

CITY OF SUN PRAIRIE *Wisconsin*

Approved 2022 Operating & Capital Budget



CITY OF
SUN PRAIRIE
Wisconsin

CITY OF
SUN PRAIRIE
Wisconsin

INSTRUCTIONS FOR NAVIGATING THE ANNUAL BUDGET PDF DOCUMENT

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 Associated Press (AP) Stylebook. AP Style provides consistent guidelines for publications in terms of grammar, spelling, punctuation, and language usage. Some guiding principles behind the AP style are:

- Consistency
- Clarity
- Accuracy
- Brevity

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

Common Style Guidelines

The AP 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 set of government is located is the "capital". Do not capitalize. Do 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](#)

TABLE OF CONTENTS

INTRODUCTION	1
Distinguished Budget Presentation Award	1
Message from the Mayor	3
Mayor & City Council	11
Directory of Staff	13
Organizational Chart	14
Personnel Summary	15
About Sun Prairie	16
Community Profile & Comparisons	19
BUDGET OVERVIEW	21
Budget Process	21
Financial Structure & Organization	25
Funds & Functional Areas	28
Funds by Type	29
Budget Initiatives Overview	31
Summary of Budget Amendments	32
Budget Initiatives Summary	33
FINANCIAL SUMMARIES	35
Comprehensive Financial Plan	35
2022 Fund Balance Summary	39
Budget Comparison by Fund	40
2022 Approved Budget Summary	41
Transfer Schedule	42
Revenue Summary & Details	43
Function Summary	44
Expense Summary & Details	47
Division Summary	48
Property Values & Tax Rate	49
DEPARTMENT BUDGET SUMMARY	51
General Government	51
Mayor	51
City Council	52
Municipal Court	55
City Attorney	57
City Administrator	61
Administrative Services	63
City Clerk's Office	65
Human Resources	69
Finance	73
Assessing	77
Information Technology	81
Building Maintenance	85
Healthcare In-Service	89

TABLE OF CONTENTS

Public Safety	91
Police	91
Fire	95
Emergency Medical Services	97
Emergency Management	101
Building Inspection	103
Public Works	107
Public Services	107
Public Works	109
Engineering	111
GIS	115
Transportation	117
Refuse & Recycling	119
Wastewater Treatment Plant	121
Stormwater Utility	125
Fleet In-Service	129
Sun Prairie Utilities	133
Health & Human Services	139
Senior Citizen Center/Colonial Club	139
Youth & Family Commission	141
YMCA	143
Community Schools	145
Human Services	149
Cemetery	151
Culture & Recreation	153
Public Library	153
Historical Museum	159
Recreation	163
Family Aquatic Center	167
Parks Maintenance	171
Sun Prairie Media Center	175
Park Fund	179
Tourism Commission	181
Conservation & Development	185
Community Development	185
Planning	187
Economic Development	191
Forestry	195
Traffic Impact Fee	199
Tree Fund	201
Affordable Housing Fund	203

TABLE OF CONTENTS

Other Financing Uses	205
Transfers	205
Debt Service Fund	207
General Debt Service Fund	207
Capital Projects Fund	211
Capital Improvement Plan	211
TID 8 – Downtown	213
TID 9 – Westside Neighborhood	217
TID 11 – Central Main Street	221
TID 12 – Business Park	225
TID 13 – Business /Industrial Park	229
TID 14 – Sun Prairie Stronger Rehabilitation & Conservation Project	231
Component Units	235
Business Improvement District	235
Community Development Authority	239
Agency Fund	243
MPSIS	243
APPENDIX	245
Appendix A – Resolutions	245
Appendix B – Budget Initiatives	249
Appendix C – Financial Policies	305
Appendix D – Capital Improvement Plan	333
Appendix E – Long Term Debt	339
Appendix F – Forecast of Revenue & Expenditures	343
Appendix G – Three-Year Work Plan	347
Appendix H – Glossary	375
Appendix I - Acronyms	381



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished Budget
Presentation Award*

PRESENTED TO

**City of Sun Prairie
Wisconsin**

For the Fiscal Year Beginning

January 01, 2021

Christopher P. Morill

Executive Director

CITY OF
SUN PRAIRIE
Wisconsin

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 2022 Approved Budget. I am recommending a tax increase of 3.37% on the average home. This equals a \$72 increase on the average home in the City of Sun Prairie, which is in line with previous year increases.

The approved annual budget of \$109.0 million (excluding transfers and internal service funds) represents a 11.8 percent decrease in expenditures over 2021. This is primarily due to the substantial completion of the wastewater treatment plant in 2022.

	2021 Revised Budget	2022 Approved Budget
General Fund	26,609,379	32,084,816
Special Revenue Funds	9,593,781	4,614,029
Debt Service Funds	7,298,173	6,826,812
Capital Projects	17,836,608	18,408,529
Enterprise Funds	61,442,165	46,181,755
Agency Fund	605,716	661,715
Permanent Funds	16,002	2
Component Units	265,367	258,288
	123,667,191	109,035,946

Note: Excludes Transfers and Fund Balance Applied accounts

COUNCIL PRIORITIES

The Common Council underwent a strategic plan process in the spring of 2019. Eight themes or focus areas 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 2022 budget includes an emphasis on complete transportation network, human services, sustainable Sun Prairie, quality city services, and employer of choice.

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 2022 Approved Budget include the Sun Prairie Public Library, the YMCA, Community Schools, and the Colonial Club. The 2022 Approved Budget also includes funds for our Emergency Medical Services department to combat the opioid epidemic by providing funding for Nitrous Oxide, which offers alternative pain management options to patients.

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 2022 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

MESSAGE FROM THE MAYOR

path replacement, and painting of on-street bike lanes. The 2022 Approved Budget also allocates funds for a Bike/Pedestrian Plan. This plan will assist the City in identifying and prioritizing gaps within our transportation network.

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 such as the use of gas instead of electricity to fuel vehicles. 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 2022 budget includes the purchase of six hybrid police vehicles, the purchase of an electric truck for Wastewater, and high volume scanning of documents to continue an ongoing digitization project.

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 are needed to continue to provide the same level of service our community expects. The Common Council has been proactive in providing a modest increase in staffing each year. In 2021, Alders approved 3.00 additional FTE through the budget process. The 2022 Approved budget includes funding for 8.63 FTE of additional staff. Additionally, the 2022 Approved Budget includes investment in our current staff by providing educational training opportunities, and certification pay 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. Additionally, the City has invested in OpenGov, which provides our community members with access to apply and pay for building permits and licenses online. This software has allowed the City to provide services without having to physically enter a building. The 2022 Approved 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 committed to following our guiding principles of advancing equity, honoring our diverse identity, and creating an inclusive culture. A city-wide Equity Audit has been included in the 2022 Approved

MESSAGE FROM THE MAYOR

Budget to facilitate this important work to build a more diverse and inclusive organization for our employees and the community we serve.

DOWNTOWN & CERNTAL 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 the Bank of Sun Prairie at 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. TID 14, created in 2021, will provide the ability to use tax incremental financing to facilitate redevelopment.

HOUSINNG & 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, grow with us, and allows current residents the options to stay in Sun Prairie when their housing needs change. Neighborhood associations provide residents opportunities to connect with neighbors and the greater city. The City's Housing Needs Assessment project will be completed in late 2021. The deliverables defined in the assessment will be prioritized with some projects being implemented in 2022.

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 be feeling the pressure of these levy limits within the next five years.

PROPOSED PROPERTY TAX LEVY

	2020	2021
General Fund	\$ 16,543,343	\$ 19,736,363
Grants Fund	18,709	19,528
Library Fund	1,669,236	-
Transportation Fund	350,640	350,640
Recreation Fund	37,617	-
Debt Service Fund	6,618,831	6,469,805
Fleet In-Service Fund	20,500	-
	<u>\$ 25,258,876</u>	<u>\$ 26,576,336</u>

The City of Sun Prairie realized net new construction totaling \$149.7 million, which is an increase of 285% over last year. The City's equalized value (market value) increased by \$312.0 million in 2021 for a total value of \$4.18 billion.

MESSAGE FROM THE MAYOR

The 2022 Approved Budget includes a modest increase in the tax levy of 5.2% which is a 3.37% tax increase on the average home. This equals a \$72 increase on the average home in the City Sun Prairie, compared to 2021's tax increase of \$31 on the average home.

STATE SHARED REVENUES & 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, it can be difficult to continue to meet this limit each year.

The 2021 revised budget met the Expenditure Restraint program limits, while the 2022 Approved Budget strategically and purposefully does not. This means that the City will not receive the grant monies in 2023. The City does 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. Expenditure restraint dollars are being used to fund one-time budget initiatives in the 2022 Approved Budget. Some of these initiatives include FAC pool starting blocks, EMS equipment replacement plan, and a salary study for all non-union positions.

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

The 2022 transportation aids are slightly less than our 2021 aids. The City did not need to increase the tax levy to cover a loss in state funding.

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. No increase is projected for the contracted costs in 2022.

WATER POLLUTION CONTROL FUND

The water pollution control facility (plant) is in the process of a facility expansion 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. A rate increase of 3.7% is needed to cover the operational needs of the facility. This equates to approximately \$10 annually on the average home.

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 is expected to be completed in late 2021. No increase is required to cover the budgetary needs of the fund in 2022.

MESSAGE FROM THE MAYOR

SUN PRAIRIE UTILITIES

Sun Prairie Utilities manages the City's Electric and Water System. In 2022, the electric utility will begin several long-range system plan initiatives -- a Business Park Substation expansion project due for 2023 completion, and installation of three (3) distribution circuit upgrades. After extensive development, it will also continue implementation of an outage management system. The water utility, following successful test well drilling in 2021, is collaborating with the Sun Prairie Area School District on design and construction of new Well #10, a permanent well house/outdoor classroom pavilion at the east High School site to be completed in 2023. The water utility is also replacing aging water main in several areas (some with City street reconstruction projects; some believed to be lead), and administering grants and loans to customers for replacement of private lead service lines. The water utility filed for a rate increase in May 2021, and expects to have Public Service Commission of WI approval on the new rates by early 2022. In addition, Sun Prairie Utilities as a whole will begin the design and possible construction of a new main operations facility, continue deployment of advanced metering infrastructure, and convert to new financial and document management software.

COMPENSATION, BENEFITS AND STAFFING

COMPENSATION & 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 2022

Approved Budget includes a cost of living increase of 1.5% as well as a performance based step increase on their anniversary for all non-union employees. 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 both on the first pay in January and the first pay in July. This contractual increase has been included in the 2022 Approved Budget. The union represented paramedics approved the 2022-2024 contract in December 2021. This contract did not include wage increases for the paramedics as they shift to a new rotation that will reduce total annual hours.

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 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, 8.9% in 2021, and 7.9% in 2022. Through negotiations, the City was able to obtain a 5.0% increase in healthcare premiums for 2022, instead of the 7.9% cap. The City should maintain the reduction based upon utilization and the employee wellness clinic. 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 contribution rate employees pay decreased from 6.75% in 2021 to 6.50% for 2022. The city contribution for public safety employees (police and paramedics) will increase to 12.04% in 2022 from 11.84% in 2021. For all other employees, the city is required to pay 6.50% in 2022.

MESSAGE FROM THE MAYOR

STAFFING

The 2022 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
LTE Museum Registrar	8,883	0.00	General Fund	1/1/2022
IT System Administrator	133,908	1.00	General Fund, Media Center, Stormwater, Wastewater	1/1/2022
2 Police Officers	214,599	2.00	General Fund/ERP	8/1/2022
Social Worker	125,130	1.00	ARPA Grant	1/1/2022
Paramedic	68,574	1.00	General Fund	5/1/2022
Neighborhood Service Specialist	95,429	1.00	General Fund/Borrow	3/1/2022
LTE Office Assistant	16,171	0.00	General Fund	1/1/2022
Production Manager	8,872	0.13	Media Center	1/1/2022
WW Collections Systems Tech	171,759	2.00	Wastewater Fund	1/1/2022

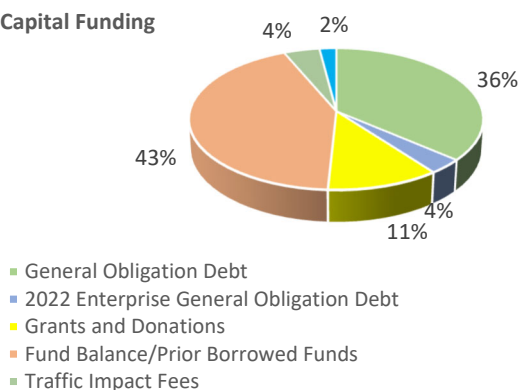
CAPITAL IMPROVEMENT PLAN

The City Council approved a Ten-Year Capital Improvement Plan (CIP) for the years 2022-2031. The 2022 CIP projects have been included in the 2022 Approved Budget. Please see appendix B 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 obligation debt (36%), general obligation debt abated by enterprise funds (4%), grants and donations (11%), traffic impact fees (4%), park impact fees (2%), and fund balance or prior borrowed funds (43%).

2022 Capital Funding



MESSAGE FROM THE MAYOR

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 2022 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 six active tax increment districts. Four of the six 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 #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 TID 8. The project period for TID 8 closes in 2024, and the TID is anticipated to close in 2025.

TAX INCREMENT FINANCING DISTRICT #9 (TID9) – Currently this district has a general fund advance of approximately \$170,600. The project period for TID 9 closes in 2022. The 2022 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 Iowa Machine Shed 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) – TID 11 currently does not receive assistance from the general fund. The fund continues to see new development and the 2022 budget includes economic incentive payments for five separate development agreements. TID 11 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) – TID 12 has a general fund advance of approximately \$452,700. New development is needed in the district before the district can start repaying back the general fund advance. 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 \$885,000 which the City expects will be repaid by 2022 or 2023. The City has seen continued development in this district, 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 Bougie building and the restoration of the bell tower on Old City Hall.

MESSAGE FROM THE MAYOR

LOOKING AHEAD

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) of 2021 into law. This funding package is intended to combat the COVID-19 pandemic. Sun Prairie is to receive \$3.6 million between two tranches. In July of 2021, City Council approved a first phase of projects that support the urgent COVID-19 response efforts, support immediate economic stabilization for households and businesses, and address systemic public health and economic challenges. In the coming months, and over the next year, additional funding requests for ARPA monies will be brought forward for City Council to review and act upon.

The City's Financial Management Plan indicates that within the next four to five 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 resources our residents contribute so that we can provide the services they desire and expect. I believe the 2022 Approved Budget maintains investment in our existing infrastructure as well as provides a similar level of municipal service as in previous years.

A handwritten signature in black ink that reads "Paul T. Esser". The signature is fluid and cursive, with the first name "Paul" and last name "Esser" clearly distinguishable.

Paul T. Esser
Mayor

MAYOR & CITY COUNCIL



Paul T. Esser
Mayor



Theresa McIlroy
Aldermanic District 1



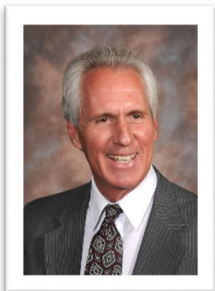
Bob Jokish
Aldermanic District 2



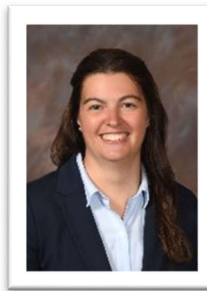
Maureen Crombie
Aldermanic District 3



Faustina Bohling
Aldermanic District 4



Steve Stocker
Aldermanic District 1



Teresa Stevens
Aldermanic District 2



Michael Jacobs
Aldermanic District 3



Mary Polenske
Aldermanic District 4

CITY OF
SUN PRAIRIE
Wisconsin

DIRECTORY OF STAFF

Aaron Oppenheimer
City Administrator

Jeffrey Robbins
Sun Prairie Media Center Director

Svetha Hetzler
Library Director

Caitlin Stene
Director of Administrative
Services

Brian Flannery
Director of Building Inspection

Kristin Grissom
Parks & Recreation Director

Kristin Vander Kooi
Finance Director

Benjamin John
Public Works Operations Manager

Joshua Clements
Planning Director

Peter Krystowiak
City Assessor

Taylor Brown
Economic Development Director

Mike Steffes
Chief of Police

Elena Hilby
City Clerk

Brian Goff
EMS Chief

Christopher Garrison
Fire Chief

Adam Schleicher
Director of Public Services

Tom Veith
Engineering Director

Jeremy Cramer
Wastewater Treatment Plant
Superintendent

Stafford and Rosenbaum
City Attorney (contracted)

Brenda Sukenik
Human Resources Director

Rick Wicklund
Sun Prairie Utilities Manager

Scott Kugler
Director of Community
Development

Donald McDermott
Information Technology Director

Ryan Swantz
Controller

MISSION STATEMENT

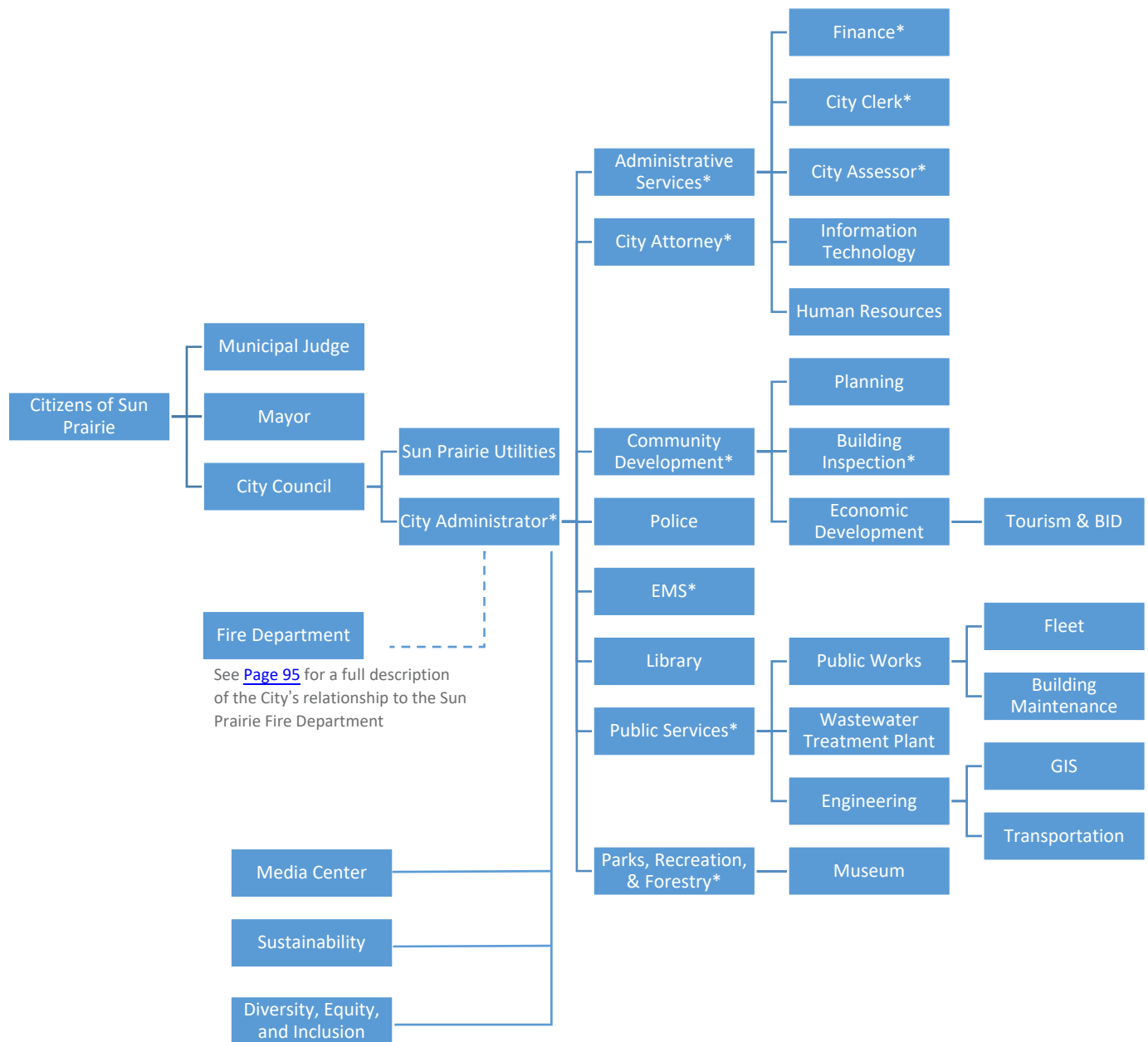
To provide valuable, responsive, and cost-effective services that enable residents to enjoy a high quality of life.

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



* Denotes positions appointed by the Common Council

CITY OF SUN PRAIRIE PERSONNEL SUMMARY

Personnel by Division

	2019 FTE	2020 FTE	2021 FTE	2022 FTE	2021 to 2022 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	4.56	4.56	4.56	3.00	-1.56
Administration	3.00	3.00	3.00	4.00	1.00
Administrative Services	n/a	1.00	1.00	1.00	0.00
Human Resources	3.50	4.00	4.00	4.00	0.00
Finance	6.00	4.63	5.63	6.19	0.57
Assessing	4.00	2.00	4.00	4.00	0.00
Information Technology	5.00	5.00	5.00	6.00	1.00
Building Maintenance	3.00	3.00	3.00	3.00	0.00
PUBLIC SAFETY					
Police Department ²	76.00	76.00	77.00	80.00	3.00
Emergency Medical Services	14.00	14.00	14.00	15.00	1.00
Building Inspection	6.00	6.00	6.00	7.00	1.00
PUBLIC WORKS					
Public Services	n/a	3.00	3.00	3.00	0.00
Public Works	13.00	10.00	10.00	10.00	0.00
Engineering	7.00	6.00	6.00	6.00	0.00
GIS	2.00	2.00	2.00	2.00	0.00
Transportation	0.00	0.00	1.00	1.00	0.00
Sanitation ²	seasonal	seasonal	seasonal	seasonal	
Wastewater Utility	10.00	11.00	12.00	14.00	2.00
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	3.50	3.70	3.70	3.70	0.00
Family Aquatic Center ²	seasonal	seasonal	seasonal	seasonal	
Parks Maintenance	8.00	8.00	8.00	8.00	0.00
Sun Prairie Media Center	5.00	3.88	3.88	4.00	0.13
Sun Prairie Public Library	24.10	19.60	19.60	19.60	0.00
COMMUNITY DEVELOPMENT					
Community Development	n/a	1.00	1.00	1.00	0.00
Planning	5.00	4.00	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	32.90	32.90	33.90	34.00	0.10
Total All Funds	252.56	245.26	252.26	260.49	8.23

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.

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

SUN PRAIRIE, WI

POPULATION

35,694

0.7% GROWTH

MEDIAN AGE

34

MEDIAN HOUSEHOLD INCOME

\$78,792

UNEMPLOYMENT RATE

3.80%

NUMBER OF BUSINESSES

374*

MEDIAN HOME VALUE

\$286,400

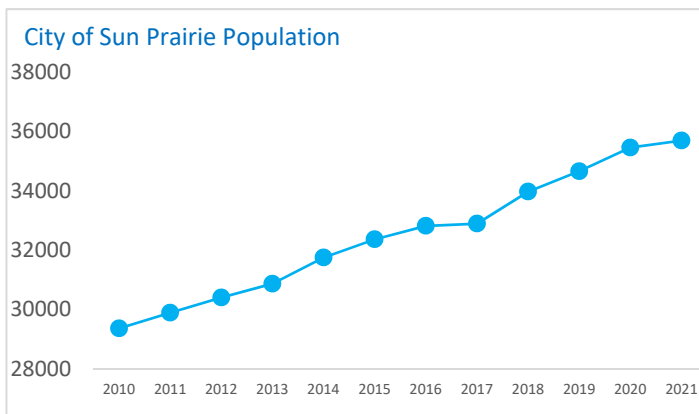
4.3% DECREASE

* Number reflects member businesses of the Sun Prairie Chamber of Commerce located within 25 miles of Sun Prairie

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.



Source: U.S. Census Bureau

Over the last ten years, Sun Prairie's population has increased 19.4 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.

ABOUT SUN PRAIRIE

ECONOMY

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

The City's 2021-unemployment rate of 3.8 percent, was lower than the State of Wisconsin as a whole (3.9 percent) and significantly lower than that United States as a whole (5.4 percent).

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.

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

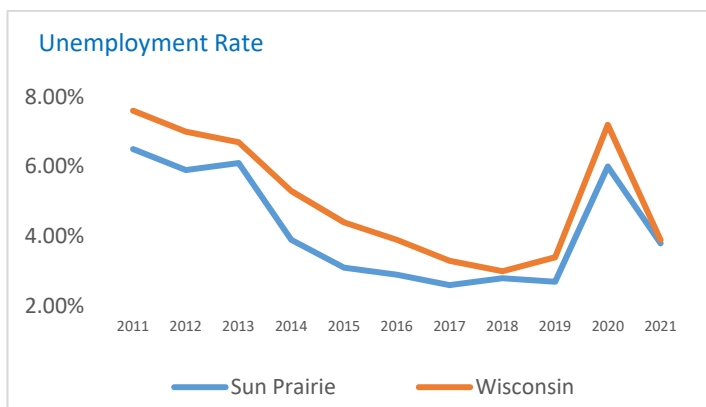
Table 5: Top Ten Employers

Employer	Employees
Sun Prairie School District	1,501
City of Sun Prairie	755
Colony Brands	505
QBE Insurance	490
Costco Wholesale	419
Prairie Athletic Club	330
Royal Printing	313
Wisconsin Distributors	310
Target	274
Continental Conti Tech	264

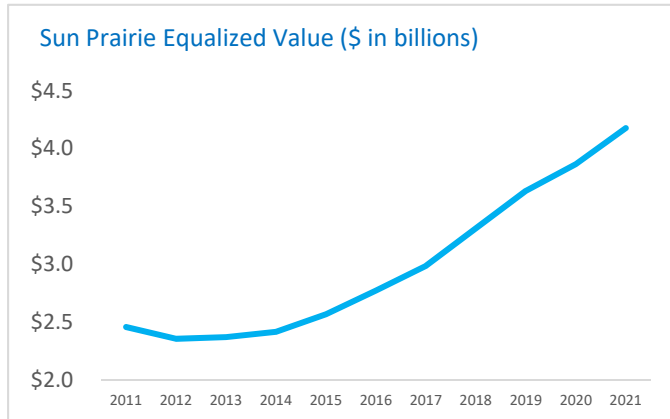
Source: City Economic Development Division

Over the last ten years, the City has seen significant increases in its equalized value. Equalized value increased by 8.1 percent in 2021. This is the eighth 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 3.88 percent or \$149.7 million.



Source: US Bureau of Labor Statistics



Source: Wisconsin Department of Revenue

ABOUT SUN PRAIRIE

Additionally, personal income within the City of Sn Prairie continues to grow. Per capita personal income has risen over \$8,100 since 2009 to \$36,190. This continues to exceed the per capita personal income of the State of Wisconsin as a whole.

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 degree or higher.

GOVERNMENT AND ORGANIZATION

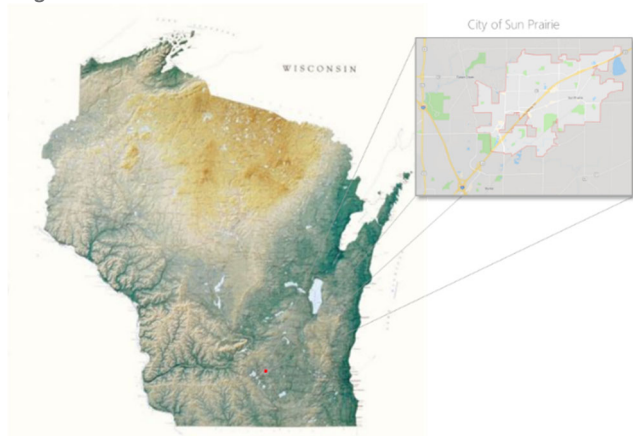
The City operates under a Mayor – Council form of government. The Mayor is elected for two years and eight council members representing four districts are elected for staggered two-year terms. The City Council appoints the City Administrator to carry out council priorities and administer City operations. 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 travelled 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, Wisconsin 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.

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 3.7%, according to the Wisconsin Department of Public Instruction. One district in Dane County has a double-digit levy increase: Wisconsin Heights at 14.2%. Four more – Belleville, Middleton-Cross Plains, Oregon, and Madison – had increases between 6% and 10 %. Madison, by far the largest district in the county, increased its levy by 6.0%, or \$19.9 million, to \$350.0 million.

COMMUNITY PROFILE

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.

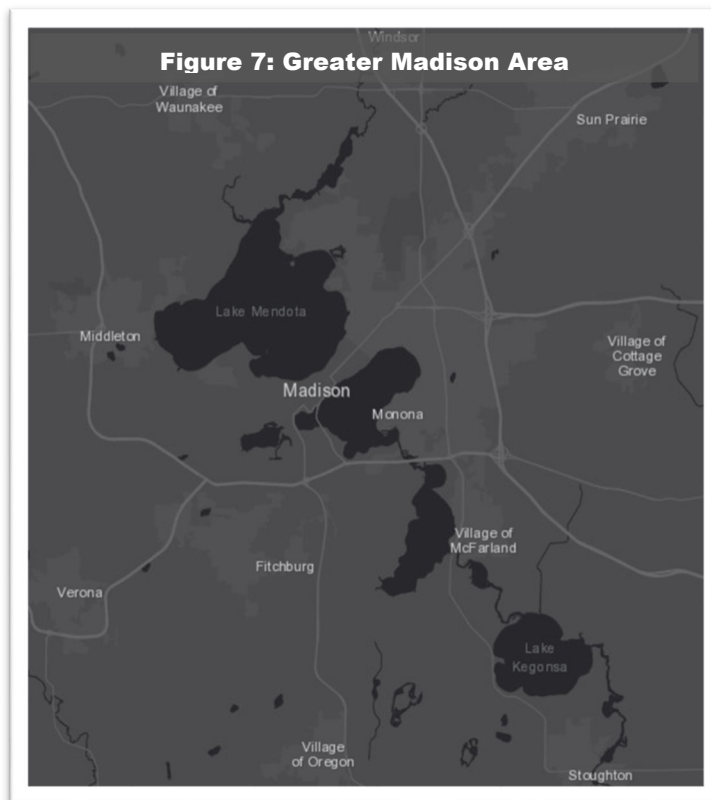
This information was obtained from city Budget Offices, as well as printed and online budget documents

City	Population
City of Madison	269,942
City of Fitchburg	41,946
City of Sun Prairie	35,967
City of Middleton	21,934
City of Verona	14,030
City of Stoughton	13,078
City of Monona	8,451

City	Square Miles
City of Madison	82.60
City of Fitchburg	35.21
City of Sun Prairie	12.93
City of Middleton	9.07
City of Verona	6.36
City of Stoughton	5.09
City of Monona	3.35

City	Equalized Value \$ in millions
City of Madison	\$32,940.4
City of Middleton	\$4,263.3
City of Sun Prairie	\$4,176.1
City of Fitchburg	\$4,100.3
City of Verona	\$3,199.9
City of Monona	\$1,538.7
City of Stoughton	\$1,341.3

City	Mill Rate \$ per \$1,000 assessed value
City of Verona	\$23.50
City of Sun Prairie	\$21.77
City of Middleton	\$21.64
City of Madison	\$20.95
City of Fitchburg	\$20.49
City of Monona	\$20.28
City of Stoughton	\$19.24



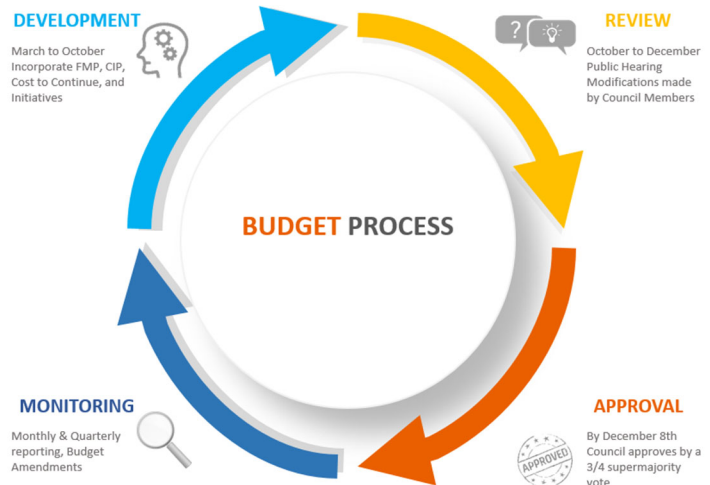
BUDGET PROCESS

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

MARCH

Departments update the Ten-Year Capital Improvement Plan.

SECOND QUARTER

MAY

Finance Department prepares the Ten-Year Capital Improvement Plan document.

JUNE

Presentation of the Ten-Year Capital Improvement Plan to the Committee of the Whole.

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

THIRD QUARTER

JULY

Departments start entering cost-to-continue estimates.

Finance Department updates personnel budgets.

AUGUST

Council approves the Ten-Year Capital Improvement Plan. 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 budget by ordinance.

FOURTH QUARTER

OCTOBER

Budget presentation to the Council.

Council debates the budget during work sessions.

NOVEMBER 9, 2021

Public hearing regarding the budget document.

NOVEMBER 16, 2021

Council approves the budget.

BUDGET PROCESS

TEN-YEAR CAPITAL IMPROVEMENT PLAN

The budget cycle begins in March with the development of the ten-year Capital Improvement Plan (CIP). The CIP focuses on City assets with a value greater than \$25,000 and an 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 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 tanks 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 the City Council for a final vote and approval. The Council approves the CIP by July. 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 of service delivery
- a need for additional personnel or equipment due to the growth of the city

ANNUAL CITY BUDGET

The last phase of budget development is the operating budget. During the budget preparation, city departments have four 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

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.

BUDGET PROCESS

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 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 budget 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 the 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 Annual Comprehensive Financial Report (ACFR) 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 the 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 PROCESS

BUDGET POLICIES [Financial Policies are located in Appendix C](#)

The City of Sun Prairie has adopted financial policies that align with State of Wisconsin 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.

CAPITAL IMPROVEMENT POLICY

- Adopting an annual capital improvement budget based upon a ten-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 Funds
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 FUND

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 the 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 to accumulate funds to pay remaining principal, interest, and related debt service costs. TIF 6 is expected to close at the end of its life in 2020.

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 constructions completed by a developer and later dedicated and accepted by the City. This is a non-major fund.

FINANCIAL STRUCTURE & ORGANIZATION

Tax Increment Financing District Funds

The City has five active Tax Increment Financing (TIF) Districts currently classified as capital project funds. None of these funds have reached the end of the expenditure period as defined by

[Wisconsin State Statutes](#). TIF 8 is the only TIF fund classified as a major fund.

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

Transportation Impact Fee Fund

This fund received revenue from the Transportation Impact Fee. The fee is paid at the time a new building permit is issued for development within the 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. This fund is governed by [Wisconsin State Statutes](#) 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.

Park Fund

This fund received 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 [Wisconsin 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.

Tourism Fund

Seventy percent of revenues generated from the local Hotel Tax are deposited into this account; the remainder of Hotel Tax revenues are deposited into 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.

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. The City of 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.

FINANCIAL STRUCTURE & ORGANIZATION

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 include 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

The City of Sun Prairie is the fiscal agent for:

The Ashley 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 principal 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.

AGENCY FUND

Multijurisdictional Public Safety Information System (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

This fund is used to account for all taxes the municipality is responsible for collecting. It is for both the City's taxes and for other governments.

FUNDS & FUNCTIONAL AREAS

Funds and Functional Area

	General Fund	Grants & Donations	Sun Prairie Media Center	Sanitation Fund	Street Tree Fund	Tourism Fund	Transit 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									
Family Aquatic Center	X										
Parks Maintenance	X										
Museum	X	X									
Tourism	x					X					
Sun Prairie Public Library	X										
Conservation & Development											
Community Development	X										
Planning	X										
Economic Development	X										
Forestry	X				X						
Sun Prairie Utilities											X

FUNDS BY TYPE

GENERAL FUND

GENERAL GOVERNMENT

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

PUBLIC SAFETY

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

PUBLIC WORKS

DIV #	DIVISION
300	Public Services
310	Public Works
330	Engineering
340	GIS

HEALTH & HUMAN SERVICES

DIV #	DIVISION
541	Colonial Club
542	Youth & Families
545	YMCA / Community Schools
549	Cemetery

CULTURE & RECREATION

DIV #	DIVISION
255	Family Aquatic Center
530	Historical Museum
550	Recreation
590	Parks Maintenance

COMMUNITY DEVELOPMENT

DIV #	DIVISION
600	Community Development
610	Planning
620	Economic Development
650	Forestry

OTHER FINANCING USES

DEPT #	DEPARTMENT
690	Transfers

SPECIAL REVENUE FUNDS

FUND #	FUND
200	Grants & Donations
210	Transportation Impact Fee Fund
220	Sun Prairie Media Center
230	Refuse & Recycling
250	Park Fund
251	Street Tree Fund
270	Tourism Fund
275	Transportation Fund

CAPITAL PROJECT FUNDS

FUND #	FUND
400	Capital Projects Fund
490	Developmental 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

FUND #	FUND
300	Debt Service Fund

PERMANENT FUNDS

FUND #	FUND
	Ashley Trust Fund

ENTERPRISE FUNDS

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

COMPONENT FUNDS

FUND #	FUND
810	BID
850	CDA

AGENCY FUNDS

FUND #	FUND
900	MPSISC
910	Tax Agency Fund

CITY OF
SUN PRAIRIE
Wisconsin

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 the 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.
- Relocation 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	1,452,000	850,000	-	602,000	-	Add fire truck, ARPA Grant Administration, FAC Slide, Update Wetmore Park
Amendment 2	60,132	-	-	-	60,132	Add a second Police Officer, August 1 st start
Amendment 3	(444)	-	-	-	(444)	Remove Elected Official Stipend
Amendment 4	31,502	-	-	-	31,502	Change start date of Neighborhood Service Specialist from August to March
Amendment 5	1,796	-	-	-	1,796	Increase Neighborhood Navigators wage from \$0.50 to \$0.75/hour
Total Amendments	\$ 1,544,986	\$ 850,000	\$ -	\$ 602,000	\$ 92,986	

BUDGET INITIATIVES SUMMARY

BUDGET INITIATIVES SUMMARY				
Description	FTE	Total	Revenues	Tax Levy
Downtown & Central Corridor Vibrancy Initiatives				
LTE Museum Registrar	-	8,883	8,883	-
Subtotal	-	8,883	8,883	-
Complete Transportation Network Initiatives				
Bike/Pedestrian Plan	-	90,000	90,000	-
Subtotal	-	90,000	90,000	-
Sustainable Sun Prairie Initiatives				
Document Management	-	25,000	25,000	-
EV Truck	-	65,250	65,250	-
Subtotal	-	90,250	90,250	-
Human Services Initiatives				
Colonial Club Contribution	-	20,000	-	20,000
Nitrous Oxide	-	12,250	11,349	901
Dream Bus	-	8,000	-	8,000
Community Outreach	-	16,733	16,733	-
Subtotal	-	56,983	28,082	28,901
Quality City Services Initiatives				
Equity Audit	-	250,000	250,000	-
IT Systems Administrator	-	133,400	6,672	126,728
Back-Up System Refresh Lease	-	12,000	12,000	-
Security Camera Replacement	-	37,500	37,500	-
External Cybersecurity Audit	-	25,000	25,000	-
WSCB Tables and Chairs Replacement	-	40,000	40,000	-
2 Police Officers - August 1 Start	2.00	214,599	87,835	126,764
Social Worker	1.00	125,130	125,130	-
Ballistic Helments	-	24,360	24,360	-
FT Paramedic - May 1 Start	1.00	71,688	10,142	61,546
Equipment Replacement Plan	-	45,000	45,000	-
Neighborhood Services Specialist - March 1 Start	1.00	95,429	30,000	65,429
Vehicle	-	17,000	17,000	-
Streaming Upgrades	-	4,500	4,500	-
Radio Automation Software	-	3,295	3,295	-
Strategic Plan	-	5,000	5,000	-
LTE Office Assistant	1.00	16,171	1,671	14,500
Inclusive Aquatic Fitness	-	13,758	13,758	-
FAC Lane Lines, Flag Pole, and Flags	-	11,000	11,000	-
Pool Starting Blocks	-	24,000	24,000	-
PT Parks Maintenance Worker	0.50	14,937	14,937	-
Parks Encroachment Program	-	16,250	16,250	-
Cross Country Ski Trail Wayfinding Signs	-	8,500	8,500	-
Universal Access Picnic Tables	-	47,700	47,700	-
Distribution Line Clearance	-	60,000	60,000	-
Phasing Study - Electric	-	20,000	20,000	-
Computer Refresh 2022	-	8,960	8,960	-
Acronis Cybersecurity 2022	-	8,922	8,922	-
AP Replacements 2022	-	1,600	1,600	-
Security Camera Upgrades	-	34,050	34,050	-
Corrison Control Study	-	25,000	25,000	-
Paving Maintenance	-	8,000	8,000	-
Well 8 Scale Replace - CI	-	6,708	6,708	-
Well 9 Scale Replace - CI	-	6,708	6,708	-
Well 8 Scale Replace FI	-	6,498	6,498	-
Well 9 Scale Replace - FI	-	6,498	6,498	-
Battery Tools - Water	-	5,000	5,000	-
Subtotal	6.50	1,454,161	1,059,194	394,967
Employer of Choice Initiatives				
Salary Study	-	50,000	50,000	-
Maintenance Technician II	-	5,860	-	5,860
CAAS Accreditation	-	8,900	8,500	400
Increase Pager Pay	-	62,625	42,351	20,274
Increase Boot Allowance	-	1,500	550	950
Production Manager	0.13	8,872	8,872	-
Collections Systems Techs (2)	2.00	171,444	171,444	-
City HR Fee	-	31,675	31,675	-
Communications and Marketing Specialist	1.00	96,087	96,087	-
Subtotal	3.13	436,963	409,479	27,484
GRAND TOTAL - ALL INITIATIVES	9.63	2,137,240	1,685,888	451,352

CITY OF
SUN PRAIRIE
Wisconsin

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 2022 is \$111.2 million of which \$79.7 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; 2022 property taxes will provide \$20.1 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 2021 (budget year 2022) was 3.88%. The city does not expect to maintain historical levels of new growth and is forecasting a five-year average future increase of 1.43%. 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, 2.7% in 2021, 17.1% in 2020, and 4.2% in 2019.

NET NEW CONSTRUCTION AS A PERCENT OF EQUALIZED VALUE

Dollars in Millions

Year	Net New Construction	Total Equalized Value	Net New Construction as a percent of Equalized Value
2015	82.7	2,413.5	3.43%
2016	75.3	2,556.2	2.93%
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%
2021	149.8	3,864.1	3.88%

*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.

COMPREHENSIVE FINANCIAL PLAN

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					
	2022	2021	2020	2019	2019
State Shared Revenue	618.7	691.0	692.0	695.0	698.0
State Aid – Exempt Computers	291.0	291.0	291.0	291.0	285.0
State Aid – Personal Property	106.7	88.4	103.2	118.0	-
Total State Shared Revenue	1,016.4	1,070.4	1,086.2	1,104.0	983.0
Percent Change	-5.8%	-1.5%	-1.2%	12.3%	4.6%
State Expenditure Restraint	494.8	514.3	531.9	0	557.3
Percent Change	-3.8%	-3.3%	N/A	N/A	-4.4%

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, 2020, and 2021, the City qualified for expenditure restraint funds which were/will be received in 2020, 2021, and 2022. The 2022 Approved Budget does not qualify for the expenditure restraint payment, which means that the City will not receive the payment in 2023.

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.](#)).

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, 2020, and 2022 budgets included rate increases for the Water Pollution Control Facility. The rate increases were driven by Wastewater Utility's plant expansion. Sun Prairie Utilities manages the City's Electric and Water System. In 2022, the electric utility will focus on implementing an Outage Management System and installation of 3-distribution circuit upgrades from the long-range system plan. Along with implementing new water rates filed for in May 2021, the water utility plans to design and construct Well #10 on the agreed upon school district site, which will be completed in 2023. The water utility is also replacing aging water main in several areas, and administering grants and loans to customers for replacement of private

COMPREHENSIVE FINANCIAL PLAN

lead service lines. In addition, both the electric and water utilities will continue implementation of the Honeywell advanced metering system.

CITY OF
SUN PRAIRIE
Wisconsin

2022 FUND BALANCE SUMMARY

2022 Fund Balance Summary

FUND TYPE	Projected 2022 Beginning		2022 Approved Budget		Projected 2022 Ending		Property Tax Levy
	Fund Balance		Revenues	Expenditures	Fund Balance		Contribution
GENERAL FUND	\$ 12,685,082	\$	33,404,110	\$ 33,404,110	\$ 12,685,082	\$	20,106,531
SPECIAL REVENUE FUNDS							
Park Improvement Fund	1,514,405		457,971	447,100	1,525,276		-
Street Tree Fund	258,987		101,500	154,875	205,612		-
Grants and Donations Fund	1,861,380		951,320	1,168,275	1,644,425		-
Sun Prairie Media Fund	93,817		386,434	470,082	10,169		-
Westside Traffic Impact Fee	2,148,466		400,000	802,980	1,745,486		-
Sanitation Fund	168,953		1,405,402	1,479,158	95,197		-
Tourism Fund	418,868		164,343	203,642	379,569		-
Transportation Fund	259,996		1,510,402	1,583,325	187,073		-
Housing Fund	163,237		-	163,237	-		-
Total Special Revenue Funds	6,888,109		5,377,372	6,472,674	5,792,807		-
CAPITAL PROJECTS FUNDS							
Capital Projects	4,426,727		11,150,084	11,427,643	4,149,168		-
TIF No. 8	(1,949,546)		2,491,050	2,343,402	(1,801,898)		-
TIF No. 9	(91,176)		2,040,303	2,485,059	(535,932)		-
TIF No. 11	539,245		1,179,220	777,765	940,700		-
TIF No. 12	(1,569,738)		979,683	1,089,299	(1,679,354)		-
TIF No. 13	(616,242)		229,596	341,219	(727,865)		-
TIF No. 14	(263,257)		-	42,493	(305,750)		-
Development Projects	18,463		450,000	450,000	18,463		-
Total Capital Projects Funds	494,476		18,519,936	18,956,880	57,532		-
DEBT SERVICE FUNDS							
Debt Service Fund	704,500		6,594,787	6,826,812	472,475		6,469,805
Total Debt Service Funds	704,500		6,594,787	6,826,812	472,475		6,469,805
PERMANENT FUNDS							
Ashley Trust Fund	1,000		2	2	1,000		-
Total Permanent Funds	1,000		2	2	1,000		-
ENTERPRISE FUNDS							
Fleet Inservice	928,600		3,071,954	3,705,883	294,671		-
Healthcare Inservice Fund	431,106		3,475,109	3,576,595	329,620		-
Water Pollution Control	34,401,517		6,491,162	8,865,475	32,027,204		-
Stormwater Utility	13,230,648		3,442,172	3,686,764	12,986,056		-
Water & Light	88,110,609		37,060,815	33,629,516	91,541,908		-
Total Enterprise Funds	137,102,480		53,541,212	53,464,233	137,179,459		-
AGENCY FUNDS							
MPSISC	314,767		661,715	661,715	314,767		-
Total Agency Funds	314,767		661,715	661,715	314,767		-
COMPONENT UNITS							
Business Improvement District	52,583		137,000	159,220	30,363		-
Community Development Authority	62,889		99,068	99,068	62,889		-
Total Component Units	115,472		236,068	258,288	93,252		-
Grand Total	\$ 158,305,886	\$	118,335,202	\$ 120,044,714	\$ 156,596,373	\$	26,576,336

Note: Includes Transfers. General Fund includes Fund Balance Applied, all other funds exclude Fund Balance Applied.

