facility
- Work with City staff and Metro Transit to ensure bus storage area is well integrated into City facilities and Metro’s needs are met

Priority 3: Implement key multimodal transportation recommendations outlined in the Comprehensive Plan.

The City’s Comprehensive Plan prioritizes the need to fill gaps in the bike and pedestrian network. Some key multimodal transportation recommendations outlined in the Comprehensive Plan include:

1. Adopt sidewalk policy as ordinance
2. Adopt on-street bicycle facility policy as ordinance
3. Develop an Active Transportation Plan that identifies and prioritizes gaps in the bicycle and pedestrian transportation networks and provides guidance on wayfinding signage and support infrastructure. This plan would address the recommendation for complete streets.

The City does not currently have an active transportation plan to aid in the prioritization and implementation of these needs. Recommendations #1-3 should be undertaken as quickly as possible following the adoption of the Comprehensive Plan to act as a stop-gap until the adoption of an Active Transportation Plan.

Action Items:

- Immediately following adoption of the comprehensive plan:
 - Adopt sidewalk policy as ordinance
 - Adopt on-street bicycle facility policy as ordinance
- Evaluate and restructure transportation-related commission, committees, and subcommittees to better support the inclusion and implementation of multimodal transportation recommendations into decision-making processes regarding capital improvements, new development, and redevelopment
- Apply for grant for the development of an active transportation plan
- Prepare budget initiative to fund the local share of the plan
- Prepare and issue RFP for active transportation plan. Select consultant
- Establish steering committee to guide planning process if transportation-related committees are not restructured
- Work with consultant to conduct planning process including:
 - Identify gaps in the existing bicycle and pedestrian network
 - Identify the locations and types of infrastructure and equipment necessary to support cycling in the community
 - Identify best practices for facility design and key pedestrian enhancements
 - Identify preferred routes through community
 - Develop wayfinding signage preferences
 - Conduct a public engagement process and develop implementation
 - strategy and prioritize improvements
 - Establish performance measures
 - Creates a complete streets policy for the city
- Present and gain approval of the final plan from appropriate Commissions, Committees, and the City Council
- Implement the active transportation plan, including:
 - Adopting recommended ordinance changes
 - Modifying development review practices as identified
 - Restructuring committees and commissions as recommended (if step #3 is not implemented)
 - Applying for grants to aid in implementation
 - Revising budgeting practices/criteria to aid in plan implementation

Priority 4: Adopt and implement a complete streets program as outlined in the Comprehensive Plan.

As the City’s focus all modes of transportation, we need to design city infrastructure to include access to all modes of traffic. This design is important to complete now as streets are built to last up to 50 years. During this design, staff should research and try to implement “green” technologies for sustainability. Official mapping and policies of sidewalks, bike paths, bus routes, etc. will be vital in the implementation of the complete streets program.

Action Items:

- Hire consultant, develop criteria and design standards, work towards creating Official Maps
- Acquire consultant to conduct research
 - Review what has been done in other municipalities on ordinance/policy language and maps
 - Provide recommendations on how to adopt a comprehensive complete streets program
- Establish a committee of stakeholders within bike/pedestrian, transit, streets, maintenance, planning, engineering to:
 - Evaluate the research and work towards creation of draft ordinance/policy and map needs for all modes of transportation
 - Committee shall review work of the Consultant and provide oversight and guidance to the process
- Consider impacts of Parking, traffic calming, connectivity, on-street bike lanes, and create matrix of issues to consider to include safety, traffic calming and multimodal transportation
- Provide a mechanism for Citizen input to include:
 - Present official map and draft cross sections for public input and comment
 - Provide for flexibility in the process

Priority 5: Determine and implement a strategy to investigate other options in technology to provide transit services.

The pending Comprehensive Plan instructs staff to monitor upcoming transportation technologies as they become available. It is recommended that the staff manage the Council's Interest in this as part of the plan as opposed to making it a priority that requires a separate action plan.

HUMAN SERVICES

The community offers a wide range of human services to assist residents to live to their full potential. There are programs that assure people not only survive but thrive.

Among our many service providers and organizations are our libraries, Boys and Girls Club, YMCA, Sunshine Place, Community Schools, Colonial Club, as well as medical clinics, hospitals and other services that help people form relationships, address problems, and get their needs met. The city is a center for regional coordination of these services which support youth and families throughout the area.

Priority 1: Implement the Library Strategic Plan.

The Library Board completed a five year strategic plan (2017-2022) with five initiatives: facility and spaces, funding and staffing, access, partnerships and collaborations, and marketing and communications. The architectural analysis was completed in 2018 and an additional evaluation to study branch options was completed in 2019.

Based on the results of the analysis, the Library Board has recommended an expansion of the current library. The expansion would double the size of the current facility and the total cost of the expansion is estimated to cost \$19.5 million.

The Library Board recommends a more in-depth study of location and service models for branch options after the expansion of the current library is complete. The current Library is 20 years old and has significant facility needs that must be addressed. Library services also need to grow to keep pace with population growth. Most notably insufficient space to grow the library's physical collection puts the library at risk of not meeting Dane County standards.