TOTAL CITY PROPERTY TAX LEVY CONTRIBUTION

\$ 26,576,336

BUDGET COMPARISON

	2020	2021	% vs. '20	2021	% vs. '21	2022	% vs. '21
REVENUE	Actual	Org. Budget	Actual	Rev. Budget	Org. Budget	Org. Budget	Rev. Budget
General Fund	25,080,714	25,763,095	2.7%	26,833,126	4.2%	29,967,173	11.7%
Special Revenue Funds	4,222,681	5,377,346	27.3%	4,415,926	-17.9%	4,213,454	-4.6%
Debt Service Funds	6,809,913	6,905,301	1.4%	6,905,301	0.0%	6,518,073	-5.6%
Capital Projects Funds	15,720,855	16,544,668	5.2%	17,966,821	8.6%	16,711,475	-7.0%
Permanent Funds	2	24,002	1200000.0%	24,002	0.0%	2	-100.0%
Enterprise Funds	53,197,229	59,030,733	11.0%	59,341,105	0.5%	52,866,542	-10.9%
Component Units	262,679	259,773	-1.1%	259,773	0.0%	236,068	-9.1%
Agency Funds	858,996	605,716	-29.5%	605,716	0.0%	661,715	9.2%
Total Revenues/Resources	\$ 106,153,069	\$ 114,510,634	7.9%	\$ 116,351,769	1.6%	\$ 111,174,502	-4.4%

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

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

	2020	2021	% vs. '20	2021	% vs. '21	2022	% vs. '21
EXPENDITURES	Actual	Org. Budget	Actual	Rev. Budget	Org. Budget	Org. Budget	Rev. Budget
General Fund	26,216,531	26,021,039	-0.7%	29,193,394	12.2%	32,484,816	11.3%
Special Revenue Funds	5,131,411	8,275,601	61.3%	6,217,989	-24.9%	4,614,029	-25.8%
Debt Service Funds	7,206,641	7,082,398	-1.7%	7,083,653	0.0%	6,826,812	-3.6%
Capital Projects Funds	12,417,738	14,119,679	13.7%	17,389,664	23.2%	18,408,529	5.9%
Permanent Funds	2	16,002	800000.0%	2	-100.0%	2	0.0%
Enterprise Funds	42,212,558	57,367,328	35.9%	66,278,159	15.5%	52,862,233	-20.2%
Component Units	309,966	265,367	-14.4%	265,367	0.0%	258,288	-2.7%
Agency Funds	777,887	605,716	-22.1%	605,716	0.0%	661,715	9.2%
Total Expenditures/Uses	\$ 94,272,734	\$ 113,753,130	20.7%	\$ 127,033,944	11.7%	\$ 116,116,424	-8.6%

Excludes 572000 - Transfer Out

Excludes 572000 - Transfer Out

2022 APPROVED BUDGET SUMMARY

2022 Approved Budget Summary

		Special	Debt Service	Capital	Permanent		Component	
REVENUES	General Fund	Revenue Funds	Funds	Projects Funds	Funds	Enterprise Funds	Units	Agency Funds
Taxes	20,122,931	-	6,469,805	6,080,319	-	-	-	-
Special Assessments	500	1,400	-	-	-	500,000	112,000	-
Intergovernmental Revenues	4,416,871	976,313	-	2,115,843	-	100,000	-	-
Licenses and Permits	1,025,035	308,796	-	-	-	945,000	-	-
Fines and Forfeitures	209,900	-	-	-	-	-	-	-
Charges for Services	2,449,185	2,502,040	-	471,831	-	45,338,469	-	661,715
Investment Income	36,000	12,200	500	-	-	5,179,505	99,068	-
Interdepartmental Charges	-	-	-	-	-	-	-	-
Misc. Revenues	691,015	248,862	47,768	1,292,000	-	129,468	25,000	-
Other Financing Sources	-	-	-	6,751,482	-	674,100	-	-
Other	80,718	163,843	-	-	2	-	-	-
General Obligation Debt	-	-	-	-	-	-	-	-
Sub-Total Revenues	29,032,155	4,213,454	6,518,073	16,711,475	2	52,866,542	236,068	661,715
Transfers In	3,436,937	371,964	76,714	1,808,461	-	93,835	-	-
Fund Balance Applied/Cash Reserves	935,018	1,858,233	232,025	1,335,828	-	4,227,969	22,220	-
Less: Transfers Out	(919,294)	(1,858,645)	-	(526,520)	-	-	-	-
Sub-Total Transfers and Applied Balance	3,452,661	371,552	308,739	2,617,769	-	4,321,804	22,220	-
Total Funding Sources	\$ 32,484,816	\$ 4,585,006	\$ 6,826,812	\$ 19,329,244	\$ 2	\$ 57,188,346	\$ 258,288	\$ 661,715
EXPENDITURES								
General Government	6,325,410	7,785	-	-	-	-	-	-
Public Safety	15,398,085	13,000	-	-	-	-	-	661,715
Public Works	3,637,430	1,489,158	-	-	-	-	-	-
Health & Human Services	362,997	-	-	-	-	-	-	-
Culture, Recreation, and Education	5,126,509	992,792	-	-	2	-	-	-
Conservation and Development	1,234,385	2,105,079	-	-	-	-	99,068	-
Water Pollution Control Facility	-	-	-	-	-	8,865,475	-	-
Stormwater Facility	-	-	-	-	-	3,686,764	-	-
Sun Prairie Utilities	-	-	-	-	-	33,629,516	-	-
Fleet In-Service Fund	-	-	-	-	-	3,103,883	-	-
Health In-Service Fund	-	-	-	-	-	3,576,595	-	-
Business Improvement District (BID)	-	-	-	-	-	-	159,220	-
Capital Outlay	-	-	-	14,255,600	-	-	-	-
Debt Service	-	-	6,826,812	4,152,929	-	-	-	-
Contingency	400,000	6,215	-	-	-	-	-	-
Total Expenditures	\$ 32,484,816	\$ 4,614,029	\$ 6,826,812	\$ 18,408,529	\$ 2	\$ 52,862,233	\$ 258,288	\$ 661,715

TRANSFER SCHEDULE

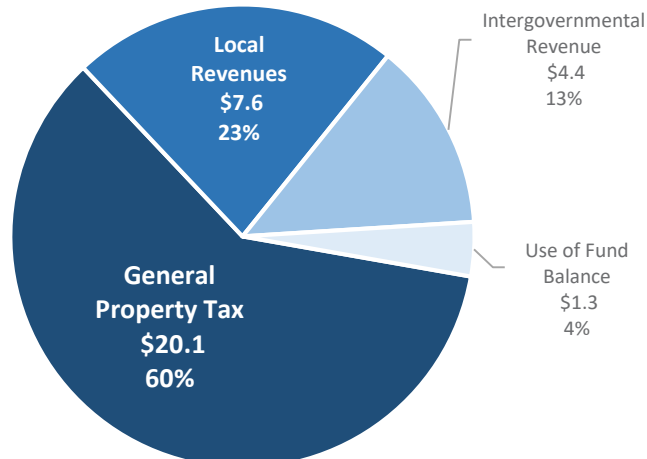
Transfer In		Transfer Out	
General Fund	549,665	Special Revenue Fund	549,665
General Fund	403,820	Capital Projects Fund	403,820
Special Revenue Fund	21,324	General Fund	21,324
Transportation Fund	350,640	General Fund	350,640
Debt Service Fund	64,714	General Fund	64,714
Debt Service Fund	12,000	Capital Projects Fund	12,000
Capital Projects Fund	802,980	Westside Traffic Impact Fee Fu	802,980
Capital Projects Fund	394,781	General Fund	394,781
Capital Projects Fund	500,000	Special Revenue Fund	500,000
Capital Projects Fund	110,700	TIF 9	110,700
Fleet Fund	87,835	General Fund	87,835
Fleet Fund	6,000	Special Revenue Fund	6,000
Total Transfer In	\$ 3,304,459	Total Transfer Out	\$ 3,304,459

REVENUE SUMMARY

General Fund Revenue Summary	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Taxes (excluding Levy)	177,381	115,312	130,507	107,250	86,841	80,718	(6,123)
Special Assessments	(85,372)	22,914	(60,187)	(423)	500	16,900	16,400
Licenses and Permits	811,200	972,552	682,008	1,015,825	782,368	1,025,035	242,667
Fines, Foreits & Penalties	232,798	194,162	167,311	188,150	191,000	209,900	18,900
Public Charges for Services	2,122,615	1,638,248	1,470,837	2,166,916	1,963,964	2,449,185	485,221
Investment Income	342,454	148,584	6,969	7,025	100,000	36,000	(64,000)
Miscellaneous Revenue	621,784	362,215	128,789	251,180	290,977	373,281	82,304
Other Financing Sources	2,785,908	3,395,624	25,000	2,485,249	2,496,836	3,429,971	933,135
Sub-Total Local Revenues	7,008,769	6,849,609	2,551,234	6,221,172	5,912,486	7,620,990	1,708,504
Intergovernmental Revenue	2,815,133	2,750,288	2,397,327	3,074,066	3,076,406	4,416,871	1,340,465
Total Revenues	9,823,902	9,599,897	4,948,562	9,295,238	8,988,892	12,037,861	3,048,969
Use of Fund Balance	-	-	-	-	539,157	1,259,718	720,561
Total Revenue & Fund Balance	9,823,902	9,599,897	4,948,562	9,295,238	9,528,049	13,297,579	3,769,530
General Property Tax Levy	16,911,464	17,979,980	18,638,111	18,640,045	18,640,045	20,106,531	1,466,486
Total Sources	\$ 26,735,366	\$ 27,579,877	\$ 23,586,673	\$ 27,935,283	\$ 28,168,094	\$ 33,404,110	\$ 5,236,016

2022 Budget integrates the Library and Recreation Funds back into the General Fund

2022 General Fund Revenues
(in millions)



FUNCTION SUMMARY

FUNCTION SUMMARY							
Function Summary	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
PROPERTY TAXES							
General Property Taxes	16,911,464	17,979,980	18,638,111	18,640,045	18,640,045	20,106,531	1,466,486
Illegal Taxes	(87,412)	(5,102)	(69,098)	(9,841)	-	-	-
Omitted Property Taxes	-	-	4.5	6.0	-	-	-
Property Tax Chargebacks	-	27,857	3,888	2,868	-	16,400	16,400
Sub-Total Property Taxes	16,824,051	18,002,734	18,577,394	18,639,072	18,640,045	20,122,931	1,482,886
OTHER TAXES							
Public Accomodation Tax	108,338	46,788	91,032	67,725	18,541	70,218	51,677
Payments In Lieu Of Taxes	66,950	67,489	38,025	38,025	66,500	8,700	(57,800)
Interest And Penalty On Taxes	2,094	1,035	1,450	1,500	1,800	1,800	-
Sub-Total Other Taxes	177,381	115,312	130,507	107,250	86,841	80,718	(6,123)
SPECIAL ASSESSMENTS							
Interest Special Assessments	480	159	115	50	500	500	-
Delq Sa Revenue	1,561	-	416	500	-	-	-
Sub-Total Special Assessments	2,041	159	531	550	500	500	-
INTERGOVERNMENTAL REVENUE							
State Shared Revenue	695,442	693,749	103,631	690,875	690,875	688,485	(2,390)
State Expenditure Restraint	-	-	-	-	-	494,833	494,833
State Aid - Exempt Computers	291,415	291,415	291,415	291,415	291,415	291,415	-
State Fire Insurance Tax	139,736	-	-	-	-	160,000	160,000
State Aid- Personal Property	118,006	103,223	88,440	88,440	88,440	106,709	18,269
State Grants - General	-	-	-	-	-	25,000	25,000
State Grants - Police	10,663	9,008	1,460	12,400	12,240	13,600	1,360
State Grants - Library	-	-	-	-	-	2,200	2,200
State Aid - Road Allotment	1,360,615	1,564,707	1,777,575	1,779,908	1,779,908	1,750,068	(29,840)
State Aid - Connecting Streets	54,939	54,802	55,040	55,040	55,040	62,588	7,548
County Aid - Library	-	-	-	-	-	649,625	649,625
School District - Pd Liasion	144,317	33,384	79,766	155,988	155,988	172,348	16,360
Misc.Grants	-	-	-	-	2,500	-	(2,500)
Sub-Total Intergovernmental Revenue	2,815,133	2,750,288	2,397,327	3,074,066	3,076,406	4,416,871	1,340,465
LICENSES AND PERMITS							
Liquor & Malt Bev. Licenses	44,819	38,831	60,197	59,900	57,000	70,000	13,000
Bartender Licenses	25,084	12,100	11,155	20,000	25,500	25,500	-
Cigarette Licenses	2,725	3,775	2,700	3,000	3,000	3,000	-
Other Business Licenses	10,175	4,738	7,445	10,000	10,000	10,000	-
Dog Licenses	11,917	8,396	3,798	21,000	19,000	21,000	2,000
Chicken Keeping License	115	-	-	85	85	85	-
Building Permits	171,583	229,507	146,850	252,458	185,000	255,000	70,000
Occupancy Permits	15,500	19,300	18,000	33,850	16,250	25,000	8,750
Plumbing Permits	138,224	216,336	125,696	166,069	140,500	177,414	36,914
Electrical Permits	106,798	148,663	90,387	148,430	100,000	138,000	38,000
Hvac Permits	137,902	178,285	117,192	182,833	119,833	162,336	42,503
Street Opening Permits	21,480	24,251	18,584	15,000	15,000	21,000	6,000
Stormwater Erosion Cont Fee	23,363	36,170	16,572	25,000	25,000	35,000	10,000
Zoning And Plat Approval Fees	48,775	38,445	32,365	36,000	31,000	40,000	9,000
Other Permits And Fees	47,366	7,677	29,293	35,000	28,000	34,500	6,500
Weights & Measures	5,374	6,080	1,774	7,200	7,200	7,200	-
Sub-Total Licenses And Permits	811,200	972,552	682,008	1,015,825	782,368	1,025,035	242,667
FINES, FORFEITS AND PENALTIES							
Court Penalties And Costs	164,283	135,110	113,188	126,150	138,000	140,000	2,000
Parking Violations	68,516	58,567	54,123	62,000	53,000	65,000	12,000
Other Violations	-	485	-	-	-	-	-
Library Fines	-	-	-	-	-	4,900	4,900
Sub-Total Fines, Forfeits And Penalties	232,798	194,162	167,311	188,150	191,000	209,900	18,900

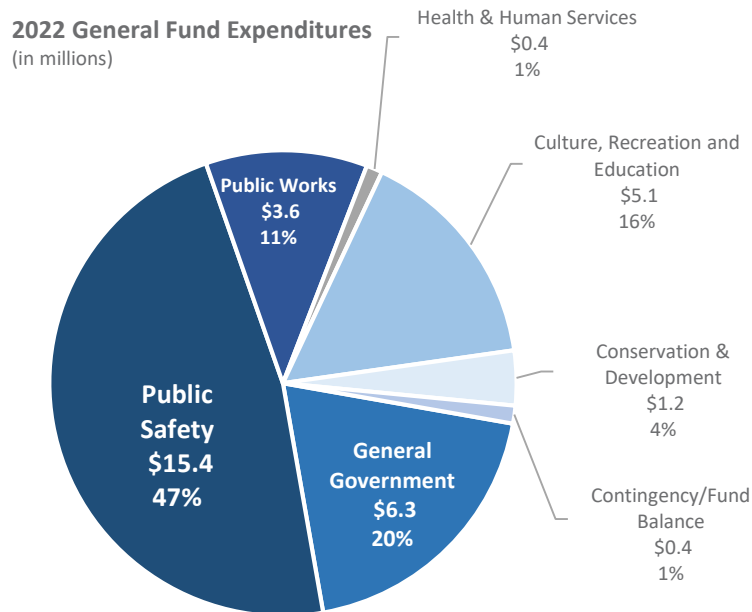
FUNCTION SUMMARY

Function Summary, continued	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
PUBLIC CHARGES FOR SERVICES							
Clerk Fees	41,628	45,100	39,470	42,000	55,000	55,000	-
Police Department Fees	27,297	9,389	10,525	14,500	18,310	18,000	(310)
Police Animal Pound Fees	120	90	-	-	-	-	-
Ambulance Fees	1,473,012	1,317,576	1,006,618	1,512,663	1,400,000	1,555,000	155,000
Ems Townships Charges	70,304	71,915	76,692	76,692	81,454	101,435	19,981
Building Inspection Charges	1,875	(296)	297	-	-	-	-
Sewer Inspection Charges	4,170	6,650	3,990	5,880	4,000	7,000	3,000
Hvac Plan Review	21,420	21,600	11,950	10,800	13,000	20,350	7,350
Building Plan Review	41,295	58,735	51,149	57,925	37,000	71,100	34,100
Fire Alarm Plan Review	8,280	6,620	1,850	1,500	1,500	2,000	500
Fire Supp Plan Review	7,380	9,060	1,710	5,420	6,500	7,000	500
Plumbing Plan Reivew	37,248	22,410	12,455	15,515	21,000	23,000	2,000
Public Works Misc Charges	10,424	3,805	49,020	35,000	23,700	35,000	11,300
Engineering Review Fees	16,356	25,564	14,771	20,000	41,500	30,000	(11,500)
Parks Miscellaneous Charges	36,655	14,395	39,294	36,200	46,000	47,000	1,000
Library Misc Charges	-	-	-	-	-	4,300	4,300
Winter Program Fees	(25)	-	-	-	-	-	-
Dog Park Use Fees	24,881	22,720	20,502	23,000	23,000	23,000	-
Adult Program Fees	48,749	-	-	-	-	36,500	36,500
Preschool Program Fees	23,167	-	-	-	-	43,000	43,000
Youth Program Fees	35,293	-	-	-	-	113,500	113,500
Teen Program Fees	9,840	-	-	-	-	13,800	13,800
Family & Misc Program Fees	1,663	-	-	-	-	12,000	12,000
Special Event Program Fees	4,050	-	-	-	-	40,000	40,000
Family Aquatic Center Fees	177,534	2,917	130,544	130,544	192,000	191,200	(800)
Sub-Total Public Charges For Services	2,122,615	1,638,248	1,470,837	2,166,916	1,963,964	2,449,185	485,221
INVESTMENT INCOME							
General Fund	342,454	148,584	6,969	7,000	100,000	36,000	(64,000)
Sub-Total Investment Income	342,454	148,584	6,969	7,025	100,000	36,000	(64,000)
MISCELLANEOUS REVENUE							
Bid Chargebacks	58,386	-	-	-	-	-	-
Miscellaneous Rents	10,222	4,731	6,367	6,500	7,058	10,400	3,342
Police Auction	5,084	2,151	-	-	-	-	-
Sale Of Material And Equipment	51,861	35,927	19,544	37,100	50,000	52,000	2,000
Insurance Dividend & Recovery	151,004	62,244	16,490	52,324	52,324	52,535	211
Miscellaneous Revenues	290,283	195,470	75,814	105,000	137,149	197,424	60,275
Ag Use Penalties	32,943	28,340	9,575	18,000	10,683	15,000	4,317
City Attorney Chargebacks	-	5,950	-	2,906	5,813	6,347	534
Human Resources Chargebakcs	20,000	25,196	-	25,950	25,950	31,675	5,725
Finance Chargebacks	2,000	2,000	-	2,400	2,000	2,400	400
Miscellaneous Revenues	-	206	999	1,000	-	5,500	5,500
Sub-Total Miscellaneous Revenue	621,784	362,215	128,789	251,180	290,977	373,281	82,304
OTHER FINANCING SOURCES							
Transfer In	349,116	1,134,667	25,000	31,700	6,700	953,485	946,785
Transfer In - W&L Pilot	2,007,112	2,061,098	-	2,242,040	2,286,437	2,483,452	197,015
Econ Dev Chargebacks	55,680	-	-	61,509	61,509	161,734	100,225
Engineering Chargebacks	374,000	199,859	-	150,000	142,190	156,000	13,810
Fund Balance Applied	-	-	-	-	539,157	935,018	395,861
Sub-Total Other Financing Sources	2,785,908	3,395,624	25,000	2,485,249	3,035,993	4,689,689	1,653,696
Total Revenues	\$26,735,366	\$27,579,877	\$23,586,673	\$27,935,283	\$28,168,094	\$33,404,110	\$ 5,236,016
Includes: Fund 100 - General Fund and 255 - Family							

CITY OF
SUN PRAIRIE
Wisconsin

EXPENDITURE SUMMARY

General Fund Expense Summary	2019	2020	8/31/2021	2021	2021	2022	Increase
	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Government	4,548,293	4,786,941	4,122,865	5,043,439	5,101,249	6,325,410	1,224,161
Public Safety	12,925,993	13,285,026	11,054,664	14,033,430	14,172,014	15,398,085	1,226,071
Public Works	3,419,887	3,043,700	2,902,790	3,582,423	3,566,064	3,637,430	71,367
Health & Human Services	323,703	413,468	405,416	470,963	483,357	362,997	(120,360)
Culture, Recreation and Education	2,006,593	1,671,283	1,561,666	1,877,943	1,955,680	5,128,305	3,172,625
Conservation & Development	929,308	877,803	656,374	896,143	973,470	1,234,385	260,916
Sub-Total	24,153,776	24,078,221	20,703,775	25,904,342	26,251,834	32,086,612	5,834,778
Contingency/Fund Balance	-	-	-	-	264,650	400,000	135,350
Transfers	2,007,896	2,147,775	2,096,702	2,096,702	2,096,702	917,498	(1,179,204)
Sub-Total	2,007,896	2,147,775	2,096,702	2,096,702	2,361,352	1,317,498	(1,043,854)
Total General Expenditures	\$ 26,161,672	\$ 26,225,996	\$ 22,800,477	\$ 28,001,044	\$ 28,613,186	\$ 33,404,110	\$ 4,790,924



DIVISION SUMMARY

DIVISION SUMMARY

Division Summary	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
GENERAL GOVERNMENT							
Mayor	40,812	41,448	39,040	43,248	44,263	44,475	212
Council	68,115	68,382	56,763	69,387	72,849	72,849	-
Municipal Court	107,833	115,267	94,045	121,112	137,260	123,408	(13,852)
City Attorney	238,784	306,596	323,102	413,911	277,481	273,563	(3,918)
City Clerk	381,142	404,410	326,721	418,095	421,518	371,280	(50,238)
Elections	61,866	211,348	96,706	98,948	128,984	201,288	72,304
Administration	326,999	320,845	262,466	337,000	371,511	697,191	325,681
Administrative Services	-	141,224	105,630	129,604	156,786	509,606	352,820
Human Resources	350,960	325,516	307,651	467,923	476,579	506,149	29,571
Finance	599,049	493,636	556,323	564,793	544,983	639,036	94,053
Risk Management	163,541	163,048	173,033	183,596	190,254	208,375	18,121
Assessing	321,295	388,179	237,120	337,377	354,253	548,232	193,980
Information Technology	1,165,110	1,207,474	1,071,369	1,204,734	1,198,353	1,380,214	181,861
Building Maintenance	722,787	599,566	472,896	653,712	726,178	749,744	23,566
Sub-Total General Government	4,548,293	4,786,941	4,122,865	5,043,439	5,101,249	6,325,410	1,224,161
PUBLIC SAFETY							
Police Department	8,718,085	8,898,620	7,240,383	9,238,480	9,351,837	10,005,656	653,819
Fire Protection	1,437,557	1,513,203	1,200,232	1,604,095	1,602,495	1,920,846	318,351
Emergency Medical Service	2,125,184	2,215,991	1,999,226	2,420,603	2,459,424	2,668,850	209,426
Building Inspection	642,485	656,145	614,823	768,952	748,259	792,733	44,475
Emergency Management	2,682	1,067	-	1,300	10,000	10,000	-
Sub-Total Public Safety	12,925,993	13,285,026	11,054,664	14,033,430	14,172,014	15,398,085	1,226,071
PUBLIC WORKS							
Public Services	2	177,843	152,521	206,468	205,236	212,139	6,903
Public Works	2,659,873	2,188,195	2,230,998	2,725,589	2,685,272	2,536,386	(148,886)
Engineering	653,706	560,133	407,945	494,257	519,762	522,874	3,113
GIS	106,306	117,529	101,606	122,179	126,794	125,994	(800)
Transporation	-	-	9,720	33,930	29,000	240,037	211,037
Sub-Total Public Works	3,419,887	3,043,700	2,902,790	3,582,423	3,566,064	3,637,430	71,367
HEALTH & HUMAN SERVICES							
Colonial Club	200,000	210,000	195,000	260,000	260,000	230,000	(30,000)
Youth & Families	8,153	8,468	4,416	4,963	8,357	7,997	(360)
YMCA & Community Schools	106,050	145,000	115,000	115,000	115,000	115,000	-
Human Services	-	40,000	81,000	81,000	90,000	-	(90,000)
Cemetery	9,500	10,000	10,000	10,000	10,000	10,000	-
Sub-Total Health & Human Services	323,703	413,468	405,416	470,963	483,357	362,997	(120,360)
CULTURE, RECREATION, AND EDUCATION							
Library	-	-	-	-	-	2,721,873	2,721,873
Historical Museum	107,931	87,473	90,155	116,102	125,461	121,874	(3,587)
Parks Maintenance	922,183	1,106,008	875,035	1,052,246	1,073,461	1,152,697	79,236
Recreation	648,657	421,317	357,976	467,493	430,846	776,558	345,712
Family Aquatic Center	327,823	56,484	238,500	242,102	325,912	355,303	29,391
Sub-Total Culture, Recreation, and Education	2,006,593	1,671,283	1,561,666	1,877,943	1,955,680	5,128,305	3,172,625
CONSERVATION AND DEVELOPMENT							
Community Development	-	160,464	127,690	166,827	165,374	175,679	10,305
Planning	526,414	363,314	285,539	370,570	416,809	459,921	43,113
Economic Development	321,073	234,049	150,494	231,538	240,656	363,353	122,697
Forestry	81,821	119,977	92,651	127,208	150,631	235,432	84,801
Sub-Total Conservation and Development	929,308	877,803	656,374	896,143	973,470	1,234,385	260,916
Transfers	2,007,896	2,147,775	2,096,702	2,096,702	2,096,702	917,498	(1,179,204)
Personnel Contingency	-	-	-	-	-	-	-
General Contingency	-	-	-	-	264,650	400,000	-
Sub-Total Transfers & Contingency	2,007,896	2,147,775	2,096,702	2,096,702	2,361,352	1,317,498	(1,179,204)
Total	\$ 26,161,672	\$ 26,225,996	\$ 22,800,477	\$ 28,001,044	\$ 28,613,186	\$ 33,404,110	\$ 4,790,924

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

2021 PROPERTY VALUES & TAX RATE

ASSESSED VALUE BY CLASS	2017	2018	2019	2020	2021	Increase (Decrease)	Percent Change
Residential	\$ 2,102,247,000	\$ 2,168,954,100	\$ 2,237,893,900	\$ 2,643,212,500	\$ 2,708,137,200	\$ 64,924,700	2.5%
Commercial	782,142,800	839,488,600	903,958,600	1,028,578,200	1,064,893,600	36,315,400	3.5%
Agricultural	195,900	130,000	98,500	131,800	126,300	(5,500)	-4.2%
Other	209,100	381,500	162,900	441,600	441,600	-	0.0%
Personal Property	62,906,900	41,727,000	41,147,700	46,500,600	44,657,300	(1,843,300)	-4.0%
Manufacturing	62,174,100	55,891,500	57,170,100	74,066,700	71,790,600	(2,276,100)	-3.1%
Total Assessed Value	\$ 3,009,875,800	\$ 3,106,572,700	\$ 3,240,431,700	\$ 3,792,931,400	\$ 3,890,046,600	\$ 97,115,200	2.6%

EQUALIZED VALUE	2017	2018	2019	2020	2021	Increase (Decrease)	Percent Change
Equalized Value - TID Out	2,849,663,600	3,132,843,000	3,404,540,900	3,610,664,700	3,896,106,100	285,441,400	7.9%
Equalized Value - TID In	2,984,707,700	3,310,111,700	3,634,094,300	3,864,128,900	4,176,130,900	312,002,000	8.1%
Difference - Total Increment	\$ 135,044,100	\$ 177,268,700	\$ 229,553,400	\$ 253,464,200	\$ 280,024,800	\$ 26,560,600	10.5%

TAX INCREMENT BY DISTRICT	2017 Increment	2018 Increment	2019 Increment	2020 Increment	2021 Increment	(Decrease)	Net % Change
TIF District No. 6	\$ 5,563,700	\$ 5,730,600	\$ 6,891,800	\$ 6,953,700	\$ -	\$ (6,953,700)	-100.0%
TIF District No. 8	78,239,500	84,530,100	92,472,900	88,497,300	112,401,800	23,904,500	27.0%
TIF District No. 9	44,051,200	55,373,700	79,126,900	85,205,100	90,687,300	5,482,200	6.4%
TIF District No. 11	4,984,500	16,331,000	24,352,500	37,114,800	53,661,700	16,546,900	44.6%
TIF District No. 12	2,205,200	12,759,500	9,727,500	9,935,300	12,700,100	2,764,800	27.8%
TIF District No. 13	-	2,543,800	16,981,800	25,758,000	10,573,900	(15,184,100)	-58.9%
TIF District No. 14	-	-	-	-	-	-	-
Total Increment	\$ 135,044,100	\$ 177,268,700	\$ 229,553,400	\$ 253,464,200	\$ 280,024,800	\$ 26,560,600	10.5%

CITY TAX RATE	2017	2018	2019	2020	2021	Increase (Decrease)	Percent Change
Operating Levy	15,715,348	16,911,461	17,979,981	18,640,045	20,106,531	1,466,486	7.9%
Debt Service Levy	6,460,924	6,449,889	6,567,043	6,618,831	6,469,805	(149,026)	-2.3%
Total Levy	22,176,272	23,361,350	24,547,024	25,258,876	26,576,336	1,317,460	5.2%
Mill Rate	7.7170	7.9455	8.0860	7.1248	7.3229	0.1981	2.8%
Average Home Value	256,000	258,000	260,000	299,400	301,200	1,800	0.6%
City Tax on Average Home	1,976	2,050	2,102	2,134	2,206	72	3.37%
Median Home Value	242,900	244,600	246,500	275,000	286,400	11,400	4.1%
City Tax on Median Home	1,874	1,943	1,993	1,960	2,097	137	7.0%

CITY OF
SUN PRAIRIE
Wisconsin

GENERAL GOVERNMENT

Mayor

MAYOR

MISSION

Provide quality 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 the 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.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ There are no notable changes.

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.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ There are no notable changes.

GENERAL GOVERNMENT
City Council
MAYOR and CITY COUNCIL

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Mayor	40.8	41.4	35.2	43.2	44.3	44.5	0.2
Council	68.1	68.4	46.0	69.4	72.8	72.8	-
Total Expenditures	\$ 108.9	\$ 109.8	\$ 81.2	\$ 112.6	\$ 117.1	\$ 117.3	\$ 0.2

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	82.3	86.3	58.0	87.0	87.0	87.0	-
Materials & Supplies	0.9	1.0	1.0	1.2	1.8	2.5	0.7
Contractual Services	7.7	4.6	3.3	5.2	7.4	6.5	(0.9)
Professional Development	17.3	18.0	18.9	19.2	20.9	21.4	0.4
Total Expenditures	\$ 108.2	\$ 109.8	\$ 81.2	\$ 112.6	\$ 117.1	\$ 117.3	\$ 0.2

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	108.2	109.8	81.2	112.6	117.1	117.3	0.2
Net Operating Result	\$ (108.2)	\$ (109.8)	\$ (81.2)	\$ (112.6)	\$ (117.1)	\$ (117.3)	\$ (0.2)

CITY OF
SUN PRAIRIE
Wisconsin

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 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.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ The pandemic presented a new virtual process for Municipal Court proceedings, which was a success in protecting the public's best interest. COVID-19 has been a factor in reducing the caseload during this time period.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

Adjudicate city ordinance violations.

Measure	2016	2017	2018	2019	2020	2021*
Traffic Citations Processed	1,701	1,359	1,075	1,145	865	488
Ordinance Citations	788	561	534	485	424	220
Court Trials	20	21	17	10	13	2

GENERAL GOVERNMENT
Municipal Court
MUNICIPAL COURT

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Municipal Court	106.9	115.3	74.6	121.1	137.3	123.4	(13.9)
Total Expenditures	\$ 106.9	\$ 115.3	\$ 74.6	\$ 121.1	\$ 137.3	\$ 123.4	\$ (13.9)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	97.7	106.7	73.2	112.5	127.6	113.8	(13.9)
Contractual Services	7.4	7.4	0.7	7.5	7.7	7.7	-
Professional Development	1.7	1.2	0.8	1.2	1.9	1.9	-
Total Expenditures	\$ 106.9	\$ 115.3	\$ 74.6	\$ 121.1	\$ 137.3	\$ 123.4	\$ (13.9)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	193.7	193.7	188.2	191.0	205.0	205.0	-
Total Expenditures	106.9	115.3	74.6	121.1	137.3	123.4	(13.9)
Net Operating Result	\$ 86.8	\$ 78.4	\$ 113.5	\$ 69.9	\$ 67.7	\$ 81.6	\$ 13.9

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 ensures 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.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ The office continued to utilize outside legal counsel as necessary for the volume and complexity of City legal services.

GENERAL GOVERNMENT
City Attorney
CITY ATTORNEY

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

Provide legal analysis and advice to City Departments and Council.

Measure	2016	2017	2018	2019	2020	2021*
Development Agreements	8	17	13	14	9	6
Ordinance Amendments	18	21	10	15	25	6

Prosecute and collect forfeitures imposed by the court.

Measure	2016	2017	2018	2019	2020	2021*
OWI	87	106	74	95	96	33
Retail Theft	137	104	119	77	57	17
THC	100	73	87	64	64	23
Other Municipal Citations	1,713	1,633	1,391	1511	992	603

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

Measure	2016	2017	2018	2019	2020	2021*
Pretrial Conferences	238	139	96	73	82	37
Forfeitures from Pretrial Stage	\$62,651	\$34,820	\$25,734	\$27,139	\$29,695	\$11,195

\$

Collect delinquent EMS fees and Municipal Court forfeitures.

Measure	2016	2017	2018	2019	2020	2021*
EMS Fees	\$35,732	\$18,865	\$28,900	n/a	n/a	n/a
Forfeitures	\$97,479	\$89,221	\$69,458	\$170,333	\$142,988	\$99,719

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	-	9,503	-	9,503
2020	5		18,000		18,000
2021	4		2,722		2,722
Total	159	\$ 82,547	\$ 465,661	\$ -	\$ 548,208

GENERAL GOVERNMENT
City Attorney
CITY ATTORNEY

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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)	(0.28)	-
Total Personnel	1.84	1.72	1.72	1.72	1.72	1.72	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
City Attorney	258.5	306.9	222.3	413.9	277.5	273.6	(3.9)
Total Expenditures	\$ 258.5	\$ 306.9	\$ 222.3	\$ 413.9	\$ 277.5	\$ 273.6	\$ (3.9)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	181.4	197.7	124.6	201.5	201.3	221.3	19.9
Materials & Supplies	1.1	0.2	0.1	1.6	1.6	1.6	-
Contractual Services	66.4	101.9	92.6	204.5	65.0	39.5	(25.5)
Professional Development	9.6	7.0	5.0	6.2	9.5	11.2	1.6
Total Expenditures	\$ 258.5	\$ 306.9	\$ 222.3	\$ 413.9	\$ 277.5	\$ 273.6	\$ (3.9)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	258.5	306.9	222.3	413.9	277.5	273.6	(3.9)
Net Operating Result	\$ (258.5)	\$ (306.9)	\$ (222.3)	\$ (413.9)	\$ (277.5)	\$ (273.6)	\$ 3.9

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

Implement to 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.

2022 BUDGET HIGHLIGHTS

- Contract with an outside professional consulting services firm to conduct an equity audit which will assist the City in identifying shortcomings and solutions to build a more diverse and inclusive organization for both employees and the community.

2021 BUDGET OVERVIEW

- ✓ Administration and Finance Collectively introduced a budget initiative creating a Sustainability Coordinator position. The Sustainability Coordinator started on July 1, 2021 and is tasked with developing, coordinating, and promoting sustainability programs and policies to advance sustainability in Sun Prairie.
- ✓ The Community Mental Health Initiative provides additional training for Navigators and community partners in the recognition of trauma and anxiety and where/how to make referrals. The Navigator role is to triage and assist in the referral of individuals to proper support systems and treatment. The initiative also includes a series of presentations by local mental health professionals to provide educational training opportunities to the public. Staff anticipate to roll out the program in the fall.

GENERAL GOVERNMENT
Administration
CITY ADMINISTRATOR

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Administration	3.00	3.00	3.00	3.00	3.00	4.00	1.00
Allocated FTE	(0.23)	(0.18)	(0.51)	(0.51)	(0.51)	(0.77)	(0.26)
Total Personnel	2.77	2.82	2.49	2.49	2.49	3.23	0.74

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Administration	285.8	321.0	212.2	347.0	385.5	707.2	321.7
Total Expenditures	\$ 285.8	\$ 321.0	\$ 212.2	\$ 347.0	\$ 385.5	\$ 707.2	\$ 321.7

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	245.0	300.5	192.0	302.1	309.6	388.4	78.8
Materials & Supplies	3.0	1.0	0.6	12.4	17.6	8.4	(9.2)
Contractual Services	15.1	5.9	15.0	21.6	30.1	280.9	250.8
Professional Development	20.6	11.2	4.6	9.9	27.3	23.0	(4.2)
Capital Items	2.2	2.4	-	1.0	1.0	6.5	5.5
Total Expenditures	\$ 285.8	\$ 321.0	\$ 212.2	\$ 347.0	\$ 385.5	\$ 707.2	\$ 321.7

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	285.8	321.0	212.2	347.0	385.5	707.2	321.7
Net Operating Result	\$ (285.8)	\$ (321.0)	\$ (212.2)	\$ (347.0)	\$ (385.5)	\$ (707.2)	\$ (321.7)

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, and concise information to those that we serve.

DESCRIPTION

The Administrative Services Department develops administrative strategies for assigned areas of responsibility to ensure and maintain an efficient and fiscally sound and responsible status, while meeting the needs of the City.

- Services provided by the Finance Division include accounting, cash management, purchasing, payroll, risk management, and property tax collection.
- The Human Resources Division is responsible for administration, classification and compensation, recruitment and testing, and employee benefit services.
- The Information Technology Division coordinates the City's information technology and telecommunications systems needs.
- The Assessing Division assesses taxable residential and commercial real and personal property and maintains property information/ownership records.
- The City Clerk Division conducts fair and open municipal elections, manages the City's records management program and accessibility to public records, and manages the issuance of various licenses.

2022 BUDGET HIGHLIGHTS

- Continue to expand automation and efficient workflow of the City's record management systems.
- Strengthen the City's information system infrastructure and cyber security.
- Coordinate the City's risk management program, reviewing trends and guiding departments in the identification of risk and risk transfer opportunities.
- Ensure the Administrative Services Departments have updated succession and contingency plans.

2021 BUDGET OVERVIEW

- ✓ Completed a comprehensive update to the multi-year, city-wide staffing plan.
- ✓ Internal service departments provided support to others and accomplished essential processes during the COVID-19 pandemic.
- ✓ Improvements made to IT systems and security to allow City workforce to complete work and training remotely.

GENERAL GOVERNMENT
Administrative Services
ADMINISTRATIVE SERVICES

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Administrative Services	n/a	1.00	1.00	1.00	1.00	1.00	-
Allocated FTE	-	(0.07)	(0.07)	(0.07)	(0.07)	(0.07)	-
Total Personnel	-	0.93	0.93	0.93	0.93	0.93	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Administrative Services	-	141.2	99.4	129.6	156.8	509.6	352.8
Total Expenditures	-	\$ 141.2	\$ 99.4	\$ 129.6	\$ 156.8	\$ 509.6	\$ 352.8

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	-	139.1	96.3	126.2	142.2	147.9	5.7
Materials & Supplies	-	0.2	0.1	0.1	0.2	0.2	-
Contractual Services	-	0.8	1.5	1.6	12.6	358.6	346.0
Professional Development	-	1.1	1.5	1.7	1.8	2.9	1.1
Total Expenditures	-	\$ 141.2	\$ 99.4	\$ 129.6	\$ 156.8	\$ 509.6	\$ 352.8

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	-	141.2	99.4	129.6	156.8	509.6	352.8
Net Operating Result	-	\$ (141.2)	\$ (99.4)	\$ (129.6)	\$ (156.8)	\$ (509.6)	\$ (352.8)

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.

2022 BUDGET HIGHLIGHTS

- Continue efforts to expand our plans to digitize and catalogue all records kept by the City into OnBase.
- Update the City's Record Retention schedule.
- Continue to develop the ECM system (OnBase) with IT.
- Continue to develop and expand OpenGov, the cloud-based software for citizen services.
- Establish a partnership with an outside contractor to digitize historical paper records for electronic storage and retention.

2021 BUDGET OVERVIEW

- ✓ Implemented emergency plans to consolidate polling places for the elections in response to the pandemic.
- ✓ Special elections held in Jun, July, and August.
- ✓ Implemented an online permitting and licensing program for Alcohol Licenses, Entertainment Devices Licenses, Cigarette and Tobacco Licenses, Nightclub Licenses, Operator Licenses, Dog Licenses, and Dog Park Permits.
- ✓ Streamlines the Special Assessment Process to increase efficiency and accessibility to this service.
- ✓ Continued to convert over 65,000 paper documents to digital form to improve access to City records.

GENERAL GOVERNMENT
Administrative Services
CITY CLERK'S OFFICE

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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

Measure	2017	2018	2019	2020	2021*
Council & Special Meetings	27	26	25	25	24
Committee of the Whole	34	23	25	28	27
Board of Review	7	4	3	5	6
Alcohol License Review Board	2	3	6	4	1
TOTAL	70	56	59	34	58

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

Measure	2017	2018	2019	2020	2021*
Special Event Permit	1	4	2	0	2
Tobacco Retail License	26	24	25	23	25
Dog License	1,185	1,238	1,309	1,164	1,252
Dog Park Permit	984	701	780	622	741
Liquor Establishment License	51	56	58	57	63
Operator License	331	471	337	268	284
Temporary Nightclub License	0	0	0	0	0
Nightclub License	9	8	10	9	9
Secondhand Dealer License	8	4	3	3	3
Solicitor's Permit	27	41	45	15	27
Temporary Beer/Wine License	15	16	10	1	7
Street Use Permit	19	23	21	5	13
Taxi Cab Driver License	22	26	22	19	13
Amusement Device License	142	143	131	131	117
Blasting Permit	2	1	0	0	0
Chicken License	3	4	6	3	3
Mobile Food Cart	1	1	0	0	0
Mobile Food Vendor	5	4	0	0	0
TOTAL	2,831	2,765	2,759	2,312	2,559

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

Measure	2017	2018	2019	2020	2021*
Number of Elections	2	4	1	4	5
Average Election Officials	82	68	64	97	45
Average Voted at the Polls	2,731	5,369	6,064	2,351	1,255
Average Voted In-Person Absentee	244	1,623	2,148	1,903	121
Average Voted Absentee by Mail/SVD	223	452	391	7,087	1,443

GENERAL GOVERNMENT
Administrative Services
CITY CLERK'S OFFICE

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
City Clerk	4.31	4.56	4.56	4.56	4.56	3.00	(1.56)
Total Personnel	4.31	4.56	4.56	4.56	4.56	3.00	(1.56)

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
City Clerk	378.1	404.4	263.7	418.1	421.5	371.3	(50.2)
Elections	61.9	211.3	95.0	98.9	129.0	201.3	72.3
Total Expenditures	\$ 440.0	\$ 615.8	\$ 358.6	\$ 517.0	\$ 550.5	\$ 572.6	\$ 22.1

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	337.7	516.3	289.8	427.7	456.0	449.5	(6.5)
Materials & Supplies	20.0	93.8	17.1	19.5	29.6	28.1	(1.5)
Contractual Services	36.9	92.3	45.3	55.8	50.6	86.9	36.3
Professional Development	5.4	2.0	6.5	6.5	6.8	8.1	1.3
Capital Items	40.0	10.8	-	7.5	7.5	-	(7.5)
Total Expenditures	\$ 440.0	\$ 715.3	\$ 358.6	\$ 517.0	\$ 550.5	\$ 572.6	\$ 22.1

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	120.6	120.6	124.6	169.6	169.6	184.6	15.0
Total Expenditures	440.0	715.3	358.6	517.0	550.5	572.6	22.1
Net Operating Result	\$ (319.4)	\$ (594.6)	\$ (234.1)	\$ (347.5)	\$ (380.9)	\$ (388.0)	\$ (7.1)

CITY OF
SUN PRAIRIE
Wisconsin

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.

2022 BUDGET HIGHLIGHTS

- The 2022 Budget reflects the staffing level of the HR Director, Benefits Coordinator, and two HR Generalists.
- Continue to work on Equity Audit to identify and implement best management practices in relation to diversity, equity, and inclusion activities.
- Identify long-term goals for benefits and compensation through strategic planning activities.
- Contracting with an outside consultant to perform a comparative analysis salary study and use these results to develop pay plan strategies.

2021 BUDGET OVERVIEW

- ✓ Continued to provide support to all departments during staffing changes related to the COVID-19 pandemic. Extended paid leave for COVID-related needs.
- ✓ Celebrated the one-year anniversary of the Employee Wellness Clinic. Utilization is currently at 30% with the goal of attaining 60% within the first three years of operation.
- ✓ Issued Request for Proposal (RFP) for an organizational Equity Audit in two parts (internal/external).
- ✓ Orientation of two new staff members in the department.
- ✓ Three teams from across the organization participated in the first Lean Six Sigma training and presented process improvement recommendations in April.

GENERAL GOVERNMENT
Administrative Services
HUMAN RESOURCES

PERFORMANCE METRICS

Council Strategic Priority: **Employer of Choice**

*2020 data reflects information through July 31, 2021

Improve recruitment efforts and fill vacancies in a timely manner.

Measure	2016	2017	2018	2019	2020	2021*
Positions filled (PT/FT)	37	45	31	39	30	26
Average number of days to fill positions	46	42	51	48	32	54
Applications received	1,548	1,848	2,209	2,049	1, 221	1,096
% minority new hires (FT)	12%	14%	15%	12%	17%	16%

Promote safety and wellness in the workplace.

Measure	2016	2017	2018	2019	2020	2021*
Worker's compensation claims	26	16	22	39	29	8
Worker's compensation cost	\$247,306	\$59,449	\$54,748	\$309,160	\$143,810	\$78,300
Lost days due to Workers Compensation injuries/illnesses	251	25	34	85	46	42
Biometric testing participation	91%	85%	94%	95%	89%	96%
Percentage of employees who rate their general health as Good, Very Good, or Excellent	93%	95%	93%	90%	91%	88%

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

Measure	2016	2017	2018	2019	2020	2021*
Annual Turnover rate non-seasonal (FT Turnover rate)	14% (14%)	11% (8.6%)	10% (8.4%)	11% (9.6%)	11% (9.4%)	11% (10%)
FMLA Requests (hours used)	47 (4,094)	46 (5,842)	58 (6,933)	48 (6,205)	47 (6,227)	20 (4,586)
Paid Parent/Caregiver Requests	n/a	n/a	5	5	21	13
Increase in Health Plan Cost	4%	14%	8.8%	7.9%	6.9%	Cap 7.9%
Health Plan Medical Loss Ratio (MLR)	--	158%	132%	147%	106%	89%
Authorized FT positions	180	185	190	196	202	207
Authorized PT positions	37	31	33	38	33	33

GENERAL GOVERNMENT
Administrative Services
HUMAN RESOURCES

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Human Resources	325.7	325.5	250.5	467.9	476.6	506.1	29.6
Total Expenditures	\$ 325.7	\$ 325.5	\$ 250.5	\$ 467.9	\$ 476.6	\$ 506.1	\$ 29.6

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	266.3	283.9	199.9	376.9	381.6	373.5	(8.1)
Materials & Supplies	1.6	0.6	0.9	1.4	1.4	1.4	0.0
Contractual Services	46.2	35.8	26.5	51.8	56.8	107.0	50.2
Professional Development	11.6	5.2	23.2	37.8	36.8	24.2	(12.6)
Total Expenditures	\$ 325.7	\$ 325.5	\$ 250.5	\$ 467.9	\$ 476.6	\$ 506.1	\$ 29.6

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	25.2	25.2	-	26.0	26.0	31.7	5.7
Total Expenditures	325.7	325.5	250.5	467.9	476.6	506.1	29.6
Net Operating Result	\$ (300.5)	\$ (300.3)	\$ (250.5)	\$ (442.0)	\$ (450.6)	\$ (474.5)	\$ (23.8)

CITY OF
SUN PRAIRIE
Wisconsin

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 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 directions 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.