An expansion allows for these concerns to be addressed while simultaneously implementing new and innovative services and spaces, such as maker spaces, museum quality early childhood discovery zones, a local history room, state of the art teen spaces, business and workforce development resource spaces, and an enhanced performance space for special events. The enhanced space would increase potential partnerships and collaborative efforts with other city departments and community organizations. In addition to addressing space concerns, the library board and staff are reviewing ways to increase access to library services and in particular, expanding Sunday services year-round in 2020. Data from the 2019 Dane County Dreambus stops will help determine the need.

Action Items:

- Review architectural analysis, title search and review
- Address immediate facility needs. Roof repair and ADA compliant public restrooms
- Work with library foundation on development, specifically for an anticipated capital campaign
- Library Board recommendation for expansion presented to elected officials for endorsement
- Conduct fundraising feasibility study in anticipation of capital campaign. Proposals have been requested and will be evaluated
- Create budget initiative to support year-round Sunday hours
- Establish public funding for library expansion during budget process
- Select firm for architectural design service
- Contract with fundraiser for capital campaign
- Begin quiet phase of capital campaign
- Complete design of library expansion
- Begin public phase of capital campaign
- Begin and complete construction of library expansion
- Assessment and planning of future needs including study of branch services

Priority 2: Create a network of resources to expand communication efforts and strengthen youth, family and adult services in collaboration with service providers.

Sun Prairie prides itself in being a great place to live, work and play. It is the mission of the City to provide valuable, responsive and cost-effective government services that enable its residents to enjoy a high quality of life. As the city grows, there is greater need for information and access to government and community services that is accessible for all residents.

It is important that the City engage with other service providers to help coordinate a network that assists in connecting residents to government services and community services based on their needs. This network would serve to address the needs of the community by providing

information and connecting community members to program offerings and/or services.

This priority would work in tandem with Housing and Neighborhoods Priority #2 to ensure that that information reaches all residents to increase awareness of these services.

Action Items:

- Meet with current leadership of Youth and Families Commission to determine
- needs and potential for strengthening services and communication of services
- Explore expanding Commission to include needs of adults
- Work with existing agencies to create network and establish points of contact
- In tandem with Housing and Neighborhoods Priority #2, create neighborhood associations to engage and communicate with residents
- Host second annual Multicultural Fair as a method of expanding and strengthening youth, family and adult connections and services
- Host a resource fair to create an opportunity to connect residents to government and community services
- Over time, consider creating a dedicated staff position to support neighborhood association activities, such as organizing meetings, preparing neighborhood newsletters, organizing volunteer efforts within neighborhoods, assisting with efforts to provide neighborhood identification signage or other neighborhood improvements, etc. (see Housing and Neighborhoods Priority #2)

Priority 3: Establish a Community Foundation.

We are in the process of establishing a board to oversee the Community Foundation that will be run through the Madison Community Foundation. As the City grows, the establishment of the foundation enables the community and city resources to grow to meet our goals. It is an opportunity to provide grants to small businesses and entrepreneurs to come to Sun Prairie. We have the opportunity to donate funds to community organizations. The City may want to consider paying for a professional services provider that works directly with the foundation to fiscally manage and oversee it.

Action Items:

- Seek approval of establishment of Community Foundation by City Council
- Appoint residents to serve on board
- Create bylaws for board to include purpose and goals of foundation
- Hire professional services provider to manage and oversee activities of foundation including identifying potential fundraising sources/donors
- Establish application procedures for grants/monies to be awarded and awarding timeline for funds by foundation

Priority 4: Develop and implement a strategy to make voting accessible and convenient for all residents

The City of Sun Prairie is greatly interested in providing the best experience possible to each voter and thereby encouraging and facilitating individuals to exercise this important constitutional right.

During the 2018 mid-term elections, the City experienced difficulty in providing the highest and best voter experience. The City currently has 4 polling locations serving over 4,000 voters each. It is in the best interest of the community to expand to 8 polling locations serving half those voters each to achieve this priority.

Action Items:

- Assess the current state of polling places and need for additional sites
- Identify possible additional locations for polling places
- Develop metrics for polling place expansion
- Get feedback from the Council on potential polling place expansion, and develop a list of sites to approach
- Select sites and contract with sites as needed
- Assess equipment needs and purchasing
- Assess personnel needs and incorporate costs in budget
- Hold February 2020 elections: track wait times and site performance; evaluate complaints
- Evaluate election performance, make changes as needed (continuing activity)

SUSTAINABLE SUN PRAIRIE

Sustainability is a community aspiration. It includes City government, which demonstrates leadership in sustainable practices through promotion, education, and incentives to move our community toward locally produced solar, wind, and geothermal energy.

We are committed to reducing our carbon footprint through the use of renewable energy city fleet vehicles, buses, and taxis. As our City grows, sustainable land use development, storm water reduction, reduced light pollution, and non-green consumer practices such as the use of poisonous lawn chemicals, remain a top priority. Our residents are part of ensuring a high quality ecosystem for the future.

Priority 1: Initiate a citywide Sustainability Task Force to raise awareness of sustainability and identify proactive sustainable strategies.