2022 BUDGET HIGHLIGHTS

- Increase in seasonal wages to correspond with the oversight of the first floor front counter.

2021 BUDGET OVERVIEW

- ✓ Transitioned to a new CIP software.
- ✓ Created a Controller position from the Budget Analyst vacancy.
- ✓ Transition the oversight of the first floor front counter from the City Clerk to the Finance Department.

GENERAL GOVERNMENT
Administrative Services
FINANCE

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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	2016	2017	2018	2019	2020	2021
Payments by ETF	2,876,627	4,507,406	18,556,766	18,156,564	18,396,271	18,780,823
Payments by procurement card	4,106,642	2,499,935	3,784,384	4,599,448	3,977,362	2,198,293
Collections by credit card/e-check	239,111	156,165	142,512	126,747	649,184	489,552
Tax collections by credit card/e-check	925,584	995,113	1,094,498	1,783,305	3,529,642	1,676,194

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

AUTO PHYSICAL DAMAGE LOSS REPORT

Year	Total 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	10	37,050	43,722	8,773	52,495
2021*	1	2,740	240	2,500	2,740
Total	74	-	\$ 181,725	\$ 42,732	\$ 155,784

GENERAL GOVERNMENT
Administrative Services
FINANCE

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Finance	6.00	6.00	5.63	5.63	5.63	6.19	0.56
Allocated FTE	(0.64)	(0.64)	(0.79)	(0.79)	(0.79)	(1.02)	(0.23)
Total Personnel	5.36	5.36	4.84	4.84	4.84	5.17	0.33

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Finance	563.8	493.6	377.1	564.8	809.6	1,039.0	229.4
Risk Management	163.5	163.0	173.0	183.6	190.3	208.4	18.1
Total Expenditures	\$ 727.4	\$ 656.7	\$ 550.2	\$ 748.4	\$ 999.9	\$ 1,247.4	\$ 247.5

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	381.0	356.3	227.5	400.6	400.2	485.5	85.3
Materials & Supplies	75.7	78.7	88.7	90.8	84.1	87.6	3.5
Contractual Services	65.0	63.7	56.5	71.6	65.5	73.5	8.0
Insurance	163.5	114.7	131.4	136.7	140.9	159.0	18.1
Professional Development	4.7	2.2	1.7	3.3	6.7	7.2	0.5
Transfers/Bad Debt	36.9	41.1	43.3	43.3	34.4	34.4	-
Contingency	-	-	-	-	264.7	400.0	135.4
Capital Items	0.5	-	1.0	2.0	3.5	0.3	(3.2)
Total Expenditures	\$ 727.4	\$ 656.7	\$ 550.2	\$ 748.4	\$ 999.9	\$ 1,247.4	\$ 247.5

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	2.0	2.0	-	2.4	2.0	2.4	0.4
Total Expenditures	727.4	656.7	550.2	748.4	999.9	1,247.4	247.5
Net Operating Result	\$ (725.4)	\$ (654.7)	\$ (550.2)	\$ (746.0)	\$ (997.9)	\$ (1,245.0)	\$ (247.1)

CITY OF
SUN PRAIRIE
Wisconsin

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 Wisconsin Department of Revenue (DOR) assesses all manufacturing real and 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 Chapter 70 of the Wisconsin State Statutes.

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 times 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.

2022 BUDGET HIGHLIGHTS

- 2022 Assessment Roll will include revaluation year and complete data conversion along with setting up new modeling.
- Identify appropriate staffing levels and any need to supplement with contracted expertise.
- Maintain a reliable Computer Assisted Mass Appraisal (CAMA) software system.

2021 BUDGET OVERVIEW

- ✓ Annual maintenance of records conducted by two full-time professional staff and contracted services.
- ✓ Accomplished work remotely during the COVID-19 pandemic with virtual meetings and closely monitoring data collected by other field personnel including Building Inspectors.

GENERAL GOVERNMENT

Administrative Services

ASSESSING

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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.

	2016	2017	2018	2019	2020	2021*
Measure	Non-Reval	Reval	Non-Reval	Non-Reval	Reval	Non-Reval
Level of Assessment	92.40%	100.00%	94.28%	89.33%	96.06%	94%

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

	2016	2017	2018	2019	2020	2021*
Measure	Non-Reval	Reval	Non-Reval	Non-Reval	Reval	Non-Reval
Total Real Estate Parcels	11,422	11,452	11,764	11,797	12,137	12,273
Total Personal Property Accounts	1,201	1,108	999	982	887	868

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

	2016	2017	2018	2019	2020	2021*
Measure	Non-Reval	Reval	Non-Reval	Non-Reval	Reval	Non-Reval
Interior Inspections	636	651	465	437	221	7
Exterior Inspections	522	396	290	283	97	61
Other On-site Visits	557	18	9	0	1	0
Drive-by Reviews	162	1,885	1,430	1,322	679	435
Ag Reviews	433	648	553	448	392	381
Office Reviews	784	1,235	306	165	492	619
Real Estate Transfers Reviewed	1,156	1,417	1,235	1,436	1,211	1,347
Permits Reviewed	1,445	1,412	1,789	1,929	1,945	1,978
Personal Property Accounts Assessed	1,113	1,027	1,000	982	805	843

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.

	2016	2017	2018	2019	2020	2021*
Measure	Non-Reval	Reval	Non-Reval	Non-Reval	Reval	Non-Reval
Parcels Reviewed	22	262	113	65	626	25
Number of Adjustments	20	162	111	64	510	10
Net \$ Adjustments (-) or (+)	-\$313,700	-\$6,458,000	-\$5,725,700	-\$14,438,700	-\$22,904,300	-\$160,900

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

	2016	2017	2018	2019	2020	2021*
Measure	Non-Reval	Reval	Non-Reval	Non-Reval	Reval	Non-Reval
Parcels Reviewed	9	29	1	2	13	5
Number of Adjustments	7	14	1	1	9	5
Net \$ Adjustments (-) or (+)	-\$1,428,610	-\$4,303,200	-\$1,003,100	-\$591,900	-\$1,653,850	-\$8,941,200

GENERAL GOVERNMENT
Administrative Services
ASSESSING

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Assessing	4.00	4.00	4.00	4.00	4.00	4.00	-
Allocated FTE	(0.25)	-	-	-	-	-	-
Total Personnel	3.75	4.00	4.00	4.00	4.00	4.00	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Assessing	435.4	388.9	208.1	337.4	354.3	548.2	194.0
Total Expenditures	\$ 435.4	\$ 388.9	\$ 208.1	\$ 337.4	\$ 354.3	\$ 548.2	\$ 194.0

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	407.8	201.1	125.8	216.6	245.6	422.6	177.0
Materials & Supplies	10.3	10.7	11.2	14.7	2.7	13.9	11.2
Contractual Services	10.9	173.9	70.4	103.5	102.6	104.3	1.7
Professional Development	6.4	3.3	0.7	3.3	3.4	7.4	4.0
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 435.4	\$ 388.9	\$ 208.1	\$ 338.1	\$ 354.3	\$ 548.2	\$ 194.0

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	435.4	388.9	208.1	338.1	354.3	548.2	194.0
Net Operating Result	\$ (435.4)	\$ (388.9)	\$ (208.1)	\$ (338.1)	\$ (354.3)	\$ (548.2)	\$ (194.0)

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

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

MISSION

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 data.

2022 BUDGET HIGHLIGHTS

- Continued improvement on core technology platforms.
- Network redesign for security and functionality.
- Replacement of data backup hardware.
- End-user equipment upgrades and standardization.
- Right-size IT staff.
- Improve cybersecurity and ransomware protection.
- Creation of an IT Systems Administrator position.
- Replacement of the server and tape drive used for the City's backup infrastructure.
- Replace/upgrade analog security cameras at City Hall and Westside Community Services Building to High-Definition Digital cameras.
- Contract with an outside organization to perform a comprehensive Cybersecurity Audit.

2021 BUDGET OVERVIEW

- ✓ Implemented OpenGov citizen online portal for online payments, licensing, permitting.
- ✓ Remote Work Systems Improved: Advanced Remote Capabilities for Engineering, new VPN implemented.
- ✓ Migration for FirstNet from Verizon for phones, tablets, and vehicles.
- ✓ New computers installed in all PD squads.
- ✓ Wireless internet and security in Parks Deployments Continue.
- ✓ DocuSign Contract and Document eSignature platform implementation.
- ✓ Upgraded City data interconnects and doubled speed to internet.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

Ticket Volume: 2018 – 601 Tickets 2019 – 1776 Tickets 2020 – 2560 Tickets 2021 – 1849 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	2021*
Issues Resolved On-time	66%	68%	78%	80%	86%	80%
Issues Resolved On First Contact	66%	61%	52%	64%	71%	68%
Issues Resolved to Satisfaction*	-	97%	97%	99%	100%	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	2016	2017	2018	2019	2020	2021*
Average Time to First Response	18:30	24:30	13:14	5:46	4:58	3:20
Average Time Between Responses	17:20	18:20	9:44	5:18	3:09	8:38
Average Time to Resolution	47:50	46:30	41:00	33:24	26:00	31:00

The time format above is hours:minutes

GENERAL GOVERNMENT
Administrative Services
INFORMATION TECHNOLOGY

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Information Technology	5.00	5.00	5.00	5.00	5.00	6.00	1.00
Allocated FTE	(0.23)	(0.56)	(0.36)	(0.36)	(0.36)	(0.38)	(0.02)
Total Personnel	4.77	4.44	4.64	4.64	4.64	5.62	0.98

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

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Information Technology	927.9	1,502.8	957.9	1,204.7	1,198.4	1,380.2	181.9
Total Expenditures	\$ 927.9	\$ 1,502.8	\$ 957.9	\$ 1,204.7	\$ 1,198.4	\$ 1,380.2	\$ 181.9

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	412.3	497.2	356.6	561.0	522.8	688.5	165.7
Materials & Supplies	235.2	386.7	432.7	453.2	432.9	533.3	100.5
Contractual Services	111.7	57.3	46.7	58.0	57.9	73.2	15.3
Professional Development	10.0	11.7	2.6	2.6	15.0	10.8	(4.2)
Capital Items	158.7	550.0	119.3	130.0	169.9	74.5	(95.4)
Total Expenditures	\$ 927.9	\$ 1,502.8	\$ 957.9	\$ 1,204.7	\$ 1,198.4	\$ 1,380.2	\$ 181.9

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	927.9	1,502.8	957.9	1,204.7	1,198.4	1,380.2	181.9
Net Operating Result	\$ (927.9)	\$ (1,502.8)	\$ (957.9)	\$ (1,204.7)	\$ (1,198.4)	\$ (1,380.2)	\$ (181.9)

CITY OF
SUN PRAIRIE
Wisconsin

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.

2022 BUDGET HIGHLIGHTS

- Continued the annual contribution to the Building Maintenance Fund to ensure sufficient funding for the maintenance of all City buildings.
- Full replacement of the tables and chairs for the Community Room at the Westside Community Services Building.
- Creation of a Maintenance Technician II level within the Building Maintenance staff to provide additional compensation for technicians who pursue and complete additional training.

2021 BUDGET OVERVIEW

- ✓ Hired a new Buildings and Grounds Supervisor.
- ✓ Established a new contract for janitorial services.

GENERAL GOVERNMENT
Public Services
BUILDING MAINTENANCE

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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

Measure	2017	2018	2019	2020	2021*
Number of tickets received	527	662	357	407	222
Average response time (hours)	9:16	10:28	11:30	17:12	16:31
Average resolution time (hours)	23:26	29:27	30:46	29:16	39:20

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

Measure	2017	2018	2019	2020	2021*
No. of urgent and high priority tickets	73	84	4	3	11
Average response time (hours)	6:41	9:39	1:33	5:15	15:11
Average resolution time (hours)	17:47	20:36	5:19	11:19	29:58

Maintenance tickets submitted.

Department	2020	2021*
Finance	34	6
Library	86	52
Fire	94	35
EMS	45	25
Building Maintenance	3	7
Police	73	43
City Clerk	16	9
Others	54	50
Recreation	2	4

GENERAL GOVERNMENT
Public Services
BUILDING MAINTENANCE

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Building Maintenance	703.1	753.8	392.6	683.7	733.2	753.7	20.6
Total Expenditures	\$ 703.1	\$ 753.8	\$ 392.6	\$ 683.7	\$ 733.2	\$ 753.7	\$ 20.6

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	186.4	244.9	133.2	207.5	265.8	283.9	18.2
Materials & Supplies	264.6	265.6	155.7	262.2	241.6	228.3	(13.3)
Contractual Services	185.8	132.1	79.5	133.5	158.5	133.5	(25.0)
Professional Development	0.2	0.2	-	0.5	1.3	2.0	0.8
Capital Items	66.0	111.0	24.1	80.0	66.0	106.0	40.0
Total Expenditures	\$ 703.1	\$ 753.8	\$ 392.6	\$ 683.7	\$ 733.2	\$ 753.7	\$ 20.6

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	703.1	753.8	392.6	683.7	733.2	753.7	20.6
Net Operating Result	\$ (703.1)	\$ (753.8)	\$ (392.6)	\$ (683.7)	\$ (733.2)	\$ (753.7)	\$ (20.6)

CITY OF
SUN PRAIRIE
Wisconsin

IN-SERVICE FUNDS
Administrative 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 coverage insurance. 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 \$750 for single/\$1,500 for family benefit deposited into a health reimbursement account.

2022 BUDGET HIGHLIGHTS

- Healthcare cost increase of 5%.
- No increase for dental care.

2021 BUDGET OVERVIEW

- ✓ The Employee Wellness Clinic opened in July 2020.

IN-SERVICE FUNDS
Administrative Services
HEALTHCARE IN-SERVICE

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
HealthCare InService	-	-	-	-	-	-	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Health Ins Internal Svc Fund	2,454.3	2,724.0	2,044.1	3,260.8	3,260.8	3,592.9	332.1
Total Expenditures	\$ 2,454.3	\$ 2,724.0	\$ 2,044.1	\$ 3,260.8	\$ 3,260.8	\$ 3,592.9	\$ 332.1

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Health Insurance	2,246.2	2,524.4	1,908.7	3,033.5	3,033.5	3,354.8	321.3
Dental Insurance	208.0	199.6	135.4	227.3	227.3	238.1	10.8
Total Expenditures	\$ 2,454.3	\$ 2,724.0	\$ 2,044.1	\$ 3,260.8	\$ 3,260.8	\$ 3,592.9	\$ 332.1

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	2,801.5	2,854.6	2,108.8	3,194.0	3,170.3	3,512.6	342.2
Total Expenditures	2,454.3	2,724.0	2,044.1	3,260.8	3,260.8	3,592.9	332.1
Net Operating Result	\$ 347.2	\$ 130.6	\$ 64.7	\$ (66.7)	\$ (90.5)	\$ (80.3)	\$ 10.1

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Increase/(Decrease)	347.2	130.6	64.7	(66.7)	(90.5)	(80.3)
Fund Balance Applied	-	-	-	-	90.5	80.3
Beginning Fund Balance	-	347.2	477.8	477.8	477.8	411.1
Ending Fund Balance	\$ 347.2	\$ 477.8	\$ 542.5	\$ 411.1	\$ 296.9	\$ 250.5

MISSION

We will build relationships and solve problems.

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 the broad vision and directions 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 provided 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, 32 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 to the District Liaison Program. 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 that Division. The Special Operations Lieutenant provides oversight.

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

PUBLIC SAFETY

Police

POLICE

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 our community such as the Honor Guard and Department Chaplains. Other programs include Citizen Academy, National Night Out, Youth Academy, the Police Chief's Community Advisory Board, 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.

2022 BUDGET HIGHLIGHTS

- Ongoing commitment to community engagement and policing philosophy and increased efforts in recruiting for a department that supports the diversity of our community.
- Increase in training expenses due to an increase in overall ammunition expense as well as strong focus on career development and succession planning.
- Increase in overall MPSIS expense due to contribution expenses; includes cost to continue LEFTA Systems professional standards early warning system requested in the interest of community transparency, accountability, and professional integrity.
- Increase in general contract expenses.
- Addition of two officers with a projected August 1, 2022 start date.
- Addition of one police squad to the fleet.
- Addition of a Police Social Worker position whose primary mission will be to follow up on police calls where social services needs have been identified.
- Replacement of ballistic helmets that are past warranty with new helmets that are more modern, comfortable, and improved which will allow for reduced likelihood of neck injury, better fit with less helmet movement, ear protection, and capability to add vision equipment, face shields, and lighting.

2021 BUDGET OVERVIEW

- ✓ Two additional police officers were requested in the 2021 budget. One officer was approved with an implementation date of May 2021.
- ✓ Two additional squad cars were approved.
- ✓ An additional speed trailer was approved and put into service in June 2021.

PUBLIC SAFETY

Police

POLICE

- ✓ Professional standards monitoring software, including a public-facing use of force statistics dashboard was approved and implementation will be complete by 3rd quarter 2021.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

Respond to citizens' call for service.

Measure	2015	2016	2017	2018	2019	2020	2021*
Crime Rate Per 1,000 Residents							
Violent Crime	3.24	3.00	3.01	2.70	3.53	2.54	2.46
Property Crime	19.62	17.57	15.70	21.72	18.49	19.06	8.43

PUBLIC SAFETY
Police
POLICE

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Police Administration	5.00	6.00	6.00	6.00	6.00	7.00	1.00
Police Patrol	39.00	40.00	41.00	41.00	41.00	42.00	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 Liaison Officers	4.00	5.00	5.00	5.00	5.00	6.00	1.00
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	77.00	77.00	77.00	80.00	3.00

Sworn Personnel*

Civilian Personnel

*One FTE is 1,950 hours for patrol officers

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Police Administration	1,080.5	1,197.7	870.9	1,202.9	1,178.0	1,238.1	60.1
Police Patrol	4,167.3	4,405.6	2,855.8	4,547.1	4,542.5	4,973.8	431.3
Police Investigation	972.2	940.4	564.1	880.6	849.2	794.5	(54.6)
Police Communications	723.4	750.5	461.9	780.2	799.4	799.7	0.3
Police Records	525.5	518.0	346.9	549.2	533.9	570.9	37.0
District Liaison Officers	340.4	310.0	297.8	510.9	618.1	745.3	127.2
Police Vehicles	556.5	505.1	301.0	451.5	451.5	460.7	9.2
Police Community Policing	3.0	3.5	3.5	5.8	7.0	7.0	-
Police Crossing Guards	135.3	52.2	63.9	100.0	158.1	179.1	21.0
Police School Liaison	214.0	215.8	132.7	210.3	214.1	236.5	22.4
Grants & Donations	10.4	64.0	-	-	-	8.0	8.0
Total Expenditures	\$ 8,728.4	\$ 8,962.6	\$ 5,898.6	\$ 9,238.5	\$ 9,351.8	\$ 10,013.7	\$ 661.8

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	7,544.7	7,706.1	5,098.3	8,048.7	8,102.9	8,684.1	581.3
Materials & Supplies	504.2	662.5	391.7	586.2	586.9	638.7	51.8
Contractual Services	599.6	459.5	356.1	488.3	537.9	562.2	24.3
Professional Development	61.7	53.6	38.0	85.5	83.4	114.4	30.9
Capital Items	18.1	81.0	14.5	29.7	40.8	14.3	(26.5)
Total Expenditures	\$ 8,728.4	\$ 8,962.6	\$ 5,898.6	\$ 9,238.5	\$ 9,351.8	\$ 10,013.7	\$ 661.8

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	276.5	69.5	91.8	182.9	186.5	203.9	17.4
Total Expenditures	8,728.4	8,962.6	5,898.6	9,238.5	9,351.8	10,013.7	661.8
Net Operating Result	\$ (8,451.9)	\$ (8,893.1)	\$ (5,806.9)	\$ (9,055.6)	\$ (9,165.3)	\$ (9,809.7)	\$ (644.4)

PUBLIC SAFETY

Fire

FIRE

MISSION

Deliver professional service to our community through public education and 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 and All-Hazards response to emergencies within the City. Services include fire prevention, fire education, fire response, motor vehicle crash response, natural gas and fuel leak response, electrical emergency response, 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 area encompasses approximately 96 square miles and serves over 47,000 residents within the City of Sun Prairie and the Townships of Burke, Bristol, and Sun Prairie.

Sun Prairie Fire & Rescue staffs two stations 24 hours a day with a combination of career and volunteer/Paid-on-Premise (POP) staff. Career staff covers both stations 6:00am until 6:00pm daily and POP crews staff 6:00pm to 6:00am.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ Implemented a new reporting software to provide reliable data on a constant basis, resulting in a streamlined reporting process and ability for employees to concentrate on training and public education.
- ✓ Hosting a Rope Rescue Tech Class in conjunction with Madison Area Technical College which will set the stage for creating technical rescue teams in Dane County.
- ✓ Delivered educational messages through social media, using media center partners and The Star newspaper.
- ✓ Hosted the first Virtual Open House.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

Respond to citizens' call for service.

Measure	2015	2016	2017	2018	2019	2020	2021*
Calls for Service	1,020	1,120	1,699	1,917	1,970	1964	1093

PUBLIC SAFETY
Fire
FIRE

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Fire Protection	1,437.6	1,667.4	1,191.4	1,761.7	1,757.5	1,920.8	163.4
Total Expenditures	\$ 1,437.6	\$ 1,667.4	\$ 1,191.4	\$ 1,761.7	\$ 1,757.5	\$ 1,920.8	\$ 163.4

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Materials & Supplies	22.4	29.1	17.0	25.6	25.6	26.2	0.6
Contractual Services	1,415.2	1,638.3	1,174.4	1,736.2	1,576.9	1,894.6	317.7
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 1,437.6	\$ 1,667.4	\$ 1,191.4	\$ 1,761.7	\$ 1,602.5	\$ 1,920.8	\$ 318.4

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	15.7	164.3	3.6	6.9	165.7	169.0	3.3
Total Expenditures	1,437.6	1,667.4	1,191.4	1,761.7	1,602.5	1,920.8	318.4
Net Operating Result	\$ (1,421.9)	\$ (1,503.1)	\$ (1,187.9)	\$ (1,754.8)	\$ (1,436.8)	\$ (1,751.8)	\$ (315.0)

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 24 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.

2022 BUDGET HIGHLIGHTS

- Introduction of Diversity, Equity, and Inclusion training that was also adopted by all Dane County ALS Consortium agencies.
- Implementation of advanced computerized real-time tracking of narcotics and controlled substances.
- Replacement of all CPR manikins with new equipment that has both light and dark skin tones to reflect community diversity.
- Implementation of Nitrous Oxide on ambulances as a non-narcotic pain control measure for patients.
- Addition of one Full-Time Paramedic position.
- Establishment of an Equipment Replacement Fund with the first usage being to replace the full-body manikin with one that meets modern simulation training standards.
- Obtain accreditation from the Committee on Accreditation of Ambulance Services (CAAS).

2021 BUDGET OVERVIEW

- ✓ Additional full-time paramedic added to staff, improving availability of ambulance response capabilities.
- ✓ Utilization of computerized inventory and supply ordering and tracking system, to help manage materials costs.
- ✓ Extended useful life of ambulance vehicles, resulting in cost savings by deferring vehicle replacement.

PUBLIC SAFETY
Emergency Medical Services
EMERGENCY MEDICAL SERVICES

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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

Measure	2017	2018	2019	2020	2021*
Call volume	2,828	2,839	3,165	3,213	1871
Response time: En route	1:45	1:52	1:47	1:50	1:40
Response time: To scene	4:33	4:36	4:42	4:46	4:36
Response time: To hospital	19:03	18:33	18:06	17:43	17:40

**Response times are measured in minutes.

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

Measure	2017	2018	2019	2020	2021*
IV success rate	70%	72%	73%	71%	67%
First-pass intubation success rate	87%	90%	92%	91%	87%

Council Strategic Priority: **Dynamic Economy**

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

Measure	2017	2018	2019	2020	2021*
Ambulance service users	58%	48%	63%	57%	54%
Taxpayers	42%	52%	37%	43%	46%

PUBLIC SAFETY
Emergency Medical Services
EMERGENCY MEDICAL SERVICES

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Emergency Medical Service	14.00	14.00	14.00	14.00	14.00	15.00	1.00
Total Personnel	14.00	14.00	14.00	14.00	14.00	15.00	1.00

* 1FTE is 2,912 hours for paramedics.

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Emergency Medical Service	2,125.2	2,302.6	1,626.0	2,452.2	2,664.1	2,692.8	28.7
Total Expenditures	\$ 2,125.2	\$ 2,302.6	\$ 1,626.0	\$ 2,452.2	\$ 2,664.1	\$ 2,692.8	\$ 28.7

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	1,568.6	1,756.4	1,244.1	1,864.3	2,039.6	2,074.7	35.1
Materials & Supplies	472.7	426.9	296.8	453.7	486.5	489.3	2.8
Contractual Services	78.3	111.0	65.4	115.4	112.4	113.5	1.1
Professional Development	5.5	3.3	5.8	15.3	15.3	15.3	-
Total Expenditures	\$ 2,125.2	\$ 2,302.6	\$ 1,626.0	\$ 2,452.2	\$ 2,664.1	\$ 2,692.8	\$ 28.7

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	1,543.3	1,389.5	1,056.3	1,589.4	1,481.5	1,656.4	175.0
Total Expenditures	2,125.2	2,302.6	1,626.0	2,452.2	2,664.1	2,692.8	28.7
Net Operating Result	\$ (581.9)	\$ (913.1)	\$ (569.7)	\$ (862.9)	\$ (1,182.7)	\$ (1,036.4)	\$ 146.3

CITY OF
SUN PRAIRIE
Wisconsin

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.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ Provided NIMS ICS-300 and ICS-400 training for staff and other entities.

PUBLIC SAFETY
Emergency Management Services
EMERGENCY MANAGEMENT

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Emergency Management	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Emergency Management	2.7	1.1	-	1.3	10.0	10.0	-
Total Expenditures	\$ 2.7	\$ 1.1	-	\$ 1.3	\$ 10.0	\$ 10.0	-

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Materials & Supplies	-	1.1	-	1.3	5.0	5.0	-
Professional Development	-	-	-	-	5.0	5.0	-
Total Expenditures	-	\$ 1.1	-	\$ 1.3	\$ 10.0	\$ 10.0	-

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	-	1.1	-	1.3	10.0	10.0	-
Net Operating Result	-	\$ (1.1)	-	\$ (1.3)	\$ (10.0)	\$ (10.0)	-

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.

2022 BUDGET HIGHLIGHTS

- The Division is anticipating substantial growth again in 2022, and is anticipating staff overtime expenses accordingly.
- There is an increase in the Division training budget due to increased costs for out-of-house continuing education.
- The Division will continue the implementation of OpenGov in 2022, continuing to expand online customer services.
- Addition of a Neighborhood Services Specialist position to enforce property maintenance, zoning, and other municipal ordinances.

2021 BUDGET OVERVIEW

- ✓ The Division has continued development of the new permitting and inspection software throughout 2021. Code enforcement was migrated into the system in June, and permitting and plan review will go live in mid-August. This 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 continued to ensure the continued support and service to the construction industry. In addition, the virtual inspection program initiated in 2020 continued in order to maintain the Division's services in situations where social distancing requirements made it difficult to safely perform such inspections. In all, over 25% of inspections have been performed virtually since the start of the pandemic.
- ✓ Continued high demand for services, and challenges related to the technical aspects and social distancing of inspections resulted in continued reliance on staff overtime and seasonal staff expenses.

PUBLIC SAFETY
Community Development
BUILDING INSPECTION

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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

Measure	2015	2016	2017	2018	2019	2020	2021*
Total inspections	6,754	6,777	8,909	10,093	9,347	9,142	5,699
Completed same day	86%	92%	78%	90%	92%	86%	89%
Completed within 1 day	7%	5%	13%	6%	4%	7%	5%
Completed in 2+ days	7%	3%	9%	4%	4%	7%	6%

Issue Permits within fifteen business days.

Data prior to 2018 is unavailable.

Permits greater than 16 days reflect delays in receiving information from the applicant.

2021 14% of applications are in process and unissued.

Measure	2018	2019	2020	2021*
Total applications	2,391	2,400	2,384	1,623
1-5 days	34%	36%	32%	28%
6-10 days	31%	31%	26%	26%
11-15 days	15%	15%	18%	16%
16+ days	18%	18%	24%	16%

Inspections per staff member.

ISO recommends a maximum of 10 inspections per inspector per day.

Measure	2015	2016	2017	2018	2019	2020	2021*
Field inspections	6,754	6,779	8,909	10,093	9,347	9,142	5,699
Inspection staff	3	3.5	3.5	3.5	3.5	3.5	3.5
Annual inspections per staff	2,251	1,937	2,546	2,884	2,671	2,612	1,629
Inspections per day per staff	9.8	8.4	11.1	12.85	10.9	11.4	11.3

Permit Applications per staff member.

Measure	2015	2016	2017	2018	2019	2020	2021*
Permit applications	1,823	1,750	2,264	2,391	2,400	2,384	1,623
Inspection staff	3	3.5	3.5	3.5	3.5	3.5	3.5
Annual permits per staff	608	500	647	683	686	681	464
Permits per day per staff	2.67	2.17	2.81	2.97	2.98	2.96	3.22

Total calls for service.

Measure	2015	2016	2017	2018	2019	2020	2021*
Permit applications	1,823	1,750	2,264	2,391	2,400	2,384	1,623
Code enforcement cases	396	468	378	252	464	222	88
Field inspections	6,754	6,779	8,909	10,093	9,347	9,142	5,699

PUBLIC SAFETY
Community Development
BUILDING INSPECTION

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Building Inspection	5.00	6.00	6.00	6.00	6.00	7.00	1.00
Total Personnel	5.00	6.00	6.00	6.00	6.00	7.00	1.00

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Building Inspection	642.5	656.8	494.4	769.0	748.3	792.7	44.5
Total Expenditures	\$ 642.5	\$ 656.8	\$ 494.4	\$ 769.0	\$ 748.3	\$ 792.7	\$ 44.5

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	577.3	615.7	452.1	712.6	675.5	729.9	54.4
Materials & Supplies	38.7	30.4	26.0	36.1	35.3	39.3	4.0
Contractual Services	20.8	7.9	12.2	15.7	33.1	16.6	(16.5)
Professional Development	5.2	2.9	4.1	4.6	4.3	5.6	1.3
Capital Items	0.5	-	-	-	-	1.2	1.2
Total Expenditures	\$ 642.5	\$ 656.8	\$ 494.4	\$ 769.0	\$ 748.3	\$ 792.7	\$ 44.5

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	681.4	907.3	575.6	881.0	643.8	886.4	242.6
Total Expenditures	642.5	656.8	494.4	769.0	748.3	792.7	44.5
Net Operating Result	\$ 38.9	\$ 250.4	\$ 81.2	\$ 112.0	\$ (104.5)	\$ 93.7	\$ 198.1

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

Provide high quality infrastructure and services to the City of Sun Prairie.

DESCRIPTION

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

2022 BUDGET HIGHLIGHTS

- Increase pager pay for on-call employees by \$0.75 per hour to \$2.25 per hour.
- Increase boot allowance for employees by \$25.00 to a maximum of \$150.00.

2021 BUDGET OVERVIEW

- ✓ Hired a new Management Analyst.

PUBLIC WORKS
Public Services
PUBLIC SERVICES

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Public Services	n/a	3.00	3.00	3.00	3.00	3.00	-
Allocated Increase	-	0.60	0.60	0.60	0.60	0.60	-
Allocated (Decrease)	-	(0.80)	(0.80)	(0.80)	(0.80)	(0.80)	-
Total Personnel	-	2.80	2.80	2.80	2.80	2.80	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Public Services	-	177.8	120.3	206.5	205.2	212.1	6.9
Total Expenditures	-	\$ 177.8	\$ 120.3	\$ 206.5	\$ 205.2	\$ 212.1	\$ 6.9

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	-	171.8	117.3	201.1	199.0	205.6	6.6
Materials & Supplies	-	3.6	1.2	2.9	3.2	0.5	(2.7)
Contractual Services	-	0.2	0.3	0.6	0.6	0.7	0.2
Professional Development	-	2.3	1.6	2.0	2.5	5.4	2.9
Total Expenditures	-	\$ 177.8	\$ 120.3	\$ 206.5	\$ 205.2	\$ 212.1	\$ 6.9

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	-	177.8	120.3	206.5	205.2	212.1	6.9
Net Operating Result	-	\$ (177.8)	\$ (120.3)	\$ (206.5)	\$ (205.2)	\$ (212.1)	\$ (6.9)

MISSION

Provide a clean and safe environment for Sun Prairie residents by providing street maintenance, snow and ice removal, traffic control, stormwater 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.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ Staff attended Salt Wise training to continue efforts to reduce salt usage during snow operations.
- ✓ In conjunction with the Pedestrian Safety Task Force, staff installed multiple Rectangular Rapid-Flashing Beacons (RRFB) at crosswalks throughout the City.
- ✓ As part of the Main Street speed limit reduction, staff installed radar feedback speed signs along the corridor.
- ✓ Took delivery of a Methyl Methacrylate (MMA) paint machine to apply pavement markings throughout the City,

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through June 30, 2021

Maintain city streets.

Measure	2016	2017	2018	2019	2020	2021*
Lane Miles of Streets			326	327	340	340
Pounds of crack filling material	86,400	86,400	86,400	86,400	86,400	31,020
Diggers locates marked	4,037	9,951	13,560	15,409	15,000	3,179

PUBLIC WORKS
Public Services
PUBLIC WORKS

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Public Works Administration	3.00	2.00	2.00	2.00	2.00	2.00	-
Public Works Operations	7.00	8.00	8.00	8.00	8.00	8.00	-
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)	(0.95)	-
Total Personnel	8.05	8.05	9.45	9.45	9.45	9.45	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Public Works Administration	210.6	176.8	122.2	179.8	163.8	173.7	9.9
Public Works Operations	977.2	960.7	631.6	1,000.3	1,028.5	1,065.4	36.9
Public Works Snow/Ice Control	624.7	427.7	457.3	497.5	526.1	462.8	(63.3)
Public Works Traffic Control	59.6	115.9	60.6	97.0	102.9	84.6	(18.3)
Public Works Streets Maint	787.8	507.1	377.9	951.0	864.1	750.0	(114.1)
Grants & Donations	3.0	21.5	-	-	-	-	-
Total Expenditures	\$ 2,662.9	\$ 2,209.7	\$ 1,649.7	\$ 2,725.6	\$ 2,685.3	\$ 2,536.4	\$ (148.9)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	993.7	815.0	574.2	864.7	889.0	937.6	48.6
Materials & Supplies	814.4	669.9	565.1	825.0	771.1	719.3	(51.9)
Contractual Services	825.6	706.9	499.7	1,021.4	996.0	854.7	(141.3)
Professional Development	4.1	2.8	3.1	4.4	9.3	9.8	0.5
Capital Items	25.1	15.1	7.6	10.1	19.8	15.0	(4.8)
Total Expenditures	\$ 2,662.9	\$ 2,209.7	\$ 1,649.7	\$ 2,725.6	\$ 2,685.3	\$ 2,536.4	\$ (148.9)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	1,488.1	1,664.0	1,907.4	1,914.1	1,916.2	1,910.5	(5.7)
Total Expenditures	2,662.9	2,209.7	1,649.7	2,725.6	2,685.3	2,536.4	(148.9)
Net Operating Result	\$ (1,174.8)	\$ (545.7)	\$ 257.8	\$ (811.5)	\$ (769.1)	\$ (625.9)	\$ 143.2

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 maintains 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 also 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 ten-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.

2022 BUDGET HIGHLIGHTS

- Allow for continued training for professional and field staff.
- Provide equipment required to assist staff in overseeing and inspecting CIP projects.

2021 BUDGET OVERVIEW

- ✓ Increased training efforts of staff.
- ✓ Staff was able to design, contract, and construct the Bank of Sun Prairie parking lot within limited timeframes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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

Measure	2016	2017	2018	2019	2020	2021*
City's Capital Improvement Projects	13	10	9	8	9	7
CIP Projects size (millions)	\$7.0	\$6.5	\$11.4	\$10.6	\$6.7	\$8.2
New Private Development Projects	6	12	8	10	4	7
Private Development Size (millions)	\$4.0	\$10.0	\$4.1	\$8.3	\$6.0	\$5.8

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

Measure	2016	2017	2018	2019	2020	2021*
Total Contracts	13	10	11	8	5	7
Contracts advertised before March 31	12	10	9	8	4	6
Total Contracts/Contracts Inspected by Engineering Dept.	13/13	10/9	11/9	8/8	4	6

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

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

Measure	2016 Miles	2017 Miles	2018 Miles	2019 Miles	2020 Miles	2021 Miles*
Street Projects with 3 Rating or less	0.65	0.66	2.60	2.28	0.58	1.32
Street Projects with 4 Rating	0.93	2.45	1.91	1.02	0.94	1.83
Street Projects with 5 Rating	0.25	0.63	0.21	0.49	0.91	0.05
Street Projects with 6 Rating	0.00	0.06	0.15	0.25	0.20	0.00

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

Measure	2016	2017	2018	2019	2020	2021*
Street Projects with component requested by a Utility Owner	2	3	8	6	4	4
Street Projects with Pedestrian component	9	5	6	7	4	5

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%	22.01%	47.90%	12.34%	17.22%

*Based on 141.70 miles of rated roadways. As of August 6th, 2021.

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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Engineering	654.6	585.0	330.9	494.3	519.8	522.9	3.1
Total Expenditures	\$ 654.6	\$ 585.0	\$ 330.9	\$ 494.3	\$ 519.8	\$ 522.9	\$ 3.1

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	588.2	471.6	292.9	452.6	452.7	466.9	14.2
Materials & Supplies	26.3	56.2	17.6	29.4	39.6	40.2	0.6
Contractual Services	34.7	54.7	19.6	10.0	17.3	5.7	(11.6)
Professional Development	3.4	2.6	0.9	2.3	10.0	10.0	-
Capital Items	1.9	-	-	-	0.1	0.1	-
Total Expenditures	\$ 654.6	\$ 585.0	\$ 330.9	\$ 494.3	\$ 519.8	\$ 522.9	\$ 3.1

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	435.2	285.8	446.49	210.0	223.7	242.0	18.3
Total Expenditures	654.6	585.0	330.9	494.3	519.8	522.9	3.1
Net Operating Result	\$ (219.4)	\$ (299.2)	\$ (286.2)	\$ (284.3)	\$ (296.1)	\$ (280.9)	\$ 15.2

CITY OF
SUN PRAIRIE
Wisconsin

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.

2022 BUDGET HIGHLIGHTS

- Creating a Vision Zero Hub Site for collaboration with the public.
- Create a Fun Prairie webGIS application for public engagement.
- Create an Enterprise Site which makes all GIS maps and apps available to City staff in real time.
- Establish a maintenance schedule to ensure datasets are up-to-date and archived.
- Work with Building Inspection on development fees related to OpenGov.
- Establish an AGOL User Group with Administration and Public Services.

2021 BUDGET OVERVIEW

- ✓ Created a GIS asset management approach for Forestry
 - Inspections, Maintenance, etc.
- ✓ Created GIS asset management systems for Public Works
 - Street sweeping, sidewalk shoveling, salting routes, plow down and anti-icing routes, etc.
- ✓ Created a GIS asset management system for EMS
 - Dashboard of incidents with real-time collaboration with Dane County database.
- ✓ Created CIP Storymap per Finance.
- ✓ Completed a Mobile LiDAR project to spatially align wastewater and stormwater assets.

PERFORMANCE METRICS

GIS Department Collaboration

Internal Application Development			External Application Development		
	2020	2021		2020	2021
Public Works	8	14	Public Works	2	3
Engineering	4	7	Engineering	2	3
Parks & Rec	0	3	Parks & Rec	1	1
EMS, Fire & Police	0	1	EMS, Fire & Police	0	1
Wastewater	0	6	Wastewater	0	0
Stormwater	1	2	Stormwater	0	0
Clerk	0	2	Clerk	2	2
Finance	0	1	Administration	0	2
Administration	0	0	Finance	2	2
Planning	0	0	Planning	0	0

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
GIS	2.00	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	1.44	1.44	1.04	1.04	1.04	1.04	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
GIS	106.3	117.5	86.3	122.2	126.8	126.0	(0.8)
Total Expenditures	\$ 106.3	\$ 117.5	\$ 86.3	\$ 122.2	\$ 126.8	\$ 126.0	\$ (0.8)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	81.2	93.2	62.9	97.8	96.7	103.7	7.0
Materials & Supplies	23.0	22.8	22.6	22.6	23.8	11.2	(12.6)
Contractual Services	0.1	0.5	0.4	0.6	0.2	1.0	0.7
Professional Development	2.0	1.0	0.5	1.2	6.1	9.1	3.0
Capital Items	-	-	-	-	-	1.0	1.0
Total Expenditures	\$ 106.3	\$ 117.5	\$ 86.3	\$ 122.2	\$ 126.8	\$ 126.0	\$ (0.8)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	106.3	117.5	86.3	122.2	126.8	126.0	(0.8)
Net Operating Result	\$ (106.3)	\$ (117.5)	\$ (86.3)	\$ (122.2)	\$ (126.8)	\$ (126.0)	\$ 0.8

SPECIAL REVENUE FUND

Public Services

TRANSPORTATION

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.

2022 BUDGET HIGHLIGHTS

- Development of a Bike/Pedestrian Plan.

2021 BUDGET OVERVIEW

- ✓ Replacement of one accessible mini-van for the share-ride taxi service.

PERFORMANCE METRICS

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

*2021 data reflects information through July 31, 2021

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

Measure	2016	2017	2018	2019	2020	2021*
Trips/Capita	1.928	1.963	2.125	2.01	1.48	.89
Hours/Capita	.819	.804	.855	.861	.801	.363
Trips/Hour	2.354	2.441	2.460	2.604	1.84	2.45
Fares/Expense	27.9%	27.0%	26.7%	27.63%	20.76%	27.50%
Expenses/Hour	\$30.57	\$30.91	\$31.50	\$32.35	\$32.35	\$32.25

Increase Shared-Ride Taxi service provision

Measure	2016	2017	2018	2019	2020	2021*
Ridership	62,433	64,557	72,032	70,155	51,522	32,005
Fare Revenues	\$207,679	\$220,564	\$246,673	\$268,243	\$187,960	\$116,075
Reduced Fare Applications	127	133	128	179	86	51

SPECIAL REVENUE FUND
Public Services
TRANSPORTATION

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Transportation	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Transportation	978.6	1,472.1	720.9	1,452.1	1,562.1	1,823.4	261.3
Total Expenditures	\$ 978.6	\$ 1,472.1	\$ 720.9	\$ 1,452.1	\$ 1,562.1	\$ 1,823.4	\$ 261.3

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	-	-	-	-	-	103.5	103.5
Materials & Supplies	7.8	-	26.1	39.2	39.2	40.0	0.8
Contractual Services	970.8	1,472.1	694.8	1,412.9	1,522.9	1,677.3	154.5
Professional Development	-	-	-	-	-	2.5	2.5
Total Expenditures	\$ 978.6	\$ 1,472.1	\$ 720.9	\$ 1,452.1	\$ 1,562.1	\$ 1,823.4	\$ 261.3

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	935.9	1,097.1	379.6	1,144.4	1,112.2	1,159.8	47.5
Transfer In	298.1	336.6	263.0	350.6	350.6	350.6	-
Total Expenditures	978.6	1,472.1	720.9	1,452.1	1,562.1	1,823.4	261.3
Net Operating Result	\$ 255.4	\$ (38.3)	\$ (78.4)	\$ 42.9	\$ (99.2)	\$ (313.0)	\$ (213.8)

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 from 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.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ Expanded services offered to residents at the City Recycling Center.
- ✓ Entered into a new long-term contract for residential refuse and recycling collection services.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through June 30, 2021

Measure	2014	2015	2016	2017	2018	2019	2020	2021*
Units Collected	9,519	9,627	9,820	9,917	10,192	10,247	10,440	10,535
Contractor Cost per Unit	\$11.19	\$11.45	\$8.90	\$9.20	\$9.50	\$9.80	\$10.10	\$9.25
Recycling Collection (tons)	2,758	2,763	2,584	2,578	2,726	2,815	3,172	1,493
Refuse Collection (tons)	6,736	7,250	7,185	7,494	7,549	7,749	8,621	4,916
Yard Waste Processed (Cu. Yards)	7,544	7,423	5,010	7,494	7,549	7,689	10,956	2,688
Waste Oil (Gallons)	3,992	507	3,615	2,815		6,250	2,850	1,560

SPECIAL REVENUE FUND
Public Services
REFUSE & RECYCLING

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Refuse & Recycling	1,404.8	1,477.0	812.3	1,494.2	1,536.7	1,479.2	(57.6)
Total Expenditures	\$ 1,404.8	\$ 1,477.0	\$ 812.3	\$ 1,494.2	\$ 1,536.7	\$ 1,479.2	\$ (57.6)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	20.9	24.5	15.7	30.3	30.4	29.5	(0.9)
Materials & Supplies	34.3	76.9	46.2	72.3	72.7	74.7	1.9
Contractual Services	1,320.8	1,348.6	750.4	1,361.5	1,388.5	1,329.9	(58.6)
Transfers/Bad Debt	1.9	-	-	-	-	-	-
Capital Items	27.0	27.1	-	30.0	45.0	45.0	-
Total Expenditures	\$ 1,404.8	\$ 1,477.0	\$ 812.3	\$ 1,494.2	\$ 1,536.7	\$ 1,479.2	\$ (57.6)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	1,339.4	1,365.4	1,333.8	1,393.8	1,342.7	1,405.4	62.8
Total Expenditures	1,404.8	1,477.0	812.3	1,494.2	1,536.7	1,479.2	(57.6)
Net Operating Result	\$ (65.4)	\$ (111.6)	\$ 521.5	\$ (100.4)	\$ (194.1)	\$ (73.8)	\$ 120.3

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Change in Fund Balance	(65.4)	(111.6)	521.5	(100.4)	(194.1)	(73.8)
Fund Balance - Beginning of Year	446.4	381.0	269.3	269.3	269.3	169.0
Fund Balance - End of Year	\$ 381.0	\$ 269.3	\$ 790.8	\$ 169.0	\$ 75.3	\$ 95.2

MISSION

Provide high quality and cost-effective wastewater treatment and collection system services, to protect public 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 the service life of sewer mains and lift stations and to 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, biological nitrogen removal, tertiary filtration, ultraviolet light (UV) 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. Sun Prairie has to meet some of the most stringent permit limits in the state for biochemical oxygen demand (BOD), total suspended solids (TSS), Ammonia, and total phosphorus.

2022 BUDGET HIGHLIGHTS

- The Department will complete 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. As a result of the upgrade, operation and maintenance costs will increase due to an increase in equipment operating at the facility. Replacement fund costs will increase as well.
- Starting in 2022, a lower phosphorus effluent limit will take affect (going from 1.0 mg/L to 0.075 mg/L) and phosphorus removal chemical costs will increase moving forward.
- The Department will continue with Clearwater reduction efforts via sewer pipe lining and manhole rehabilitation projects.
- A solar array project will be implemented and will complement other sustainable practices and operations and will help offset energy costs.
- Addition of an electric vehicle (EV) pickup truck to the Wastewater fleet.
- Addition of two Collection System Technician positions.

2021 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.
- ✓ Addition of a sanitary sewer/collections system employee.

ENTERPRISE FUNDS

Public Services

WASTEWATER

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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	2016	2017	2018	2019	2020	2021*
WPDES Monthly Milligram/Liter (mg/L) Permit Requirement for Phosphorus	1.4	1.4	1.0	1.0	1.0	1.0
Actual Monthly Average (mg/L)	0.50	0.45	0.41	0.32	0.56	0.67

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

Measure	2016	2017	2018	2019	2020	2021*
Plant Daily Capacity in Million Gallons Per Day (MGD)	4.400	4.400	4.400	4.400	4.400	4.400
Current Average Daily Flow in Million Gallons Per Day (MGD)	3.986	4.140	3.886	4.250	3.932	3.319

Engage in energy conservation measures and practices to reduce electric costs associated with wastewater treatment and conveyance. Operate efficiently and cost effectively and strive to achieve electricity usage under a best practices benchmark of 1100 kilowatt hours (kWh) per 1000 pounds of Biochemical Oxygen Demand (BOD) treated.

Measure	2016	2017	2018	2019	2020	2021*
Kilowatt hour per 1000 lb of BOD treated (kWh/1000 lb/yr) Benchmark	1100	1100	1100	1100	1100	1100
Current Annual Average of Kilowatt hour per 1000 lb of BOD treated	1279	1184	1229	1110	1065	1046

ENTERPRISE FUNDS
Public Services
WASTEWATER

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	4.00	2.00
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	15.44	2.00

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Administration	739.3	770.3	585.0	1,070.4	1,205.4	1,193.7	(11.7)
Plant Operations	2,225.6	2,381.7	835.7	1,450.0	1,407.8	1,701.1	293.3
Collection System	652.2	622.2	280.8	442.4	487.6	718.1	230.6
Debt Service	246.1	243.9	1,488.7	1,587.4	1,648.7	2,616.4	967.7
Replacement Account	45.3	13.3	98.6	475.0	445.2	583.6	138.4
Plant Expansion	22.1	3.3	-	-	-	-	-
Capital Projects	8.3	0.6	11,261.1	10,889.8	15,342.5	2,052.5	(13,290.1)
Total Expenditures	\$ 3,938.8	\$ 4,035.3	\$ 14,549.9	\$ 15,915.0	\$ 20,537.3	\$ 8,865.5	\$ (11,671.8)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	1,101.3	1,170.1	867.1	1,371.1	1,403.3	1,626.7	223.4
Materials & Supplies	243.7	283.6	212.8	396.6	392.3	632.1	239.8
Contractual Services	836.7	835.3	941.9	1,319.4	3,314.1	1,224.6	(2,089.5)
Insurance	23.3	27.2	44.2	44.2	43.9	57.5	13.6
Professional Development	4.3	7.9	5.3	13.8	17.3	24.6	7.2
Debt Service	246.1	243.9	1,488.7	1,587.4	1,648.7	2,616.4	967.7
Depreciation	1,431.2	1,452.0	-	-	-	-	-
Capital Items	52.4	15.4	10,990.0	10,832.2	13,717.5	2,683.5	(11,034.0)
Total Expenditures	\$ 3,938.8	\$ 4,035.3	\$ 14,549.9	\$ 15,564.9	\$ 20,537.3	\$ 8,865.5	\$ (11,671.8)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	6,976.9	7,580.9	4,178.3	6,040.2	4,790.5	4,115.4	(675.1)
Total Expenditures	3,938.8	4,035.3	14,549.9	15,564.9	20,537.3	8,865.5	(11,671.8)
Net Operating Result	\$ 3,038.0	\$ 3,545.6	\$ (10,371.6)	\$ (9,524.7)	\$ (15,746.8)	\$ (4,750.1)	\$ 10,996.7

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Increase/(Decrease)	3,038.0	3,545.6	(10,371.6)	(9,524.7)	(15,746.8)	(4,750.1)
Long Term Financing	9.1	18.4	14,341.0	-	9,847.2	-
Fund Balance Applied	-	-	-	-	1,395.3	2,375.8
Beginning Fund Balance	23,324.2	26,371.3	29,935.3	29,935.3	29,935.3	20,410.6
Ending Fund Balance	\$ 26,371.3	\$ 29,935.3	\$ 33,904.6	\$ 20,410.6	\$ 22,640.4	\$ 13,284.8

CITY OF
SUN PRAIRIE
Wisconsin

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, 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 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.

2022 BUDGET HIGHLIGHTS

- Create prioritization of facilities for stormwater maintenance.
- Evaluate City investment needed for levels of maintenance.
- Create a process for continuing to inspect private stormwater facilities.

2021 BUDGET OVERVIEW

- ✓ Entered into an agreement with a Vegetation Management consultant to assist with maintenance of native plantings and stormwater facilities.
- ✓ Work to evaluate the needs for all public stormwater facilities and cost implications.
- ✓ NW Koshkonong Regional Stormwater Basin was constructed which serves over 800 acres of previously developed land.

ENTERPRISE FUNDS

Public Services

STORMWATER UTILITY

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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	2020 Reduction	2021 Reduction	Required Reduction
Mauneshia River	77.6%	77.6%	45%
Yahara River (Requirement met with MMSD Adaptive Management)	49.5%	49.5%	73%
Koshkonong Creek	43.9%	43.9%	55%

NOTE: The NW Koshkonong Facility will not be functional until 2022.

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	2020 Reduction	2021 Reduction	Required Reduction
Mauneshia River	54.9%	54.9%	36%
Yahara River (Requirement met with MMSD Adaptive Management)	36.3%	36.3%	61%
Koshkonong Creek	30.4%	30.4%	54%

ENTERPRISE FUNDS
Public Services
STORMWATER UTILITY

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Administration	499.7	506.5	338.2	539.0	558.5	606.8	48.3
Maintenance Operations	1,625.0	1,632.6	358.8	639.3	678.3	648.7	(29.6)
Street Cleaning	43.5	38.2	24.9	41.5	54.7	64.5	9.8
Erosion Control	-	-	-	-	-	-	-
Debt Service	431.5	435.2	1,755.4	-	1,310.4	1,380.9	70.5
Capital Projects	28.8	41.1	1,096.5	5,702.0	5,591.5	985.9	(4,605.7)
Total Expenditures	\$ 2,628.4	\$ 2,653.6	\$ 3,573.9	\$ 6,921.8	\$ 8,193.4	\$ 3,686.8	\$ (4,506.6)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	751.5	809.4	537.4	816.3	861.7	930.6	68.8
Materials & Supplies	118.0	46.7	62.9	177.2	182.6	133.6	(49.0)
Contractual Services	224.3	197.0	137.2	238.0	269.8	258.2	(11.5)
Insurance	3.7	1.2	1.3	1.3	1.3	1.5	0.2
Professional Development	1.1	0.5	1.0	4.8	6.9	6.9	-
Depreciation	1,103.7	1,153.8	-	-	-	-	-
Debt Service	431.5	435.2	1,755.4	-	1,310.4	1,380.9	70.5
Capital Items	(5.5)	9.8	1,078.6	5,684.0	5,560.6	975.0	(4,585.6)
Total Expenditures	\$ 2,628.4	\$ 2,653.6	\$ 3,573.9	\$ 6,921.8	\$ 8,193.4	\$ 3,686.8	\$ (4,506.6)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	5,713.0	6,392.3	2,029.0	6,012.2	2,774.5	2,429.5	(345.0)
Total Expenditures	2,628.4	2,653.6	3,573.9	6,921.8	8,193.4	3,686.8	(4,506.6)
Net Operating Result	\$ 3,084.6	\$ 3,738.8	\$ (1,544.9)	\$ (909.5)	\$ (5,418.9)	\$ (1,257.3)	\$ 4,161.7

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2020 Actual	2021 Projected	2021 Budget	2022 Approved
Net Increase/(Decrease)	3,084.6	3,738.8	(1,544.9)	(909.5)	(5,418.9)	(1,257.3)
Long Term Financing	53.1	203.9	-	-	890.1	-
Fund Balance Applied	-	-	-	-	666.4	1,012.7
Beginning Fund Balance	8,327.2	11,465.0	15,407.6	15,407.6	15,407.6	14,498.1
Ending Fund Balance	\$ 11,464.9	\$ 15,407.6	\$ 13,862.7	\$ 14,498.1	\$ 10,212.4	\$ 12,228.2

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

Acquire, maintain, account for, and dispose of all fleet asserts 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 preventative maintenance schedule informed by past data and trends.

2022 BUDGET HIGHLIGHTS

- Purchase a new Hook/Swap truck system.
- Conduct a fleet assessment to identify where sustainability improvements can be made within the City's fleet.
- Apply skills learned in Lean Six Sigma Yellow Belt Certification to vehicle replacement procedures.

2021 BUDGET OVERVIEW

- ✓ Fleet Supervisor and one technician obtained Lean Six Sigma Yellow Belt Certification.
- ✓ All Fleet staff attended training and received certification in Public Fleet Management from the American Public Works Association (APWA).
- ✓ Added additional exhaust removal system to Fleet Shop to increase safety and reduce hazardous conditions.
- ✓ Added four more Hybrid vehicles to the Police Department fleet, bringing the total to 11 Hybrid vehicles.

IN-SERVICE FUNDS

Public Services

FLEET IN-SERVICE

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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

Measure	2016	2017	2018	2019	2020	2021*
Work Orders	933	1,171	860	900	926	526
Preventive Maintenance %	73%	75%	74%	68%	65%	58%
Outside Repair Costs	\$27,295	\$22,010	\$44,119	\$55,066	\$49,065	\$19,107
Total Repair Costs	\$380,994	\$423,038	\$776,763	\$867,585	\$772,756	\$493,460

Average monthly fuel costs by department.

Department	2016	2017	2018	2019	2020	2021*
Police	\$4,687.38	\$4,799.49	\$5,983.65	\$5,427.18	\$4,108.82	\$4,968.63
EMS	\$882.02	\$1,284.31	\$1,620.52	\$1,760.69	\$1,310.96	\$1,677.59
Public Works	\$1,434.24	\$2,485.95	\$3,006.84	\$3,555.89	\$2,717.61	\$3,677.85
Parks	\$1,721.71	\$1,790.08	\$1,764.09	\$1,201.48	\$1,302.86	\$1,780.00
Administration	\$2,175.56	\$4,436.62	\$2,232.25	\$73.99	\$24.02	\$8.24
Building Inspection	\$106.08	\$90.18	\$61.32	\$279.45	\$128.61	\$137.43
Engineering	\$213.20	\$256.06	\$309.40	\$229.91	\$176.76	\$220.12
Media Center		\$42.85	\$30.79	\$30.08	\$9.60	\$11.41
Wastewater	\$627.14	\$752.87	\$819.52	\$647.89	\$382.27	\$403.53
Stormwater	\$1,177.24	\$1,287.91	\$1,603.62	\$1,673.78	\$1,480.28	\$1,710.68

IN-SERVICE FUNDS
Public Services
FLEET IN-SERVICE

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Administration	28.9	27.9	33.2	33.2	32.6	34.1	1.5
Fleet Operations	1,498.4	1,423.0	566.1	894.3	822.9	867.8	44.9
Debt Service	72.4	72.1	366.4	397.4	397.4	444.6	47.2
Capital Projects	-	5.5	253.4	866.7	872.0	2,359.3	1,487.4
Total Expenditures	\$ 1,599.7	\$ 1,528.6	\$ 1,219.1	\$ 2,191.7	\$ 2,124.9	\$ 3,705.9	\$ 1,581.0

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	327.2	335.6	220.9	345.2	327.9	345.4	17.5
Materials & Supplies	451.0	340.0	319.1	502.9	448.6	479.5	30.9
Contractual Services	18.7	20.4	26.1	44.2	44.2	40.7	(3.5)
Insurance	28.9	27.9	33.2	33.2	32.6	34.1	1.5
Professional Development	0.5	0.6	-	2.2	2.2	2.2	-
Depreciation	701.1	726.5	-	-	-	-	-
Debt Service	72.4	72.1	366.4	397.4	397.4	444.6	47.2
Capital Items	-	5.5	253.4	866.7	872.0	2,359.3	1,487.4
Total Expenditures	\$ 1,599.7	\$ 1,528.6	\$ 1,219.1	\$ 2,191.7	\$ 2,124.9	\$ 3,705.9	\$ 1,581.0

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	1,553.5	1,673.1	1,094.5	1,643.9	1,237.4	2,461.2	1,223.9
Total Expenditures	1,599.7	1,528.6	1,219.1	2,191.7	2,124.9	3,705.9	1,581.0
Net Operating Result	\$ (46.2)	\$ 144.5	\$ (124.6)	\$ (547.8)	\$ (887.5)	\$ (1,244.6)	\$ (357.1)

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Increase/(Decrease)	(46.2)	144.5	(124.6)	(547.8)	(887.5)	(1,244.6)
Long Term Financing	125.1	198.2	15.4	20.5	474.1	1,369.9
Fund Balance Applied	-	-	-	-	407.9	759.2
Beginning Fund Balance	1,036.2	1,115.1	1,457.7	1,457.7	1,457.7	930.4
Ending Fund Balance	\$ 1,115.1	\$ 1,457.7	\$ 1,348.5	\$ 930.4	\$ 636.4	\$ 296.5

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

Sun Prairie Utilities is dedicated to exceeding customer expectations with innovative, reliable, and sustainable services.

DESCRIPTION

Sun Prairie Utilities (SPU) provides electricity to 16,733 customers and water to 11,608 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 reconstructions projects, and completing regular maintenance activities.

All of the Utility's wholesale purchased power needs are supplied by WPPI Energy, a regional power company. SUP has a long-term power supply contract with WPPIN 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.

2022 BUDGET HIGHLIGHTS

In 2022, the utility will embark on its long-term future, as it continues the design phase of its new Operations Facility. A current request-for-proposal initiative will result in the hiring of an architectural engineering firm in Q4 2021 to guide Sun Prairie Utilities through the design and construction process. Furthermore, Administration will transition to a new Civic Systems Accounting software. In addition, the electric and water system operations will continue the deployment of Advanced Metering Infrastructure, as well as focusing on the projects listed in the related sections below. Both systems will continue to work on long-range planning initiatives.

In 2021, the utility completed its second Strategic Plan, in which it identified focused, continued advancement areas of building customer relations, maintaining operational excellence, becoming an employer of choice, and sustaining sound financial practices. To improve customer relations, the utility plans to hire a newly created Communications Specialist in 2022. In addition, it will continue developing the areas identified in the 2019-2021 Strategic Plan, including initiatives of Customer Engagement, Mobile Workforce, and Outage Management.

Electric Operations

- Long-Range Planning Initiatives - 2021 Rollovers:
 - Egge Road Circuit Tie (\$10,000)
 - Madison-Kipp Circuit Tie (\$44,000)
 - Contitech Circuit Extension (\$170,000)
- Long-Range Planning Initiatives
 - Business Park Substation Expansion (\$352,000 in 2022 with remaining \$1,990,000 in 2023)

ENTERPRISE FUNDS
Sun Prairie Utilities
SUN PRAIRIE UTILITIES

- LED lighting upgrades continued on City's street construction projects (\$8,000)
- Outage Management System continued implementation after extensive 2020 and 2021 development (\$100,400)

Water Operations

- Well #10 Construction – following the drilling of a successful test well in 2021, the utility continues its collaborative work with MSA and the Sun Prairie Area School District on designing and constructing a permanent well house/classroom pavilion at the present high school site. The expectations are completion in 2023, with 2022 completion of the permanent well (\$475,000) and beginning construction of the well house to be completed in 2023 (\$1,500,000 additional) and brought online.
- Lead Lateral Replacement program of customer-owned infrastructure will continue, as SPU budgets grant funding for the replacement of an additional 50 laterals (\$100,000 in grants and \$114,000 in loans).
- For the safety and security of water operations, SPU plans for the continued upgrade of six chemical scales (\$26,410) and security cameras (\$34,050).
- Water main replacements in conjunction with Street Reconstruction initiatives:
 - \$248,400 N. Bristol St – Windsor to Klubertanz, 60 years old, 1,315 feet, 6" replaced with 10", 5 breaks
 - \$260,280 Jeanne/Barbara, 63 years old, 1,350 feet, 6" replaced with 8", no breaks

2021 BUDGET OVERVIEW

Although the effects of the COVID-19 pandemic still dominated the world, Sun Prairie continued to experience abnormally large growth and development. The significant accomplishments are listed in the Electric and Water Operations sections below. Additionally, in conjunction with the 2020 Facilities Study, the utility accelerated efforts toward developing a new Operations Facility by issuing a request for proposal to architectural engineering firms for the design and construction coordination services. The hiring of the firm is expected to take place in September 2021.

Financially, the utility also approved a Cash Reserves Policy to aid efforts to maintain and enhance credit rating and keep the utility financially sound and sustainable. Also, the utility continues to benefit from the American Transmission Company dividends (\$732,000) to reduce the burden of the Electric System Additions (\$1,200,000 annually).

As mentioned previously, Sun Prairie Utilities worked with Hometown Connections on development of its second three-year strategic plan, focusing on the areas previously mentioned.

On the personnel side, SPU hired two Water Operators, one Billing Coordinator, one Accounting Assistant, one Facilities Custodian, and an LTE Meter Reader.

Electric Operations

- ✓ Working with GIS/Work Order Management System vendor OpenPoint, SPU developed an Outage Management Platform which will prove to be an excellent asset in 2022 and beyond, as it integrates customer communication, advanced metering, billing, and SCADA systems.
- ✓ 114 new electric services and associated infrastructure were installed through August 2021.
- ✓ Long-Range Planning Initiative – McCoy/S. Thompson Circuit Tie completed.
- ✓ For overhead distribution electric reliability, SPU continued its annual \$60,000 distribution line clearance.

Water Operations

- ✓ Long-Range Planning Initiative – Pressure Relief Valve Station is being completed in Q4 2021.
- ✓ Per the 2020 Risk and Resiliency Plan, a security fence was constructed around the reservoir at Well #5.
- ✓ For handling safety, new chemical scales were placed at Wells 4, 6, and 7.
- ✓ The water system's SCADA server was upgraded, along with mobile upgrades with security additions.
- ✓ Replaced \$1,400,000 in aging water main, as part of the City's Road Reconstruction projects.
- ✓ Drilled a test well for future Well #10, a collaboration with SPASD on high school property, with an expected completion date in 2023.
- ✓ Lead Service Replacement Program for customer-owned laterals was started and has progressed with 25 completions and 8 in-progress at the end on Q3 2021 (100 lead laterals are currently identified, with an estimated 130 total).

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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	2021*
System Avg. Interruption Duration Index	60.00	18.11	17.63	13.01	14.12	10.41	4.33
System Avg. Interruption Frequency Index	1.00	.57	.55	.317	.47	.43	.08
Customer Avg. Interruption Duration Index	60.00	31.95	32.04	40.99	29.81	24.18	55.04

ENTERPRISE FUNDS
Sun Prairie Utilities
SUN PRAIRIE UTILITIES – WATER UTILITY

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Water Utility	12.00	11.82	11.91	11.91	12.05	13.20	1.15
Total Personnel	12.00	11.82	11.91	11.91	12.05	13.20	1.15

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Water Pumping	318.0	311.8	222.8	335.9	349.0	345.3	(3.7)
Water Treatment	59.2	84.8	86.0	97.2	99.2	89.4	(9.7)
Water Transmission and Distr	397.7	557.0	245.5	458.0	619.6	588.1	(31.5)
Customer Accounts	166.4	165.4	210.5	173.3	188.4	185.1	(3.2)
Administrative & General	713.7	715.6	508.4	852.7	818.2	905.4	87.2
Depreciation	619.4	665.2	562.9	665.1	769.8	711.6	(58.1)
Taxes	1,040.9	1,086.8	819.6	1,179.0	1,203.0	1,325.2	122.2
Non Operating Expenses	817.7	819.1	440.5	1,007.5	966.2	920.3	(46.0)
Total Expenditures	\$ 4,133.0	\$ 4,405.7	\$ 3,096.2	\$ 4,768.8	\$ 5,013.3	\$ 5,070.4	\$ 57.1

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	941.1	994.4	720.2	1,080.9	1,062.0	1,194.6	132.6
Operating Expenses	713.9	840.2	553.1	836.2	1,012.3	918.7	(93.6)
Interest Expense	390.4	363.4	395.1	533.6	502.1	412.0	(90.0)
Depreciation	619.4	665.2	562.9	665.1	769.8	711.6	(58.1)
Taxes	32.2	31.8	35.4	28.8	28.5	27.9	(0.6)
Transfers - PILOT	1,008.7	1,055.0	784.2	1,150.2	1,174.5	1,297.3	122.8
Other Expenses	427.3	455.8	45.5	473.8	464.2	508.3	44.1
Total Expenditures	\$ 4,133.0	\$ 4,405.7	\$ 3,096.2	\$ 4,768.8	\$ 5,013.3	\$ 5,070.4	\$ 57.1

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	5,034.1	5,432.5	2,928.7	6,745.9	4,852.8	6,473.3	1,620.5
Total Expenditures	4,133.0	4,405.7	3,096.2	4,768.8	5,013.3	5,070.4	57.1
Net Operating Result	\$ 901.1	\$ 1,026.8	\$ (167.5)	\$ 1,977.2	\$ (160.5)	\$ 1,402.9	\$ 1,563.4

ENTERPRISE FUNDS
Sun Prairie Utilities
SUN PRAIRIE UTILITIES – ELECTRIC UTILITY

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Electric Utility	20.90	21.08	21.09	21.09	20.85	20.80	(0.05)
Total Personnel	20.90	21.08	21.09	21.09	20.85	20.80	(0.05)

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Distribution	22,301.9	22,474.7	16,428.9	23,201.9	22,680.3	23,613.3	933.0
Customer Accounts	354.8	349.9	214.9	368.1	411.0	399.8	(11.2)
Sales	52.4	58.5	25.4	57.4	83.1	58.3	(24.8)
Administrative & General	899.3	905.5	646.1	1,021.0	1,004.7	1,103.5	98.8
Depreciation	1,450.2	1,521.2	1,070.2	1,597.9	1,591.3	1,649.4	58.1
Taxes	1,120.2	1,142.9	817.5	1,228.7	1,242.6	1,314.7	72.1
Non Operating Expenses	421.3	412.7	151.4	458.2	456.0	420.0	(36.1)
Total Expenditures	\$ 26,600.1	\$ 26,865.4	\$ 19,354.3	\$ 27,933.2	\$ 27,469.0	\$ 28,559.1	\$ 1,090.0

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	1,479.5	1,545.5	1,060.3	1,619.4	1,611.0	1,747.9	136.9
Operating Expenses	22,128.9	22,243.2	16,255.0	23,029.1	22,568.2	23,427.1	858.9
Interest Expense	182.8	169.8	156.6	215.1	205.6	172.4	(33.2)
Depreciation	1,450.2	1,521.2	1,070.2	1,597.9	1,591.3	1,649.4	58.1
Taxes	121.8	136.7	74.9	136.9	131.2	142.6	11.4
Transfers - PILOT	998.5	1,006.1	742.6	1,091.8	1,111.4	1,172.1	60.7
Other Expenses	238.5	242.9	(5.2)	243.1	250.4	247.6	(2.8)
Total Expenditures	\$ 26,600.1	\$ 26,865.4	\$ 19,354.3	\$ 27,933.2	\$ 27,469.0	\$ 28,559.1	\$ 1,090.0

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	28,628.8	29,091.7	20,049.5	30,018.4	29,214.7	30,587.5	1,372.8
Total Expenditures	26,600.1	26,865.4	19,354.3	27,933.2	27,469.0	28,559.1	1,090.0
Net Operating Result	\$ 2,028.7	\$ 2,226.2	\$ 695.2	\$ 2,085.2	\$ 1,745.7	\$ 2,028.4	\$ 282.7

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

Enhance the well-being and independence of older adults.

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.

2022 BUDGET HIGHLIGHTS

- Increase of City support to the Colonial Club by \$20,000.

2021 BUDGET OVERVIEW

- ✓ Funding remained at the 2020 level of \$210,000 to continue to serve Sun Prairie residents.

PERFORMANCE METRICS

Programs, Services, and Activities utilized by 331 City of Sun Prairie residents during 2020:

	2017	2018	2019	2020
Benefits received in hours				
Case Management	1,370	1373	1,409	1,879
Adult Day Center	6,437	8937	7,152	5,431
Supportive Home/Respite Care	4,861	3171	2939	2,299
Benefits received in numbers				
Meals at Colonial Club	8,913	9,707	9,209	5,938
Meals Delivered	7,518	6,391	9,900	14,345
Transportation	8,605	12,273	9,799	4,491

HEALTH & HUMAN SERVICES
Health & Human Services
COLONIAL CLUB

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Colonial Club	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Colonial Club	200.0	210.0	173.3	260.0	260.0	230.0	(30.0)
Total Expenditures	\$ 200.0	\$ 210.0	\$ 173.3	\$ 260.0	\$ 260.0	\$ 230.0	\$ (30.0)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Contractual Services	200.0	210.0	173.3	260.0	260.0	230.0	(30.0)
Total Expenditures	\$ 200.0	\$ 210.0	\$ 173.3	\$ 260.0	\$ 260.0	\$ 230.0	\$ (30.0)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	200.0	210.0	173.3	260.0	260.0	230.0	(30.0)
Net Operating Result	\$ (200.0)	\$ (210.0)	\$ (173.3)	\$ (260.0)	\$ (260.0)	\$ (230.0)	\$ 30.0

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 serves as a 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.

2022 BUDGET HIGHLIGHTS

- Establishing a City Council approved collaborative that will address the issues of bullying and harassment across Sun Prairie.
- Continue representation on the SunRISE Collaborative planning, communication, and housing teams.
- Continuing support for the Multicultural Fair and Neighborhood Navigators.

2021 BUDGET OVERVIEW

- ✓ During 2019, the Youth and Families Commission continued its work on "Building Neighborhoods", in conjunction with the Parks and Recreation Department's Neighborhood Navigators Program. The Commission assisted with the sponsorship of a Meet and Greet in the Rolling Prairie Neighborhood, and Easter Egg Hunt, and Juneteenth celebration in the Vandenburg Neighborhood.
- ✓ Additionally, the September 2019 Multicultural Fair was a focus. The Commission is a major sponsor of the event and its members are working on planning the fair.

HEALTH & HUMAN SERVICES
Health & Human Services
YOUTH & FAMILY COMMISSION

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Youth & Families	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Youth & Families	8.2	8.5	3.1	5.0	8.4	8.0	(0.4)
Total Expenditures	\$ 8.2	\$ 8.5	\$ 3.1	\$ 5.0	\$ 8.4	\$ 8.0	\$ (0.4)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	2.7	2.6	1.9	2.4	2.2	2.2	-
Materials & Supplies	0.8	0.5	0.7	1.5	0.8	2.5	1.7
Contractual Services	4.4	4.8	0.1	0.6	5.1	3.0	(2.1)
Professional Development	0.2	0.5	0.4	0.5	0.3	0.3	-
Total Expenditures	\$ 8.2	\$ 8.5	\$ 3.1	\$ 5.0	\$ 8.4	\$ 8.0	\$ (0.4)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	8.2	8.5	3.1	5.0	8.4	8.0	(0.4)
Net Operating Result	\$ (8.2)	\$ (8.5)	\$ (3.1)	\$ (5.0)	\$ (8.4)	\$ (8.0)	\$ 0.4

MISSION

The YMCA managed Youth Center is a safe, alcohol and drug free meeting place for Middle School and High School Youth to participate in positive, social, recreational, educational, and community service activities. During the school year, the Youth Center provides homework help and free meals. The Sun Prairie Youth Center is open year round and is free of cost.

DESCRIPTION

The YMCA of Dane County (Sun Prairie Branch) currently operated the Sn Prairie Youth Center at Prairie Phoenix Academy through a contract with the Sun Prairie Area School District. 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.

2022 BUDGET HIGHLIGHTS

- Maintains funding from 2021.

2021 BUDGET OVERVIEW

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

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

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

DESCRIPTION

Sun Prairie Community Schools is a strategy that is implemented at five schools in Sun Prairie – Westside Elementary, CH Bird Elementary, Northside Elementary, Patrick Marsh Middle School, and Prairie Phoenix Academy. Sun Prairie Community Schools are the hub of their neighborhoods, uniting educators, community partners, and families to provide all students with top-quality academics, enrichment, health and social services, and opportunities to learn and thrive. 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.

2022 BUDGET HIGHLIGHTS

- Maintains funding from 2021.

2021 BUDGET OVERVIEW

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

PERFORMANCE METRICS

In looking at where our successes took place this past year, we are taking a focused approach in measurement that will both align with the Four Pillars of Community Schools and support the strategic plan of the Sun Prairie Area School District. Please see the measurements that we will be tracking for the 2021-22 school year.

Using the four pillars of Community Schools, the following took place in the last year:

Integrated Student Supports: Maintain and strengthen school-based food pantries

- According to SPASD data, 40% of the students at the five Community Schools sites qualify for free/reduced lunch, which is 13% higher than the district free/reduced lunch count.
- Last year, our school-based pantries were able to support just under 200 families. Our goal is to increase the number of families served by our school-based pantries by 25%.
- 240 students/families supported at Clothing Closets

Expanded and Enriched Learning Time and Opportunities: We have seen that the out of school time programs have a positive impact on school day attendance.

- Our goal is to increase the number of participants by 20%.
- We will also track the impact that these programs have on students' attendance and academic performance.
- We also aim to increase the number of caregivers that report "There are clubs, sports, and activities that are affordable and accessible to my child and our family". We will use the average score to this question on the Caregiver Survey that is administered by the district towards the end of the school year.
 - Our goal is to increase this score from 4.02 at our SPCS sites in 2020 to 4.14 in 2022. (This question was not administered on the 2021 survey, as the survey was abbreviated and focused on COVID response.)

Active Family & Community Engagement: We seek to maintain the number of events offered to our community from the last school year. This year, we aim to take a focus on supporting the connection for families/caregivers with their child's academic success. We will do this by building in one event each semester to share the math, literacy, social-emotional learning that their students are working on. The goal is to support caregivers' knowledge of these content areas through interactive games and activities.

- We will measure this success using the Caregiver Survey - our goal is to increase the score from 3.5 (2021) to 3.65 (2022) in response to the question "I receive enough information to understand my child's progress."
- We are also focusing on branding and communication of Community Schools to broaden the understanding of this work and to increase awareness of programs/opportunities for everyone.
- Each school site will host a Community School page on their website and hold a Community School section on all school-wide communications (internally and externally).
- The District web site will go through a refresh to provide more connection to support systems and opportunities.

Collaborative Leadership & Practices: Site Leadership Teams will meet a minimum of quarterly with an 80% attendance rate with a membership of 1-2 representatives from the following groups to ensure representation of the school attendance area neighborhoods: school administration, school staff, students (if age appropriate), family members, community organizations, faith-based organizations, local government.

- Each team will set 2-3 goals for their specific site that addresses the needs in the needs assessment.

HEALTH & HUMAN SERVICES
Health & Human Services
YMCA & COMMUNITY SCHOOLS

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Youth Programs	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Youth Programs	106.1	145.0	115.0	115.0	115.0	115.0	-
Total Expenditures	\$ 106.1	\$ 145.0	\$ 115.0	\$ 115.0	\$ 115.0	\$ 115.0	-

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Contractual Services	106.1	145.0	115.0	115.0	115.0	115.0	-
Total Expenditures	\$ 106.1	\$ 145.0	\$ 115.0	\$ 115.0	\$ 115.0	\$ 115.0	-

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	106.1	145.0	115.0	115.0	115.0	115.0	-
Net Operating Result	\$ (106.1)	\$ (145.0)	\$ (115.0)	\$ (115.0)	\$ (115.0)	\$ (115.0)	-

CITY OF
SUN PRAIRIE
Wisconsin

HEALTH & HUMAN SERVICES
Health & Human Services
HUMAN SERVICES

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Human Services	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Human Services	-	40.0	81.0	90.0	60.0	-	(60.0)
Total Expenditures	-	\$ 40.0	\$ 81.0	\$ 90.0	\$ 60.0	-	\$ (60.0)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Contractual Services	-	40.0	81.0	90.0	60.0	-	(60.0)
Total Expenditures	-	\$ 40.0	\$ 81.0	\$ 90.0	\$ 60.0	-	\$ (60.0)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	-	40.0	81.0	90.0	60.0	-	(60.0)
Net Operating Result	-	\$ (40.0)	\$ (81.0)	\$ (90.0)	\$ (60.0)	-	\$ 60.0

CITY OF
SUN PRAIRIE
Wisconsin

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.

2022 BUDGET HIGHLIGHTS

- Maintains funding from 2021.

2021 BUDGET OVERVIEW

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

HEALTH & HUMAN SERVICES
Health & Human Services
CEMETERY

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Cemetery	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Cemetery	9.5	10.0	10.0	10.0	10.0	10.0	-
Total Expenditures	\$ 9.5	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	-

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Contractual Services	9.5	10.0	10.0	10.0	10.0	10.0	-
Total Expenditures	\$ 9.5	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	-

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	9.5	10.0	10.0	10.0	10.0	10.0	-
Net Operating Result	\$ (9.5)	\$ (10.0)	\$ (10.0)	\$ (10.0)	\$ (10.0)	\$ (10.0)	-

MISSION

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

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.

DESCRIPTION

The Sun Prairie Public Library is a municipal library established under Chapter 43.52 of the Wisconsin State Statutes, and is administered by a library board comprised of nine members who are 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 per week. Additionally, the Sun Prairie Public Library's digital and online services provide patrons access to downloadable materials and resources 24 hours/day, every day of the year.

Four departments within the Sun Prairie Public Library work together to 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.

CORE VALUES

- Serving with Integrity
- Striving for Excellence
- Engaging the Community

2022 BUDGET HIGHLIGHTS

- \$300,000 from the Library's Fund Balance for Capital Campaign Expenses. Use of the fund was approved at the May 13, 2021 Library Board meeting.
- \$24,700 from the Library's Fund Balance for IT Replacement to be used for multipurpose photocopier, printer, and fax machines.
- Within the collection budget, more funds have been allocated to digital materials to increase access for Sun Prairie residents. The overall collection budget remains the same.
- \$8,000 allocated from the City for the Dream Bus services.

2021 BUDGET OVERVIEW

- ✓ No recurring budget initiatives were included in the 2021 budget.
- ✓ \$7,500 from the Library's Fund Balance for Dream Bus Mobile Services. The Dream Bus brings library services to underserved neighborhoods and to community events throughout Sun Prairie.

CULTURE & RECREATION
Public Library
PUBLIC LIBRARY

- ✓ \$30,000 from the Library's Fund Balance to enhance our Hoopla Digital Library subscription. The usage and need of our digital collection nearly doubled during the COVID-19 lockdown and the usage has stayed steady even after resuming full on-site access.
- ✓ Automated sorter replacement using 2021 CIP Project funds.
- ✓ Transfer of \$140,000 from the Library's Fund Balance to be used for the Library's Schematic Design was approved at the February 11, 2021 Library Board Meeting. The Library is currently working with FEH Design on the conceptual portion of the schematic design.
- ✓ \$12,500 from the Library's Fund Balance to contribute to the SPL Foundation's Executive Director Position. The Executive Director skillfully ran a brand new Spring Appeal, which raised funds to equip and furnish the Library's Discussion Rooms. The upgraded rooms have been used by partner organizations to assist and inform residents with housing, employment, and COVID-19 recovery resources.
- ✓ Awarded \$1,400 through UW-East Asia in Wisconsin and UW-Read Africa grant programs for additional book club kits and programming, advancing the Sun Prairie Public Library's Racial Literacy Plan.

PERFORMANCE METRICS

Council Strategic Priority: **Human Services**

*2021 data reflects information through July 31, 2021

The Sun Prairie Public Library's Strategic Plan includes five initiatives: 1) facilities & spaces, 2) funding & staffing, 3) access, 4) partnerships, and 5) marketing and communications. Within these five initiatives, the Library's guiding principle is to ensure we are advancing diversity, equity, and inclusion by responding to the needs of our residents with resources they seek, providing a safe and comfortable sense of place, ensuring equitable access to services and responding to informational and lifelong learning needs. 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, while also ensuring the collection is representative of the community's diversity
- Maintain 2% growth per year in annual library visits by providing spaces and resources that meet residents' needs

The library's commitment to diversity, equity, and inclusion and our current conceptual design process will address physical collection space needs so that our collection not only reflects a growing population but a more diverse community in which a wide range of literary and informational interests, needs, and formats are represented. The design process will also ensure spaces are welcoming and equitable for residents of all identities. A strong marketing and communication effort will be critical to sharing these services throughout the community.

Measure	2016	2017	2018	2019	2020	2021*
Physical Collection Size	133,955	134,401	138,464	141,255	144,785	145,861
	2.8%	0.3%	3.0%	2.0%	2.4%	.74%
% circulation from home library's collection for Sun Prairie	76%	76%	73%	76%	57%	55%*
% circulation from home library's collection for all SCLS/LINK libraries	69%	67%	66%	69%	63%	53%*
Library Visitors	236,526	231,554	232,931	225,600	77,107	37,630
.vs Prior Year	7.6%	-2.1%	0.6%	-3.1%	-66%	
Digital Collection Size	189,145	213,611	205,652	213,547	229,293	305,225

From March 16, 2020 to May 10, 2021, the inability to browse our collection in person impacted the library's ability to meet the goal of ensuring 75% of physical material needs were met by our patrons' home library. Since the library made browsing available this spring, circulation from home library has increased from 40% in April to 76% in June and July.

To address collection needs, the library allocated additional funds to enhance the library's digital collection.

The Covid-19 lockdown limited in-person library visitors to Express Technology Service until May 10, 2021.

The library strives to provide equitable access to physical and digital library services and resources.

- Ensure new and existing residents are aware of our services and increase the number of registered users by 2% annually.

Measure	2016	2017	2018	2019	2020	2021*
Public Internet & Wi-Fi	261,504	265,294	309,746	316,679	148,408	117,666
Registered Library Users	23,455	23,820	23,156	23,616	22,450	22,450*
.vs Prior Year	2.3%	1.6%	-2.7%	1.9%		
Total Circulation	679,586	690,057	690,532	684,407	385,825	274,602
Digital Circulation	36,163	41,885	55,164	66,017	102,487	64,688

The Covid-19 lockdown impacted our ability to reach new and existing residents in-person. However, staff developed an online library card application and the library's new Linkcat app has a new digital library card feature. Due to the need to increase contactless service, the library enhanced our digital collection and our usage of this format almost doubled in 2020. The trend has continued into 2021.

PERFORMANCE METRICS, continued

During the lockdown, library staff offered online readers' advisory services as well as curbside and drive-up circulation services for check out and holds pick up of our physical collection. The library's contractual service with the Dane County Library Service brought Dream Bus Mobile Library Services into the community, making 41 stops and serving over 500 residents through July 31, 2021. More stops are scheduled into 2021.

Increase lifelong learning opportunities by 2% each year, including collaboration with partners for trusted information.

Measure	2016	2017	2018	2019	2020	2021*
Youth, teen, and adult summer library program participation	3,040 13.2%	3,033 -0.2%	3,134 3.3%	3,058 -2.4%	1,829 -40.2%	1,993 9.0%
Youth, adult, and multigenerational program attendance	27,704 8.4%	28,805 4.0%	29,634 2.9%	30,876 4.2%	20,781 -32.7%	21,576 3.8%
Reference Transactions	46,410 1.2%	45,370 -2.2%	39,388 -13.2%	47,528 20.7%	28,626 -39.8%	19,959 -30.3%
Digital Resources (Databases)	3,360	3,452	10,625	12,112	23,173	23,313

Promoting literacy is fundamental to public library services. The Summer Library Program remains vital in ensuring our youths' reading achievement levels remain on track for academic and future lifelong success. The walk up window and reading incentives continue to inspire our young patrons to read and discover new books, subjects, and authors. The Adult Reading Program and various book clubs offered throughout the year, connect our residents to each other through shared literary experiences and meaningful discussion. Our **Urban Sun Black Voices Book Club** has been meeting virtually every month, delving into conversations about race and racism locally, regionally, and beyond. Our new book club kit collection allows our residents to host personal book clubs, extending the library's reach.

The Covid-19 lockdown restricted the library's ability to hold in-person programs. During this time, the library offered virtual programming. In addition, patrons have access to low or no-tech options such as "Programs to Go" kits, Story Walks, and recorded library programs broadcasted on KSUN. Many lifelong learning opportunities are accessible through the library's electronic databases. These databases include 24/7, self-paced instruction for career development, genealogy research, automotive repair, foreign language skills, crafting, and more. Since the library's reopening, Public Health Madison Dane County, Tenant Resource Center, Shelter from the Storm Ministries, and Project Recovery are onsite to provide trusted information and assistance in the areas of health, rental assistance, workforce development, personal finances, and overall recovery and well-being.

CULTURE & RECREATION
Public Library
PUBLIC LIBRARY

LIBRARY

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Library	23.5	24.1	23.4	23.4	23.4	23.4	0.0
Total Personnel	23.5	24.1	23.4	23.4	23.4	23.4	0.0

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Library	2,170.1	2,052.1	1,495.6	2,398.9	2,539.9	2,721.9	182.0
Total Expenditures	\$ 2,170.1	\$ 2,052.1	\$ 1,495.6	\$ 2,398.9	\$ 2,539.9	\$ 2,721.9	\$ 182.0

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	1,550.6	1,546.1	1,042.6	1,667.1	1,675.9	1,716.1	40.2
Materials & Supplies	366.6	254.4	238.8	421.4	420.0	395.5	(24.5)
Contractual Services	202.9	219.2	198.4	275.2	382.6	524.2	141.6
Professional Development	6.0	5.2	4.2	8.3	8.6	8.6	-
Capital Items	44.0	27.1	11.6	27.0	52.8	77.5	24.7
Total Expenditures	\$ 2,170.1	\$ 2,052.1	\$ 1,495.6	\$ 2,398.9	\$ 2,539.9	\$ 2,721.9	\$ 182.0

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	577.1	614.2	666.0	669.2	670.7	668.0	(2.6)
Transfer In	1,605.2	1,636.4	1,251.9	1,669.2	1,669.2	-	
Total Expenditures	2,170.1	2,052.1	1,495.6	2,398.9	2,539.9	2,721.9	182.0
Net Operating Result	\$ 12.1	\$ 198.5	\$ 422.3	\$ (60.5)	\$ (200.0)	\$ (2,053.8)	\$ (1,853.8)

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

The collection, preservation, and interpretation of artifacts, manuscripts, and photographs that document the development of our city and the lives of its citizens. Museum staff are committed to developing exhibits, public tours, and school programs that encourage interests in both history and civics, as well as promote community pride.

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 tours, as well as provide access to unique archival materials for individuals conducting research. The secondary function of the museum is to preserve the diverse collection of artifacts, manuscripts, photographs, artworks, uniforms, and everyday items, by providing 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 collections management and inventory, in addition to fulfilling research requests and developing museum initiatives. The museum continues to partner with Sun Prairie Area School District teachers, the Business Improvement District, Chamber of Commerce, The Star newspaper, and the Sun Prairie Media Center in order to promote community strength and understanding.

2022 BUDGET HIGHLIGHTS

- Develop outreach and educational programming to expand the local history knowledge and interest for both adults and children.
- Increase museum storage capacity and database accuracy while working towards the preservation of all items in the collection.
- Addition of an LTE Registrar position.

2021 BUDGET OVERVIEW

- ✓ A Collections Management Policy was drafted and an Accessioning Team was formed to assess the backlog of donated items. Under this initiative, the Museum has accepted 40 unique artifacts into its permanent collection from donations dating back to 2017.
- ✓ New exhibits were developed to replace over 40% of the previous year's displays. For the second season, the museum was open Wednesday through Saturday (11am – 4pm), May 1 through October 31. This is double the number of weekly open hours of previous administrations.
- ✓ The museum became a local history affiliate of the Wisconsin Historical Society, in order to take advantage of offered resources and increase museum visibility to a statewide level. There is no fee associated with this action.

CULTURE & RECREATION

Recreation

HISTORICAL MUSEUM

PERFORMANCE METRICS

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

*2021 data reflects information through July 31, 2021

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

Measure	2016	2017	2018	2019	2020	2021*
Total Number of Visitors	2,886	3,642	350	200	321	282

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	2016	2017	2018	2019	2020	2021*
Total Number of Volunteers	N/A	N/A	15	25	18	15
Total Volunteer Hours**	N/A	N/A	N/A	126	298	277

CULTURE & RECREATION
Recreation
HISTORICAL MUSEUM

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Historical Museum	107.9	104.1	73.4	116.1	125.5	121.9	(3.6)
Total Expenditures	\$ 107.9	\$ 104.1	\$ 73.4	\$ 116.1	\$ 125.5	\$ 121.9	\$ (3.6)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	66.4	74.1	57.9	90.5	85.6	96.7	11.1
Materials & Supplies	6.6	4.2	6.9	7.5	13.3	9.1	(4.2)
Contractual Services	15.9	25.1	8.1	12.4	16.2	15.2	(1.0)
Professional Development	1.5	0.8	0.5	0.7	0.9	1.0	0.0
Capital Items	17.6	-	-	5.0	9.5	-	(9.5)
Total Expenditures	\$ 107.9	\$ 104.1	\$ 73.4	\$ 116.1	\$ 125.5	\$ 121.9	\$ (3.6)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	22.5	0.8	-	1.9	20.0	4.0	(16.0)
Total Expenditures	107.9	104.1	73.4	116.1	125.5	121.9	(3.6)
Net Operating Result	\$ (85.5)	\$ (103.3)	\$ (73.4)	\$ (114.3)	\$ (105.5)	\$ (117.9)	\$ (12.4)

CITY OF
SUN PRAIRIE
Wisconsin

CULTURE & RECREATION

Recreation

RECREATION

MISSION

Inspiring the health, wellness, and connectedness of all those who live, work, and play in the Sun Prairie community. It is our mission to:

- Provide and maintain an accessible, equitable, and sustainable park system.
- Offer high-quality recreational programming that is affordable and inclusive.
- Restore, manage, and protect a diverse urban forest.
- Promote and preserve open, natural spaces that provide local opportunities for exploration and connectedness to nature.
- Serve the community and provide programs and services that contribute to a high quality of life in Sun Prairie.

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 Park, Recreations & 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.

2022 BUDGET HIGHLIGHTS

- Further expansion into new programming and the addition of more sessions of existing programs, specifically to preschool and youth sports and enrichment that have proven to be very successful in 2021.
- Explore feasibility of adding adaptive recreation programming to the program lineup.
- Continue to offer virtual, hybrid, and “at-home/delivery” programs that were established in the midst of the COVID-19 pandemic.
- Re-establish flagship programs such as youth track & field (100+ participants) and bus trips that were suspended due to the ongoing COVID-19 pandemic.
- Expansion of community events such as concerts and movies in the park by offering more events and revamping the sponsorship program.
- Implementation of the financial sustainability plan.
- Addition of an LTE Office Assistant position.

2021 BUDGET OVERVIEW

- ✓ Established a healthy balance in the Recreation Special Revenue Fund that was fully instituted in 2020.
- ✓ Continued to offer popular virtual, hybrid, and “at-home/delivery” programs that were well received in 2020.
- ✓ Successfully implemented Camp Cardinal Day Camp in partnership with the YMCA.
- ✓ Continued expansion of the Neighborhood Navigators program by adding more staff and servicing more neighborhoods/individuals.
- ✓ Hired a second Recreations Program Specialist for the program areas of school-based recreation.
- ✓ Developed a financial sustainability strategy.

CULTURE & RECREATION

Recreation

RECREATION

PERFORMANCE METRICS

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

*2021 data reflects information through July 31, 2021

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	2016	2017	2018	2019	2020	2021*
Number of Evaluations Distributed	2,953	2,893	4606	901	398	344
Number of Evaluations Returned	585	493	432	287	116	84
Return Rate	20%	17%	9%	32%	29%	24%
Percentage of Evaluations reporting "Good" or "Very Good" Overall Satisfaction	94%	96%	91%	81%	91%	97%

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	2016	2017	2018	2019	2020	2021*
Total Number of Enrollments	4,986	4,983	4,661	3,946	1,925	2,173
Total Number of Programs Offered	629	642	523	659	654	320
Total Number of Programs Cancelled due to low or no enrollment	85	118	116	148	442	85
Program Success Rate	86%	82%	78%	78%	32%	73%

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.