Establish a citywide Sustainability Task Force focused on raising awareness of sustainability throughout the community and guiding the public towards sustainability goals in the Comprehensive Plan. Members of the task force will be educated in sustainability and recommend achievable short-term and long-term community-wide strategies to create a sustainable environment. The task force can serve many purposes such as serve as an advisory group to Council, create ways for community outreach, education, and involvement, and relay information on grants and other funding sources.

Action Items:

- Establish a task force with an interest and knowledge in all tiers of sustainability (environment, social, economic). Appoint elected officials to serve on the task force and assign city staff liaison
- Conduct research on municipalities that have developed a community sustainability task force/plan to navigate methods and criteria for sustainable communities (i.e. possible measurable

metrics, how to do it, immediate vs. long term goals, education, pros/cons, pathways, pitfalls, key learning, costs, etc.)

- Define goals and objectives for future of Sun Prairie Sustainability. Establish local measurable metrics, parameters, guidelines, etc. specific to the City. Prepare a vision statement to guide the Council toward a successful initiative
- Prepare a sustainability study/Master Plan (may include hiring a consultant/facilitator)
- Identify strategies to implement sustainability policies and programs that promote sustainable living. Audit code of ordinances for barriers to implementation (if applicable)
- Gain Planning Commission and/or Council support
- Work with public and private sector partners and collaborate with the County for public outreach and resources informing residents and businesses of “green” initiatives

Priority 2: Evaluate cost effective and efficient opportunities to implement sustainable City operations.

Sustainability is a growing concept having a significant role on planning and policy at the local level. A common misconception is that the term “sustainability” can be interchangeable with the phrase “going green” that attempts to only capture the physical aspect of conserving resources. However, it is important to understand and appreciate that sustainability is achieved through a broader perspective. In order for Sun Prairie to become more sustainable, the city needs to focus on decision-making processes focused on the natural environment, social equity, and economic stability. Municipal sustainable decision-making provides an opportunity for Sun Prairie to reflect on what they want for their community and to move proactively towards achieving a sustainable community. Sustainable outcomes include a reasonable tax rate, a diverse economy, a high quality of life for residents, safe neighborhoods, and conservation of natural resources.

To achieve such a vision, sustainable decision-making must be assessed and built upon through several steps, beginning with municipal employee involvement.

Action Items:

- Establish a standing Green Team with individuals from all municipal departments and expand on existing knowledgebase
- Assess outcome of Energy Innovation grant study for implementation strategies and opportunities
- Green Team meet and survey each City department to identify all possible options for sustainable practices, both short and long term
 - Analyze and document sustainable policies, programs, and activities currently being practiced by the City
 - Audit code of ordinances for barriers to implementation
- Develop a strategy to group/classify ideas from survey. Categorize strategies by sustainability type and department and:
 - Evaluate cost and staff time estimates for each item
 - Evaluate the potential benefits for item to be able to prioritize solutions by cost effectiveness and payback schedules
- Green team coordinate and share information/resources with the public sustainability task force regularly/quarterly
- Create a guiding plan for sustainability actions using feedback and information generated in the study

- Seek Council action by recommending options for implementation into CIP 2021- 2026 or operating budget, as needed. Other non-monetary initiatives may be presented/approved policy
- Provide ongoing coordination with facility managers, all department heads and Executive Leadership Team to gain insights on implementation strategies

Priority 3: Amend the zoning and subdivision chapters of the municipal code to implement the land use chapter of the updated Comprehensive Plan.

The City's current zoning ordinance is over thirty years old, having been adopted in 1989. Today, the City is in the process of updating its Comprehensive Plan, with an expected completion date of August 2019. The updated Comprehensive Plan will include policies that are not addressed in the City's current zoning ordinance.

In order to implement the policies of the updated Comprehensive Plan, a zoning ordinance re-write will be required. Considerations for action on this priority item include sensitivity towards staff allocations and workload demands. An external consultant will need to be retained in order to accomplish this zoning ordinance update within the 3-year timeframe identified by Council.

Action Items:

- Review the Comprehensive Plan recommendations regarding updating the City's zoning and subdivision ordinances specific to sustainability
- Create a budget initiative for the 2020 budget that includes funds for an RFP to hire a consultant to draft a new zoning and subdivision ordinance
- Create and issue RFP
- Review RFP submissions
- Accept a contract for service, determine public engage sessions, and adoption schedule
- Work with consultant to draft new zoning and subdivision ordinances
- Review at Planning Commission
- Approval at City Council

Priority 4: Amend TIF policy to include provision of additional support to developers who include green features in their developments.

Existing TIF guidelines are adhered to inconsistently, and there is a notable lack of accountability to variances. Additionally, the TIF guidelines exclude any mention of sustainability initiatives. Considerations for enacting this priority item include recognitions that incentivizing sustainability initiatives may add additional costs to TIF projects, and that a more concerted effort may be required in order to demonstrate that sustainability is a priority of high value.