2021 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	2016	2017	2018	2019	2020	2021*
General Fund Cost Recovery	96%	94%	83%	86%	0%	0%
Total General Fund Investment*	\$7,545	\$10,769	\$35,574	\$19,771	\$0	\$0
Special Revenue Cost Recovery**	n/a	n/a	n/a	128%	117%	118%
Total Special Revenue Contribution**	n/a	n/a	n/a	\$10,264	\$8,678	\$10,267

*Direct Program Costs only – does not include administrative costs.

**Excludes Community Events budget

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	2016	2017	2018	2019	2020	2021*
Collaborative Partnerships	21	21	34	41	55	30

CULTURE & RECREATION
Recreation
RECREATION

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Park & Rec Administration	3.50	4.75	3.70	3.70	3.70	3.70	-
Adult Programs	-	-	-	-	-	-	-
Preschool Programs	-	-	-	-	-	-	-
Youth Programs	-	-	-	-	-	-	-
Teen Programs	-	-	-	-	-	-	-
Concerts & Special Events	-	-	-	-	-	-	-
Family & Misc Programs	-	-	-	-	-	-	-
Total Personnel	3.50	4.75	3.70	3.70	3.70	3.70	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Park & Rec Administration	360.2	420.5	292.5	467.5	430.8	483.8	52.9
Adult Programs	47.4	0.1	-	-	-	35.2	35.2
Preschool Programs	28.3	0.2	-	-	-	38.2	38.2
Youth Programs	42.3	0.4	0.1	-	-	82.4	82.4
Teen Programs	8.2	0.1	-	-	-	12.5	12.5
Concerts & Special Events	8.5	-	-	-	-	112.5	112.5
Family & Misc Programs	153.8	0.0	-	-	-	10.2	10.2
Family Aquatic Center	327.8	56.5	209.6	242.1	325.9	355.3	29.4
Total Expenditures	\$ 976.5	\$ 477.8	\$ 502.1	\$ 709.6	\$ 756.8	\$ 1,130.1	\$ 373.3

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	609.5	367.7	383.9	544.4	571.4	820.2	248.8
Materials & Supplies	128.9	27.0	55.4	69.1	85.9	126.4	40.4
Contractual Services	231.4	72.0	51.2	82.2	88.1	112.3	24.2
Professional Development	5.1	3.7	5.1	7.4	6.9	9.2	2.4
Transfers/Bad Debt	-	6.0	-	-	-	-	-
Capital Items	1.6	1.5	6.5	6.5	4.5	62.0	57.5
Total Expenditures	\$ 976.5	\$ 477.8	\$ 502.1	\$ 709.6	\$ 756.8	\$ 1,130.1	\$ 373.3

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	174.4	3.1	131.3	131.5	192.0	495.9	303.9
Total Expenditures	976.5	477.8	502.1	709.6	756.8	1,130.1	373.3
Net Operating Result	\$ (802.1)	\$ (474.7)	\$ (370.8)	\$ (578.1)	\$ (564.8)	\$ (634.1)	\$ (69.4)

CULTURE & RECREATION

Recreation

FAMILY AQUATIC CENTER

MISSION

Inspiring the health, wellness, and connectedness of all those who live, work, and play in the Sun Prairie community. It is our mission to:

- Provide and maintain an accessible, equitable, and sustainable park system.
- Offer high-quality recreational programming that is affordable and inclusive.
- Restore, manage, and protect a diverse urban forest.
- Promote and preserve open, natural spaces that provide local opportunities for exploration and connectedness to nature.
- Serve the community and provide programs and services that contribute to a high quality of life in Sun Prairie.

DESCRIPTION

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

The pool is managed by a seasonal Pool Manager who oversees the Family Aquatic Center during the summer months, with the Recreation Supervisor overseeing off-season operations and facility needs, as well as assisting the Pool Manager throughout the summer as needed.

Additionally, one Aquatic Programs Coordinator and three Head Lifeguards directly manage the lifeguards, swim instructors, and cashiers.

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

2022 BUDGET HIGHLIGHTS

- Planning to open with a full schedule of swim lessons, longer open swim times, and an operational concession stand.
- Will renew contract to continue after-hours cleaning.
- Re-establish a schedule of special events.
- Group rentals will be allowed after suspending them in 2021.
- Purchase of Inclusive Aquatic Fitness equipment.
- Replacement of Pool Lane Lines, Poles, and Backstroke Flags.
- Replacement of Pool Starting Blocks.

2021 BUDGET OVERVIEW

- ✓ The facility re-opened after being closed for the 2020 season due to the COVID-19 pandemic. Parks, Recreation & Forestry administrative staff developed a detailed COVID-19 risk mitigation reopening plan to ensure safety for patrons and pool staff throughout the summer.
- ✓ Maintenance staff discovered a water loss issue just weeks before opening and successfully fixed it, only delaying the opening by two days.

CULTURE & RECREATION

Recreation

FAMILY AQUATIC CENTER

- ✓ The pool opened with a more limited open swim schedule than in previous years. The concession stand remained closed for the 2021 season.
- ✓ The pool water heater was replaced in the preseason.
- ✓ Contracted with a cleaning company to clean the facility bath house after hours.

CULTURE & RECREATION

Recreation

FAMILY AQUATIC CENTER

PERFORMANCE METRICS

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

*2021 data reflects information through July 31, 2021

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	2016	2017	2018	2019	2020	2021*
Number of lessons offered	174	174	118	174	91	158
Number of available spots	1,822	1,735	1,187	1,172	1,234	1,162
Swim Lessons Enrollment	1,234	1,320	981	925	0	832
Percentage to full program capacity	68%	76%	75%	79%	0	72%

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	2016	2017	2018	2019	2020	2021*
Total Family Season Passes	153	145	168	126	0	105
Total Individual Season Passes	21	18	22	18	0	21
Cumulative Season Passes	174	163	190	144	0	126

Tokens & Discount Punch Card Sales	2016	2017	2018	2019	2020	2021*
Total Number of Tokens Sold	3,760	3,756	3,486	n/a	0	0
Total Number of Discount Punch Cards Sold	n/a	n/a	n/a	34	0	7
Total number of group entries	n/a	n/a	n/a	1,953	0	550
Cumulative Discount Entry Sales	3,760	3,756	3,486	2,494	0	557

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	2017	2018	2019	2020	2021*
June	7,204	5,948	3,909	0	828
July	11,984	10,104	10,409	0	8,769
August	7,165	6,401	4,533	0	n/a
Total	26,353	22,453	18,840	0	9,047

Number of Closures	2017	2018	2019	2020	2021*
June	1	2	5	0	2
July	1	2	2	0	1
August	2	3	9	0	n/a
Total	4	7	16	0	3

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	2016	2017	2018	2019	2020	2021*
FAC Revenues	\$210,241	\$200,815	\$188,041	\$177,534	\$2,917	\$115,874
FAC Expenses	\$273,910	\$278,068	\$314,477	\$327,823	\$56,484	\$181,153
Recovery Percentage	77%	72%	60%	54%	5%	64%
Community Investment	\$63,669	\$77,253	\$126,436	\$150,289	\$53,567	\$65,279

CULTURE & RECREATION
Recreation
FAMILY AQUATIC CENTER

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Family Aquatic Center	seasonal	seasonal	seasonal	seasonal	seasonal	seasonal	
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Family Aquatic Center	314.5	56.5	209.6	242.1	325.9	355.3	29.4
Total Expenditures	\$ 314.5	\$ 56.5	\$ 209.6	\$ 242.1	\$ 325.9	\$ 355.3	\$ 29.4

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	194.2	5.6	132.2	149.8	187.4	187.7	0.3
Materials & Supplies	57.3	18.8	46.6	59.5	77.0	74.5	(2.5)
Contractual Services	44.2	24.0	21.6	23.6	55.2	28.9	(26.4)
Professional Development	1.1	0.6	2.6	2.6	1.8	2.3	0.5
Capital Items	17.7	1.5	6.5	6.5	4.5	62.0	57.5
Transfer Out	-	6.0	-	-	-	-	-
Total Expenditures	\$ 314.5	\$ 56.5	\$ 209.6	\$ 242.1	\$ 325.9	\$ 355.3	\$ 29.4

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	177.5	3.1	130.5	131.5	192.0	191.2	(0.8)
Transfer In	16.2	-	-	-	-	-	-
Total Expenditures	314.5	56.5	209.6	242.1	325.9	355.3	29.4
Net Operating Result	\$ (120.7)	\$ (53.4)	\$ (79.0)	\$ (110.6)	\$ (133.9)	\$ (164.1)	\$ (30.2)

MISSION

Inspiring the health, wellness, and connectedness of all those who live, work, and play in the Sun Prairie community. It is our mission to:

- Provide and maintain an accessible, equitable, and sustainable park system.
- Offer high-quality recreational programming that is affordable and inclusive.
- Restore, manage, and protect a diverse urban forest.
- Promote and preserve open, natural spaces that provide local opportunities for exploration and connectedness to nature.
- Serve the community and provide programs and services that contribute to a high quality of life in Sun Prairie.

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.

2022 BUDGET HIGHLIGHTS

- Implement an “adopt-an-ice-rink” program to assist in the maintenance and care of the two ice rink liner systems.
- Implement parks maintenance service and level of care standards.
- Replace safety surfacing with engineered wood fiber.
- Increase the number of native plantings and pollinator gardens within the park system.
- Addition of a Part-Time Parks Maintenance Worker Position.
- Hiring of third-party surveyors to survey and delineate City park property and install property markers to prevent the encroachment of adjacent property owners onto City Park property.
- Addition of new wayfinding signage for the Sheehan Park Cross Country Ski Trails.
- Phased replacement of existing picnic tables with Universal Access Picnic Tables.

2021 BUDGET OVERVIEW

- ✓ Procured a second ice rink liner system for winter 2021-2022 skating season.
- ✓ Repaired several deferred maintenance issues at aging playgrounds.
- ✓ Began working on quantifying the park system’s deferred maintenance.
- ✓ Began work on establishing set levels of care and service for parks maintenance and parks assets.
- ✓ Developed and implemented the Parks Maintenance Worker I and II program, providing crew members with opportunities to elevate their skill set and be compensated for additional credentials. This resulted in three staff achieving the Maintenance Worker II level and added the following credentials to the team: Certified Playground Safety Inspector and two new staff with Aquatic Facility Operator certifications.

CULTURE & RECREATION

Recreation

PARKS MAINTENANCE

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects projections on July 31, 2021

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

Measure	2015	2016	2017	2018	2019	2020**	2021**
Total acres of parkland	402.7	402.7	402.7	402.7	434.7	436.1	453.3
Shelter and gazebo rentals	N/A	N/A	308	338	302	76	199
Soccer and Softball field rentals	N/A	N/A	523	591	426	963	768
Remove or repair graffiti or damage to structures	42	68	37	17	8	35	24

**note shelter rentals significantly decreased in 2020 & 2021 due to COVID-19 gathering restrictions. Athletic field rentals increase due to how SPSC is recording field reservations.

Implement improvements for ADA access and inclusion at playgrounds.

Measure	2015	2016	2017	2018	2019	2020	2021
Percentage of playgrounds with PIP surfacing	2%	2%	2%	2%	2%	5%	5%
Percentage of playgrounds that are ADA accessible	61%	61%	61%	61%	61%	67%	70%

Maintain park assets and provide additional open space and recreational facilities as the city grows.

Measure	2015	2016	2017	2018	2019	2020	2021*
Number of parks in Sun Prairie	40	40	40	40	40	41	43
Number of shelters and gazebos	18	18	18	18	19	20	21
Number of fulltime and seasonal park staff to maintain and manage all facilities	13	13	13	13	13	13	14

CULTURE & RECREATION
Recreation
PARKS MAINTENANCE

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Parks Maintenance	8.00	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	7.00	6.50	7.00	7.00	7.00	7.00	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Parks Maintenance	925.3	1,106.0	667.2	1,052.2	1,073.5	1,152.7	79.2
Total Expenditures	\$ 925.3	\$ 1,106.0	\$ 667.2	\$ 1,052.2	\$ 1,073.5	\$ 1,152.7	\$ 79.2

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	563.1	589.5	395.7	615.6	648.2	684.8	36.6
Materials & Supplies	321.3	396.2	232.3	367.6	364.0	393.6	29.7
Contractual Services	39.0	43.3	30.8	57.8	57.1	69.4	12.3
Professional Development	1.9	2.7	1.5	4.3	4.2	4.9	0.7
Capital Items	-	74.3	7.0	7.0	-	-	-
Total Expenditures	\$ 925.3	\$ 1,106.0	\$ 667.2	\$ 1,052.2	\$ 1,073.5	\$ 1,152.7	\$ 79.2

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	61.5	37.1	59772	59.2	69.0	70.0	1.0
Total Expenditures	925.3	1,106.0	667.2	1,052.2	1,073.5	1,152.7	79.2
Net Operating Result	\$ (863.7)	\$ (1,068.9)	\$ (607.5)	\$ (993.0)	\$ (1,004.5)	\$ (1,082.7)	\$ (78.2)

CITY OF
SUN PRAIRIE
Wisconsin

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 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.

2022 BUDGET HIGHLIGHTS

- Increased long-time staff member hours to full-time following an extended period during which the staff member was at 35 hours per week. This change was welcome as it allowed this staffer to take on additional work with KIDS-4, allowing other staff additional time to work with adult volunteers, our most demanding and time-consuming customer base.
- Implemented a new streaming encoder that provides for more reliable of KIDS-4 to our website, our ROKU and Apple TV channels, and our mobile app.
- Targeted funds to prepare for the first-ever (under our current director) consultation on Media Center strategic plan. The main purpose of the strategic plan is to prepare for long-term budgeting and fundraising goals and strategies.
- Upgraded our radio automation software as the current software was causing multiple issues, making it sometimes difficult for member producers to record/produce programming.
- Allocated money for the purchase of the previously-donated Media Center vehicle, which allows us to travel for away sporting events and other community events. It is also a good marketing tool for the SPMC.
- Purchased a kitchenette unit for volunteers and staff to replace the kitchen area lost when a second radio studio was constructed.

SPECIAL REVENUE FUND
Community Development
SUN PRAIRIE MEDIA CENTER

- Purchased an equipment unit for organizing audio/video cables to allow for more efficient remote shoot preparation.
- Upgraded the TV monitor in the large studio in order to track SPMC streaming services as well as address producer complaints about difficulty seeing the monitor in the studio.

2021 BUDGET OVERVIEW

- ✓ Implemented closed captioning on KSUN, allowing for the retirement of problematic open captioning while meeting crucial ADA requirements.
- ✓ Implemented a new streaming encoder that provides for a more reliable stream of KSUN to our website, our Roku and Apple TV channels, and our mobile app.
- ✓ Worked with the IT Department to share staff to streamline and make the broadcast of remote and hybrid City meetings more efficient. The benefit for on-site staff includes higher hourly pay while simultaneously saving money.
- ✓ Partnered with the Parks and Recreation Department to stage a successful concert event/radio anniversary celebration to replace the under-performing anniversary events of previous years.
- ✓ Purchased two new iMacs to replace the decade-old computers for the small studio editing space that will allow all students participating in KIDS-4 and/or summer workshops access to the recently acquired computers.
- ✓ Negotiated with Morgan Murphy Media to get “Sun Prairie News” expanded and broadcast on TVW, opening up potential new advertising revenue for the SPMC.
- ✓ Worked with the City Attorney’s office to implement simpler and more effective policies pertaining to SPMC producers who run for political office.
- ✓ Partnered with the Business Improvement District and Parks and Recreation Departments to create the first-ever virtual Groundhog Day celebration and video program.
- ✓ Partnered with the Boys and Girls Club on the first-ever KIDS-4 class partnerships.
- ✓ Produced multipole candidate forums to inform residents on elections; broadcast live for multiple hours on Election Day.
- ✓ Offered expanded Sun Prairie Cardinals Spring 2021 sports coverage per a request from the Sun Prairie High School due to limited allowed in-person attendance.
- ✓ Hosted multiple live forums featuring the Police Department, Mayor, and Pedestrian Safety Task Force.
- ✓ Worked with the school district to simplify sports coverage using on-site Hudl cameras with Open Broadcast Software.
- ✓ Successfully produced our first Sun Prairie High School graduation ceremony live from the Bank of Sun Prairie Stadium at Ashley Field. Also produced the Prairie Phoenix Academy graduation for the first time.
- ✓ Purchased a new camcorder with the ability to stream, which makes certain basic live productions easier.
- ✓ Purchased several new in-studio microphones to replace older, less reliable microphones.

SPECIAL REVENUE FUND

Community Development

SUN PRAIRE MEDIA CENTER

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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	2016	2017	2018	2019	2020	2021*
Volunteer Hours	6,017	6,665	6,303	6,573	5,854	4,556
YoY %	44%	11%	-5.4%	4.3%	-10.9%	N/A
Programs Produced	3,508	4,308	4,033	4,222	3,714	2,617

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

Note: The decrease in volunteer hours and programs produced in 2020 is largely due to the decrease in accessibility to the Media Center as well as the simple lack of events that Media Center volunteers were able to cover.

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

This is a useful performance metric by us because it offers insight into how active our membership base is (all members must pay a membership fee), our active our KIDS-4 and summer workshop programming is (a fee accompanies all programs), and how successful our business outreach is, as most of our business outreach centers around seeking financial contributions/sponsorships.

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

Measure	2016	2017	2018	2019	2020	2021*
Additional Revenue	\$26,873	\$35,355	\$36,215	\$36,614	\$39,126	\$18,785
YoY %	15%	32%	2%	1.1%	6.7%	N/A

SPECIAL REVENUE FUND
Community Development
SUN PRAIRIE MEDIA CENTER

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Sun Prairie Media Center	5.00	3.88	3.88	3.88	3.88	3.88	0.00
Allocated	0.38	0.21	0.44	0.44	0.44	0.46	0.02
Total Personnel	5.00	3.88	3.88	3.88	3.88	3.88	0.00

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Sun Prairie Media Center	499.2	488.9	287.2	455.4	464.5	470.1	5.6
Total Expenditures	\$ 499.2	\$ 488.9	\$ 287.2	\$ 455.4	\$ 464.5	\$ 470.1	\$ 5.6

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	367.2	368.0	233.1	369.5	366.4	388.3	21.9
Materials & Supplies	19.2	35.6	15.0	28.6	21.9	27.1	5.2
Contractual Services	39.8	28.0	15.7	20.7	16.7	25.2	8.5
Insurance	3.1	3.4	3.5	3.5	3.4	3.9	0.5
Professional Development	3.5	1.8	0.7	2.6	3.5	1.1	(2.3)
Capital Items	66.4	52.1	19.2	30.6	52.7	24.6	(28.1)
Total Expenditures	\$ 499.2	\$ 488.9	\$ 287.2	\$ 455.4	\$ 464.5	\$ 470.1	\$ 5.6

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	421.5	367.3	292.7	427.8	416.4	425.7	9.3
Total Expenditures	499.2	488.9	287.2	455.4	464.5	470.1	5.6
Net Operating Result	\$ (77.7)	\$ (121.5)	\$ 5.5	\$ (27.6)	\$ (48.1)	\$ (44.4)	\$ 3.7

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Change in Fund Balance	(77.7)	(121.5)	5.5	(27.6)	(48.1)	(44.4)
Fund Balance Applied	-	-	-	-	35.4	44.4
Fund Balance - Beginning of Year	307.9	230.2	108.7	108.7	108.7	81.1
Fund Balance - End of Year	\$ 230.2	\$ 108.7	\$ 114.2	\$ 81.1	\$ 25.2	\$ (7.7)

SPECIAL REVENUE FUND

Recreation

PARK FUND

MISSION

Inspiring the health, wellness, and connectedness of all those who live, work, and play in the Sun Prairie community. It is our mission to:

- Provide and maintain an accessible, equitable, and sustainable park system.
- Offer high-quality recreational programming that is affordable and inclusive.
- Restore, manage, and protect a diverse urban forest.
- Promote and preserve open, natural spaces that provide local opportunities for exploration and connectedness to nature.
- Serve the community and provide programs and services that contribute to a high quality of life in Sun Prairie.
- 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.

2022 BUDGET HIGHLIGHTS

- Completion of the following capital projects:
 - Smith's Crossing Park shelter/restroom construction.
 - Pet Exercise Area Enhancement project design.
 - Design of the parkland from the Colorado Commons development.
 - Design of the parkland from the Habitat for Humanity development.
 - Constructions of the Wyndham Hills Pickleball Court expansion.

2021 BUDGET OVERVIEW

- ✓ Completed the following capital projects with funding from the Park Fund:
 - Liberty Park shelter/restroom construction.
 - Tom & Rita Tubbs Splashpad & Playground.
 - West Prairie Village Park Playground.
 - Sunset (Reserve) Park Playground.
 - Smith's Crossing Park shelter/restroom design.
 - Skate Park expansion.
- ✓ Fully caught up on delayed and backlogged parks improvement projects.

SPECIAL REVENUE FUND
Recreation
PARK FUND

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Park Impact Fee Fund	0	0	0	0	0	0	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Park Impact Fee Fund	411.9	99.1	965.3	1,114.6	1,559.6	447.1	(1,112.5)
Total Expenditures	\$ 411.9	\$ 99.1	\$ 965.3	\$ 1,114.6	\$ 1,559.6	\$ 447.1	\$ (1,112.5)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Materials & Supplies	-	6.0	-	-	-	-	-
Contractual Services	21.2	29.8	15.4	25.4	25.4	56.6	31.2
Capital Items	320.2	63.3	949.9	1,089.3	1,534.2	390.5	(1,143.7)
Transfers/Bad Debt	70.5	-	-	-	-	-	-
Total Expenditures	\$ 411.9	\$ 99.1	\$ 965.3	\$ 1,114.6	\$ 1,559.6	\$ 447.1	\$ (1,112.5)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	365.7	355.7	620.8	679.4	603.0	458.0	(145.0)
Transfer In	-	-	-	-	-	-	-
Total Expenditures	411.9	99.1	965.3	1,114.6	1,559.6	447.1	(1,112.5)
Net Operating Result	\$ (46.2)	\$ 256.6	\$ (344.5)	\$ (435.3)	\$ (956.6)	\$ 10.9	\$ 967.4

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Change in Fund Balance	(46.2)	256.6	(344.5)	(435.3)	(956.6)	10.9
Fund Balance Applied	-	-	-	-	1,022.3	379.6
Fund Balance - Beginning of Year	1,357.6	1,311.4	1,568.0	1,568.0	1,568.0	1,132.7
Fund Balance - End of Year	\$ 1,311.4	\$ 1,568.0	\$ 1,223.5	\$ 1,132.7	\$ (410.9)	\$ 764.0

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 a liaison to the Commission. The liaison functions as an ex-officio, non-voting member and cannot be counted for purposes of a quorum. The Sun Prairie Tourism Commission is governed by Wis. Stat. §66.0165 (2013) and City of Sun Prairie 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 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 the recruitment of new events to the Sun Prairie community that increase overnight hotel stays.

2022 BUDGET HIGHLIGHTS

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

2021 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 and Visitors Bureau. The term of the contract is 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 intent not to renew. The annual payment for administrative services to the GMCVB is \$6,000.
- ✓ The Tourism Commission jointly funded the BID & Tourism Manager, and the newly created Community Events and Sponsorship Coordinator, with the Downtown Business Improvement District and Sun Prairie Parks, Recreation, and Forestry. The Total cost impact to the Tourism Commission was \$68,051.
- ✓ In 2020, the Tourism Commission funded a Community Readiness and Feasibility study. The final report from Hunden Strategic Partners included the recommendation to develop the Sun Prairie Tourism Brand. The BID and Tourism Manager interviewed four Wisconsin cities that recently conducted branding or re-branding campaigns in their communities. Based on interviews and information from the cities of Waupaca, Kaukauna, Watertown, and West Allis, the BID and Tourism Manager presented a plan for Visit and City of Sun Prairie Brand Planning to the Tourism Commission. The Commission voted unanimously to fund an RFP for an external agency that specializes in branding. The anticipated expenditure range for this project is \$70,000 to \$100,000. The funding for a brand plan is not reflected in the 2021 budget or the 2022 budget,

SPECIAL REVENUE FUND

Community Development

TOURISM COMMISSION

but will be approved once an agency is selected through an RFP process that will take place in the second half of 2021. Oversight of the brand planning process will include three newly created teams: a Brand Client Team, responsible for ensuring that the roll-out, implementation, and ongoing maintenance is successful; a Brand Stakeholder Team, which will review Brand Study RFPs received and serve as decision makers for the final approval of the Brand Design; and a Brand Steering Team which will serve as focus group participants and ensure that the brand resonates with the community, and will serve as brand champions. The BID and Tourism Manager will be the point of contact for the selected brand planning agency, oversight teams, and will be responsible for the executions of the multi-year marketing plan that will be a deliverable of the agency that is selected through the RFP process. The Tourism Commission will be part of the Brand Stakeholder Team.

- ✓ The Tourism Commission provided grants and up-front scholarships to the Chamber of Commerce's annual Corn Festival event, Capital Land Music Fest, The Loft at 132, and to the Sun Prairie Ice Arena.
- ✓ The Tourism Commission annually supports the Groundhog Prognostication event and the Fire Truck Parade/Tree Lighting event in an effort to promote overnight stays in the City of Sun Prairie.
- ✓ The room tax rate remained the same from 2019 to 2021 at 7%.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2021 data reflects information through July 31, 2021

Retain and expand business in Sun Prairie

Measure	2018	2019	2020	2021*
Number of Grants Funded	4	8	10	6
(Events, Organizations, and Businesses that support overnight stays)				

Note: The Tourism Commission will review 3 additional grant applications at the September meeting.

SPECIAL REVENUE FUND
Community Development
TOURISM COMMISSION

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Tourism Commission Fund	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Tourism Commission Fund	79.4	229.0	107.8	119.1	119.1	203.6	84.6
Total Expenditures	\$ 79.4	\$ 229.0	\$ 107.8	\$ 119.1	\$ 119.1	\$ 203.6	\$ 84.6

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Contractual Services	79.4	229.0	107.8	119.1	119.1	203.6	84.6
Total Expenditures	\$ 79.4	\$ 229.0	\$ 107.8	\$ 119.1	\$ 119.1	\$ 203.6	\$ 84.6

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	258.7	118.3	100.0	183.5	44.3	164.3	-
Transfer In	285.7	-	-	-	-	-	-
Total Expenditures	79.4	229.0	107.8	119.1	119.1	203.6	84.6
Net Operating Result	\$ 465.1	\$ (110.7)	\$ (7.8)	\$ 64.5	\$ (74.8)	\$ (39.3)	\$ 35.5

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Change in Fund Balance	465.1	(110.7)	(7.8)	64.5	(74.8)	(39.3)
Fund Balance Applied	-	-	-	-	74.8	39.3
Fund Balance - Beginning of Year	-	465.1	354.4	354.4	354.4	418.9
Fund Balance - End of Year	\$ 465.1	\$ 354.4	\$ 346.6	\$ 418.9	\$ 204.8	\$ 340.3

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

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

DESCRIPTION

The Community Development Department includes three divisions: Planning, Economic Development, and Building Inspection. In addition, the Tourism Commission and the downtown Business Improvement District are components of the Economic Development Division. The specific roles and mission of each Division are described in their respective narratives, and each Division has its own individual operating budget. The operating budget for the Community Development Department consists of wages, benefits, and a small operating budget for the Department Director only.

2022 BUDGET HIGHLIGHTS

- The cost-to-continue budget includes slight increases to some line items to reflect increased costs and a nominal increase in the professional services budget to fund attendance at the APA National Planning Conference.

2021 BUDGET OVERVIEW

- ✓ As a result of the COVID-19 pandemic, the Community Development budget will see a small surplus in the professional development budget. Most training opportunities were conducted online in 2021 at a lower cost.

CONSERVATION AND DEVELOPMENT
Community Development
COMMUNITY DEVELOPMENT

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Community Development	-	160.5	104.2	166.8	165.4	175.7	10.3
Total Expenditures	-	\$ 160.5	\$ 104.2	\$ 166.8	\$ 165.4	\$ 175.7	\$ 10.3

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	-	157.9	101.9	160.7	159.3	165.0	5.7
Contractual Services	-	1.6	2.0	4.5	4.5	4.5	-
Professional Development	-	0.9	0.3	1.6	1.6	4.2	2.6
Total Expenditures	-	\$ 160.5	\$ 104.2	\$ 166.8	\$ 165.4	\$ 175.7	\$ 10.3

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	-	160.5	104.2	166.8	165.4	175.7	10.3
Net Operating Result	-	\$ (160.5)	\$ (104.2)	\$ (166.8)	\$ (165.4)	\$ (175.7)	\$ (10.3)

CONSERVATION AND 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 of 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.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.
- The Division proposes to carry over unused professional services funds from 2021 into 2022 to assist with long overdue updates to the City's Zoning and Subdivision Ordinances and the preparation of a Long-Term Rental Ordinance for consideration by the City Council.

2021 BUDGET OVERVIEW

- ✓ Due to several vacancies in the Division, planned efforts to begin updating the City's Zoning and Subdivision Ordinances were delayed so that staff could focus on current planning efforts related to development reviews.

CONSERVATION AND DEVELOPMENT

Community Development

PLANNING DIVISION

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2022

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	2021*
Avg. Work Days for Full Approval of Staff Review Items	6.2	11.2	14.0	9.6	10.8	16.5

Review and Issue zoning permits in 3 days or less

Measure	2016	2017	2018	2019	2020	2021*
Avg. Days for Zoning Permit Review	2.6	2.2	2.7	2.7	2.6	3.4

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

Measure	2016	2017	2018	2019	2020	2021*
Total Submissions	46	53	67	68	69	48
Upheld	37	44	53	59	55	45
Modified	7	9	7	8	5	2
Rejected	2	0	2	1	5	0
Neutral	0	0	2	0	4	1

CONSERVATION AND DEVELOPMENT
Community Development
PLANNING DIVISION

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Planning	5.00	4.00	4.00	4.00	4.00	4.00	-
Allocated	(0.25)	(0.25)	-	-	-	-	-
Total Personnel	4.75	3.75	4.00	4.00	4.00	4.00	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Planning	526.4	363.3	239.9	370.6	416.8	459.9	43.1
Total Expenditures	\$ 526.4	\$ 363.3	\$ 239.9	\$ 370.6	\$ 416.8	\$ 459.9	\$ 43.1

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	464.7	354.7	235.4	332.9	383.8	416.5	32.7
Materials & Supplies	0.4	0.9	0.2	1.0	1.6	0.8	(0.7)
Contractual Services	54.7	5.7	1.3	30.6	23.5	35.5	12.0
Professional Development	5.7	2.0	3.0	5.1	7.0	6.1	(0.8)
Capital Items	1.0	-	-	1.0	1.0	1.0	-
Total Expenditures	\$ 526.4	\$ 363.3	\$ 239.9	\$ 370.6	\$ 416.8	\$ 459.9	\$ 43.1

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	48.8	38.4	30755	36.0	31.0	40.0	9.0
Total Expenditures	526.4	363.3	239.9	370.6	416.8	459.9	43.1
Net Operating Result	\$ (477.6)	\$ (324.9)	\$ (209.1)	\$ (334.6)	\$ (385.8)	\$ (419.9)	\$ (34.1)

CITY OF
SUN PRAIRIE
Wisconsin

CONSERVATION AND DEVELOPMENT

Community Development

ECONOMIC DEVELOPMENT

MISSION

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

- 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.

2022 BUDGET HIGHLIGHTS

- Focusing on professional development for all staff.
- Additional memberships for Connect Communities and ELGL.

2021 BUDGET OVERVIEW

- ✓ Award of a \$250,000 Community Development Investment Grant from WEDC to facilitate the redevelopment of 402 E Main Street.
- ✓ Sale of 402 E Main Street for the redevelopment of the site at the new location of Glass Nickel Sun Prairie and the construction of 9 apartment units.
- ✓ Expansion of the Business Park and TID 12.
- ✓ Negotiating a potential development agreement with Roers Company for an additional 172 units of workforce housing along West Main Street as part of the Pumpkin Patch Development.
- ✓ Preliminary investigation on the creation of TID 15.

CONSERVATION AND DEVELOPMENT
Community Development
ECONOMIC DEVELOPMENT

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2021 data reflects information through July 31, 2021

Workforce Development

Measure	2016	2017	2018	2019	2020	2021*
Workforce Development Efforts (Meetings, Referrals, Training, etc.)	11	15	11	4	2	2

Retain and expand business in Sun Prairie.

Measure	2016	2017	2018	2019	2020	2021*
Formal Retention Contacts (Surveys, Meetings, etc.)	109	115	223	85	551	84
Major Projects	11	16	18	11	16	10
Targeted Marketing Efforts & Presentations	13	9	6	11	14	6
Contacts with Potential Start-Ups	3	2	6	2	2	1
Lot Sales/Acres Sold	2/15.9	2/1.65	1/3.9	1/2.12	0	1 /.45

CONSERVATION AND DEVELOPMENT
Community Development
ECONOMIC DEVELOPMENT

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Economic Development	2.00	2.00	2.00	2.00	2.00	3.00	1.00
Allocation	1.00	1.00	1.00	1.00	1.00	-	(1.00)
Total Personnel	3.00	3.00	3.00	3.00	3.00	3.00	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Economic Development	321.1	328.5	123.7	328.5	337.7	363.4	25.7
Total Expenditures	\$ 321.1	\$ 328.5	\$ 123.7	\$ 328.5	\$ 337.7	\$ 363.4	\$ 25.7

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	291.6	296.2	101.2	257.5	273.4	328.2	54.8
Materials & Supplies	0.3	3.4	3.4	3.6	3.5	3.6	0.1
Contractual Services	24.5	49.9	15.8	62.0	55.5	20.1	(35.4)
Professional Development	4.7	5.3	3.4	5.5	5.3	11.5	6.2
Total Expenditures	\$ 321.1	\$ 354.9	\$ 123.7	\$ 328.5	\$ 337.7	\$ 363.4	\$ 25.7

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	164.0	46.8	32010	129.2	80.1	232.0	151.9
Total Expenditures	321.1	354.9	123.7	328.5	337.7	363.4	25.7
Net Operating Result	\$ (157.1)	\$ (308.1)	\$ (91.7)	\$ (199.3)	\$ (257.6)	\$ (131.4)	\$ 126.2

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

Inspiring the health, wellness, and connectedness of all those who live, work, and play in the Sun Prairie Community. It is our mission to:

- Provide and maintain an accessible, equitable, and sustainable park system.
- Offer high-quality recreational programming that is affordable and inclusive.
- Restore, manage, and protect a diverse urban forest.
- Promote and preserve open, natural spaces that provide local opportunities for exploration and connectedness to nature.
- Serve the community and provide programs and services that contribute to a high quality of life in Sun Prairie.

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.

2022 BUDGET HIGHLIGHTS

- Utilize the GIS asset management application to begin tree inventory.
- Plant 500 new trees for new homes and street reconstruction.
- Re-treat ash trees for Emerald Ash Borer.
- Increase public education on tree care and disease/pathogen management.

2021 BUDGET OVERVIEW

- ✓ Treated over 100 ash trees for Emerald Ash Borer.
- ✓ Pruned and removed dead, dying, and diseased City trees.
- ✓ Worked with GIS to develop an application for asset management for the City's public tree inventory.
- ✓ Planted 500 new trees for new homes and street reconstruction.

CONSERVATION AND DEVELOPMENT

Recreation

FORESTRY

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects projections on July 31, 2021

Take appropriate action to respond to Emerald Ash Borer.

Measure	2016	2017	2018	2019	2020	2021*
Ash Tree Treatment	480	60	599	0	471	141
Ash Tree Replacement	800	0	42	0	55	30

Plant new trees and maintain existing trees within the City.

Measure	2016	2017	2018	2019	2020	2021*
Tree Removals and Stump Grinding	820	54	9	68	75	100
New Resident Tree Planting	90	120	278	0	425	500
Tree Review for Residents	n/a	196	258	318	350	700
Tree Pruning Streets & Parks	220	418	680	1,800	2,300	2,400

CONSERVATION AND DEVELOPMENT
Recreation
FORESTRY

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 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	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Forestry	81.8	120.0	78.0	127.2	150.6	235.4	84.8
Total Expenditures	\$ 81.8	\$ 120.0	\$ 78.0	\$ 127.2	\$ 150.6	\$ 235.4	\$ 84.8

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	76.7	85.0	57.1	93.1	117.4	196.7	79.2
Materials & Supplies	1.9	6.6	3.3	6.0	6.0	8.5	2.5
Contractual Services	2.1	27.5	14.2	24.4	24.4	25.9	1.5
Professional Development	1.1	0.9	3.4	3.8	2.8	4.4	1.5
Total Expenditures	\$ 81.8	\$ 120.0	\$ 78.0	\$ 127.2	\$ 150.6	\$ 235.4	\$ 84.8

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	81.8	120.0	78.0	127.2	150.6	235.4	84.8
Net Operating Result	\$ (81.8)	\$ (120.0)	\$ (78.0)	\$ (127.2)	\$ (150.6)	\$ (235.4)	\$ (84.8)

CITY OF
SUN PRAIRIE
Wisconsin

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 that the impact fee program is administered fairly, consistently, and within the scope and parameters of the Wisconsin 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.

2022 BUDGET HIGHLIGHTS

- The expansion of the S. Grand Avenue/Hoepker Road intersection is currently programmed for 2022 in the 2022-2031 Capital Improvement Plan.

2021 BUDGET OVERVIEW

- ✓ Reconstruction of the final segment of S. Thompson Road will be completed in 2021.
- ✓ Strong residential growth has resulted in higher than anticipated traffic impact fee revenues in 2021 for both single-family and multi-family residences. However, if construction of the proposed Hy-Vee grocery store within the Pumpkin Patch development gets delayed until 2022, revenues associated with non-residential development will fall short.

SPECIAL REVENUE FUND
Community Development
WESTSIDE TRAFFIC IMPACT FEE

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Westside Traffic Impact Fee	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Westside Traffic Impact Fee	327.3	-	-	-	-	803.0	803.0
Total Expenditures	\$ 327.3	-	-	-	-	\$ 803.0	\$ 803.0

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Contractual Services	-	-	-	-	-	-	-
Transfers/Bad Debt	327.3	-	-	-	-	803.0	803.0
Total Expenditures	\$ 327.3	-	-	-	-	\$ 803.0	\$ 803.0

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	515.9	485.9	212.8	276.4	380.0	400.0	20.0
Total Expenditures	327.3	-	-	-	-	803.0	803.0
Net Operating Result	\$ 188.7	\$ 485.9	\$ 212.8	\$ 276.4	\$ 380.0	\$ (403.0)	\$ (783.0)

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Change in Fund Balance	188.7	485.9	212.8	276.4	380.0	(403.0)
Fund Balance Applied	-	-	-	-	-	803.0
Fund Balance - Beginning of Year	1,200.4	1,389.0	1,874.9	1,874.9	1,874.9	2,151.3
Fund Balance - End of Year	\$ 1,389.0	\$ 1,874.9	\$ 2,087.7	\$ 2,151.3	\$ 2,254.9	\$ 945.4

SPECIAL REVENUE FUND
Recreation
STREET TREE FUND

MISSION

Inspiring the health, wellness, and connectedness of all those who live, work, and play in the Sun Prairie community. It is our mission to:

- Provide and maintain an accessible, equitable, and sustainable park system.
- Offer high-quality recreational programming that is affordable and inclusive.
- Restore, manage, and protect a diverse urban forest.
- Promote and preserve open, natural spaces that provide local opportunities for exploration and connectedness to nature.
- Serve the community and provide programs and services that contribute to a high quality of life in Sun Prairie.

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 buildings 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.

2022 BUDGET HIGHLIGHTS

- Anticipated planting of 300 trees for new construction homes and buildings.
- Parks and Forestry crew will begin inputting new trees into a GIS-based asset management system.

2021 BUDGET OVERVIEW

- ✓ Planted a total of 300 trees for new construction homes and buildings.
- ✓ Caught up on plantings that were missed in the prior years in the Smith's Crossing neighborhood.

SPECIAL REVENUE FUND
Recreation
STREET TREE FUND

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Street Tree Fund	-	-	-	-	-	-	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Street Tree Fund	100.8	105.9	67.0	131.1	154.4	154.9	0.5
Total Expenditures	\$ 100.8	\$ 105.9	\$ 67.0	\$ 131.1	\$ 154.4	\$ 154.9	\$ 0.5

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Capital Items	100.8	105.9	67.0	-	154.4	154.9	0.5
Total Expenditures	\$ 100.8	\$ 105.9	\$ 67.0	-	\$ 154.4	\$ 154.9	\$ 0.5

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	98.8	90.0	59.0	90.7	101.0	101.5	0.5
Transfer In	-	-	-	-	-	-	-
Total Expenditures	100.8	105.9	67.0	131.1	154.4	154.9	0.5
Net Operating Result	\$ (2.0)	\$ (15.9)	\$ (8.1)	\$ (40.4)	\$ (53.4)	\$ (53.4)	-

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Change in Fund Balance	(2.0)	(15.9)	(8.1)	(40.4)	(53.4)	(53.4)
Fund Balance Applied	-	-	-	-	-	53.4
Fund Balance - Beginning of Year	317.3	315.3	299.4	299.4	299.4	259.0
Fund Balance - End of Year	\$ 315.3	\$ 299.4	\$ 291.3	\$ 259.0	\$ 246.0	\$ 152.2

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.

MISSION

From TID #6, the City will use at least 75% of the tax increment it collects for affordable housing, and noting how many 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.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ Establish the Affordable Housing Fund.

SPECIAL REVENUE FUND
Community Development
AFFORDABLE HOUSING FUND

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Housing Fund	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Housing Fund	-	-	-	-	214.5	163.2	(51.3)
Total Expenditures	-	-	-	-	\$ 214.5	\$ 163.2	\$ (51.3)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Materials & Supplies	-	-	-	-	-	-	-
Contractual Services	-	-	-	-	214.5	163.2	(51.3)
Total Expenditures	-	-	-	-	\$ 214.5	\$ 163.2	\$ (51.3)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	163.2	-	-	-
Transfer In	-	-	-	-	214.5	-	-
Total Expenditures	-	-	-	-	214.5	163.2	(51.3)
Net Operating Result	-	-	-	\$ 163.2	-	\$ (163.2)	\$ (163.2)

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Change in Fund Balance	-	-	-	163.2	-	(163.2)
Fund Balance - Beginning of Year	-	-	-	-	-	163.2
Fund Balance - End of Year	-	-	-	\$ 163.2	-	-

OTHER
Non-Departmental
TRANSFERS

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Transfers		-	-	-	-	-	-
Total Personnel		-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Transfers	2,007.9	2,147.8	1,608.9	2,096.7	2,096.7	917.5	(1,179.2)
Total Expenditures	\$ 2,007.9	\$ 2,147.8	\$ 1,608.9	\$ 2,096.7	\$ 2,096.7	\$ 917.5	\$ (1,179.2)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Library	1,605.2	1,636.4	1,223.9	1,671.7	1,671.7	-	(1,671.7)
Transit	285.7	336.6	260.9	348.1	348.1	350.6	2.5
Fleet In-Service Fund	50.0	50.0	37.5	20.5	20.5	-	(20.5)
Special Revenue	7.0	18.8	14.1	18.7	18.7	21.3	2.6
Recreation Fund	-	6.2	27.5	37.7	37.7	-	(37.7)
Sanitation Fund	-	-	-	-	-	-	-
Health In-Service Fund	-	20.0	20.0	-	-	-	-
TID 8	30.0	-	-	-	-	-	-
Emergency Fund Loan	-	25.0	25.0	-	-	-	-
Debt Service	-	-	-	-	-	64.7	64.7
Capital Projects	30.0	54.7	-	-	-	482.6	482.6
Total Expenditures	\$ 2,007.9	\$ 2,147.8	\$ 1,608.9	\$ 2,096.7	\$ 2,096.7	\$ 919.3	\$ (1,177.4)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	2,007.9	2,147.8	1,608.9	2,096.7	2,096.7	919.3	(1,177.4)
Net Operating Result	\$ (2,007.9)	\$ (2,147.8)	\$ (1,608.9)	\$ (2,096.7)	\$ (2,096.7)	\$ (919.3)	\$ 1,177.4

CITY OF
SUN PRAIRIE
Wisconsin

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 Wisconsin State Statutes, the City's general obligation indebtedness may not exceed 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% of the legal limit of \$181,704,715. The net debt per capita equaled \$3,068 at year-end.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ The City started contracting with Bond Trust Services to manage the debt payments to the Depository Trust Company.