Action Items:

- Define ‘green features.’ Create a list of sustainability policy and action items from
- the Comprehensive Plan and as identified by the City's Green Team
- Analyze existing TIF policy and how the defined green features can be incorporated.
- Determine value/ROI of each “green features” and research case studies in order to create report regarding TIF policy

- Research and evaluate green building standards and certification for LEED and other credible programs (both national and local). Determine if suitable and realistic for new TIF policy
- Bring report to the Community Development Authority for review and potential recommendation regarding changes to TIF Policy
- Bring recommendation from the Community Development Authority to Committee the Whole for potential TIF policy amendment

QUALITY CITY SERVICES

City services are efficient, friendly, and competent. In addition to maintaining roads, water, sanitary sewer, storm sewer, electric infrastructure, sidewalks, bike paths, we anticipate future needs.

An ambitious public building program ensures that we can continue to provide high quality services to residents as we grow. Residents are safe and well-served through appropriate police and fire/EMS stations. City staff ensure effective communication with residents so that they understand our services and can be both informed and participative.

Priority 1a: Complete the expansion of the Westside Community Services Building.

The existing Westside Community Building is not designed to facilitate 24/7 fire operations, due to lack of dormitories and other design implements. Consideration of addressing this priority item include the observation that achievement of national standards for fire response guidelines (15 firefighters on the scene in 8 minutes) is a strategic objective of the Fire Department. Further, optimal safety and operational objectives require 4 personnel to be staffed on each fire engine. Updating the Westside Community Building and providing 10 firefighters to staff the station 24/7 will satisfactorily address Fire and EMS needs for the foreseeable future.

Action Items:

- Two studies were completed regarding the staffing and operations for the
- Emergency services at the Westside Community Building in the last 15 years. A specific facilities study was completed in 2017. The facilities study recommended a comingling of the two department into one occupational area
- Four different design options were presented to the Council and one was selected as the appropriate facility design. The design was sent out for bid and a contractor was selected in 2018
- Construction has started and will be completed by end of 2019

Priority 1b: Staff the Westside Community Services Building accordingly.

The existing Westside Community Building is not designed to facilitate 24/7 fire operations, due to lack of dormitories and other design implements. Consideration of addressing this priority item include the observation that achievement of national standards for fire response guidelines (15 firefighters on the scene in 8 minutes) is a strategic

objective of the Fire Department. Further, optimal safety and operational objectives require 4 personnel to be staffed on each fire engine. Updating the Westside Community Building and adding additional fire personnel will allow for 24/7 fire protection.

Action Items:

- Create job positions and determine hiring list
- Make employment offers
- Staff to initiate employment

Priority 2: Upgrade the Wastewater Treatment Plant.

Mandated by the City's growth and the DNR's requirements to remove phosphorus from the sanitary sewer system, the city has been designing and planning for a plant upgrade. This upgrade is scheduled to begin the spring of 2020 and is estimated to be completed by 2022. The phosphorus limit mandated by the DNR goes into effect in October 2022. Funding is being provided through the Clean Water Loan Program and the City's replacement fund.

Action Items:

- Adaptive Management Plan has been completed which evaluates the current
- Performance of the treatment plant in regard to phosphorous. The plan identified operational changes to reduce phosphorous
- Council has approved a contract for Master Design that is currently 60% complete. Final design scheduled for December 2019 with construction bid to immediately follow
- Coordinate final site plan with Public Services campus design

Priority 3: Develop a strategy to enhance communication with our residents.

There is a need for all members of the public to receive information from and about the City of Sun Prairie. As the city grows, there is an increasing demand for this information to be distributed on a timely, proactive and consistent basis.

In the past, some city departments did not have vehicles for getting information out to the public. With the city website, social media platforms, a Communications & Diversity Strategist and the Media Center, there are more opportunities than before to engage with the public. These resources are currently underutilized and as a result, information does not reach the public, which results in frustration.

This strategy needs to enhance communications for both internal (departments, employees) and external stakeholders (residents, businesses, media and community organizations). It would also address barriers to communication and create a proactive approach to increase public engagement in a timely manner.

This strategy involves establishing a "brand identity" (see Dynamic Economy Priority #3) and engaging with neighborhoods to share information (see Housing and Neighborhoods Priority #2). It is important that this strategy remain fluid, involve staff leadership and be revisited at least annually as communication efforts change.

Action Items:

- Complete redesign of city website and subsequent trainings with staff members
- Disseminate information regularly to neighborhood contacts, such as the Clock Tower News, newsflashes, press releases, notices of upcoming meetings or hearings, new POLCO questions, and general information to be distributed to the public or to targeted neighborhoods (see Housing and Neighborhoods Priority #2)
- Create a master schedule of important department and communication dates for all employees
- Complete an analysis of current department communication/public engagement efforts
- Implement an internal campaign to share resources with departments on the available communication resources to increase public engagement
- Create strategies using the available resources to promote communication efforts
- Hire a marketing, branding, and design consultant to assist with establishing a work plan and subsequent branding process to include a new community brand (see Dynamic Economy Priority #3)

Priority 4: Anticipate and plan for a third Fire and EMS station.

The current state of Fire and EMS demands for service is such that a consistent increase in demand has been documented for more than a decade. All evidence suggests this trend will continue for the foreseeable future. Additionally, geographic location of fire stations is a significant factor in response times, and strategic location of fire stations in areas of current and future development is an industry standard. Considerations for implementation of this priority item include analysis of land availability and pricing, and the need to equip the building with personnel and apparatus. Enactment of this priority item also positions the City well to leverage partnerships with other Fire/EMS partners in pursuit of a regionalized emergency services partnership.

Action Items:

- Create budget initiative to fund needs study
- Conduct a needs study to determine location, time frame for future use, and staffing and equipment needs (staff recommends developing a separate schedule to acquire capital and personnel that will intersect with building construction/completion date)
- Determine most desired locations
- Identify alternative funding sources for infrastructure costs to include partnerships and grants
- Identify site and purchase land (staff recommends to purchase land well in advance of construction in order to leverage cost savings)

Priority 5: Complete a strategic plan for Parks, Recreation and Forestry to evaluate programs and facilities such as the aquatics center and develop an action plan to accomplish the goals.

With the growth in our city and the development of organizations such as the YMCA, Boys and Girls Club, Community Schools, we need to seek a better understanding of how Parks, Recreation and Forestry should serve the City.

The Parks and Open Space Plan (2017-2022) establishes standards for 10 acres per 1000 residents. With population growth, there needs to be a strategy for providing parkland, programs, and services. Another priority is the possible relocation of the Parks and Recreation Department, which

includes the operations of the Historical Library and Museum, as there is discussion regarding the use of the Westside Building and its use as a public safety building only.

A possible linkage would be whether to consider a building that would be closer to the Aquatic Center, Library, Sheehan Park, and the Media Center in order to facilitate more collaborative efforts and programming and to create a cultural/civic campus. Incorporated into this linkage would be a dedicated space for museum services. The library expansion plans are being enacted now and could serve as the anchor for a civic and cultural campus.

Action Items:

- Adoption of 2017-2022 Parks and Open Space Plan (completed)
- Initiate Sheehan Park Master Plan to include Family Aquatic Center
- Initiate conversation with Parks, Recreation and Forestry Commission regarding strategic planning process
- Develop budget initiative to include professional services for developing a strategic plan for 2020 budget cycle
- Develop RFP for strategic planning services and initiate strategic plan as approved by PRFC and Council
- Adoption of strategic plan by Council

Priority 6: Evaluate and do a needs assessment on a possible second community park.

There is a regional plan established for a park in a neighborhood which has voiced a need for greenspace or a neighborhood park. The original parcel has been delineated as a wetland and there is another parcel which has now become available for purchase. The Parks and Open Space Plan recommends a community park on the west side. This community park could meet that need. Although Sun Prairie is expanding, there is no other large land that could be acquired and designated as parkland for a community park. This community park could address the needs of the nearby community but also may be designated as a “central community park” for some events like a farmers’ market.

Action Items:

- Identify potential land acquisition for west side community park with consideration of activities and amenities to be supported
- Secure support from PRFC for capital improvement plan
- Identify alternative funding sources such as sponsorships and selling portion of property to private interests
- Develop potential options for the acquisition of the property and its development
- Determine feasibility of land acquisition considering costs of property and costs to develop
- Create five-to ten-year plan for park development as outlined by Parks and Open Space Plan needs assessment if acquisition deemed feasible

EMPLOYER OF CHOICE

In Sun Prairie, our City employees are essential to our success. We have excellent public services which can only be provided by a dedicated and

talented staff. City leadership is committed to providing an excellent salary and benefit package.

We routinely solicit input from our employees and implement changes that enhance the work experience. The community benefits from City employees who have an amazing workplace culture where people work together toward common goals. We have a diverse workforce where all are respected and included.

Priority 1: Develop and implement a plan to provide industry leading employee benefits including the maintenance of the current level of health insurance and creation of an employee health clinic.

Although the cost of health care and other benefits is increasing, we acknowledge that health insurance is a significant factor in whether the employee chooses to work for the City, therefore we are committed to maintaining the current level of health insurance coverage. We are committed to providing meaningful and competitive benefits to our employees.

Action Items:

- Task employee benefits committee with a review and analysis of current benefit
- structure, building off of the work of the '18 committee
- Develop strategies to get input from employees
- Review industry best practices and gather market data utilizing our existing benefits
- Decide on a prioritized list of benefits to address
- Prepare and present report for Council addressing projected costs of healthcare and any benefit modifications or additions
- Continue to work with the school district on the creation of an employee health clinic (see Employer of Choice Priority #4), including long term financial commitment
- Establish a schedule for implementation of benefits modifications and changes
- Build costs of benefits into future budgets

Priority 2: Research and develop an analytical tool to assist in projecting growth of City staffing levels over a five-year term.

As a growing community, the City will be adding staff members to provide the services needed by our residents. To be able to accomplish this in a fiscally responsible manner, we need to project these costs and plan accordingly

Action Items:

- Bring a group together to define and lead the process, consisting of members of finance and HR
- Determine whether or not a consultant is needed to assist in this process
- Define the scope of work
- Assess current staffing levels and identify gaps and weaknesses via a SWOT analysis for each group
- Create a series of analytical tools to determine appropriate staffing levels
- Produce recommended staffing levels for each department over the five year window, accounting for City growth and utilizing appropriate technologies
- Incorporate these analytical tools into future budget processes

- Align additional analytical models with future budget process

Priority 3: Evaluate and adopt workplace policies and family supportive policies that make the City more competitive.