DEBT SERVICE FUND

Debt Service

GENERAL DEBT SERVICE FUND

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021 data reflects information through July 31, 2021

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	2016/2017	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Equalized Value	2,566,183,900	2,772,245,800	2,984,707,700	\$3,310,111,700	\$3,634,094,300	\$3,864,128,900
5% Limit	128,309,195	138,612,290	149,235,385	165,505,585	181,704,715	193,206,445
Combined Existing & New Principal	43,012,649	53,112,875	58,836,919	72,772,859	90,620,827	89,293,441
Available Debt Capacity	85,296,546	85,499,415	90,398,466	92,776,138	92,052,875	108,902,801

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	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Equalized Value	2,566,183,900	2,772,245,800	2,984,707,700	\$3,310,111,700	\$3,634,094,300	\$3,864,128,900
1.75% Limit	44,908,218	48,514,302	52,232,385	57,926,955	63,596,650	67,622,256
Direct Debt	54,014,507	52,380,892	51,543,056	58,509,405	66,396,277	63,902,954
(Excess)/ Available Debt Capacity	(9,106,289)	(3,866,590)	689,329	(582,450)	(2,799,627)	3,719,302
Debt Levy to Total Levy						

DEBT SERVICE FUND
Debt Service
GENERAL DEBT SERVICE FUND

\$ in '000s	General Debt Service
REVENUES	
Property Taxes	\$ 6,469.8
Exempt Computer Aid	-
Exempt Personal Property	-
Investment Income	0.5
Misc. Rents	42.8
Misc. Revenue	5.0
Total Revenues	6,518.1
EXPENDITURES	
Professional Services	81.1
Principal on Debt	5,785.0
Interest on Debt	960.7
Payment to Escrow Agent	-
Debt Issuance Expense	-
Total Expenditures	6,826.8
Excess (Deficiency) of Revenues over Expenditures	(308.7)
OTHER FINANCING SOURCES (USES)	
Proceeds from Long-Term Debt	-
Fund Balance Applied	232.0
Operating Transfers In/(Out)	76.7
Total Other Financing Sources (Uses)	308.7
Excess (Deficit) of Sources vs. Uses of Funds	
Beginning Fund Balance	296.7
Ending Fund Balance	\$ 64.7

DEBT SERVICE FUND
Debt Service
GENERAL DEBT SERVICE FUND

REVENUES \$ in '000s	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Approved
Property Taxes	6,460.9	6,449.9	6,567.0	6,618.8	6,469.8
Misc. Rents	43.6	41.5	42.8	40.3	42.8
Misc. Revenues	9.4	9.4	6.2	8.2	5.0
Investment Income	9.6	20.3	15.0	2.5	0.5
Transfer In	-	729.3	4,710.0	9.5	76.7
Fund Balance Applied	-	-	-	-	232.0
Total Revenues	\$ 6,523.5	\$ 7,250.3	\$ 11,340.9	\$ 6,679.3	\$ 6,826.8
EXPENDITURES \$ in '000s	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Approved
Professional Services	1.3	4.4	2.7	20.0	81.1
Principal on Debt	5,971.5	5,569.0	5,897.4	10,596.2	5,785.0
Interest on Debt	641.0	870.8	1,301.4	755.5	960.7
Total Expenditures	\$ 6,613.8	\$ 6,444.2	\$ 7,201.4	\$ 11,371.7	\$ 6,826.8
Excess (Deficiency) of Revenues over Expenditures	\$ (90.3)	\$ 806.2	\$ 4,139.5	\$ (4,692.4)	-
OTHER FINANCING SOURCES (USES) \$ in '000s	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 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	\$ (90.3)	\$ 806.2	\$ 4,139.5	\$ (4,692.4)	-
FUND BALANCE \$ in '000s	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Approved
Net Change in Fund Balance	(90.3)	806.2	4,139.5	(4,692.4)	-
Fund Balance Applied	-	-	-	-	232.0
Fund Balance - Beginning of Year	133.7	43.4	849.6	4,989.1	296.7
Fund Balance - End of Year	\$ 43.4	\$ 849.6	\$ 4,989.1	\$ 296.7	\$ 64.7

Debt Service Levy as a % of Total Levy	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Approved
Operating Levy	15,715.3	16,911.5	17,980.0	18,640.0	20,106.5
Debt Service Levy	6,460.9	6,449.9	6,567.0	6,618.8	6,469.8
Total Levy	\$ 22,176.3	\$ 23,361.4	\$ 24,547.0	\$ 25,258.9	\$ 26,576.3

Debt Service Levy as % of Total Tax Levy	29.1%	27.6%	26.8%	26.2%	24.3%
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CAPITAL PROJECTS FUND

Capital Projects

CAPITAL IMPROVEMENT PLAN

FUNDING SOURCES (\$ in '000s)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	TOTAL
General Obligation Debt											
City ¹	6,195.3	7,574.3	21,471.2	11,318.0	6,278.7	5,922.1	6,675.9	16,950.4	5,901.7	5,941.4	94,229.0
TIF District	646.4	-	-	-	1,122.0	-	-	-	-	-	1,768.4
Fleet Inservice Fund	1,279.2	935.8	224.2	104.0	796.7	890.5	855.8	384.5	71.4	-	5,542.1
Water Pollution Control Facility	-	2,253.2	-	2,279.3	-	1,121.0	-	1,718.7	-	1,284.2	8,656.4
Stormwater	-	1,043.2	-	1,152.6	-	1,440.2	-	6,944.2	-	742.3	11,322.5
Clean Water Fund Loan(Revenue)	-	-	-	6,000.0	6,000.0	-	-	-	-	-	12,000.0
Grants & Donations	2,063.8	1,920.3	3,500.0	-	1,836.0	-	-	-	-	-	9,320.2
Traffic Impact Fee	803.0	-	-	-	303.3	762.5	-	-	-	-	1,868.8
Park Fund Fees	379.6	434.2	349.0	325.0	25.0	285.0	35.0	350.0	-	-	2,182.8
Fleet Inservice Fund	-	-	194.5	48.0	-	-	73.0	128.5	268.0	316.0	1,028.0
Retained Earnings ²	7,913.0	2,757.9	8,522.9	4,993.0	16,074.1	2,770.5	5,904.9	2,910.5	4,686.1	537.0	57,069.8
Debt Proceeds Available	-	-	-	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 19,280.2	\$ 16,918.9	\$ 34,261.8	\$ 26,219.9	\$ 32,435.8	\$ 13,191.8	\$ 13,544.6	\$ 29,386.7	\$ 10,927.2	\$ 8,820.9	\$ 204,987.8

¹Includes State Trust Fund Loan

²Includes Clean Water Fund Loan in Year 2023

PROPOSED CAPITAL PROJECTS (\$ in '000s)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	TOTAL
Public Works											
Street Reconstruction	5,232.0	3,694.0	2,913.0	5,968.0	8,498.0	4,610.0	4,389.0	7,287.0	3,713.0	4,554.0	50,858.0
Street Pavement Rehabilitation	2,928.0	1,843.0	3,822.0	1,504.0	581.0	1,648.0	2,246.0	75.0	3,207.0	2,117.0	19,971.0
Westside Traffic Improvement Plan	1,350.0	-	-	-	582.5	2,667.5	-	-	-	-	4,600.0
Traffic Signals	600.0	2,279.6	-	-	-	-	-	-	-	-	2,879.6
Multi-Modal	393.6	498.0	400.0	250.0	100.0	176.0	595.0	613.0	220.0	100.0	3,345.5
Vehicles	1,494.5	945.2	332.0	150.0	781.1	873.0	977.0	505.5	268.0	316.0	6,642.2
Park Improvements	1,148.0	705.0	1,079.0	5,905.0	280.0	625.0	345.0	900.0	130.0	100.0	11,217.0
Facilities	535.6	1,615.7	18,868.5	443.0	-	125.0	1,000.0	16,500.0	-	-	39,087.8
Equipment	-	235.0	70.0	-	-	-	-	-	70.0	-	375.0
Water Pollution Control Facility	1,767.5	2,045.0	3,562.0	7,935.0	7,422.0	940.0	1,550.0	1,500.0	800.0	1,200.0	28,721.5
Stormwater Improvements	200.0	200.0	290.0	415.0	1,300.0	200.0	200.0	200.0	200.0	277.7	3,482.7
Sun Prairie Utilities	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	-	31,307.1
Debt Issuance Costs	159.2	231.5	425.4	408.9	160.7	183.8	147.7	509.8	117.1	156.2	2,500.3
Total Capital Projects	\$ 19,280.2	\$ 16,918.9	\$ 34,261.8	\$ 26,219.9	\$ 32,435.8	\$ 13,191.8	\$ 13,544.6	\$ 29,386.7	\$ 10,927.2	\$ 8,820.9	\$ 204,987.8

CITY OF
SUN PRAIRIE
Wisconsin

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 Funding (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 value within the downtown, establishing an economic development fund, developing and implementing a marketing plan for the downtown, and other planning activities as required.

2022 BUDGET HIGHLIGHTS

- Allocation for some minor improvements and long-range planning for Downtown infrastructure improvements.

2021 BUDGET OVERVIEW

- ✓ Reviewing future infrastructure needs prior to expenditure period ending.
- ✓ Creating a maintenance plan for streetscapes.

CAPITAL PROJECTS FUND
Capital Projects
TID 8 - DOWNTOWN

PERFORMANCE METRICS

Council Strategic Priority: Downtown & Central Corridor Vibrancy

*2021 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2016	2017	2018	2019	2020	2021*
TID Valuation	\$93,912,100	\$100,518,500	\$106,809,100	\$114,751,900	\$110,776,300	\$134,680,800
Increase	\$71,633,100	\$78,239,500	\$84,530,100	\$92,472,900	\$88,497,300	\$112,401,800
Percent Change	00.0%	9.2%	8.0%	9.4%	-4.3%	27.0%

CAPITAL PROJECTS FUND
Capital Projects
TID 8 - DOWNTOWN

TID 8 FUNDING SOURCES \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
General Property Taxes	1,978.1	2,224.5	2,077.5	2,077.5	2,844.7	2,440.6	(404.1)
Exempt Computer Aid	24.3	24.3	24.3	24.3	24.3	24.3	-
State Aid - Personal Property Tax	10.0	4.3	(1.4)	(1.4)	-	4.3	4.3
State Grants	40.0	-	-	-	-	-	-
Public Charges for Services	20.4	23.5	14.5	20.0	20.0	21.8	1.8
Investment Income	1.0	3.2	0.5	0.6	0.6	-	(0.6)
Miscellaneous Income	1.4	1.9	0.3	0.3	-	-	-
Proceeds of Long Term Debt	650.0	1,150.0	-	-	-	-	-
Transfer In	30.0	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	-	-
Total Funding Sources	\$ 2,755.1	\$ 3,431.7	\$ 2,115.7	\$ 2,121.2	\$ 2,889.6	\$ 2,491.1	\$ (398.6)

TID 8 EXPENDITURES \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Materials & Supplies	-	-	-	-	-	10.0	10.0
Contractual Services	139.3	66.6	37.4	80.9	75.1	48.1	(26.9)
Utilities	0.5	0.5	-	-	-	-	-
Façade Grant	5.2	12.6	5.0	10.0	30.0	30.0	-
Economic Development Payments	222.1	187.3	253.4	253.4	287.0	276.3	(10.7)
Debt Service and Related Costs	1,732.3	1,744.9	1,801.4	1,832.2	1,832.2	1,988.9	156.8
Debt Issuance Costs	-	-	-	-	-	-	-
Capital Projects	578.7	1,014.5	16.6	32.0	-	-	-
Total Expenditures	\$ 2,678.1	\$ 3,026.3	\$ 2,113.7	\$ 2,208.5	\$ 2,224.3	\$ 2,343.4	\$ 119.1

TID 8: FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Change in Fund Balance	77.1	405.4	1.9	(87.2)	665.3	147.6
Fund Balance - Beginning of Year	1,386.9	1,309.9	1,715.3	1,715.3	1,715.3	1,628.0
Fund Balance - End of Year	\$ 1,464.0	\$ 1,715.3	\$ 1,717.2	\$ 1,628.0	\$ 2,380.6	\$ 1,775.7

CITY OF
SUN PRAIRIE
Wisconsin

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 Funding (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 #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 Theaters, 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.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ Final incentive payment to Prairie Lakes was issued.

CAPITAL PROJECTS FUND
Capital Projects
TID 9 – WESTSIDE NEIGHBORHOOD

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2021 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2016	2017	2018	2019	2020	2021*
TID Valuation	\$51,841,400	\$56,346,100	\$67,668,600	\$91,421,800	\$97,500,000	\$102,982,200
Increase	\$39,546,500	\$44,051,200	\$55,373,700	\$79,126,900	\$85,205,100	\$90,687,300
Percent Change	00.0%	11.4%	25.7%	42.9%	7.7%	6.4%

2013 amendment base value: \$12,294,900

CAPITAL PROJECTS FUND
Capital Projects
TID 9 – WESTSIDE NEIGHBORHOOD

TID 9 FUNDING SOURCES	2019	2020	8/31/2021	2021	2021	2022	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	1,295.8	1,903.5	2,000.2	2,000.2	2,500.6	1,969.1	(531.4)
Exempt Computer Aid	32.4	32.4	32.4	32.4	32.4	32.4	-
State Aid - Personal Property Tax	5.6	37.0	68.4	68.4	68.4	37.0	(31.4)
Investment Income	3.1	0.0	0.1	0.0	-	-	-
Miscellaneous Revenue	-	-	12.5	12.5	-	-	-
Proceeds of Long Term Debt	4,155.0	-	-	-	-	1.7	1.7
Fund Balance Applied	-	-	-	-	-	444.8	444.8
Total Funding Sources	\$ 5,491.9	\$ 1,972.9	\$ 2,113.6	\$ 2,113.5	\$ 2,601.4	\$ 2,485.1	\$ (116.3)

TID 9 EXPENDITURES	2019	2020	8/31/2021	2021	2021	2022	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	14.0	3.2	1.6	21.4	27.7	24.1	(3.5)
Economic Development Payments	4,493.6	412.0	300.0	300.0	300.0	850.0	550.0
Debt Service and Related Costs	657.8	1,249.1	1,665.1	1,712.6	1,357.6	1,498.5	140.9
Debt Issuance Costs	55.7	-	-	-	-	1.7	1.7
Capital Projects	-	-	-	-	-	-	-
Transfers to other Funds	20.6	12.5	-	-	-	110.7	110.7
Total Expenditures	\$ 5,241.7	\$ 1,676.9	\$ 1,966.7	\$ 2,034.0	\$ 1,685.3	\$ 2,485.1	\$ 799.8

TID 9: FUND BALANCE	2019	2020	8/31/2021	2021	2021	2022
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	250.3	296.0	146.9	79.4	916.1	-
Fund Balance - Beginning of Year	(714.5)	(464.3)	(168.3)	(168.3)	(168.3)	(88.8)
Fund Balance - End of Year	\$ (464.3)	\$ (168.3)	\$ (21.4)	\$ (88.8)	\$ 747.8	\$ (88.8)

CITY OF
SUN PRAIRIE
Wisconsin

CAPITAL PROJECTS FUND

Capital Projects

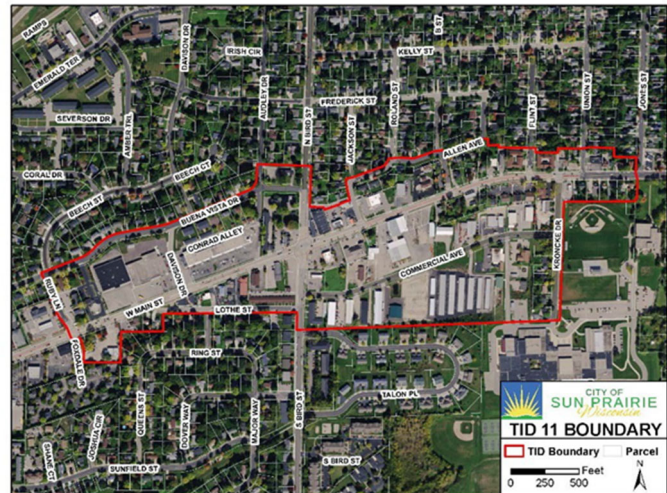
TID 11 – CENTRAL MAIN STREET

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 Funding (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 the 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.

2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ The first incentive payment made to Gorman & Company for 1141 W. Main Street, a workforce housing project.
- ✓ Redevelopment of 818 W. Main Street was started by Cohen-Esrey on their 110 senior/veteran housing project.
- ✓ The Sun Prairie School District purchased several properties adjacent to Ashley Field with the potential for redevelopment.

CAPITAL PROJECTS FUND
Capital Projects
TID 11 – CENTRAL MAIN STREET

PERFORMANCE METRICS

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

*2021 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2015	2016	2017	2018	2019	2020	2021*
TID Valuation	\$34,563,900	\$34,563,900	\$37,483,800	\$48,830,300	\$56,693,300	\$69,614,100	\$86,161,000
Increase	\$2,064,600	\$2,064,600	\$4,984,500	\$16,331,000	\$24,352,500	\$37,114,800	\$53,661,700
Percent Change	n/a	0.0%	141.4%	227.6%	49.1%	52.4%	44.6%

2013 Base Value: \$32,499,300

CAPITAL PROJECTS FUND
Capital Projects
TID 11 – CENTRAL MAIN STREET

TID 11 FUNDING SOURCES \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
General Property Taxes	382.2	585.8	871.3	871.3	845.9	1,165.2	319.3
Exempt Computer Aid	3.2	3.2	3.2	3.2	3.2	3.2	(0.0)
State Aid - Personal Property Tax	0.6	10.8	21.0	21.0	21.0	10.8	(10.2)
Investment Income	12.6	2.9	0.3	0.3	-	-	-
Miscellaneous Income	0.0	1.0	12.5	12.7	1.0	-	(1.0)
Proceeds of Long Term Debt	555.0	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	-	-
Total Funding Sources	\$ 953.6	\$ 603.8	\$ 908.2	\$ 908.5	\$ 871.1	\$ 1,179.2	\$ 308.1

TID 11 EXPENDITURES \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Contractual Services	16.6	2.7	20.8	39.2	79.4	39.2	(40.2)
Economic Development Payments	223.7	860.8	637.6	637.6	734.9	675.2	(59.7)
Debt Service and Related Costs	10.9	66.1	57.7	64.7	64.7	63.4	(1.4)
Debt Issuance Costs	7.4	-	-	-	-	-	-
Transfers to other Funds	-	12.5	-	-	-	-	-
Total Expenditures	\$ 258.6	\$ 942.1	\$ 716.1	\$ 741.5	\$ 879.1	\$ 777.8	\$ (101.3)

TID 11: FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Change in Fund Balance	695.1	(338.3)	192.2	167.0	(7.9)	401.5
Fund Balance - Beginning of Year	15.5	710.5	372.3	372.3	372.3	539.2
Fund Balance - End of Year	\$ 710.5	\$ 372.3	\$ 564.5	\$ 539.2	\$ 364.3	\$ 940.7

CITY OF
SUN PRAIRIE
Wisconsin

CAPITAL PROJECTS FUND
Capital Projects
TID 12 – BUSINESS PARK

2021 BUDGET OVERVIEW

- ✓ Completed regional stormwater planning.
- ✓ Completed boundary and project plan amendment.
- ✓ Development agreement approved with Quarra Stone for the construction of their new headquarters in the expansion area of the Business Park.
- ✓ Expansion of TID 12 to facilitate expansion of the Business Park and the construction of Quarra Stone's new headquarters.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2021 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2017	2018	2019	2020	2021*
TID Valuation	\$5,979,700	\$16,534,000	\$13,502,000	\$13,709,800	\$16,474,600
Increase	\$2,205,200	\$12,759,500	\$9,727,500	\$9,935,300	\$12,700,100
Percent Change		478.6%	-23.8%	2.1%	27.8%

2017 Amendment Base Value: \$3,774,500

CAPITAL PROJECTS FUND
Capital Projects
TID 12 – BUSINESS PARK

TID 12 FUNDING SOURCES \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
General Property Taxes	298.6	234.0	233.2	233.2	303.6	275.8	(27.9)
Exempt Computer Aid	-	-	-	-	-	-	-
State Aid - Personal Property Tax	0.3	-	(0.3)	(0.3)	-	-	-
State Grants - General	-	-	-	-	-	170.0	170.0
Investment Income	2.9	-	-	-	-	-	-
Miscellaneous Income	0.0	0.1	0.0	0.0	1.0	-	(1.0)
Proceeds of Long Term Debt	3,685.0	-	-	-	-	533.9	533.9
Fund Balance Applied	-	-	-	-	-	109.6	109.6
Total Funding Sources	\$ 3,986.8	\$ 234.1	\$ 233.0	\$ 233.0	\$ 304.6	\$ 1,089.3	\$ 784.7

TID 12 EXPENDITURES \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Contractual Services	18.1	6.2	8.5	51.6	54.9	67.1	12.1
Economic Development Payments	206.4	-	171.0	1,146.1	171.0	186.6	15.6
Capital Projects	-	-	-	-	-	673.0	673.0
Debt Service and Related Costs	3,777.1	152.9	86.3	152.3	152.3	151.7	(0.6)
Debt Issuance Costs	49.4	-	-	-	-	11.0	11.0
Transfers to other Funds	-	-	-	-	-	-	-
Total Expenditures	\$ 4,051.1	\$ 159.1	\$ 265.8	\$ 1,350.0	\$ 378.2	\$ 1,089.3	\$ 711.0

TID 12: FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Change in Fund Balance	(64.3)	75.0	(32.9)	(1,117.1)	(73.6)	-
Fund Balance - Beginning of Year	(463.3)	(527.6)	(452.7)	(452.7)	(452.7)	(1,569.7)
Fund Balance - End of Year	\$ (527.6)	\$ (452.7)	\$ (485.5)	\$ (1,569.7)	\$ (526.3)	\$ (1,569.7)

CITY OF
SUN PRAIRIE
Wisconsin

CAPITAL PROJECTS FUND

Capital Projects

TID 13 – BUSINESS / INDUSTRIAL PARK

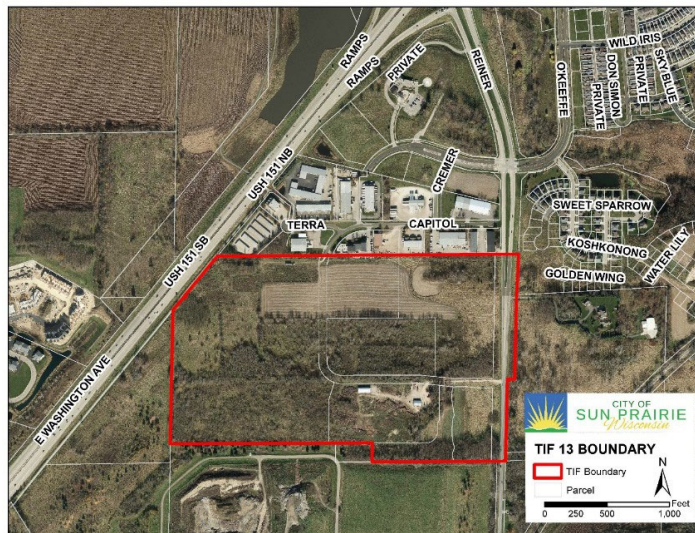
MISSION

Facilitate the expansion of available suburban industrial zone land for Park 151 Business Park through infrastructure improvements.

DESCRIPTION

Tax Incremental Funding (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 #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, zone 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’Keefe Avenue to service the entire property and improvements to Cremer Drive and Capital Drive. The District and collect increment through 2038. However, current projections estimate the District will close in 2028.



2022 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2021 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2021 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2018	2019	2020	2021*
TID	\$3,162,000	\$17,592,900	\$26,376,200	\$11,192,100
Valuation				
Increase	\$2,543,800	\$16,981,800	\$25,758,000	-\$10,573,900
Percent		567.6%	51.7%	-58.9%
Change				

2017 Base Value: \$618,200

CAPITAL PROJECTS FUND
Capital Projects
TID 13 – BUSINESS / INDUSTRIAL PARK

TID 13 FUNDING SOURCES	2019	2020	8/31/2021	2021	2021	2022	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	59.5	408.5	604.7	604.7	589.0	229.6	(359.4)
Investment Income	29.4	2.5	0.1	0.1	-	-	-
Miscellaneous Income	0.0	0.0	-	-	-	-	-
Proceeds of Long Term Debt	3,415.0	-	-	-	-	-	-
Bond Premium	162.5	-	-	-	-	-	-
Total Funding Sources	\$ 3,666.4	\$ 411.0	\$ 604.8	\$ 604.8	\$ 589.0	\$ 229.6	\$ (359.4)

TID 13 EXPENDITURES	2019	2020	8/31/2021	2021	2021	2022	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	17.9	7.3	0.8	13.2	16.2	14.8	(1.4)
Economic Development Payments	-	500.0	-	-	-	-	-
Debt Service and Related Costs	172.2	108.6	52.8	102.6	102.6	96.4	(6.2)
Debt Issuance Costs	75.1	-	-	-	-	-	-
Payment to Escrow Agent	3,700.0	215.0	220.0	220.0	220.0	230.0	10.0
Capital Projects	822.0	46.1	-	-	-	-	-
Total Expenditures	\$ 4,787.1	\$ 877.0	\$ 273.7	\$ 335.8	\$ 338.9	\$ 341.2	\$ 2.3

TID 13: FUND BALANCE	2019	2020	8/31/2021	2021	2021	2022
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	(1,120.7)	(465.9)	331.1	269.0	250.2	(111.6)
Fund Balance - Beginning of Year	(294.7)	(127.3)	(593.3)	(593.3)	(593.3)	(324.3)
Fund Balance - End of Year	\$ (1,415.4)	\$ (593.3)	\$ (262.1)	\$ (324.3)	\$ (343.1)	\$ (435.9)

CAPITAL PROJECTS FUND

Capital Projects

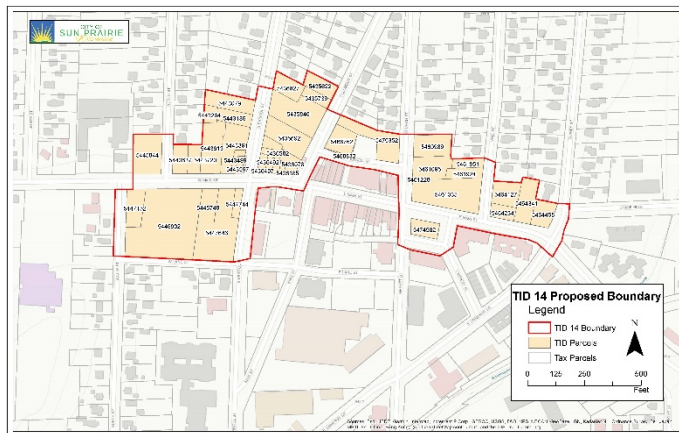
TID 14 – SUN PRAIRIE STRONGER REHABILITATION & CONSERVATION PROJECT

MISSION

Facilitate the implementation of the Sun Prairie Stronger Plan which encourages the development of the Bristol and Main Street intersection and surrounding area, and other Downtown redevelopment sites.

DESCRIPTION

Tax Incremental Funding (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 #14 was created as a rehabilitation or conservation TID on September 3, 2020 with a valuation establishment date of January 1, 2020. It consists of the immediate area within the Sun Prairie Stronger Plan and then encompassing the redevelopment area in the 400 Block of E. Main Street. The District can collect increment through 2047. However, current projections anticipate this District will close in 2040.

According to the adopted project plan, the boundary for TID #14 encompasses 39 parcels covering approximately 11.96 acres. The District area has parcels in several land-uses including institutional, vacant, mixed-use, commercial, and single-family residential. Eligible expenditures include development incentives (relating to land acquisition; environmental remediation; infrastructure; and general economic incentives), public infrastructure improvements, and professional and technical contractual services.

2022 BUDGET HIGHLIGHTS

- Construction is slated to be complete on the Bougie Building.

2021 BUDGET OVERVIEW

- ✓ Provided additional environmental remediation incentives for the redevelopment of 402 E. Main Street, Bougie Building Project.
- ✓ Award and facilitation of the Community Development Investment Grant from WEDC for the redevelopment of 402 E. Main Street, Bougie Building Project.
- ✓ Completed stormwater planning for future Bristol and Main Street redevelopment.
- ✓ Restoration of 100 E. Main Street, Old City Hall, was completed including the addition of a new bell tower.

CAPITAL PROJECTS FUND

Capital Projects

TID 14 – SUN PRAIRIE STRONGER REHABILITATION & CONSERVATION PROJECT

PERFORMANCE METRICS

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

*2021 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2020	2021*
TID Valuation	\$5,448,800	\$4,985,800
Increase	n/a	-\$463,000
Percent Change	n/a	-8.0%
2020 Base Value: \$4,898,700		

CAPITAL PROJECTS FUND

Capital Projects

TID 14 – SUN PRAIRIE STRONGER REHABILITATION & CONSERVATION PROJECT

TID 14 FUNDING SOURCES	2019	2020	8/31/2021	2021	2021	2022	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	-	-	-	-	-	-	-
State Grants - General	-	-	-	250.0	-	-	-
Investment Income	-	-	0.0	0.0	-	-	-
Miscellaneous Income	-	0.0	0.0	0.0	2.0	-	(2.0)
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	161.4	42.5	(118.9)
Total Funding Sources	-	\$ 0.0	\$ 0.0	\$ 250.0	\$ 163.4	\$ 42.5	\$ (120.9)

TID 14 EXPENDITURES	2019	2020	8/31/2021	2021	2021	2022	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	-	21.8	0.8	143.9	163.4	39.1	(124.3)
Economic Development Payments	-	94.5	-	250.0	-	-	-
Debt Service and Related Costs	-	-	1.3	3.2	-	3.4	3.4
Debt Issuance Costs	-	-	-	-	-	-	-
Payment to Escrow Agent	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
Total Expenditures	-	\$ 116.3	\$ 2.2	\$ 397.0	\$ 163.4	\$ 42.5	\$ (120.9)

TID 14: FUND BALANCE	2019	2020	8/31/2021	2021	2021	2022
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	-	(116.3)	(2.1)	(147.0)	-	-
Fund Balance - Beginning of Year	-	-	(116.3)	(116.3)	(116.3)	(263.3)
Fund Balance - End of Year	-	\$ (116.3)	\$ (118.4)	\$ (263.3)	\$ (116.3)	\$ (263.3)

CITY OF
SUN PRAIRIE
Wisconsin

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 with the Tourism Commission.

The Business Improvement District (BID) has six areas of focus:

- Create collaborative opportunities for new and existing Downtown Sun Prairie businesses to learn, grow, and develop.
- Advocate for development that exemplifies innovative projects that enhance the work, life, and play environment of Downtown Sun Prairie.
- Advocate for the maintenance, upkeep, and improvement of Downtown Sun Prairie public spaces.
- Create an attractive, historic, and playful Downtown environment through structure improvements and enhancements.
- Create and implement unique events that draw people from near and far to enjoy and patronize Downtown Sun Prairie businesses.
- Educate the public on the advantages of living, working, and playing in Downtown Sun Prairie.

2022 BUDGET HIGHLIGHTS

- Increased Advertising, Marketing & Events by \$5,000 to allow for additional engagement opportunities during the Streets of Sun Prairie events, and to sponsor and provide entertainment for The Great Race, a national classic car event that will partner with Downtown Sun Prairie as a lunch stop destination on their summer tour.
- Increased Seasonal Pots to reflect a vision to the Three-Year Agreement with Gardens by Ann (+\$815), allowing for an increase in materials used in the winter planters.
- The BID Board budgeted \$10,000 for a facilitator to lead the Retention and Recruitment Committee in developing a Five-Year Strategic Plan.
- The amount of revenue generated by the self-imposed levy on downtown property owners will remain flat in 2022, and will result in a total collection of \$112,000. In addition, the budget is planning to rely on \$17,447.32 of Fund Balance and is planning on \$21,600 in revenue from two ticketed events, and \$3,400 in revenue from sponsorship solicitation.

2021 BUDGET OVERVIEW

- ✓ The 2020 Fund Balance, as reported by Baker Tilly, was \$45,227. In addition to that, \$10,000 was returned to the BID's budget from the unused 2020 City's Small Business Emergency Loan Fund, resulting in Fund Balance of \$55,227; of this total, \$9,635 is earmarked for a memorial for Captain Cory Barr, and a memorial from Mike Cunningham (and other Friends of Downtown Sun Prairie). It should be noted that the BID Board would like to hold a minimum of \$10,000 of Fund Balance for unexpected costs that may arise; the net result is that there is a spendable amount of \$35,592 in Fund Balance.

COMPONENT UNITS

Component Units

BUSINESS IMPROVEMENT DISTRICT

- ✓ The BID's Beautification Committee established a work group to review the Downtown in a comprehensive way and develop a scope of work that can be presented to the Public Safety Committee for review and consideration. This work group is comprised of members from the BID's Beautification Committee and City staff to address safety and infrastructure concerns including: reckless driving (example: U-turns mid-street, especially in the Columbus/King/E. Main Street area), speeding traffic, pedestrian crossing safety in marked crosswalks and at intersections, bicycle riding on sidewalks, pedestrian lighting and consistent public parking lot lighting, creating bump-outs so that traffic cannot pass on the right, and to create wider sidewalk space, potentially changing parking on one or both sides of the street, and to review Café Zoning Code for public spaces.
- ✓ The BID jointly funded the BID and Tourism Manager, and the newly created Community Events and Sponsorship Coordinator, with the Tourism Commission and Sun Prairie Parks, Recreation, and Forestry. Total cost impact to the BID was \$68,051.

PERFORMANCE METRICS

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

*2021 data reflects information through July 31, 2021

Promote the downtown area through special events.

Measure	2017	2018	2019	2020	2021*
Wine Walk ticket sales	311	412	355	0	*
Fall Beer Taste ticket sales	137	168	204	0	*

Note: The Artful Wine Walk and Fall Beer Taste events were cancelled in 2020 due to COVID-19.

* The Wine Walk and Fall Beer Taste events are scheduled for Fall 2021.

Note: Ticket information is not available for the Artful Wine Walk and Fall Beer Taste events because they are scheduled to take place in September.

COMPONENT UNITS
Component Units
BUSINESS IMPROVEMENT DISTRICT

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Business Improvement District	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Business Improvement District	138.5	99.9	-	139.8	140.2	159.2	19.0
Total Expenditures	\$ 138.5	\$ 99.9	\$ 21.0	\$ 139.8	\$ 140.2	\$ 159.2	\$ 19.0

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Contractual Services	138.5	89.9	21.0	139.8	140.2	159.2	19.0
Transfers/Bad Debt	-	10.0	-	-	-	-	-
Total Expenditures	\$ 138.5	\$ 99.9	\$ 21.0	\$ 139.8	\$ 140.2	\$ 159.2	\$ 19.0

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	124.2	119.7	122.0	147.2	134.6	137.0	2.4
Total Expenditures	138.5	99.9	21.0	139.8	140.2	159.2	19.0
Net Operating Result	\$ (14.3)	\$ 19.8	\$ 101.0	\$ 7.4	\$ (5.6)	\$ (22.2)	\$ (16.6)

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Increase/(Decrease)	(14.3)	19.8	101.0	7.4	(5.6)	(22.2)
Fund Balance Applied	-	-	-	-	5.6	22.2
Beginning Fund Balance	39.7	25.4	45.2	45.2	45.2	52.6
Ending Fund Balance	\$ 25.4	\$ 45.2	\$ 146.2	\$ 52.6	\$ 34.0	\$ 8.1

CITY OF
SUN PRAIRIE
Wisconsin

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 the 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.

DESCRIPTION

Pursuant to Section 66.1335 of the Wisconsin State 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 Wisconsin State Statutes. In 2018, the City formalized the Community Development Authority by creating City Ordinance Section 2.38 – Community Development Authority (CDA). This ordinance 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 City's Tax Increment Districts (TIDs). Active TIDs are located in the downtown area (TIDs 8 and 14), the 151-Reiner Road Interchange area (TIDs 9 and 13), and the Central Main Street Corridor (TID 11). In addition, the CDA reviews and provides direction on proposals requesting assistance from the City in any capacity, and facilitating the sale of City or CDA -owned parcels in TID Districts.

The Community Development Department serves as the staff liaison to the CDA. The CDA consists of seven appointed members. Included among these members are two members of the Common Council and the Mayor, who serves as Chairperson.

2022 BUDGET HIGHLIGHTS

- Facilitate the Sun Prairie Stronger Plan.
- Implementation of strategies from the Housing Study & Strategy Assessment.

2021 BUDGET OVERVIEW

- ✓ Assist the redevelopment of 402 E. Main Street, resulting in the construction of the Bougie Building, remediation of the site from environmental contaminants, and facilitation of a CDI Grant from WEDC.
- ✓ Serve as the steering committee for the Housing Study and Strategy Assessment being conducted by The Lakota Group/SB Friedman.
- ✓ Review and support of the approvals needed for the development of the Quarra Stone Headquarters within the Sun Prairie Business Park and expanded TID 12.

COMPONENT UNITS

Component Units

COMMUNITY DEVELOPMENT AUTHORITY

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy & Housing and Neighborhoods**

*2021 data reflects information through July 31, 2021

Provide financial support and guidance necessary to promote housing and redevelopment in the City.

Measure	2017	2018	2019	2020	2021*
Formal applications for financial assistance in redevelopment projects received, reviewed, and forwarded to CDA for consideration	3	3	7	5	2
Recommendations implemented and approved by the City Council	4	6	2	3	1
Number of inquiries reviewed relating to acquisition of City or CDA-owned parcels	5	8	12	6	7
Sale, transfer or purchase of land	4	2	3	2	1
Completed projects resulting in the elimination of blight conditions, vacant buildings or parcels, or underutilized buildings or parcels	2	1	1	2	1
Planning efforts undertaken to advance redevelopment goals in the City	1	8	5	5	2

COMPONENT UNITS
Component Units
COMMUNITY DEVELOPMENT AUTHORITY

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Community Development Authority	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Community Development Authority	239.7	220.0	125.2	125.2	125.2	99.1	(26.1)
Total Expenditures	\$ 239.7	\$ 220.0	\$ 125.2	\$ 125.2	\$ 125.2	\$ 99.1	\$ (26.1)

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Debt Service	239.7	220.0	125.2	125.2	125.2	99.1	(26.1)
Total Expenditures	\$ 239.7	\$ 220.0	\$ 125.2	\$ 125.2	\$ 125.2	\$ 99.1	\$ (26.1)

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	160.1	143.0	103.9	125.2	125.2	99.1	(26.1)
Total Expenditures	239.7	220.0	125.2	125.2	125.2	99.1	(26.1)
Net Operating Result	\$ (79.6)	\$ (77.1)	\$ (21.3)	\$ 0.0	-	-	-

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Increase/(Decrease)	(79.6)	(77.1)	(21.3)	0.0	-	-
Fund Balance Applied	-	-	-	-	-	-
Beginning Fund Balance	219.5	140.0	62.9	62.9	62.9	62.9
Ending Fund Balance	\$ 140.0	\$ 62.9	\$ 41.6	\$ 62.9	\$ 62.9	\$ 62.9

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

Acquire and maintain IT network infrastructure necessary for efficient and effective police operations.

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.

2022 BUDGET HIGHLIGHTS

- Lower machinery and equipment replacement costs.
- Higher maintenance agreements expenses.

2021 BUDGET OVERVIEW

- ✓ There are no notable changes.

AGENCY FUND
MPSIS
MPSIS

PERSONNEL BY DIVISION	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
MPSIS COMMISSION	-	-	-	-	-	-	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
MPSIS COMMISSION	861.4	777.9	292.4	605.7	605.7	661.7	56.0
Total Expenditures	\$ 861.4	\$ 777.9	\$ 292.4	\$ 605.7	\$ 605.7	\$ 661.7	\$ 56.0

EXPENDITURES BY CATEGORY \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Personnel	208.5	217.7	102.8	227.5	227.5	238.9	11.4
Materials & Supplies	200.8	166.1	124.0	239.6	239.6	275.8	36.2
Contractual Services	94.1	109.4	59.6	95.0	95.0	102.8	7.9
Professional Development	3.0	1.0	-	4.0	4.0	4.0	(0.0)
Transfers/Bad Debt	-	109.1	-	-	-	-	-
Capital Items	355.0	174.5	6.1	39.7	39.7	40.2	0.6
Total Expenditures	\$ 861.4	\$ 777.9	\$ 292.4	\$ 605.7	\$ 605.7	\$ 661.7	\$ 56.0

OPERATING RESULTS \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved	Increase (Decrease)
Total Revenues	855.0	859.0	606.4	605.7	605.7	661.7	56.0
Total Expenditures	861.4	777.9	292.4	605.7	605.7	661.7	56.0
Net Operating Result	\$ (6.4)	\$ 81.1	\$ 314.0	-	-	-	-

FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	8/31/2021 Actual	2021 Projected	2021 Budget	2022 Approved
Net Increase/(Decrease)	(6.4)	81.1	314.0	-	-	-
Fund Balance Applied	-	-	-	-	-	-
Beginning Fund Balance	240.0	233.7	314.8	314.8	314.8	314.8
Ending Fund Balance	\$ 233.7	\$ 314.8	\$ 628.8	\$ 314.8	\$ 314.8	\$ 314.8

APPENDIX A : RESOLUTIONS

APPENDIX A - RESOLUTIONS

City of Sun Prairie, Wisconsin

**A RESOLUTION APPROVING
THE 2022 CITY OF
SUN PRAIRIE BUDGET**

Presented: November 16, 2021

Adopted: November 16, 2021

Resolution No.: 21/205

RESOLUTION

WHEREAS, on Tuesday, November 9, 2021 the Committee of the Whole held a public hearing to consider the 2022 City of Sun Prairie Budget; and

WHEREAS, on Tuesday, November 9, 2021 the Committee of the Whole met to consider the 2022 City of Sun Prairie Budget; and

WHEREAS, after careful review and discussion, on Tuesday November 16, 2021 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 2022 as set forth in the attached schedule and made a part hereof; and

WHEREAS, after careful review and discussion, on November 16, 2021, the City Council moved to adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2022 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 2022 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 16, 2021

Date Signed: November 31, 2021

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 16th day of November 2021, and submitted for signatures on the 17th day of November, 2021.

Elena Hilby, City Clerk



APPENDIX A - RESOLUTIONS

City of Sun Prairie, Wisconsin

**A RESOLUTION APPROVING THE
LEVYING OF PROPERTY TAXES
FOR CITY PURPOSES**

Presented: November 16, 2021

Adopted: November 16, 2021

Resolution No.: 21/206

RESOLUTION

WHEREAS, on Tuesday, November 16, 2021, the Committee of the Whole met to consider the 2022 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 2022; and

WHEREAS, the amounts set forth in the 2022 budget require total property taxes to be levied in the amount of \$26,576,336.

NOW THEREFOR BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the amounts set forth in the 2022 budget and that the same be placed on the tax roll for the year 2021, collectible in 2022, and that the total levy is hereby determined to be \$26,576,336.

APPROVED: _____



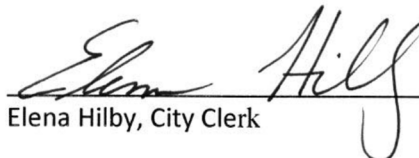
Paul T. Esser, Mayor

Date Approved: November 16, 2021

Date Signed: November 31, 2021

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 16th day of November, 2021, and submitted for signatures on the 17th day of November, 2021.

Elena Hilby, City Clerk



APPENDIX A - RESOLUTIONS

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING
THE 2022 FEE SCHEDULE**

Presented: November 16, 2021

Adopted: November 16, 2021

Resolution No.: 21/208

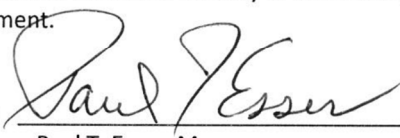
RESOLUTION

WHEREAS, on Tuesday, November 16, 2021, the Common Council met to discuss the 2022 Fee Schedule that was approved during the 2022 budget review process; and

WHEREAS, the proposed 2022 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 2022 Fee Schedule, per the attachment.

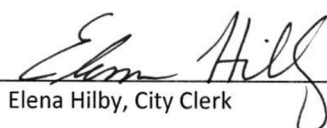
APPROVED: _____


Paul T. Esser, Mayor

Date Approved: November 16, 2021

Date Signed: November 21, 2021

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 16th day of November 2021, and was submitted for signatures on the 17th day of November 2021.


Elena Hilby, City Clerk

APPENDIX B : BUDGET INITIATIVES

APPENDIX B - BUDGET INITIATIVES

City of Sun Prairie

DOWNTOWN & CENTRAL CORRIDOR VIBRANCY INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	LTE Registrar
Initiative Title:	Museum
Department Name:	Downtown & Central Corridor
Council Strategic Plan Vision:	2022
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		8,883
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		8,883
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	8,883
Net Funding Needed		(0)

Request Justification
Provide a concise description/justification for this initiative request.
The Sun Prairie Historical Museum's (2020-2024) Strategic Plan Implementation Framework clearly mandates a staffing strategy to achieve intended results within available resources. While utilizing volunteers for many aspects of its operations, the Museum requires a Registrar, with specific skills, to complete its inventory and cataloging initiative. This is necessary in order to (a) provide access to the City's rich history, (b) identify and appropriately deaccession materials outside the Museum's collection scope, thereby reducing our future storage footprint, and (c) support best practices for collection development and management. This position will also offer supervisory assistance needed to maintain a productive and safe work environment for volunteers and provide a backup resource to keep the Museum open during normal business hours.

Why must this initiative be supported through the use of new funding?
No additional funding is needed for this position. Needs have changed over time and existing Museum operating costs will be shifted to wages to cover this position.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
By building a reputation for providing quality care to our historic collections (dating back to 1837) and by providing easy access to our resources for researchers from all over the world, the Museum can actively contribute to the 'Downtown and Central Corridor Vibrancy'. In addition, we want to provide 'Quality City Services' ensuring effective communication with residents, so that they understand our services and can be both informed and participative. As caretakers of our citizen's memories, the Museum must have a clear plan for preservation, storage and community access in order to collect, preserve, display and promote community pride.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
COMPLETE TRANSPORTATION NETWORK INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Council Strategic Plan Vision: Fiscal Year:	Bike/Pedestrian Plan Public Services Complete Transportation 2022

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		-
One-time Equipment or Start-up Costs ^e		90,000
Total Request	0.00	90,000
Net Funding Needed		90,000

Request Justification
Provide a concise description/justification for this initiative request. The City's 2019 Comprehensive Plan and the Mayor and Council's Three Year Work Plan identify the creation and implementation of a bike/pedestrian plan (aka 'Active Transportation Plan') as a high-priority need for the community. Additionally, the Transit Commission and Bike Subcommittee of the Transit Commission have viewed such a plan to be the cornerstone of building a comprehensive, unified pedestrian and bicycle network within the community. Further, as the pandemic shifts transportation preferences, cycling has the potential to become an ever more important component of a complete transportation system. A Bike/Pedestrian Plan would help to identify and prioritize gaps in the bicycle and pedestrian transportation networks, provide guidance on wayfinding signage, and identify key support infrastructure for these transportation modes. The plan would also help to identify best practices for facility design, develop a routing system, create a complete streets policy, identify key ordinance change needs, establish performance measures to justify investment decisions, and identify potential funding sources to aid in implementation. As part of this project, key issues such as identifying a plan to route bicycles through downtown can be addressed. The planning process would include a robust public engagement process and is anticipated to last approximately 18 months. This plan, and it's guidelines, would benefit residents and visitors of Sun Prairie as it would support a vibrant downtown, healthy neighborhoods, and help grow and sustain the local economy by expanding our mobility options in an inclusive manner.

Why must this initiative be supported through the use of new funding? Although the city recently created a new Transportation Coordinator position to support its transportation program, including bike and pedestrian infrastructure planning, this position is taking on many duties. In addition, large scale projects such as establishing local transit service and coordinating with the Madison BRT initiative will be substantial tasks. It is not yet known what background and skill set the individual filling this role will possess. To ensure this project will meet our needs and be completed in a timely fashion, the bike/pedestrian plan should be supported by new funding to help provide guidance for future new street design and reconstruction projects, helping to improve mobility options, access, and safety for those traveling by foot, bike, or other mobility device. The plan development process would be led by consultants experienced in developing such plans.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. The Council objective to "Create a Complete Transportation Network," Priority 3 ? Implement Key Multimodal Transportation Recommendations outlined in the Comprehensive Plan is directly addressed by this request. Priority 3 highlights the need for an active transportation plan that contains a Complete Streets program. This initiative would fulfill the goal of creating a complete transportation network by establishing a plan to be used for future project planning, grant applications, and development.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
SUSTAINABLE SUN PRAIRIE INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:		
Department's Initiative Priority Number:	1	
Initiative Title:	Document Management Solution	
Department Name:	City Clerk	
Council Strategic Plan Vision:	Sustainable Sun Prairie	
Fiscal Year:	2022	
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		-
One-time Equipment or Start-up Costs ^e		25,000
Total Request	0.00	25,000
Net Funding Needed		25,000
Request Justification		
Provide a concise description/justification for this initiative request.		
The Clerk's office is charged with maintaining documents in accordance with state statute, many of which are required to be kept permanently. While we have in recent years transitioned to creating and storing digital documents, thousands of historical paper records exist and are stored within city hall. While the documents are kept secure, ongoing maintenance, storage space, retrieval, and accessibility are worrisome. The Clerk's office has worked diligently for two years beginning the process converting paper documents to electronic documents and migrating in to the city digital records management platform. This has required the steady work of an LTE in addition to the full-time staff assigned this task. This project is proving to be too time-consuming to feasibly be done by limited term employees and current staff. It also requires resources we do not have to digitize fragile and/or over-sized documents, such as record drawings and blueprints. We are proposing a partnership with an approved contractor for conversion. By digitizing these documents, it will greatly improve access and retrieval, provide greater security, and ensure that we are maintaining compliance with records retention laws.		
Why must this initiative be supported through the use of new funding?		
There are no existing resources to fund this initiative.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative would support the Council's "Sustainable Sun Prairie" priority set forth in the Council's strategic plan. Continuing to maintain and store paper documents is burdensome and not sustainable for future growth. It is increasingly difficult to efficiently search for and retrieve documents to satisfy staff needs and open records requests. The technology exists to convert these documents in to the city digital records management system which will elevate the record retention program to a more modern and secure level.		

APPENDIX B : BUDGET INITIATIVES
City of Sun Prairie
SUSTAINABLE SUN PRAIRIE INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	1- EV Wastewater Truck
Initiative Title:	Wastewater Treatment Plant
Department Name:	Sustainable Sun Prairie
Council Strategic Plan Vision:	2022
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		65,250
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		1,250
One-time Equipment or Start-up Costs ^e		64,000
Total Request	0.00	65,250
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The wastewater department currently has three (3) vehicles (pickup trucks) for performing tasks and duties around the City related to wastewater treatment and conveyance functions. The wastewater department has 12 employees and there are several times throughout a normal week when there are not enough vehicles for staff to perform normal daily functions that require work outside of the treatment plant fence. It is essential for the department to maintain enough vehicles to provide proper response needs for our community. Our staff on a regular basis has needs to perform the following in the community requiring a pickup truck: responding to sewer backup calls, performing diggers hotline locates, inspection of sanitary sewer work on street projects, liftstation maintenance, emergency generator operations, emergency pump operations, flow monitoring in the collection/conveyance system, responding to contractors questions and needed direction on sewer reconstruction projects, normal meeting around the city, normal parts and equipment runs, and moving tools and equipment around the plant.