The City of Sun Prairie should endeavor to be an employer of choice. To that end, the City should offer benefits and develop policies that are attractive to employees and ensure an environment that includes progressive health options and flexibility in the workplace.

Action Items:

- Form a committee that will be tasked with the job of reviewing and revamping policy
- Determine the scope of work interfacing with the personnel committee and outline and clear a charter for this work
- Consider whether or not we need to hire a consultant and proceed with the steps required to do so
- Conduct an assessment of existing policies to see what needs to be addressed
- Develop structure to get input from employees
- Perform a market/best practices study of other employers
- Decide on prioritized list of policies to address
- Establish schedule to review/revise the policies
- Develop a schedule and implement policy changes

Priority 4: Address limited office space in City Hall and provide a modern office environment.

Employees spend a large part of their lives at work. The area where they spend their time should be professional and conducive to work, whether individually or collaboratively. The workspace should inspire creativity. Currently, the space is inadequate to address our growing workforce and is outdated. Different fixtures would allow for a flexible workspace such as standing desks and other modern amenities.

Action Items:

- Assess existing building and relocation plans
- Form a committee to determine space needs and available office amenities
- Hire architect/consultant in accordance with standard engagement procedures
- Architect/consultant will be charged with assessment of current space, redesign of space, assist in determining appropriate standardizations, and develop plan to address future staffing needs
- Strategize how to get input from employees
- Research current best practices for space utilization
- Design spaces for lactation room, universal rest rooms, and other family-friendly and diversity initiatives.
- Address customer needs by evaluating spaces for reception and other public-facing environments, implementing technology for efficient and modern customer service
- Decide on a prioritized list of projects
- Present report and cost analysis to City Council including phased approach
- Establish a schedule for implementation and implement

Priority 5: Enhance the diversity of the City's workforce at all levels of the organization and include training to create and maintain a welcoming and inclusive environment.

The City of Sun Prairie is committed to being an employer of choice with a diverse workforce that is representative of the community it serves. We strive to create an inclusive environment where individual differences and diverse experiences are celebrated and valued.

We recognize that individuals bring their own background, experience and abilities to the table. Together, these differences allow for diverse perspectives which challenge us to see new perspectives. We must build strong relationships and engage with civic groups, schools and outside organizations to raise awareness about the different career opportunities available within local government.

Our diversity and inclusion efforts should go beyond the hiring/recruiting process and include training and programs to create networks of support and a culture of inclusivity

Action Items:

- Assess current diversity status and practices within organization
- Determine the scope of work and interface with HR and the personnel committee and outline a clear charter for this initiative
- Survey the market for best practices for diversity and inclusion in the work place
- Decide on a list of priorities to promote diversity and inclusion internally and externally
- This includes creating internships and providing training opportunities for employees and prospective employees

- Establish a schedule and metrics to evaluate success, revise process as needed

Priority 6: Develop and implement a compensation plan that attracts and retains talented and high performing employees and ensures we are at market rate.

The City understands that it operates in a competitive market place. It is necessary for the City to attract and retain the most talented employees to efficiently accomplish the City Council's goals. The compensation offered must reflect the performance level and expertise of the employee. Higher retention rates of high performing employees ensures efficient and effective service delivery to our residents.

Action Items:

- Bring a group together to define our goals in relation to this priority and develop a scope of services
- Develop an RFP to hire a compensation consultant
- Proceed with selection process/hire consultant
- Consultant generates report and recommendation including employee input, determining market status, and discussing phased approach
- Generate recommendation and budgetary impact for Council
- Present recommendation to City Council
- Implement plan and budget for it for next 3-5 years

APPENDIX H: GLOSSARY OF TERMS

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Accrual Basis - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Adopted Budget - The financial plan of revenue and expenditures for a fiscal year as approved by the governing entity.

Agency Fund - An assemblage of funds that one government agency holds on behalf of another government agency.

Appropriation - An authorization made by the City Council, which permits the City to incur obligations to make expenditures for specific purposes.

Assessed Valuation - A value that is established for real and personal property for use as a basis for levying property taxes

Assets - Resources owned or held by a government, which have monetary value.

Audit - An official inspection of a individual or organization's accounts, typically by an independent body.

Available (Undesignated) Fund Balance - Refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balanced Budget - A balanced budget arises when the government entity estimates the same amount of money from revenue sources as it is appropriating for expenditures. Revenue from collection includes cash reserves carried over from prior fiscal years.

Bond - A written promise to pay a sum of money on a specific date at a specified interest rate. The most common type of bonds are general obligation and revenue bonds. These are most frequently used to finance capital projects.

Bond Rating - Is the measure of the quality and safety of a bond. It indicates the likelihood that a debt issuer will be able to meet scheduled repayments, and dictates the interest rate paid.

Budget - A plan of financial operation for a specified period of time (fiscal year). The annual budget authorizes, and provides the basis for control of, financial operations during the fiscal year.

Budget Amendment - A procedure to revise a budget appropriation either by City Council

approval through the adoption of a resolution for any interdepartmental or interfund adjustments or by City Administrator authorization to adjust appropriations within a departmental budget.

Capital Improvements Plan (CIP) - A projection of all planned capital replacements and acquisitions of additional City facilities, streets, sidewalk, trails, equipment and vehicle purchases.

Cash Basis - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Component Unit - Entities for which the elected officials of a government are financially accountable and organizations whose exclusion would cause a government's financial statements to be misleading.

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Debt Service - The amount of interest and principal that a City must pay each year on net direct long-term debt plus the interest it must pay on direct short-term debt.

Department - A major organizational division of the City, which indicates overall management responsibility for an operation, or a group of related operations within a functional area.

Encumbrance - The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Enterprise Fund - A self-supporting government fund that sells goods and services to the public for a fee.

Escrow - The use of a third party, which holds an asset or funds before they are transferred from one party to another.

Expenditure/Expense - This term refers to the outflow of funds paid for an asset obtained or goods and services obtained.

Equalized Value - The State's estimate of the full value of property; used to apportion property tax levies of counties, school districts and municipalities among tax districts.

Expenditures Restraint Program (ERP) - An optional State of Wisconsin program that

provides unrestricted aid to qualifying municipalities. To qualify for the program, the City must have a minimum property tax rate of five mills and must limit the increase in its general fund expenditures to an inflation factor plus a valuation factor. The inflation factor equals the average annual percentage change in the US consumer price index for all urban consumers. The valuation factor equals 60% of the percentage change in net new construction value capped at 2%. Municipalities may qualify for the program annually receiving an aid payment in the following year.

Fiscal Year - The annual 12 month accounting period that begins on January 1 and ends on December 31.

Fixed Assets - Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

Franchise Fees - Annual fees paid by utilities (electricity, telephone, cable TV, natural gas) for the use of the city's public rights-of-way, or that are granted a service monopoly that is regulated by the city. The franchise fee is typically a set percentage of gross revenue within the city.

Full Faith and Credit - A pledge of a government's taxing power to repay debt obligations.

Full-Time Equivalent (FTE) - One FTE equals 2,080 hours or 40 hours/week (full-time) and is benefitted. One FTE for police Officer positions is equal to 1,950 hours or 37.5 hours/week.

Fund - A set of inter-related accounts to record revenue and expenditures associated with a specific purpose. Fund structure consists of Governmental Funds (e.g., General Fund, Special Revenue Fund, Debt Service Fund), Proprietary Funds, and Fiduciary Funds (See previous section on "Financial Structure and Operations" for complete description of funds).

Fund Balance - The difference between revenue and expenditures. The beginning fund balance represents the residual funds brought forward from the previous year (ending balance).

General Fund - The primary fund used by a government entity.

General Obligation Bonds - Bonds that finance a variety of public projects such as streets, buildings, and improvements; the repayment of these bonds is usually made from property taxes, and these bonds are backed by the "full faith and credit" of the issuing government.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

Governmental Accounting Standards Board (GASB) - An accounting standards board that develops accounting standards for state and local governmental entities.

Governmental Fund – A grouping used in accounting that are primarily supported by taxes, grants, and similar revenue sources.

Grant - A contribution by the State or Federal government or other organization to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.

Infrastructure - The basic facilities, services, and installations needed for the functioning of a community or society, such as transportation and communications systems, water and power lines, and public institutions including schools, post offices, and prisons.

Interfund Transfer - The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue - Funds received from federal, state and other local government sources in the form of grants, shared revenue, and payments in lieu of taxes.

Internal Services Charges - The charges to user departments for internal services provided by another government agency, such as fleet services.

Levy - To impose taxes for the support of government activities.

Levy Limits – Wisconsin law places a limit on the amount of property taxes that may be levied by municipalities. A municipality is allowed to increase its levy over the amount levied in the prior year by the percentage increase in equalized value from net new construction. Several potential modifications are allowed including for increases in debt

service, transfers in services, or increases approve by referendum.

Liability - Amounts owed for items received, services rendered, expenses incurred, assets acquired, and construction performed, and amounts received but not as yet earned.

Line Item Budget - A budget prepared along departmental lines that focuses on what is to be bought.

Long-Term Debt - Debt with a maturity of more than one year after the date of issuance.

Major Fund – A government's main operating fund; other individual governmental and enterprise funds are reported in separate columns as major funds based on:

- Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise funds re at least 10 percent of the corresponding total (assets, liabilities, and so forth) for all funds of that category or type (that is, total governmental or total enterprise funds), and
- Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

Modified Accrual Basis - Refers to the accrual basis of accounting, which recognizes increases and decreases in financial resources only to the extent that they reflect near-term inflows or outflows of cash. Thus, under modified accrual basis of accounting, then, amounts are recognized as revenue when earned, only so long as they are collectible within the period or soon enough afterwards to be used to pay liabilities of the current period.