Why must this initiative be supported through the use of new funding?
Cash reserves will be utilized for this purchase.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
The purchase of this new vehicle, an all electric vehicle (EV) pickup truck, will be consistent with maintaining Quality City Services and Sustainable Sun Prairie.

APPENDIX B : BUDGET INITIATIVES
City of Sun Prairie
HUMAN SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	
Initiative Title:	Colonial Club Contribution
Department Name:	Council
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2022

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		20,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	20,000
Net Funding Needed		20,000

Request Justification
Provide a concise description/justification for this initiative request.
Increase the City's support of the Colonial Club Senior Center by \$20,000. 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?
Funding from alternative sources, such as the United Way and Dane County, is unable to meet the Colonial Club's funding needs. The Colonial Club experienced increases in meal and case management services in the past year. Food costs increase with inflation, resulting in higher operating expenses.
While data indicates fewer adult day center and supportive home care/respite care hours for Sun Prairie residents in 2020, this was largely due to the COVID-19 pandemic. Additional funding is needed to continue to provide a high level of service to Sun Prairie residents and to continue to serve community center functions.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Increasing the Colonial Club contribution aligns with the Council's Health and Human Services priority as 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 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
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	6
Department's Initiative Priority Number:	Nitrous Oxide (Non-narcotic pain control)
Initiative Title:	Emergency Medical Service
Department Name:	Human Services
Council Strategic Plan Vision:	2022
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		11,349
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		1,000
One-time Equipment or Start-up Costs ^e		11,250
Total Request	0.00	12,250
Net Funding Needed		901

Request Justification
Provide a concise description/justification for this initiative request.
This initiative addresses the opioid epidemic in the United States and provides a means by which paramedics may control patients' pain without the use of narcotic pain medicines. As has been observed locally here in Sun Prairie and Dane County, as well as throughout the nation, incidence of substance abuse, overdose, and death from both during the COVID-19 pandemic have reached record breaking levels. Nitrous Oxide (commonly known as "laughing gas") is safe to use on all patients and is broadly applicable for injuries and illnesses of many variety. It offers patient-care enhancements by allowing the patient to self-administer pain relief, thereby freeing the paramedic to tend to other treatments simultaneously as the patient's pain is managed.

Why must this initiative be supported through the use of new funding?
Existing operating funds are insufficient to cover the cost of start-up. The operational cost is nominal and must be included to maintain the program.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative helps the City achieve its Human Services objective, and integrates with the department's objective of enhancing service delivery and operational efficiency. Nitrous Oxide provides options for pain management, for example, current patients who are allergic to opioids must suffer through their pain, as EMS has no alternative pain management tools. Additionally, some patients that are recovering from addiction would be detrimentally affected by receiving narcotic pain control, thereby forcing them to choose between suffering in pain from an injury versus continuing on their successful recovery from addiction. Lastly, the department seeks to make a positive societal contribution, and Nitrous Oxide does so by providing pain control alternatives that do not contribute to the opioid epidemic. Implementation of Nitrous Oxide on the ambulances augments the City's efforts to address addiction in the community by deploying Narcan to Police Department, Library, and other City facilities.

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:	1
Department's Initiative Priority Number:	Dream Bus Service
Initiative Title:	Library
Department Name:	Human Services
Council Strategic Plan Vision:	2022
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	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		8,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	8,000
Net Funding Needed		8,000

Request Justification
Provide a concise description/justification for this initiative request.
For the past three years, the Sun Prairie Public Library has offered Dream Bus Library Services to underserved residents in Sun Prairie. During the first two years, the SPPL Foundation provided financial support and in 2021, the library used fund balance to sustain the service for a third year. In 2021, Dream Bus Library services were in high demand as a way to support and enhance our community's learning and recreational needs. The service allows Sun Prairie residents access to materials and resources (including wi-fi) outside of our facility and increases access to public library services to residents that face barriers such as transportation. Dream Bus library services contributed to the community's collective reentry, recovery, and reconnection efforts. From January 1 - July 31, 2021, the Dream Bus made 41 stops throughout Sun Prairie and assisted over 600 visitors with regular stops at CH Bird Elementary and the Farmer's Market. The Dream Bus also made stops at special events including: Streets of Sun Prairie Kick Off, Prairie Lakes Special Event, Juneteenth, Community Schools Back to School Bash, Community Schools Saturday Spectaculars, and the Sun Prairie Optimist Club Kona Ice Event. Later this summer and fall, the Dream Bus will be at National Night Out and the Multicultural Fair.

Why must this initiative be supported through the use of new funding?
The current budget does not include funds for Dream Bus service. In partnership with the Dane County Library Service, the Dream Bus allows the Sun Prairie Public Library to extend services throughout the community and in particular to underserved residents with limited resources.

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 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. The Dream Bus Service has increased access to library materials. For some, it is their only means of accessing library resources, including much needed information, broadband support, and literacy opportunities.

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:		
Initiative Title:	Community Outreach	
Department Name:	SPU - Administration	
Council Strategic Plan Vision:	Human Services	
Fiscal Year:	2022	
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		16,733
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		16,733
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	16,733
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 a continuation initiated as part of the 2019-2021 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?		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
SPU Strategic Plan 2022-2024 - Show our dedication to growing relationships with customers by actively engaging through outreach, education and communication.		

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	0	
Department's Initiative Priority Number:	0	
Initiative Title:	Equity Audit	
Department Name:	Administration	
Council Strategic Plan Vision:	Quality City 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		75,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		225,000
Total Request	0.00	225,000
Net Funding Needed		150,000
Request Justification		
Provide a concise description/justification for this initiative request.		
The City is looking to take the next step in our journey of advancing equity by seeking professional consulting services to assist us in identifying shortcomings and solutions to build a more diverse and inclusive organization for both employees and the community we serve. The City will work with a consultant to recommend strategies for our next steps and develop a framework to carry forward our commitment of advancing equity, honoring our diverse identity, and creating an inclusive culture.		
Why must this initiative be supported through the use of new funding?		
By funding this initiative, we are demonstrating our values of Diversity, Equity, and Inclusion by showing our commitment to invest in this work with our resources. Part 1 (Internal - \$150,000) requires new funding as funds from the American Rescue Plan Act will be allocated to cover the cost of Part 2 – (External - \$75,000) of the Equity Audit. Completion of both parts are required in order for the audit to be conducted successfully.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative supports the Council's priority of Quality City Services. We want our city services to be recognized as not only efficient, friendly and competent, but also inclusive. In order to ensure this, we must be willing to allocate time and resources to reveal who in our community is not being served by us and how we can address existing barriers. Conducting a city-wide Equity Audit will shed light on current successes and opportunities of growth. Although listed as an initiative under Quality City Services, objectives from Human Services and Employer of Choice are supported. Our community offers a wide range of human services to address the needs of our growing Sun Prairie. The City serves as a center for regional coordination of these existing services. The Equity Audit will assist in highlighting current parts of our community facing challenges to existing resources as well as resources Sun Prairie may be lacking. It is a priority to be an Employer of Choice and recruit skilled individuals from all backgrounds. In order to do so, we must evaluate our current practices and workplace culture so that we are equitable and inclusive for the diverse talent we strive to attract.		

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	IT Systems Administrator
Department Name:	Information Technology
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2022

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		6,672
Full-time Personnel ^b	1.00	133,400
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	1.00	133,400
Net Funding Needed		126,728

Request Justification
Provide a concise description/justification for this initiative request.
IT is requesting the addition of an IT Systems Administrator. This position will be responsible for the creation and maintenance of the City's server, security, storage, and applications infrastructure. The City currently operates almost 90 servers, with 30 being new since April 2019, a growth of 50% in a bit more than a year. 10 more are planned by the end of 2020. The City also manages approximately 60 Terabytes of data, including backing that up to multiple sources. We are also supporting dozens more applications, including Citrix remote access, OpenGov, and others. COVID-19 has caused a significant expansion to the City's infrastructure, supporting multiple work from home methods and upgrading security systems. These systems are enterprise-grade, requiring specific high-end skills to implement and maintain. The IT Director has been doing this work until this point, and there is no backup for these skills. City growth, COVID-19 requirements, and new initiatives have transitioned City IT into delivering enterprise-grade services and we require the addition of skilled staff to keep those services running and secure, as well as to allow for future expansion.

Why must this initiative be supported through the use of new funding?
Under the previous IT Director, the IT Systems Administrator position was transitioned into a Network and Telecom Administrator. This is absolutely a valuable and needed position, but it created a vacuum that IT Directors were filling as best they could. Based on this, all of the allocated positions for IT were filled. We are needing to expand staff by one to right size our department, and require new funding to add this position.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
This position directly impacts Quality City Services, allowing IT to more appropriately delegate work and allow for more work to be done. It will improve our cybersecurity posture and assist in the patching and protection of our data. This position supports the work from home initiatives required by many City staff due to COVID-19. Additionally it supports the Employer of Choice priority, as it would right size and round out our IT staff, reducing overload on current staff members.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	Backup Hardware Refresh
Initiative Title:	Information Technology
Department Name:	Quality City Services
Council Strategic Plan Vision:	2022
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		12,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		12,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	12,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The City's backup infrastructure is due for refresh. The server running the backups is almost 6 years old, and we have outgrown our tape drive purchased in early 2019. We would like to replace the server and tape drive. We will be reusing two storage cabinets that hold backup data on the current server.

Why must this initiative be supported through the use of new funding?
This would establish a lease program. Future years could be funded by the IT replacement plan.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Quality City Services. This provides offsite and near-line backup of city data and helps prevent ransomware and disaster. This system is critical for business continuity.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	3
Department's Initiative Priority Number:	Security Camera Replacement
Initiative Title:	Information Technology
Department Name:	Quality City Services
Council Strategic Plan Vision:	2022
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		37,500
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		37,500
Total Request	0.00	37,500
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The City undertook a security system revamp in 2019-2020. Door readers, core security system, and some cameras were upgraded. Most of the security cameras in City Hall and the Westside Building were out of scope for that project. They are currently low definition analog cameras recording into the old system that dispatch is no longer able to proactively monitor. We want to finish this security upgrade project by replacing these cameras with HD digital security cameras, allowing dispatch to live view these areas again. The Police Department has also requested the addition of some cameras pointing outside of both facilities, those are included as well.

Why must this initiative be supported through the use of new funding?
2021 Expenditure Restraint monies would be used to support this initiative.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Quality City Services. This will improve the security of key City buildings and allow the Police Department to view footage for any issues that arise.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Council Strategic Plan Vision: Fiscal Year:	4 External Cybersecurity Audit Information Technology Quality City Services 2022

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		-
One-time Equipment or Start-up Costs ^e		25,000
Total Request	0.00	25,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. IT would like to undertake a Cybersecurity Audit from an outside expert organization. We believe that this audit will help us continue to improve the security of the City's systems and data. IT has been doing internal audits since 2019, but lacks the tools and expertise to conduct a more comprehensive audit. This audit is also being recommended by our risk insurance provider.

Why must this initiative be supported through the use of new funding?
This would be a one time consulting expenditure and could be funded by Expenditure Restraint monies.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Quality City Services. This would assist IT in protecting City technology infrastructure from hacking, phishing, and ransomware.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	Tables & Chairs at WCSB
Initiative Title:	Building Maintenance
Department Name:	Quality City Services
Council Strategic Plan Vision:	2022
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		40,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		40,000
Total Request	0.00	40,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This initiative is for a full replacement of the tables and chairs for the community room at the Westside Community Services Building. The existing tables and chairs are original to the building, which was constructed in 2007, making them 15 years old. The current collection of tables and chairs are showing significant wear and tear, and each year, between one and five items are disposed of due to breaking. The community room sees heavy usage between recreation programs, community rentals, and internal city department use. The current set of tables and chairs is nearing its useful life and the current supply is running low.

Why must this initiative be supported through the use of new funding?
The Building Maintenance Fund would be used to fund this initiative.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Quality City Services. Without a replacement of the aging collection of tables and chairs, community expectations may not be met. The tables and chairs in the community room are used for recreation programs, community rentals and internal city department use and customers, especially those paying for rentals or to take a program, have a certain expectation of the quality and condition of the tables and chairs that will be available for use. Additionally, programming and large-group events will soon run into constraints in the community room's ability to host due to not enough tables and chairs as one to five items are typically breaking and being disposed of annually.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Police Officers & Vehicle
Initiative Title:	Police Department
Department Name:	Quality City Services
Council Strategic Plan Vision:	2022
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		87,835
Full-time Personnel ^b	2.00	211,919
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		6,150
One-time Equipment or Start-up Costs ^e		98,835
Total Request	2.00	316,904
Net Funding Needed		229,069

Request Justification
Provide a concise description/justification for this initiative request. POLICE OFFICERS: Policing services are critical for the overall quality of life in our community. The continual growth of our community and societal factors that come with that growth require ongoing analysis of police resources. 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. The current staffing plan that was developed and communicated to stakeholders identified a need of (9) additional uniformed officers for 2020. In the Mayor's accepted plan, the department received one officer in 2020 and one in 2021. The city's growth from 2010 to 2021 includes a population increase from 26,300 to 35,895 (36%), an expansion from 12.05 square miles to 12.99 square miles, 7712 acres to 8313 acres, and as of 2019 has over 14,000 housing units as well as over 13,000 households (includes multi-family, duplex, and single family units). The west side commercial expansion has continued to be substantial. Our calls for service continue to increase in complexity and time required for investigation due to the need to process digital evidence through subpoenas and warrants, physical evidence from the increase in burglaries and auto thefts, and the dramatic increase in shootings we have seen. VEHICLE: The department maintains a patrol vehicle fleet for its personnel to perform their daily functions. It is essential for the department to maintain enough vehicles to provide proper officer work space and response needs for our community. A deficit exists between the current fleet size and the number of needed vehicles to properly serve the community. This deficit becomes apparent when you account for regular maintenance, unexpected maintenance, extended shift needs, and travel to court by off duty officers. Because there are two locations from which we operate, the fleet is divided into two pools of available resources. One is located at each of two stations (Eastside and Westside). It is impractical to continually move vehicles back and forth between the buildings and maintain availability for emergency response. The current fleet consists of 19 squads, 15 of which are designated for patrol officers, district liaison officers, and police school liaison officers. Two squads are designated for supervisors (1 east and 1 west), and 2 are dedicated for police k-9 units. Officers are assigned specific squads according to their building location and off group rotation. Currently we have 8 squads assigned to the east and 7 to the west (15 total). Given our current staffing, the necessary total number to provide a squad to all uniformed personnel that are working is 15. This is assuming that all of the squads are in working order, not in undergoing maintenance, or otherwise being used by officers (court, extended shifts due arrest/transport, etc.). The fleet manager estimates that 1-2 squads are not available for field service at any given time. To account for this, our pool of vehicles must include a relief factor of 1 or 1 squad above that minimum number for each location. The proper number of vehicles is 17 marked patrol squads available for use (currently 15) to assure availability. This would be a deficit of two marked/fully equipped squads. We are asking for only one of that type as fiscal restraints are clear. 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 to meet the department needs.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES

Why must this initiative be supported through the use of new funding?

POLICE OFFICER: No funding is currently available for this position.

VEHICLE: 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.

POLICE OFFICER: Quality policing services are essential for maintaining quality of life. The addition of these positions will carry us closer to our goal of increasing our daily staffing requirements and maintain the ability to deploy proactive problem solving efforts along with all reactive responses. This approach has been 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 the last two years prior to COVID), increase in relationship building needs, and problem solving deployment tactics. In addition, proactive efforts are required in order to help prevent and mitigate the shootings that our Department has investigated which doubled in the last year. Reactive police response time cannot eliminate proactive problem solving time. 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 will then be effectively used for community engagement and proactive problem solving policing services. Two officers are needed to raise our daily minimum staffing by one due to the shift relief factor. In 2020, we added one officer. In 2021, we added one officer. After Academy training/certifications and departmental training, one shift will be able to increase minimums theoretically (staffing dependent) in 2022. If we hire two in 2022, we will be able to raise shift minimum staffing by one on two different shifts. This would greatly increase our capabilities of call response and proactive engagement which is vitally important to the mission of the police department and it's community during these times.

VEHICLE: 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.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	2	
Department's Initiative Priority Number:	Police Social Worker	
Initiative Title:	Police Department	
Department Name:	Human Services	
Council Strategic Plan Vision:	2022	
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		124,665
Full-time Personnel ^b	1.00	107,075
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		8,890
One-time Equipment or Start-up Costs ^e		8,700
Total Request	1.00	124,665
Net Funding Needed		(0)
Request Justification		
Provide a concise description/justification for this initiative request.		
The Police Social Worker will be utilized as a supplement to - and as a follow-up to - police calls for service. Many of the calls officers respond to involve the need for social services resources to address drug or alcohol dependency, support victims, provide juvenile and adult protective services, and assistance with well-being and mental health. While officers do a good job of offering services and attempting to provide mental health services, this position will further enhance the department's services. The police social worker's primary mission would be to follow up on police calls where social services needs have been identified. The police social worker will bring expertise in addressing long-term needs throughout the community, including assisting people experiencing mental illness, homelessness, physical abuse, substance abuse and providing essential resources and services. Phone calls, text, and personal visits will be employed to reach those in need. Further, the police social worker will also become a liaison between the community and the department by attending community meetings, collaborating on community issues with partners, and assisting with officer wellness and officer training.		
Why must this initiative be supported through the use of new funding?		
This position would be funded by American Rescue Plan funds.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
The police social worker will support many of the city council's priorities and objectives. The most significant impact will be in human services. The police social worker will be able to connect community members most in need of services directly with providers. These services will help community members get the immediate support they need while also reducing repeat calls for emergency services. The police social worker will support the police department's quality city service by increasing the amount of follow-up citizens receive from the police department. The police social worker will review police calls for service and identify situations where additional services are needed. In addition, to being a resource for social services, the police social worker will identify issues where housing and transportation are core problems and link these residents with available options. Finally, while most police social workers' work will support our residents, the police social worker will also support police department staff. The police social worker will be a resource for officer wellness and officer training making the police department an employer of choice in the field.		

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Ballistic Helmets
Department Name:	Police Department
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2022

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		24,360
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		24,360
Total Request	0.00	24,360
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. In 2015, our department utilized funding available through external revenue (drug case seizures) in combination with operating costs to outfit all sworn officers with ballistic helmets. The recognized and apparent need at the time was based off of evaluating the number of violent, weapon involved calls officers responded to throughout the country. AWE are currently at seven reported shootings in July of 2021. Each one of these cases our officers respond to and enter first on scene. These cases are highly volatile and the potential for our officers to come in contact with an armed subject is very likely. In fact, the latest shooting in July involved our officers taking the suspect into custody down the street from the reported shooting. Our officers are currently outfitted with Level 3a ballistic helmets that come with a five year warranty on their ballistic protection. Helmets are issued per officer as opposed to per squad due to the different head sizes as compared to the more universal fit and easy adjustments with the ballistic external vest carriers. Our department needs to replace each helmet as it is past the five year warranty for the initial 47 purchases as well as adapt to a more modern, comfortable, and improved helmet system. Our current model is heavy, and the strap system allows for too much movement on an officer's head. This has caused many officers to pause when choosing to don the helmet. The HHV ATE Ballistic Helmet as an improved design and is openly published in the market as a well crafted and reviewed product. It has a lower weight to reduce neck injury and improve comfort and use. It has an improved chin strap system for proper fit and less movement, and it accounts for ear protection to be worn on top of the helmet. It also provides a MLOK rail system for added equipment including vision equipment, face shields, and lighting. The best part is the 10 year warrant versus the five year warranty.

Why must this initiative be supported through the use of new funding? Expenditure Restraint funding would be used to purchase the helmets.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This initiative is part of an overall goal to outfit our officers with the best and most improved equipment in order to continue to respond to the highly volatile incidents and situations our officers are faced with each year. Our helmets were a wonderful addition to our equipment available to our officers, but they were purchased in 2015 and have met their shelf life for warranty. In order to make sure our officers are protected when responding to calls for service involving firearms, we need to outfit them appropriately with proper head protection. The HHV ATE Level3 helmets will provide a longer warranty, better fit and better design that will ultimately last longer and provide better protection to our officers.
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APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Full-Time Paramedic
Initiative Title:	Emergency Medical Service
Department Name:	Quality City Services
Council Strategic Plan Vision:	2022
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		10,142
Full-time Personnel ^b	1.00	101,859
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		500
One-time Equipment or Start-up Costs ^e		500
Total Request	1.00	102,859
Net Funding Needed		92,717

Request Justification
Provide a concise description/justification for this initiative request.
The EMS Department has been experiencing steady increase in demand for its services for well over 10 years. A flexible staffing model has yielded positive results in recent years, yet as demand for EMS service continues to increase, full-time staff are required in order to continue to assure reliable service delivery. It is imperative that the staffing model continue to shift towards additional staff allocation, in order to ensure that the EMS Department can meet the community's expectation that an ambulance will be available anytime 911 is called. The EMS Department participated in the development of the City's financial management plan, which calls for the incremental increase in full-time staff over a period of years, beginning in 2022. The implementation of full-time staff over a period of time allows the EMS Department to continue to meet the public's demand for service and to assure the availability of resources when an emergency occurs.

Why must this initiative be supported through the use of new funding?
While a portion of this position would be funded by the Town of Bristol, this is an additional allocation of staffing resources.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
The City Council identified the objective of Quality City Services. The community expects that an ambulance will be available at any time 911 is called, and staff are required in order to meet this expectation. The addition of another full-time Paramedic allows the EMS Department to meet the community's need by providing the staff resources required to place an ambulance in service.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Council Strategic Plan Vision: Fiscal Year:	4 Equipment Replacement Plan Emergency Medical Service Quality City Services 2022

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		45,394
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		4,000
One-time Equipment or Start-up Costs ^e		45,000
Total Request	0.00	49,000
Net Funding Needed		3,606

Request Justification
Provide a concise description/justification for this initiative request. The EMS Department requires the most updated medical and patient care equipment in order to deliver the highest quality of care to citizens. While the bare minimum of equipment is currently inventoried, its replacement is not, and the EMS Department repeatedly finds itself in need of urgent replacement of equipment. As an unbudgeted need, other operational needs must be sacrificed to achieve replacement. This initiative seeks to establish an equipment replacement fund with an initial appropriation, and then a subsequent allocation of smaller amounts annually so that when a major equipment replacement is required, the funds are available to do so. The initial allocation requested is intended to replace our full-body training manikin. The manikin was manufactured in 2005 and we've had it refurbished by the manufacturer once already. The manikin, despite having been refurbished, does not meet modern simulation training standards and compels us to train behaviors that are not expected in the real-world environment.

Why must this initiative be supported through the use of new funding? The existing EMS budget lacks the ability to absorb equipment purchases beyond menial items. Larger equipment purchases that do not meet capital criteria are presented in the fiscal year(s) in which replacement is needed, which often requires a significant budget allocation.
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Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. Establishment of an equipment replacement fund minimizes unpredictable and steep highs and lows of budget requests, and provides a more stable and predictable financial solution to the need, and reduces the annual competition over funding of necessary resources.
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APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Neighborhood Services Specialist Building Inspection Quality City Services 2022
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
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		30,000
Full-time Personnel ^b	1.00	75,797
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		1,636
One-time Equipment or Start-up Costs ^e		32,452
Total Request	1.00	109,885
Net Funding Needed		79,885

Request Justification
Provide a concise description/justification for this initiative request.
This initiative would create a Neighborhood Services Specialist position within the Building Inspection Division, restoring in-part the Zoning Inspector position that was eliminated as a result of budget cuts during the recession in 2010. This position's primary responsibility will be the enforcement of property maintenance, zoning, and other municipal ordinances under the charge of the Building Inspection Division. With the addition of this position, we will have the opportunity to implement a proactive enforcement approach to many enforcement activities, including snow and ice removal on major pedestrian routes throughout the city. In addition to more proactive enforcement, the addition of this position will assist the existing field inspection staff by allowing them to focus on their permit review and inspection duties. Overtime and large accruals of vacation time have become common among the inspection staff in recent years. This position was approved as part of the five year staffing plan.

Why must this initiative be supported through the use of new funding?
This is a new position and would need new funding to implement.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
This initiative touches on several of the priority areas included in the three-year strategic plan. It furthers the Housing and Neighborhoods and Quality City Services priorities by having a dedicated resource to proactively and reactively focus on neighborhood concerns and complaints as a primary job function, while continuing to provide the best possible service delivery to our customers. Human Services would be addressed by providing a service that will help people form relationships, address problems, and get their needs met; and Employer of Choice by providing relief for the inspection staff from property maintenance tasks.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	SPMC Vehicle
Initiative Title:	Cable Access Television
Department Name:	Quality City Services
Council Strategic Plan Vision:	2022
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		17,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		17,000
Total Request	0.00	17,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The Media Center is in need of access to a reliable vehicle for many reasons. Most of these reasons have to do with the need to travel to community events, particularly sporting events, to cover for broadcast and streaming. For the past several years, we have been fortunate enough to have the use of a vehicle through Wilde East Towne Honda. However, Wilde will no longer allow us to use that vehicle free of charge. The Media Center has been able to negotiate what it believes to be a very good price on the current vehicle (a 2015 Honda Odyssey) and would like to purchase the vehicle outright for continued use. The vehicle should be serviceable for the Media Center's purposes for many years to come. In addition, the Media Center relies on a vehicle for marketing purposes -- its "wrap" is highly visible and effective advertising! Also, the Media Center would be happy to loan this vehicle to the library when requested.

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 2022 budget.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
This initiative would support the council's "Quality City Services" priority as set forth in the council's strategic plan. The Media Center is proud of its increased presence in the community and its increased reliance on live productions. However, to be visible in the community apart from its offices requires travel. This initiative would support the ability of the Media Center to easily and efficiently travel throughout Sun Prairie and surrounding communities for years to come, ensuring its ability to be present at events the Media Center wishes to cover for its residents.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:	Streaming Upgrades
Department Name:	Cable Access Television
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2022

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		4,500
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		4,500
Total Request	0.00	4,500
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 disingenuous not to recognize 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. In 2021, we invested in a TelVue Telecast 2 streaming encoder to ensure a consistent stream of our KSUN channel. This initiative is specifically for a TelVue Telecast 2 unit that would provide a reliable 24/7 live stream of our KIDS-4 channel.

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 2022 budget.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
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 have a need to provide a consistent, reliable stream of our video channels that our current technology does not satisfy. Content and distribution are the key driving factors for the Media Center and this initiative will certainly improve the reliability of our distribution.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	4 Radio Automation Software Cable Access Television Quality City Services 2022
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
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		3,295
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		3,295
Total Request	0.00	3,295
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. WLSP, the SPMC radio station introduced in 2015, has been a game-changer for the SPMC. Its presence has resulted in the exponential growth of programming and producers, allowed for the Media Center to more easily broadcast throughout its community (and beyond), as well as provide a very effective means by which to transmit important city news and information. ALL of this relies on the use of a software program that keeps its programming running smoothly. Beginning in 2021, however, the program that the SPMC invested in back in 2015 has begun to show signs of wearing down. Although the software distributor hasn't confirmed this, the increased lack of customer service indicates that the software is in the process of being retired. Therefore the Media Center would like to upgrade to a newer software package that we are confident will result in less stress and less mess for staff and program producers alike.

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 2022 budget.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
In order to operate effectively and efficiently and to cut down on the number of emergency trips to the Media Center, the radio software automation program -- which operates 24/7 -- has to be reliable. Without reliable software, we cannot guarantee sufficient operation of the quality city service that we believe WLSP to be. In order to continue to be a fully-functioning means of communication to city residents, we believe a software upgrade is necessary, which is why we believe that this initiative helps the Media Center to meet the council's stated goal of providing quality city services.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	5
Initiative Title:	SPMC Strategic Plan
Department Name:	Cable Access Television
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2022

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		5,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		5,000
Total Request	0.00	5,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The Media Center is looking to the future for long-term financial sustainability. SPMC leadership, its board, and its staff feel strongly that continuing to rely on franchise fees to the extent that the SPMC does is a long-term losing proposition. Residents simply aren't relying on cable TV the way they had in the past. Even though the SPMC has grown its distribution networks far beyond cable TV, unfortunately those platforms don't result in guaranteed revenue the way cable TV and franchise fees do. After addressing these concerns with city leadership, the SPMC has been advised to undertake a strategic plan to best devise long-term financial strategies.

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 2022 budget.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
The Media Center provides many quality city services to its residents, from information distribution to entertainment to easy accessibility to a vast array of media-making tools. Without long-term financial security, these quality city services could be at risk. Therefore, exploring ways to secure financial sustainability, growth, and possible increased independence from city resources is clearly enabling the Media Center to help the city achieve its goals of providing quality city services.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	LTE Office Assistant
Initiative Title:	Parks and Recreation
Department Name:	Quality City Services
Council Strategic Plan Vision:	2022
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		16,171
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		16,171
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	16,171
Net Funding Needed		(0)

Request Justification
Provide a concise description/justification for this initiative request.
This initiative is to fund a limited term office assistant to assist with customer service for the parks, recreation & forestry department. The department currently does not have a dedicated staff person at the front counter, yet the department has an increasing volume of inquiries for recreation programming, facility rentals, tree care concerns/inquiries and parks-related inquiries. The park system is growing its facilities at a rate of one new park per year, planting approximately 500 new trees each year, and battling the Emerald Ash Borer disease. The department's call volume has increased significantly over the last several years, and with growing programming needs in the community, existing staff is unable to keep up with the increasing volume with its current staffing levels. It is imperative that a dedicated office assistant is available to ensure the proper triage and attention to calls and walk-ins. Without this position, the PRF Department will either need to rotate key management personnel to cover the front counter and/or consider shortening the open office hours from 40 hours a week to 20-30 hours a week.

Why must this initiative be supported through the use of new funding?
This initiative would be funded with existing resources.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Quality City Services - without additional office support, customer service will begin to decline as the capacity of existing staff within the PRF department is unable to keep up with the increase of call volume as a result of the increase in program users, increase in forestry-related calls, and increase in parks-related inquiries. Without additional office support, management personnel will need to cover the front desk and/or office hours will need to be shortened.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	3	
Department's Initiative Priority Number:	Inclusive Aquatic Fitness Equip.	
Initiative Title:	Parks and Recreation	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2022	
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		13,758
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		258
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		13,500
Total Request	0.00	13,758
Net Funding Needed		0
Request Justification		
Provide a concise description/justification for this initiative request.		
The Family Aquatic Center welcomes thousands of patrons each summer of all ages and abilities. Current program/class offerings at the FAC include Aqua Zumba, lap swimming, water walking and swimming lessons. A new and exciting trend in fitness is based around aquatics inclusion utilizing equipment such as aqua bikes and underwater treadmills. Aqua cycling and underwater treadmill use is an ideal exercise mode for people who are less able to tolerate land-based programs due to injury or other physical limitations. Aqua cycling and underwater walking/running enables people of all abilities to enjoy the benefits of water therapy such as increased blood flow, cardiovascular strength and muscle strength. The Parks, Recreation & Forestry Department values itself on providing inclusive and accessible programs, services, parks and facilities and having inclusive aqua fitness equipment will allow staff to successfully carry out the department's mission.		
Why must this initiative be supported through the use of new funding?		
This is a one-time expense that can be funded with Expenditure Restraint monies, however, revenue will be generated from offering inclusive aquatic fitness classes.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative meets the strategic priorities of Quality City Services in that we all must strive to provide services that are efficient, friendly and competent. This initiative is centered around inclusion and making the aquatic center more welcoming and inclusive for everyone and ensuring city facilities can be enjoyed by ALL no matter what their physical barriers may be. Inclusive aqua fitness equipment will enable staff to keep up with a popular trend by offering unique and inclusive programming that can be enjoyed by people of all fitness levels and abilities.		

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	4
Initiative Title:	Pool Lane Lines, Flag Pole & Flags
Department Name:	Parks and Recreation
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2022

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		11,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		11,000
Total Request	0.00	11,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The current lane lines, poles and backstroke flags are in need of replacement. The current flag poles have rusted beyond repair. The flags have experienced normal wear and tear and will begin to break. The lane line plastic rings have begun to deteriorate due to chlorine and sun and are in need of replacement. The lane lines, poles and flags are used by the nearly 250 swim team participants annually. The lane lines are also used by the upper level swim lessons and lap swimmers on a regular basis. In addition, in 2024, the Piranhas Swim Team will be hosting the conference meet which consists of 8 teams and 1,000+ spectators.

Why must this initiative be supported through the use of new funding?
The Piranhas Booster Club will pay 50% of the cost, with the other 50% funded with Expenditure Restraint monies.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative meets the strategic priorities of Quality City Services in that we all must strive to provide services that are efficient, friendly and competent. This initiative is based around providing and maintaining quality facilities that can be enjoyed by all. The Family Aquatic Center is a centerpiece of Sun Prairie that is enjoyed by individuals of all ages. Despite the age of the facility, community members and patrons continue to comment on how nicely kept up it is. If we want to maintain the level of quality service and facilities, this initiative is necessary.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	4 Pool Starting Blocks (8) Parks and Recreation Quality City Services 2022
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
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		24,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		24,000
Total Request	0.00	24,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The current starting blocks have aged to the point where necessary repair has become difficult. Parts and materials have become increasingly difficult to come by. Also, the style of the current starting blocks are flat, which poses a safety concern due to the angle of the block. Modern blocks are angled more towards the water which allows for better water entry in a safer manner. The starting blocks are used by the nearly 250 swim team participants annually. They are also used in the upper level swimming lessons and diving. In 2024, the Piranhas Swim Team will be hosting the conference meet which consists of 8 teams and 1,000+ spectators.

Why must this initiative be supported through the use of new funding?
This is a one-time expense that does not currently have an alternative funding source.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative meets the strategic priorities of Quality City Services in that we all must strive to provide services that are efficient, friendly and competent. This initiative is based around providing and maintaining quality facilities that can be enjoyed by all. The Family Aquatic Center is a centerpiece of Sun Prairie that is enjoyed by individuals of all ages. Despite the age of the facility, community members and patrons continue to comment on how nicely kept up it is. If we want to maintain the level of quality service and facilities, this initiative is necessary. Additionally, the upgrade to a newer style of starting blocks will be safer for the hundreds of kids who use them annually.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	PT Parks Maintenance Worker
Initiative Title:	Parks and Recreation
Department Name:	Quality City Services
Council Strategic Plan Vision:	2022
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		14,497
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c	0.5	14,497
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.50	14,497
Net Funding Needed		0

Request Justification
Provide a concise description/justification for this initiative request. This initiative is part of a broader succession plan as half of the existing crew members are approaching retirement age in the next few years, while also providing additional support to the increase in parks and infrastructure over the last several years. Several crew members closely approaching retirement have expressed interest in transitioning out slowly by bumping down to part-time hours, rather than abruptly ending their employment. With half of the crew being seasoned staff who have been with the City for over 20 years, and the other half being relatively new with less than five years of tenure, a large skill gap will exist when the veteran crew members begin retiring. Management is planning for this skill gap now by proposing this initiative. The part time position would enable us to more effectively retain and transition our retirement age workforce into a role that allows some flexibility in their schedule and provides a mechanism to utilize their institutional knowledge to train the new staff filling their former fulltime position. An added benefit of this initiative is that it would also provide additional staff time for the expanding park system and parks infrastructure.

Why must this initiative be supported through the use of new funding?
In order to keep up with the growth of the city's urban forest and open park spaces, as well manage the transition of our workforce, instead of losing key staff to retirements each year and spending significant time and resources training new staff we need a mechanism to retain institutional knowledge and the same level of services to residents while at the same time adding several new parks, equipment, acres, and hundreds of trees each year. By adding a parttime position, this allows us to more effectively transition our fulltime staff into retirement and train new staff each year.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Quality City Services. It is imperative to maintain the level of services our Parks & Forestry crew provides to the city and its residents. Our city continues to be one of the fastest growing communities in the state and with each year of growth we add more recreational services, parks amenities, and trees for our crew to maintain and manage. We can simply not manage more without adding more time and resources from staff. We continue to be amazed at the amount of work our small but mighty crew has been able to accomplish over the years, and by providing our retirement age workforce a way to transition into retirement, we are showing our commitment to our employees as well as to the community in the quality of services our crew provides each and every day.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	4
Department's Initiative Priority Number:	Parks Encroachment Program
Initiative Title:	Parks and Recreation
Department Name:	Quality City Services
Council Strategic Plan Vision:	2022
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	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		16,250
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	16,250
Net Funding Needed		16,250

Request Justification
Provide a concise description/justification for this initiative request.
This initiative is to hire third party surveyors to survey the lot lines of city parks and to purchase survey markers and decals so that we can mark the boundaries of our city parks. In 2021, we had at least two situations where residents called with concerns about the amount and type of work adjacent property owners were conducting on property they thought was owned by the city. By creating a policy for park encroachment and proactively marking the lot lines of at least 10 parks per year (until we mark all parks), we hope to effectively halt or minimize any additional encroachment into our properties by adjacent landowners and eliminate confusion about property boundaries. With the increased usage of the park system, a parks encroachment policy combined with marking property boundaries of city parks will help us manage our parks better, provide clear boundaries to minimize encroachment of adjacent landowners, reduce the amount of time staff spends on calls that come in, and minimize potential legal fees associated with property boundary discrepancies and adverse possession cases.

Why must this initiative be supported through the use of new funding?
No funding currently exists to complete this project.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Quality City Services. This initiative provides an effective tool in protecting the City's multi-million dollar park system asset. Encroachment of adjacent property owners into city property is an ongoing struggle and with the delineation and installation of property markers identifying city land it will provide clarity to staff, park users, and adjacent property owners regarding the public land managed by the city that is meant for the enjoyment of all.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	5
Department's Initiative Priority Number:	XC Ski Trail Wayfinding
Initiative Title:	Parks and Recreation
Department Name:	Quality City Services
Council Strategic Plan Vision:	2022
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		8,500
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		8,500
Total Request	0.00	8,500
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This initiative is for new wayfinding signage for the Sheehan Park Cross Country Ski Trails. In January 2021, the Parks, Recreation & Forestry Commission voted unanimously to resume the grooming operation of the cross country ski trails at Sheehan Park, pending the Council's approval of the proper equipment needed to complete grooming as well as additional LTE staffing to dedicate solely to grooming/ice rink maintenance. Due to the halt in grooming operations in 2010, the existing wayfinding signs (which were installed in 2003), have not been properly maintained. Over the years, signs have been damaged and have not been replaced. New wayfinding signage is needed to ensure skier safety. Additionally, the new grooming equipment will allow for new trails and routes to be made, so new signage will be also needed as these routes are developed.

Why must this initiative be supported through the use of new funding?
This is a one-time expense that would be funded with Expenditure Restraint funds.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative meets the strategic priorities of Quality City Services. Sheehan Park saw an increase of park users in the winter months as a result of the COVID-19 pandemic. Typically, PRF receives several calls annually from park visitors voicing their disappointment of the ski trails no longer being groomed. Call volume for these types of calls increased over the 2020-2021 winter season, which sparked the recommendation by the Parks, Recreation & Forestry Commission to invest in the proper equipment and staffing resources to resume the grooming operation. Wayfinding signage is needed to not only provide a positive experience for skiers, but also for safety purposes for those unfamiliar with the trails don't get lost, find themselves on a trail that does not match their skill level, or unsure of the overall distance of their route.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY SERVICES INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	6
Department's Initiative Priority Number:	Universal Access Picnic Tables
Initiative Title:	Parks and Recreation
Department Name:	Quality City Services
Council Strategic Plan Vision:	2022
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		47,700
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		47,700
Total Request	0.00	47,700
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This initiative is for 50 Universal Access picnic tables for the park system. The park system owns over 250 picnic tables, with approximately 30 new universal access tables purchased in 2021 for new projects such as the Liberty Shelter, Sunset Park, West Prairie Village Park and Vandenburg Heights Park. Of the existing inventory of tables, approximately half are wooden tables purchased in the 1980's and 1990's. In the early 2000's pvc tables were eventually phased in and consisted of both regular access tables and special ADA tables. Since then, universal access tables, where every single table is ADA accessible, are becoming more common. The universal access tables cost the same as the current day cost of the city's standard pvc table. Prior to 2021, a bulk purchase of picnic tables has not been done since the early 2000's. The existing inventory of picnic tables is in rough shape. The wooden tables are sanded and repainted on an annual basis to ensure quality, and the now 20-year old pvc tables are beginning to show their age. Currently, the replacement plan for tables is to purchase 3-5 annually out of the parks operating budget and 1-2 per playground replacement in the CIP. However, with the City's commitment to inclusion, a one-time bulk order of universal access tables could make quicker and more significant progress in the goal of making the park system more inclusive and welcoming to all

Why must this initiative be supported through the use of new funding?
This would be funded with Expenditure Restraint funds for 2021.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative meets the strategic priorities of Quality City Services. By replacing the existing picnic table inventory with universal access tables, every single table becomes ADA accessible without requiring a specified number of ADA-specific tables at each park. This initiative is centered around inclusion and making the park system more inviting, welcoming and inclusive for ALL. A recent Facebook post on the official PRF Facebook page showed off these new universal tables from the 2021 bulk order and there was an overwhelming amount of likes and engagement on the post (97 total likes). Updates to the park system that create more inclusion is something that enhances quality of life for all, welcomes all into our public spaces and is something that the community is supportive of.

APPENDIX B : BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:	10	
Department's Initiative Priority Number:	Distribution Line Clearance	
Initiative Title:	SPU - Electric	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2022	
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		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. This program is essential for maintaining reliability on the overhead primary system by clearing trees and general foliage from a standard radius around the distribution cables. After review of clearance operations during the 2021 season, staff is requesting continued support of this initiative as trees and wildlife are still the top two outage causes in the SPU region per the APPA eReliability Report for 2020.		
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. Describe how this initiative enables the City to achieve these goals.		
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. <i>Strategic Plan 2024-2024: Build upon a track record of operational reliability, safety and performance to sustain our position as a best-in-class utility.</i>		

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:		
Initiative Title:	Phasing Study - Electric	
Department Name:	SPU - Electric	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2022	
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		20,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		20,000
Total Request	0.00	20,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
This initiative provides funding for a distribution line phasing study. Sun Prairie Utilities provides three phase electric service to the City of Sun Prairie through its substations and substation circuits. Part of this service is the proper identification, routing, and load balancing of these three phase circuits. Staff is requesting a Phasing Study that will properly classify each substation circuit phase, all the way to each residence.		
Why must this initiative be supported through the use of new funding?		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
<i>Strategic Plan 2022-2024: Build upon a track record of operational reliability, safety and performance to sustain our position as a best-in-class utility. Phase identification, circuit routing, and load balancing are all important components of an electrical distribution system. Clarifying the study's findings with utility records will improve SPU's GIS capabilities, increase reliability, and enhance efficiency in Sun Prairie Utilities' operations.</i>		

APPENDIX B : BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:		
Initiative Title:		
Department Name:	Computer Refresh 2022	
Council Strategic Plan Vision:	SPU - Technology	
Fiscal Year:	Quality City Services 2022	
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		8,960
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		960
One-time Equipment or Start-up Costs ^e		8,000
Total Request	0.00	8,960
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 1/1/2022. 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?		
This initiative will be funded with Cash Reserves.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
<i>Strategic Plan 2022-2024: Build upon a track record of operational reliability, safety and performance to sustain our position as a best-in-class utility. This initiative follows the IT Equipment Replacement Policy, assuring adequate upgrading of equipment used to maintain SPU's Information Technologies and to benefit all of operations.</i>		

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:		
Initiative Title:	Acronis Cybersecurity 2022	
Department Name:	SPU - Technology	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2022	
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		8,922
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		8,922
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	8,922
Net Funding Needed		(0)
Request Justification		
Provide a concise description/justification for this initiative request.		
Acronis Cyber Protect is a multi-layered solutions integrating cybersecurity, data protection and management to laptops, desktops, and servers. The product provides data backup and recovery, vulnerability scanning, patch management, anti-virus, and anti-malware. The management platform allows for the creation and scheduling of backups, vulnerability scans, software patching, and anti-virus scanning. The management platform provides an in-depth picture into the health of the computing environment through the use of alerts, dashboards, and reports. This product will provide SPU with another powerful tool in the protection of our computing environment.		
Why must this initiative be supported through the use of new funding?		
This initiative will be funded through Cash Reserves.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
<i>Strategic Plan 2022-2024: build upon a track record of operational reliability, safety, and performance to sustain our position as a best-in-class utility.</i> This initiative is a continuance of the Information Technology's department focus to enhance cybersecurity and reduce our exposure to external attacks. As shown above, this will be an annual operating expenditure.		

APPENDIX B : BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:		
Initiative Title:	AP Replacements 2022	
Department Name:	SPU - Technology	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2022	
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		1,600
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		1,600
Total Request	0.00	1,600
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
The Fortinet FortiAP 231F Access Points will integrate into SPU's existing Fortinet FortiGate Firewalls. The FortiGate Firewall acts as the wireless controller. This will provide SPU with a much more granular approach to securing the private and public wireless networks through the use of security policies which are managed by the firewall. Firmware updates are also managed through the firewall.		
Why must this initiative be supported through the use of new funding?		
This initiative is a one-time investment and will be funded through Cash Reserves		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
<i>Strategic Plan 2022-2024: build upon a track record of operational reliability, safety, and performance to sustain our position as a best-in-class utility.</i> This initiative is a continuance of the Information Technology's department focus to enhance cybersecurity and reduce our exposure to external attacks. As shown above, this will be a one-time expenditure.		

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:		
Initiative Title:	Security Camera Upgrades	
Department Name:	SPU - Technology	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2022	
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		34,050
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		34,050
Total Request	0.00	34,050
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
2021 Budget Rollover. (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. 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. 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?		
This initiative would be funded through Cash Reserves.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Strategic Plan 2022-2024: build upon a track record of operational reliability, safety, and performance to sustain our position as a best-in-class utility. This initiative is a continuance of the Information Technology's department focus to enhance security to our entire asset infrastructure and reduce our exposure to external attacks.		

APPENDIX B : BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:	15
Initiative Title:	Corrosion Control Study
Department Name:	SPU - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2022

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 provides funding for a DNR-required Corrosion Control Optimization Study. In 2020, Sun Prairie Utilities collected 30 lead and copper samples from consumers' taps, 10 water quality parameter samples from the distribution system, and two rounds of water quality parameter samples from each well as requested by the DNR. The DNR is requiring SPU to conduct a study of the water system due to concerns over the number of lead services lines in the City (currently 105 identified) and the results from the sampling operations. This study will utilize third-party coordination, sequential sampling operations of SPU customers, and analytical studies of those results by DNR staff. The DNR - requested sampling period would be June 1 - September 30, 2022.

Why must this initiative be supported through the use of new funding?

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. <i>Strategic Plan 2022-2024: Build upon a track record of operational reliability, safety and performance to sustain our position as a best-in-class utility. Water quality in Sun Prairie is of paramount importance to how SPU distributes water to its customers. SPU must always be conscious of ways that it can improve how water is conveyed from the well head to the customer. This includes the performance of SPU's distribution network, and specifically, optimizing the corrosion control of the water main infrastructure.</i>
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APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:	15	
Initiative Title:	Paving Maintenance	
Department Name:	SPU - Water	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2022	
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		8,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		8,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	8,000
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.		
Describe how this initiative enables the City to achieve these goals.		
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.		

APPENDIX B : BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:	2	
Initiative Title:	Well 8 Scale Replace - CI	
Department Name:	SPU - Water	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2022	
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		6,708
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		6,708
Total Request	0.00	6,708
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 8. In 2021, SPU replaced chemical scales and holding tanks at Well 4, Well 6, and Well 7 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 8 with the goal to eventually replace all chemical facilities in the water system with this standardized approach. Well 8 and Well 9 are the final upgrade locations.		
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.		
Describe how this initiative enables the City to achieve these goals.		
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.		