Operating Expenses - The cost for personnel, materials and equipment required for a department to function.

Operating Revenue - Funds that the government receives as income to pay for ongoing operations, including such items as taxes, user fees, interest earnings, and grant revenue. Operating revenue is used to pay for day-to-day services.

Permanent Fund – Funds required to be used to report resources that are legally restricted to the extent that only earnings may be used

for purposes that support the reporting government's programs.

Personnel Costs - Expenditures for salaries, wages, and fringe benefits of a government's employees.

Policy - A plan, course of action or guiding principle, designed to set parameters for decisions and actions.

Proprietary Fund – A business-like fund of a state or local government.

Reserve - An account used to indicate that a portion of a fund's assets are restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution - A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

Resources - Total amounts available for appropriation including estimated revenue, fund transfers, and beginning balances.

Revenue - Funds that the government receives as income. It includes tax payments, fees for specific services, receipts from other governments, fines, forfeitures, grants, shared revenue and interest income.

Revised Budget - A revision of the adopted budget previously submitted and authorized by a governing board.

Significant Nonrecurring Capital Expenditures - Expenditures for major projects that are typically "one time" in nature and involve the construction or expansion of new City facilities or City infrastructure, extensive renovation of existing facilities, the purchase of important capital assets, or the acquisition of new technology which will enhance service delivery.

Source of Revenue - Revenue are classified according to their source or point of origin.

Tax Increment District (TID) – A geographical area designed for development. The City financially contributes to the cost of the development by flowing tax increment dollars to a developer. The legal test for creating the district is referred to as the BUT FOR test; the development would not have occurred but for the generation of new property taxes and the related development.

Tax Increment Financing (TIF) – A public financing method used as an incentive for development in a tax increment district. Tax increment is defined as the amount of

property taxes generated from a development less that amount of taxes generated prior to the development or referred to as the base tax amount.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular

persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unencumbered Balance - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unrestricted Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Charges - The payment of a fee for direct receipt of a public service by the party who benefits from the service.

APPENDIX I: ACRONYMS

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AG -Agriculture	FT -Full-Time Employee	PSCW -Public Service Commission of Wisconsin	WISLR -Wisconsin Information System for Local Roads
AM -Adaptive Management	FTE -Full-Time Equivalent	PT -Part-Time Employee	WPDES -Wisconsin Pollutant Discharge Elimination System
BID -Business Improvement District	GAAP -Generally Accepted Accounting Principles	Rec -Recreation	WWTP -Wastewater Treatment Plant
CAAS -Commission on Accreditation of Ambulance Services	GASB -Governmental Accounting Standards Board	RFP -Request for Proposal	WRS -Wisconsin Retirement System
CAFR -Comprehensive Annual Financial Report	GFOA -Government Finance Officers Association	RJ -Restorative Justice Program	YoY -Year-over-Year
CAIDI -Customer Average Interruption Duration Index	GIS -Geographical Information System	RLF -Revolving Loan Fund	YS -Youth Services
CDA -Community Development Authority	GMA -Greater Madison Area	SAIDI -System Average Interruption Duration Index	
CIP -Capital Improvement Plan	GMCVB -Greater Madison Convention Visitors Bureau	SAIFI -System Average Interruption Frequency Index	
CP -Capital Project	HVAC -Heating, Ventilation, and Air Conditioning	SPFD -Sun Prairie Fire Department	
CPI -Consumer Price Index	ICMA -International City Managers' Association	SCLS -South Central Library System	
DOR -Department of Revenue	IT -Information Technology	SPASD -Sun Prairie Area School District	
EAB -Emerald Ash Borer	JGTRRA -Jobs and Growth Tax Relief Reconciliation Act	SPMC -Sun Prairie Media Center	
ECD -Electronic Control Device	LED -Light-Emitting Diode	SPU -Sun Prairie Utilities	
EMR -Emergency Medical Responder	LEED -Leadership in Energy and Environmental Design	SRO -School Resource Officer	
EMS -Emergency Medical Services	LTE -Limited Term Employment	SWU -Stormwater Utility	
EMT -Emergency Medical Technician	mgd -million gallons per day	THC -Tetrahydrocannabinol, the main psychoactive compound in marijuana	
EOC -Emergency Operations Center	mg/l -milligrams per liter	TID -Tax Increment District	
EPA -US Environmental Protection Agency	MMSD -Madison Metropolitan Sewerage District	TIF -Tax Increment Financing District	
ERU -Equivalent Run-Off Units	MPSISC -Multijurisdictional Public Safety Information System	TMDL -Total Maximum Daily Load	
ETF -Exchange-Traded Fund	MS4s -Municipal Separate Storm Sewer Systems	TP -Total Phosphorus	
EV -Equalized Value	MSA -Metropolitan Statistical Area	TPP -Trans-Pacific Partnership	
Exp. -Expenditure	N/A -Not Applicable	TSS -Total Suspended Solids	
FAC -Family Aquatic Center	OWI -Operating While Intoxicated	UV -Ultraviolet Light	
FLMA -Family and Medical Leave Act of 1993	PSC -Public Service Commission	VSPA -Video Service Provider Aid	



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