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:	2	
Initiative Title:	Well 9 Scale Replace - CI	
Department Name:	SPU - Water	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2022	
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		6,708
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		6,708
Total Request	0.00	6,708
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 9. In 2021, SPU replaced chemical scales and holding tanks at Well 4, Well 6, and Well 7 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 9 with the goal to eventually replace all chemical facilities in the water system with this standardized approach. Well 8 and Well 9 are the final upgrade locations.		
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.		
Describe how this initiative enables the City to achieve these goals.		
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.		

APPENDIX B : BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:	2	
Initiative Title:	Well 8 Scale Replace - FI	
Department Name:	SPU - Water	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2022	
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		6,498
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		6,498
Total Request	0.00	6,498
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
This initiative replaces the current fluoride chemical scale in Well 8. In 2021, SPU replaced chemical scales and holding tanks at Well 4, Well 6, and Well 7 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 8 with the goal to eventually replace all chemical facilities in the water system with this standardized approach. Well 8 and Well 9 are the final upgrade locations.		
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. Describe how this initiative enables the City to achieve these goals.		
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.		

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:	2	
Initiative Title:	Well 9 Scale Replace - FI	
Department Name:	SPU - Water	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2022	
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		6,498
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		6,498
Total Request	0.00	6,498
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
This initiative replaces the current fluoride chemical scale in Well 9. In 2021, SPU replaced chemical scales and holding tanks at Well 4, Well 6, and Well 7 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 9 with the goal to eventually replace all chemical facilities in the water system with this standardized approach. Well 8 and Well 9 are the final upgrade locations.		
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. Describe how this initiative enables the City to achieve these goals.		
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.		

APPENDIX B : BUDGET INITIATIVES
City of Sun Prairie
QUALITY CITY 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:	15	
Initiative Title:	Battery Tools - Water	
Department Name:	SPU - Water	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2022	
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		5,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		5,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	5,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
This initiative provides funding for various battery-operated tools for the water department. In recent years, the tool industry has embraced battery technology for tools that did not commonly have a battery option. The water department has been investigating these new field work options and is requesting funds to purchase items such as work lights, portable grinders, and chop saws that utilize batteries as a power source. In the case of the chop saw, it provides a fume-free environment while cutting water main inside a trench. Other items such as drills and grinders would outfit field vehicles with common power tools instead of the current hand wrenches and saws.		
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. Describe how this initiative enables the City to achieve these goals.		
Pursuing new technologies for field tools facilitates better employee ergonomics, improves human factor, and may decrease exposure to repetitive work injuries from common hand tools.		

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Salary Study
Initiative Title:	Human Resources
Department Name:	Employer of Choice
Council Strategic Plan Vision:	2022
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		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.
It is crucial to know how our current salaries compare to our competitors. Engaging an outside consultant in the collection of salary data and analyzing the city's position in comparison to other communities, especially those in Dane County will be an efficient way to get the project completed. This will provide an impartial analysis of the situation and identify areas of concern. The consultant will be able to advise the city on pay plan strategies to better respond to changing market conditions and pain for future needs.

Why must this initiative be supported through the use of new funding?
This is a single project and would be funded with Expenditure Restraint monies.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Compensation is a major factor in employee retention and ability to compete in recruitment of qualified candidates. The ability to remain competitive in pay would improve our position as an Employer of Choice.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Maintenance Technician II
Initiative Title:	Building Maintenance
Department Name:	Employer of Choice
Council Strategic Plan Vision:	2022
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	0.00	5,860
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	5,860
Net Funding Needed		5,860

Request Justification
Provide a concise description/justification for this initiative request.
Currently, Building Maintenance Technician wages are increased at the same rate, regardless of their technical knowledge or skills. This budget initiative would create a Maintenance Technician II level within the Building Maintenance staff, which would compensate technicians at a higher rate after they pursue additional training. This initiative aims to reward staff who make the effort to advance their skills in the trade.

Why must this initiative be supported through the use of new funding?
This is an increase in compensation, current funding cannot be used.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Employer of Choice - The City of Sun Prairie aims to recruit and retain talented staff at all levels of our organization. Creating a Maintenance Technician II level will provide staff an incentive to obtain additional training, which will help ensure that Building Maintenance continues to employ highly skilled technicians and keeps Sun Prairie regarded as an "Employer of Choice" for technicians who choose to advance their careers. This initiative will also allow technicians who get promoted a level and start considering and training for future leadership roles within the organization.

APPENDIX B : BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	3
Department's Initiative Priority Number:	CAAS Accreditation
Initiative Title:	Emergency Medical Service
Department Name:	Quality City Services
Council Strategic Plan Vision:	2022
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		8,500
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		400
One-time Equipment or Start-up Costs ^e		8,500
Total Request	0.00	8,900
Net Funding Needed		400

Request Justification
Provide a concise description/justification for this initiative request.
The Committee on Accreditation of Ambulance Services (CAAS) is the preeminent ambulance accrediting agency in the United States. CAAS accreditation helps EMS agencies increase organizational performance and efficiency, increase clinical quality, and decrease risk and liability. Accreditation allows agencies to look forward and plan for the future, using a template for making comprehensive organization changes that improve the overall performance of the organization. An independent review validates that accredited agencies are adhering to the highest standards in the industry. Such accreditation allows the EMS Department to measure its performance to a nationally accepted standard. CAAS accreditation ensures that the agency is promoting quality patient care, and is operating safely and efficiently, decreasing the agency's exposure to risk, stimulating self-evaluation, development, and improvement.

Why must this initiative be supported through the use of new funding?
The one time costs of this initiative could be funded with Expenditure Restraint monies.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
The Department's objective is to be an EMS industry leader through innovation, enhanced service delivery, operational efficiency, and excellent organizational management. The process of accreditation requires the agency to introspect and identify any and all areas for improvement, and it provides the tools with which to do so. Further, the accreditation process scrutinizes all aspects of the agency, including clinical care, operations, as well as administrative and financial efficacy. In so doing, the public benefits from a more streamlined and efficient operation that makes judicious use of taxpayer resources and improved public confidence in the service.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Increase Pager Pay
Initiative Title:	Public Services
Department Name:	Employer of Choice
Council Strategic Plan Vision:	2022
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		27,351
Full-time Personnel ^b	0.00	62,625
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	62,625
Net Funding Needed		35,273

Request Justification
Provide a concise description/justification for this initiative request.
Increase the pager pay for on call employees to \$3.50 per hour. Employees on call must be available for a response when on call 24/7 and this compensates them for the time spent standing by for calls for service. The Public Works, IT, WWTP, Parks and Building Maintenance Departments have employees on call.

Why must this initiative be supported through the use of new funding?
The current allowance is \$1.50 per hour. Raising the per hour pay brings the City inline with other municipalities.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Employees on call need to be available to take calls for service and respond directly to the City. This limits the outside activities they can do on their time off. The extra pay compensates them for this time.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	Increase Boot Allowance City
Initiative Title:	Public Services
Department Name:	Employer of Choice
Council Strategic Plan Vision:	2022
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		550
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		1,500
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	1,500
Net Funding Needed		950

Request Justification
Provide a concise description/justification for this initiative request.
Increase the boot allowance for all City employees in the boot allowance program by \$25. Employees in the Public Works, Stormwater, Parks, Engineering, Wastewater, Building Maintenance and Building Inspection departments participate in the program.

Why must this initiative be supported through the use of new funding?
The current boot allowance is \$125 per year and additional funding is requesting to increase the allowance.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Employees working in the field and on construction sites need safety footwear to protect themselves from hazards. The cost of boots continues to increase and many employees need more than one pair of boots annually. The increase to \$150 per year will help employees maintain appropriate safety footwear while at work.

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	SPMC Production Manager	
Initiative Title:	Cable Access Television	
Department Name:	Employer of Choice	
Council Strategic Plan Vision:	2022	
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		8,872
Full-time Personnel ^b	0.13	8,872
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.13	8,872
Net Funding Needed		0
Request Justification		
Provide a concise description/justification for this initiative request.		
We would like to return one staff member to full time with an increase of five hours a week from her current 35 hours a week. They are a very valued member not only of the Sun Prairie Media Center but of the city of Sun Prairie staff as a whole. Their expertise with a 20 year history with the city is invaluable to the Media Center. If this initiative was approved, this person would begin teaching double the number of KIDS-4 classes they teach now, a change in schedule that given time in class, prepping for class, and editing materials together for air and distribution, would certainly fill the five hours a week. Other staffers would cut back their classes, freeing up more of their time to work with adult volunteers on the KSUN and 103.5 FM side, which is something I need them for. This staffer taking on more KIDS-4 responsibilities would give others room to breathe and the ability to take on additional projects.		
Why must this initiative be supported through the use of new funding?		
This initiative would not require new funding but would be taken out of the 2022 SPMC budget, which is not part of the general fund.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
One of the council's strategic plan priorities is employer of choice. This initiative would retain a quality long-term employee by elevating her back to full time. Not only will the Media Center benefit from their increased presence, but we may be able to retain a happy and longer-serving employee. This initiative would support the employer of choice goal.		

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE 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:	1A
Department's Initiative Priority Number:	2 Collections System Tech's
Initiative Title:	Wastewater Treatment Plant
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		171,444
Full-time Personnel ^b	2.00	169,444
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		2,000
One-time Equipment or Start-up Costs ^e		-
Total Request	2.00	171,444
Net Funding Needed		(0)

Request Justification
Provide a concise description/justification for this initiative request.
PLEASE SEE - Justification info tab for appropriate documentation. 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, maintaining manholes, and flow monitoring activities. Currently there is two employees 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. It is also imperative to have our collection system operators work in two man teams on the VAC truck and on the Camera truck for safety reasons. Having 4 total employees in the collection system will allow for safe operation of the camera truck and VAC to be operating at the same time. It is currently almost impossible to keep up with with the demand out in the collection system with only two dedicated employees.

Why must this initiative be supported through the use of new funding?
The wastewater department will support this position via sewer rates.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
Quality City Services: Upgrade the Wastewater Treatment Plant and properly maintain and operate it with appropriate staffing levels and continue growth of the city sanitary sewer system and maintain it with proper collection system employees. With this recent plant expansion and growth of the City, manpower is needed to properly cover the operation and maintenance of the facility, as well as the City's collection system. The addition of two more employee will allow for adequate levels of staffing to properly operate and maintain both the upgraded wastewater facility and the sanitary sewer collection system.

APPENDIX B : BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE 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:		
Initiative Title:		
Department Name:		
Council Strategic Plan Vision:		
Fiscal Year:		
	City HR Fee	
	SPU - Administration	
	Employer of Choice	
	2022	
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		31,675
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		31,675
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	31,675
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] equaling \$29,275 in 2021. 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?		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
<i>Strategic Plan 2022-2024: Become the employer of choice by fostering an inclusive, positive work environment and investing in and empowering our employee.</i> Having excellent Human Resources, our employees are provided with a superior benefits package and a department that is deemed an outstanding employee resource.		

APPENDIX B - BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE 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:	
Initiative Title:	Communications & Marketing Specialist
Department Name:	SPU - Administration
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2022

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		96,087
Full-time Personnel ^b	1.00	96,087
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	1.00	96,087
Net Funding Needed		(0)

Request Justification
Provide a concise description/justification for this initiative request.
As part of the 2022-2024 Strategic Plan, there was a need identified to improve customer communications and promote the value of the utility. As a result, a Communications and Marketing Specialist position initiative is being placed in the 2022 budget. As described above, this position will focus on communicating with all classes of customers, including residential, schools, and businesses. The duties of this new position are currently being performed by a number of staff, with the determination made that this can be dramatically improved by creating this focused position.

Why must this initiative be supported through the use of new funding?

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Strategic Plan 2022-2024: Become the employer of choice by fostering an inclusive, positive work environment and investing in and empowering our employee. Having excellent Human Resources, our employees are provided with a superior benefits package and a department that is deemed an outstanding employee resource.

APPENDIX C : FINANCIAL POLICIES

CAPITAL IMPROVEMENT POLICY

TITLE:	CAPITAL IMPROVEMENT POLICY	CREATION DATE:	JANUARY 17, 2017
POLICY SOURCE:	FINANCE DEPARTMENT	REVISION DATE:	FEBRUARY 6, 2018
APPLICATION:	ALL EMPLOYEEER		
INDEXED AS:	CAPITAL IMPROVEMENT		

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 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.

CAPITAL IMPROVEMENT POLICY

3. CAPITALIMPROVEMENT 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.

CAPITAL IMPROVEMENT POLICY

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:

1. Project Title, Physical Description, and Definition of Scope
2. Demonstration/Justification of Need
3. Project Schedule
4. Capital Cost Estimate
5. Statement of Impact on the Operating Budget
6. Relationship to other Planned Projects
7. Project's Department Rank Priority
8. 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.

CAPITAL IMPROVEMENT POLICY

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:

- Legality
- Equity
- Effectiveness
- Acceptability
- Affordability
- Ease of Administration
- 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).

CITY OF
SUN PRAIRIE
Wisconsin

INVESTMENT POLICY

TITLE:	INVESTMENT POLICY	CREATION DATE:	OCTOBER, 1989
POLICY SOURCE:	FINANCE COMMITTEE	REVISION DATE:	AUGUST 7, 2017
APPLICATION:	FINANCIAL MANAGEMENT		OCTOBER 1, 2019
INDEXED AS:	INVESTMENT POLICY		

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 debase 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

INVESTMENT POLICY

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

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.

INVESTMENT POLICY

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 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.

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.

INVESTMENT POLICY

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.

INVESTMENT POLICY

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.

INVESTMENT POLICY

(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

TITLE:	FUND BALANCE POLICY	CREATION DATE:	JULY 16, 2002
POLICY SOURCE:	FINANCE COMMITTEE	REVISION DATE:	NOVEMBER 13, 2012
APPLICATION:	FINANCIAL MANAGEMENT		APRIL 17, 2018

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

Non-spendable 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.

FUND BALANCE POLICY

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

TITLE:	PURCHASING POLICY	CREATION DATE:	OCTOBER 15, 2002
POLICY SOURCE:	FINANCE COMMITTEE	REVISION DATE:	JANUARY 4, 2006
APPLICATION:	FINANCIAL MANAGEMENT		
INDEXED AS:	PURCHASING POLICY		

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.

PURCHASING POLICY

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.

PURCHASING POLICY

- 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 \$500.00	Department Head or Designee	Department Approval	Periodic quotes or 2 informal quotes
Over \$500.00 and less than \$2,500.00	Department Head Or Designee	Department Approval	3 Informal Quotes
Over \$2,500.00 and less than \$10,000.00	Finance Director	Purchase order	3 Formal Quotes
Over \$10,000.00 and less than \$15,000.00	City Administrator or Asst. City Administrator	Purchase Order	3 Formal Quotes
Over \$15,000.00	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.

PURCHASING POLICY

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

PURCHASING POLICY

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

PURCHASING POLICY

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.

PURCHASING POLICY

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.

PURCHASING POLICY

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.

PURCHASING POLICY

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.

CITY OF
SUN PRAIRIE
Wisconsin

BUDGET MANAGEMENT AND AMENDMENT POLICY

TITLE:	BUDGET MANAGEMENT AND AMENDMENT POLICY	CREATION DATE:	AUGUST 7, 2012
POLICY SOURCE:	FINANCE DEPARTMENT	REVISION DATE:	APRIL 4, 2017
APPLICATION:	BUDGET MANAGEMENT		APRIL 2, 2019
INDEXED AS:	BUDGET AMENDMENT POLICY		

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.

BUDGET MANAGEMENT AND AMENDMENT POLICY

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.

BUDGET MANAGEMENT AND AMENDMENT POLICY

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

- i. 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:
- ii. No approval is necessary for the annual lapse of the year-end operating surplus or deficit to fund balance.

BUDGET MANAGEMENT AND AMENDMENT POLICY

- iii. Transfers from fund balance designations for the Library shall be approved by the Library Board. They do not require City Council approval.
- iv. 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.
- v. 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 11, 2021

Honorable Mayor, Members of the City Council, and Citizens of Sun Prairie:

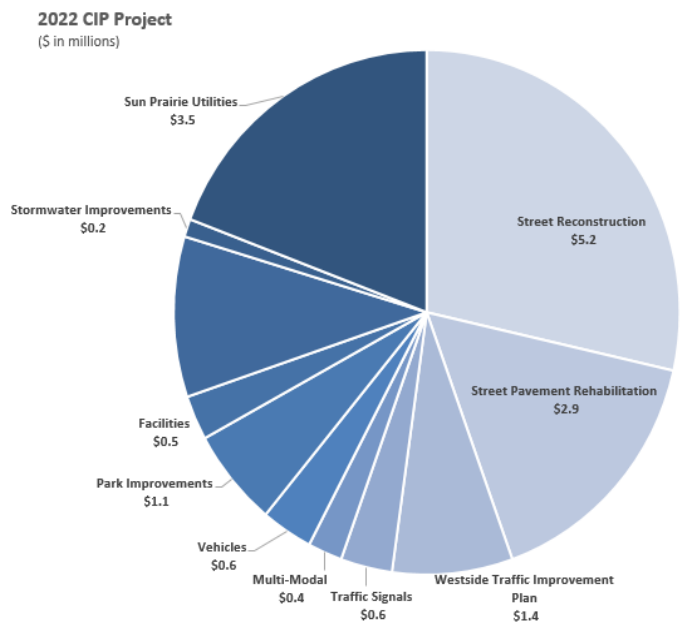
We are pleased to present to you the City of Sun Prairie's Ten-Year Capital Improvement Plan for fiscal years 2022-2031 (CIP). This document identifies the strategic investments necessary to meet the City's goals. It is also intended to stimulate discussion to determine how the City can best allocate 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:

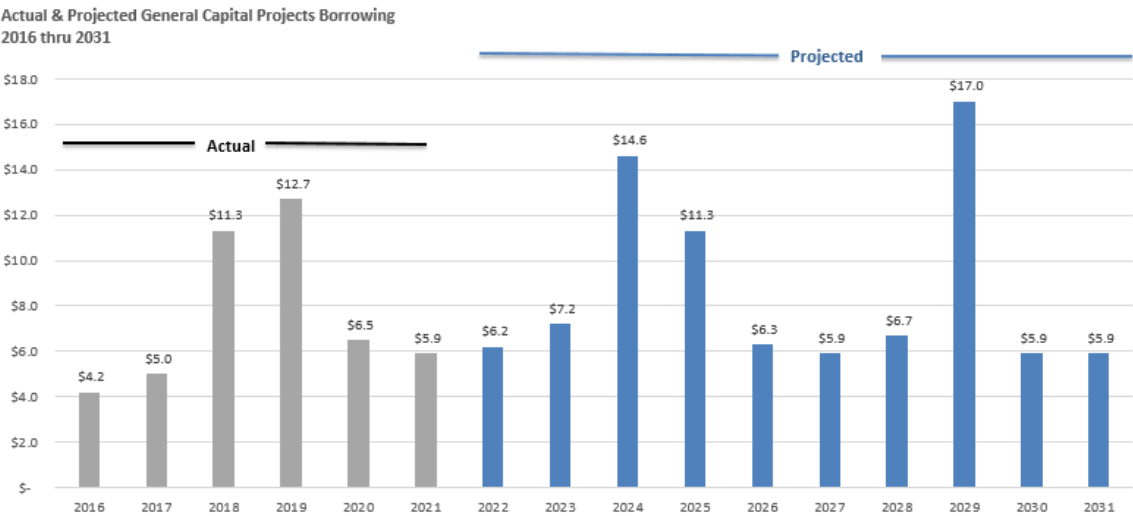
- Roadway initiatives for existing city streets comprise a significant portion of this plan. These initiatives range from total street reconstruction involving stormwater, wastewater, and water main updates, to pavement rehabilitation projects involving new surface overlay to extend the life of the street.
- 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.
- Facility initiatives to renovate and update city facilities and make them more energy efficient. The plan includes initiatives to convert the lighting at the Westside Community Building to LED, reconfigure the 1st floor counter area of City Hall, and upgrade the Westside Community Building's HVAC control system. In addition, the City Council has prioritized the Library Expansion Project, the Family Aquatic Center Renovation Project, and the Building of a Public Works Campus. These significant projects have been included within this CIP.

TRANSMITTAL LETTER



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 years. 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.



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 (2022) 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.

TRANSMITTAL LETTER

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 2022-2031 CAPITAL PROJECT PLANS

FUNDING SOURCES (\$ in '000s)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	TOTAL
General Obligation Debt											
City ¹	6,195.3	7,574.3	21,471.2	11,318.0	6,278.7	5,922.1	6,675.9	16,950.4	5,901.7	5,941.4	94,229.0
TIF District	646.4	-	-	-	1,122.0	-	-	-	-	-	1,768.4
Fleet Inservice Fund	1,279.2	935.8	224.2	104.0	796.7	890.5	855.8	384.5	71.4	-	5,542.1
Water Pollution Control Facility	-	2,253.2	-	2,279.3	-	1,121.0	-	1,718.7	-	1,284.2	8,656.4
Stormwater	-	1,043.2	-	1,152.6	-	1,440.2	-	6,944.2	-	742.3	11,322.5
Clean Water Fund Loan(Revenue)	-	-	-	6,000.0	6,000.0	-	-	-	-	-	12,000.0
Grants & Donations	2,063.8	1,920.3	3,500.0	-	1,836.0	-	-	-	-	-	9,320.2
Traffic Impact Fee	803.0	-	-	-	303.3	762.5	-	-	-	-	1,868.8
Park Fund Fees	379.6	434.2	349.0	325.0	25.0	285.0	35.0	350.0	-	-	2,182.8
Fleet Inservice Fund	-	-	194.5	48.0	-	-	73.0	128.5	268.0	316.0	1,028.0
Retained Earnings ²	7,913.0	2,757.9	8,522.9	4,993.0	16,074.1	2,770.5	5,904.9	2,910.5	4,686.1	537.0	57,069.8
Debt Proceeds Available	-	-	-	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 19,280.2	\$ 16,918.9	\$ 34,261.8	\$ 26,219.9	\$ 32,435.8	\$ 13,191.8	\$ 13,544.6	\$ 29,386.7	\$ 10,927.2	\$ 8,820.9	\$ 204,987.8

¹Includes State Trust Fund Loan

²Includes Clean Water Fund Loan in Year 2023

PROPOSED CAPITAL PROJECTS (\$ in '000s)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	TOTAL
Public Works											
Street Reconstruction	5,232.0	3,694.0	2,913.0	5,968.0	8,498.0	4,610.0	4,389.0	7,287.0	3,713.0	4,554.0	50,858.0
Street Pavement Rehabilitation	2,928.0	1,843.0	3,822.0	1,504.0	581.0	1,648.0	2,246.0	75.0	3,207.0	2,117.0	19,971.0
Westside Traffic Improvement Plan	1,350.0	-	-	-	582.5	2,667.5	-	-	-	-	4,600.0
Traffic Signals	600.0	2,279.6	-	-	-	-	-	-	-	-	2,879.6
Multi-Modal	393.6	498.0	400.0	250.0	100.0	176.0	595.0	613.0	220.0	100.0	3,345.5
Vehicles	1,494.5	945.2	332.0	150.0	781.1	873.0	977.0	505.5	268.0	316.0	6,642.2
Park Improvements	1,148.0	705.0	1,079.0	5,905.0	280.0	625.0	345.0	900.0	130.0	100.0	11,217.0
Facilities	535.6	1,615.7	18,868.5	443.0	-	125.0	1,000.0	16,500.0	-	-	39,087.8
Equipment	-	235.0	70.0	-	-	-	-	-	70.0	-	375.0
Water Pollution Control Facility	1,767.5	2,045.0	3,562.0	7,935.0	7,422.0	940.0	1,550.0	1,500.0	800.0	1,200.0	28,721.5
Stormwater Improvements	200.0	200.0	290.0	415.0	1,300.0	200.0	200.0	200.0	200.0	277.7	3,482.7
Sun Prairie Utilities	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	-	31,307.1
Debt Issuance Costs	159.2	231.5	425.4	408.9	160.7	183.8	147.7	509.8	117.1	156.2	2,500.3
Total Capital Projects	\$ 19,280.2	\$ 16,918.9	\$ 34,261.8	\$ 26,219.9	\$ 32,435.8	\$ 13,191.8	\$ 13,544.6	\$ 29,386.7	\$ 10,927.2	\$ 8,820.9	\$ 204,987.8

To review the comprehensive report on the City of Sun Prairie's Capital Improvement Plan, visit CityofSunPrairie.com.

CITY OF
SUN PRAIRIE
Wisconsin

APPENDIX E : LONG-TERM DEBT

APPENDIX E : LONG-TERM DEBT

SUN PRAIRIE DEBT PAYMENTS TO MATURITY 12/31/2021

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
2022	8,137,227	1,536,331	1,795,000	934,603	2,219,856	613,418	1,440,000	99,068
2023	7,375,404	1,287,778	1,835,000	859,850	2,263,039	545,882	1,475,000	69,548
2024	7,481,019	1,079,944	1,730,000	800,969	2,316,914	484,323	1,515,000	36,360
2025	6,272,042	882,740	1,610,000	743,725	2,361,495	429,257	-	-
2026	6,153,135	696,607	1,575,000	685,913	1,365,396	385,510	-	-
2027-2031	16,702,184	1,463,903	8,415,000	2,597,106	7,229,752	1,433,143	-	-
2032-2036	2,870,000	406,714	9,440,000	1,270,201	6,683,774	730,565	-	-
2037-2041	1,060,000	39,900	3,945,000	168,688	5,492,483	203,078	-	-
Totals	56,051,012	7,393,915	30,345,000	8,061,055	29,932,709	4,825,176	4,430,000	204,975

APPENDIX E : LONG-TERM DEBT

City of Sun Prairie
City of Sun Prairie - Outstanding Debt
12/31/2021

To Escrow

DATE OF ISSUE	PURPOSE	FINAL MATURITY	CALL DATE	INTEREST RATES	ORIGINAL AMOUNT	Issued 2021	Principal 2021	Agent Refunded 12/31/2021	Balance 12/31/2021	Due in One Year	Interest 2021
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 WPPI (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		-		-	-	-
5/8/2012	2012A GO Promissory Notes	4/1/2022	4/1/2019	0.4-2.0	7,085,000		820,000		785,000	785,000	23,080
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, TIF8 & TIF9)	2/1/2023	2/1/2020	1.5-2.0	8,580,000		385,000		585,000	415,000	15,550
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		2,335,000		-	-	63,633
7/8/2014	2014C Taxable Notes (TIF 9)	2/1/2027	2/1/2023	1.2-3.7	4,315,000		355,000		3,060,000	465,000	106,221
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	2,815,000		265,000		1,100,000	265,000	25,713
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		1,225,000		5,130,000	1,295,000	152,925
6/28/2017	2017A GO Promissory Notes	4/1/2027	4/1/2024	2.0-3.0	3,940,000		370,000		2,430,000	380,000	61,950
8/9/2017	2017 State Trust Fund Loan - Land (Gen & TIF 12)	3/15/2027	n/a	3.5	4,931,000		744,441		-	-	21,130
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		3,489,000		-	-	120,251
10/11/2018	2018B GO Promissory Note	4/1/2028	4/1/2025	3.0 - 4.0	7,690,000		635,000		5,250,000	665,000	214,300
2/7/2019	2019A Taxable GO Bonds (TIF 9, TIF 11, TIF 12, TIF 13)	4/1/2037	4/1/2027	2.7 - 4.0	9,255,000		750,000	-	7,770,000	775,000	261,913
2/7/2019	2019B GO Refunding Bonds (TIF 13)	4/1/2032	4/1/2028	3.0 - 4.0	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		190,000	-	3,450,000	130,000	127,250
7/17/2019	2019D GO Notes	4/1/2029	4/1/2026	2.0 - 4.0	8,800,000		995,000	-	7,375,000	820,000	254,025
12/20/2019	2019 State Trust Fund Loan (TID 8)	3/15/2029	n/a	3.25	650,000		58,988	-	591,012	65,883	26,102
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0 - 3.0	5,855,000		1,045,000	-	4,810,000	585,000	152,228
12/22/2020	2020 State Trust Fund Loan (TID 8)	3/15/2030	n/a	3.0	1,150,000		-	-	1,150,000	106,345	-
8/12/2021	2021C GO Notes (Gen and Refunding 2014B)	4/1/1931	4/1/2028	1.5 - 2.0	7,395,000	7,395,000	-		7,395,000	1,010,000	-
					151,524,116	7,395,000	13,662,429	-	53,436,012	7,762,227	1,713,871
CAPITAL LEASES											
6/24/2014	CDA Refunding Bonds (TIF 8)	8/1/2024	8/1/2021	4-2.4	12,785,000	-	1,410,000	-	4,430,000	1,440,000	103,886
					36,415,000	-	1,410,000	-	4,430,000	1,440,000	103,886
TOTAL CAPITAL LEASES											
TOTAL GOVERNMENTAL ACTIVITIES					187,939,116	7,395,000	15,072,429		57,866,012	9,202,227	1,817,756

APPENDIX E : LONG-TERM DEBT

City of Sun Prairie
City of Sun Prairie - Outstanding Debt
12/31/2021

To Escrow

DATE OF ISSUE	PURPOSE	FINAL MATURITY	CALL DATE	INTEREST RATES	ORIGINAL AMOUNT	Issued 2021	Principal 2021	Agent Refunded 12/31/2021	Balance 12/31/2021	Due in One Year	Interest 2021
BUSINESS-TYPE ACTIVITIES											
6/8/2005	CWF Loan (WWTP)	5/1/2025		2.365	14,729,283		930,981		3,949,369	952,999	104,411
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		140,000		-	-	3,754
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	265,000		25,000		115,000	25,000	2,663
10/26/2016	2016B GO Promissory Note	4/1/2026	4/1/2023	2.0-3.0	475,000		40,000		205,000	40,000	5,900
11/30/2017	2017B GO Bonds	4/1/2037	4/1/2027	2.0-3.0	1,580,000		65,000		1,295,000	65,000	36,750
7/17/2019	2019 GO Bonds - Series C	4/1/2039	4/1/2027	3.0 - 5.0	1,500,000		70,000	-	1,335,000	50,000	49,100
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0-3.0	715,000	-	70,000	-	645,000	70,000	19,010
3/24/2021	CWF Loan (WWTP)	5/1/2040		1.485	15,603,340	15,603,340	-		15,603,340	716,857	95,779
8/12/2021	2021C GO Notes (refunding of 2014B)	4/1/1931	4/1/2028	1.5 - 2.0	105,000	105,000	-		105,000	35,000	-
8/12/2021	2021B GO Bonds	4/1/2041	4/1/2029	2.0 - 3.0	2,870,000	2,870,000			2,870,000	170,000	-
TOTAL WWTP					39,212,623	18,578,340	1,340,981	-	26,122,709	2,124,856	317,367
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		40,000		80,000	40,000	2,000
7/8/2014	2014B GO Notes	2/1/2027	2/1/2021	1.0-3.0	1,385,000		585,000		-	-	15,805
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	570,000		60,000		240,000	60,000	5,625
10/26/2016	2016A GO Corporate Purpose Bond	4/1/2036	4/1/2025	2.0-3.0	5,820,000		235,000		4,505,000	245,000	133,338
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		135,000		2,720,000	140,000	77,200
7/17/2019	2019 GO Bonds - Series C	4/1/2039	4/1/2027	3.0 - 5.0	5,580,000	-	275,000	-	4,940,000	190,000	182,175
8/12/2021	2021C GO Notes (refunding of 2014B)	4/1/1931	4/1/2028	1.5 - 2.0	440,000	440,000	-		440,000	145,000	-
8/12/2021	2021B GO Bonds	4/1/2041	4/1/2029	2.0 - 3.0	1,990,000	1,990,000	-		1,990,000	120,000	-
TOTAL STORMWATER					20,595,000	-	1,330,000	-	14,915,000	675,000	416,142
11/6/2008	2008 Revenue Bonds	4/1/2023					940,000		-	-	21,163
	2012 Taxable Revenue Refunding Bonds	4/1/2032					140,000		1,780,000	140,000	50,395
6/16/2014	2014 Revenue Bonds	4/1/2034					175,000		2,300,000	175,000	90,271
10/26/2016	2016A GO Corporate Purpose Bond	4/1/2036	4/1/2025	2.0-3.0	3,435,000	-	140,000		2,665,000	145,000	78,863
10/11/2018	2018A GO Corporate Purpose Bond	4/1/2038	4/1/2027	3.0-5.0	7,125,000	-	240,000	-	6,195,000	255,000	248,438
2/10/2021	2021A Revenue Bonds	4/1/2041	4/1/2029	1.125 - 4.0	6,300,000	6,300,000	-		6,300,000	235,000	100,714
TOTAL SPU					10,560,000	6,300,000	1,635,000	-	19,240,000	950,000	589,842
TOTAL BUSINESS-TYPE ACTIVITIES					70,367,623	24,878,340	4,305,981	-	60,277,709	3,749,856	1,323,352
INSERVICE - TYPE ACTIVITIES											
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	155,000		15,000		80,000	20,000	1,825
10/26/2016	2016B GO Promissory Note	4/1/2026	8/1/2021	2.0-3.0	1,185,000		110,000		610,000	115,000	17,450
6/28/2017	2017A GO Promissory Note	4/1/2027	4/1/2024	2.0-3.0	980,000		90,000		605,000	95,000	15,400
10/11/2018	2018B GO Notes	10/11/2018		3.0-4.0	135,000		10,000		100,000	10,000	4,050
7/17/2019	2019 GO Notes - Series D	4/1/2029	4/1/20026	2.0 - 4.0	805,000		85,000	-	630,000	70,000	21,675
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0-3.0	195,000		20,000	-	175,000	20,000	5,197
8/12/2021	2021C GO Notes	4/1/1931	4/1/2028	1.5 - 2.0	415,000	415,000	-	-	415,000	45,000	-
TOTAL FLEET INSERVICE					3,870,000	415,000	330,000	-	2,615,000	375,000	65,597
TOTAL ALL DEBT					262,176,739	32,688,340	19,708,410		120,758,721	13,327,083	3,206,705

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 2021 (budget year 2022) was 3.88%. The 2021 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 1.43%.

	Projected TID OUT Equalized Value		Economic Change		New Construction		TID Closure or Other Adjustment	
2021	3,719,152,607	3.00%	50,000,000	1.38%	51,534,207	1.43%	6,953,700	0.19%
2022	3,787,235,238	1.83%	0	0.00%	53,082,631	1.43%	15,000,000	0.40%
2023	3,856,289,596	1.82%	0	0.00%	54,054,359	1.43%	15,000,000	0.40%
2024	3,911,329,552	1.43%	0	0.00%	55,039,956	1.43%		0.00%
2025	3,967,155,081	1.43%	0	0.00%	55,825,529	1.43%		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, 2020, and 2021, and qualified for the state aid in 2020, 2021, and 2022. The City's 2022 Approved Budget does not qualify for aid, which means that the payment will not be received in 2023.

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 were 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.

APPENDIX F : FORECAST OF REVENUE & EXPENDITURES

	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.

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 Revenues/Resources	28,649,673	29,824,568	30,490,753	31,438,925

DEBT SERVICE FUND

A review of the Ten-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.

APPENDIX F : FORECAST OF REVENUE & EXPENDITURES

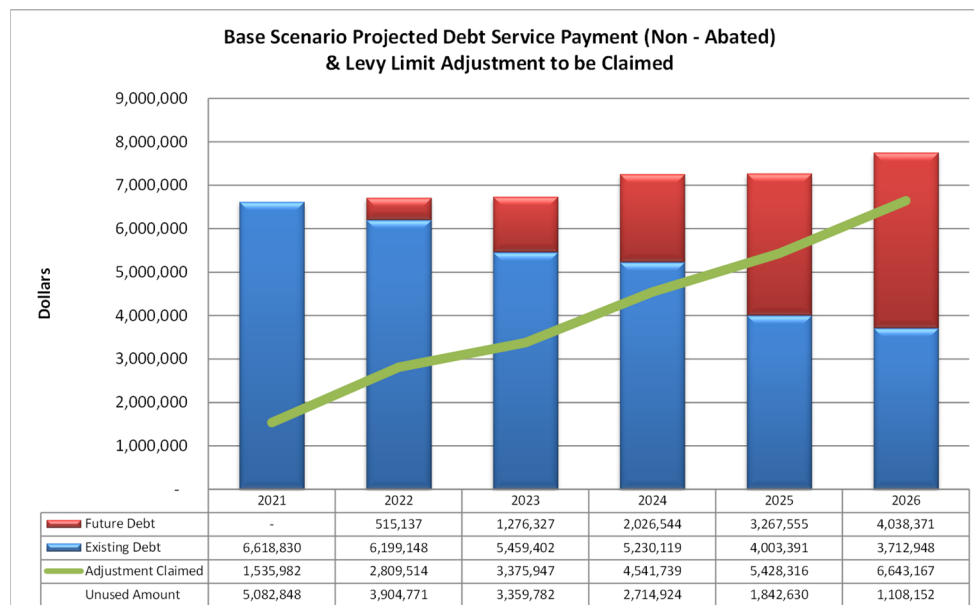
Wisconsin State Statutes require that the city's total general obligation debt may not exceed 5% of the equalized value of taxable property. The 2021 debt limit was \$199,057,082. The city had total general obligation debt outstanding at the end of 2020 of \$85,060,000 or 44.0% of the debt limit. The following is a table of projected debt based on borrowing needs as identified in the ten-year CIP.

DEBT LIMIT PROJECTION

YEAR	COMB EXIST & NEW PRINCIPLE	% OF LIMIT	RESIDUAL CAPACITY
2021	89,201,012	44.81%	109,856,071
2022	85,758,785	42.19%	117,500,399
2023	86,438,381	41.65%	121,095,777
2024	93,782,361	45.72%	117,350,909
2025	103,391,600	48.14%	111,403,200
2026	99,914,021	45.72%	118,605,807
2027	97,408,820	43.82%	124,900,637
2028	93,534,324	41.36%	132,630,482
2029	109,919,359	46.90%	122,167,658
2030	102,730,000	43.89%	131,347,247

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 (even years). The city will continue this policy in the 2022 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 \$4.55 million. This debt adjustment capacity decreases over the next five years. 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

To review the comprehensive report on the City of Sun Prairie's Three-Year Work Plan, visit [CityofSunPrairie.com](https://www.cityofsunprairie.com).

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 innovation 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 within 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.

APPENDIX G : THREE-YEAR WORK PLAN

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 centers 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 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 home to 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.

APPENDIX G : THREE-YEAR WORK PLAN

QUALITY CITY SERVICES

City services are efficient, friendly, and competent. In addition to maintaining roads, water, sanitary sewer, storm sewer, electric infrastructure, sidewalks, and 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.

APPENDIX G : THREE-YEAR WORK PLAN

- Based upon the results of the Housing Needs Assessment, develop a scope of work/priorities for the preparation of a Strategic Housing Plan. Such a plan might include:
 - Establish an Affordable Housing Fund
 - Identify possible 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 the 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 know associations to build the initial web page. Prepare a press release and social media posts when the web 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 web page 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.

APPENDIX G : THREE-YEAR WORK PLAN

- 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 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.

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 last 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 to 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 updated within the three year timeframe identified by Council.

Action Items:

- Review the Comprehensive Plan regarding updating the City's zoning and subdivision ordinances.
- Create a 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 and RFP.
- Review RFP submissions.
- Accept a contract for service, determine public engagement 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 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

APPENDIX G : THREE-YEAR WORK PLAN

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 the 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 the redevelopment of the area, including businesses of interest for City residents.

Action Items:

- Issue an RFQ and select a consultant/establish a project steering committee.
- Negotiate the scope of work and organize the process.
- Begin a community engagement plan.
- The consultant prepares a "State of the Area" report as well as concept plans for consideration by the community.
- Evaluation of the concepts in a public forum – receive input.
- The consultant refines concepts to develop a recommended plan and prepares an implementation strategy.
- Conduct public evaluation and comments on plan and strategy.
- Planning Commission and Council consider/adopt the plan.
- Main and Bristol Plan implementation is likely to extend beyond a 3-year implementation and will require the 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 a 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 the 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.

APPENDIX G : THREE-YEAR WORK PLAN

Action Items:

- Public Works, Engineering, and GIS have completed a special needs assessment, SPU has initiated a needs assessment, and the Transportation Planner is working on a 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.
 - Include proposal for master plan cost in 2020 budget
 - If approved, prepare an RFP for the Master Plan
- Staff to review Consultant options and provide a recommendation on option and cost estimates.
- 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 the 2021 budget at the earliest

Priority 2b: Identify and plan for the 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 the 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 the 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 a scope of work with the Consultant

APPENDIX G : THREE-YEAR WORK PLAN

- 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 the 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 the 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 have completed a special needs assessment, SPU has initiated a needs assessment, and the Transportation Planner is working on a 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 an RFP for the Master Plan
- Staff to review Consultant options and provide a recommendation on options and cost estimates.
- Seek Council action to review 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 the 2021 budget at the earliest

Priority 3b: Identify and plan for the redevelopment of Sun Prairie Utilities. Develop a plan for the 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 the Downtown Redevelopment Plan.
- Engage SPU regarding their short-term and long-term plans for their facility/site.
- Ensure that this property is included in the 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.

APPENDIX G : THREE-YEAR WORK PLAN

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 the 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 the study and present results to the 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:
 - Solutions so customers can better find available parking at peak times and navigate around downtown (wayfinding)
 - Investigation of demand management/TIS solutions, which could involve paid parking and enhanced enforcement
 - Preparation of 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 the 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.

APPENDIX G : THREE-YEAR WORK PLAN

Action Items:

- Study the progress of the downtown redevelopment plan begun by Lakota Group.
- Meet with SPASD to determine goals and needs for an entertainment complex and determine rationale for a referendum.
- Based on the outcome of the meeting and Main-Bristol Plan recommendations, determine the next steps and feasibility and liability of partnering on this project.
- Establish the vision and desired function for the plaza space. Discuss connections with downtown and synergies with the Main-Bristol plan.
- Prepare concept plans for consideration by the City and SPASD. Discuss potential funding sources and partnerships. Investigate grant funding sources.
- If TIF is the intended funding source, review the feasibility with Finance and Ehlers.
- Conduct a public review of concepts to gather feedback. Receive direction for the City and SPASD on the desired outcome and funding.
- Develop design and cost estimates (Planning/Engineering collaboration or hire a consultant for the design?).
- Publicly bid the project and award a 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 the 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 will define roles and responsibilities of each entity.
- Consider using 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,

APPENDIX G : THREE-YEAR WORK PLAN

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.
- Upgrade 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 a 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 a Master Plan for the 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 the 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

APPENDIX G : THREE-YEAR WORK PLAN

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 have 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. This will employ marketing strategies that communicate and increase awareness of what the City of Sun Prairie has to offer residents and visitors, encourage community engagement, and promote 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

APPENDIX G : THREE-YEAR WORK PLAN

DYNAMIC ECONOMY

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.

APPENDIX G : THREE-YEAR WORK PLAN

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:

- Adopt sidewalk policy as ordinance
- Adopt on-street bicycle facility policy as ordinance
- 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. The three recommendations above 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

APPENDIX G : THREE-YEAR WORK PLAN

- 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
 - Create 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
 - 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

APPENDIX G : THREE-YEAR WORK PLAN

- 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,

APPENDIX G : THREE-YEAR WORK PLAN

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 such as 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.

APPENDIX G : THREE-YEAR WORK PLAN

- 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).

APPENDIX G : THREE-YEAR WORK PLAN

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

APPENDIX G : THREE-YEAR WORK PLAN

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.

APPENDIX G : THREE-YEAR WORK PLAN

- 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 the 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.

APPENDIX G : THREE-YEAR WORK PLAN

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.

APPENDIX G : THREE-YEAR WORK PLAN

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 at 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).

APPENDIX G : THREE-YEAR WORK PLAN

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, and 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 1,000 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 included 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 a 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.

APPENDIX G : THREE-YEAR WORK PLAN

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 the 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 the 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.

APPENDIX G : THREE-YEAR WORK PLAN

- 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.

APPENDIX G : THREE-YEAR WORK PLAN

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 the 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 workplace.
- 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

APPENDIX H : GLOSSARY OF TERMS

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 an 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, sidewalks, trails, equipment, and vehicle purchases.

Cash Basis – A basis of accounting in which transactions are recognized only when cash is increased or decreased.

APPENDIX H : GLOSSARY OF TERMS

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.

Depreciation – An accounting method used to allocate the cost of a tangible or physical asset over its useful life.

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 customers. 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.

APPENDIX H : GLOSSARY OF TERMS

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 a 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 is 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 Service 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 agencies.

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

APPENDIX H : GLOSSARY OF TERMS

in equalized value from net new construction. Several potential modifications are allowed including for increases in debt service, transfers in services, or increased approved 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 are based on:

- Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise funds are 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 collectable 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.

APPENDIX H : GLOSSARY OF TERMS

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 – Revenues are classified according to their source or point of origin.

Special Revenue Funds – Non-major funds that are designated for a specific purpose.

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

APPENDIX I : ACRONYMS

AG – Agriculture

AM – Adaptive Management

BID – Business Improvement District

CAAS – Commission on Accreditation of Ambulance Services

CAFR – Comprehensive Annual Financial Report

CAIDI – Customer Average Interruption Duration Index

CDA – Community Development Authority

CIP – Capital Improvement Plan

COVID-19 – The Novel Coronavirus

CP – Capital Project

CPI – Consumer Price Index

DOR – Department of Revenue

EAB – Emerald Ash Borer

ECD – Electronic Control Device

EMR – Emergency Medical Responder

EMS – Emergency Medical Services

EMT – Emergency Medical Technician

EOC – Emergency Operations Center

EPA – US Environmental Protection Agency

ERU – Equivalent Run-Off Units

ETF – Exchange-Traded Fund

EV – Equalized Value

Exp. – Expenditure

FAC – Family Aquatic Center

FMLA – Family and Medical Leave Act of 1993

FMP – Financial Management Plan

FT – Full-Time Employee

FTE – Full-Time Equivalent

GAAP – Generally Accepted Accounting Principles

GASB – Governmental Accounting Standards Board

GFOA – Government Finance Officers Association

GIS – Geographical Information System

GMA – Greater Madison Area

GMCVB – Greater Madison Convention Visitors Bureau

HVAC – Heating, Ventilation, and Air Conditioning

ICMA – International City Managers; Association

IT – Information Technology

JGTRRA – Jobs and Growth Tax Relief Reconciliation Act

LED – Light-Emitting Diode

LEED – Leadership in Energy and Environmental Design

LTE – Limited Term Employment

mgd – million gallons per day

mg/l – milligrams per liter

MMSD – Madison Metropolitan Sewerage District

MPSISC – Multijurisdictional Public Safety Information System

MS4s – Municipal Separate Storm Sewer Systems

MSA – Metropolitan Statistical Area

N/A – Not Applicable

OWI – Operating While Intoxicated

PSC – Public Service Commission

PSCW – Public Service Commission of Wisconsin

PT – Part-Time Employee

Rec – Recreation

RFB – Request for Proposal

RJ – Restorative Justice Program

APPENDIX I : ACRONYMS

RLF – Revolving Loan Fund

RMS – Records Management System

SAIDI – System Average Interruption Duration Index

SAIFI – System Average Interruption Frequency Index

SPFD – Sun Prairie Fire Department

SCLS – South Central Library System

SPASD – Sun Prairie Area School District

SPMC – Sun Prairie Media Center

SPU – Sun Prairie Utilities

SRO – School Resource Officer

SWU – Stormwater Utility

THC – Tetrahydrocannabinol, the main psychoactive compound in marijuana

TID – Tax Increment District

TIF – Tax Increment Financing District

TMDL – Total Maximum Daily Load

TP – Total Phosphorus

TPP – Trans-Pacific Partnership

TSS – Total Suspended Solids

UV – Ultraviolet Light

VSPA – Video Service Provider Aid

WISLR – Wisconsin Information System for Local Roads

WPDES – Wisconsin Pollutant Discharge Elimination System

WWTP – Wastewater Treatment Plant

WRS – Wisconsin Retirement System

YoY – Year-over-Year

YS – Youth Services



City of Sun Prairie
300 E Main Street
Sun Prairie, WI 53590
www.cityofsunprairie.com